

MINUTES OF A SCRUTINY MEETING OF THE NOBEL SCHOOL BOARD OF GOVERNORS
HELD AT THE SCHOOL ON 13 June 2018 at 6.30pm

Governors Present: Peter Heppelthwaite – Chair, Graham Blackburn, Steven Chown, Martyn Henson (Headteacher), Nick Hoffman, Sue Padfield, Sheenagh Parsons, Hilary Rodgers, Robin Spicer, Rev. Kojo Wood.

Also in Attendance: Jacquie Watts (Clerk) and Naomi Rose with Barry Burningham and Chris Crawley (for part of the meeting).

Apologies For Absence Received From: Amy Pearson

(NB: Governor Challenge, Questions and Monitoring are highlighted in bold)

Action By:

1.	<p>To receive any apologies for absence and decide whether to consent to the same</p> <p>NOTED: apologies for absence had been received by the Clerk from Amy Pearson. Craig Temple and Phil Cave were also absent.</p> <p>AGREED: consent for absence was given to those who had tendered apologies.</p>	
2.	<p>Notification of Any Other Business</p> <p>NOTED: Chris Crawley offered verbal feedback from today's audit as AOB or a more detailed report at the next meeting.</p> <p>AGREED: to consider feedback from the recent audit at the July meeting of the Governing Board.</p> <p>NOTED: forthcoming changes to the Facilities Management contract would probably need governor approval after the July meeting of the Governing Board.</p> <p>AGREED: if possible, matters could be brought to the July meeting of the Foundation Committee for discussion and agreement, but the Governing Board agreed that the Chair of Governors should take urgent decisions on behalf of the Board as Chair's emergency action and delegated authority to him accordingly.</p>	CC
3.	<p>For governors to declare any potential conflicts of interest re. items on the agenda</p> <p>NOTED: there were no declarations of interest.</p>	
4.	<p>Term 3 Finance Report</p> <p>NOTED: The report previously uploaded onto Moodle. The end of year financial outturn was looking better than expected and the school expected to carry forward £84k. Christine Crawley detailed the reasons for the improved performance including higher income levels and reduced staffing costs. Also, a contribution to the Life Cycle fund had not been requested.</p> <p>NOTED: the school was working on a new business plan that would be</p>	

	<p>presented to the Governing Board soon.</p> <p>NOTED: the school would be going into the new academic year with a full complement of staff. Traditional staff recruitment methods had not been successful, but the school had tried alternative, “entrepreneurial” approaches and these had born fruit.</p> <p>AGREED: the Term 3 Finance report as uploaded onto Moodle, subject to the amendment to the textual comments to the effect that the school had spent £291k less than predicted.</p>	
5.	<p>Disposal of Assets Request</p> <p>NOTED: the report previously uploaded onto Moodle. Chris Crawley confirmed that, where possible, the school recycled and re-used all IT equipment. Items on the disposal list were beyond use. All data would be erased as part of the disposal process.</p> <p>AGREED: to the disposal of assets as detailed in the report.</p>	
6.	<p>Facilities Management Contract - Update</p> <p>NOTED: that the County Council had issued a letter of intent to terminate the Facilities Management contract, but had not yet issued the actual termination letter. Christine Crawley was waiting on TUPE information from Engie to be supplied via the County Council before she could approach potential contractors.</p> <p>NOTED: the concern expressed by the Chair that key staff, especially cleaners, could be poached by other companies if there was too long a delay in TUPE transactions. Subject to TUPE details, it was hoped that new contract presentations could take place in July. The Chair would be involved in the presentations and two other governors were sought to accompany him. It was suggested that Steven Chown might like to be involved, but no decisions were reached regarding governor make-up of the presentation panel.</p> <p>NOTED: the school had yet to decide whether or not to appoint an in-house janitor. It was likely to prove more expensive, but should provide the school with greater operational flexibility.</p>	
7.	<p>Approval of Policies</p> <p>7.1 E-Safety Policy</p> <p>7.2 Bring Your Own Device Policy</p> <p>NOTED: this item had originally been item 9 on the agenda, but was being taken early so that Chris Crawley could leave the meeting before the end of the agenda.</p>	
7.2	<p>NOTED: the Bring Your Own Device policy as previously uploaded onto Moodle. Only five governors had agreed it online.</p> <p>AGREED: to the Bring Your Own Device Policy as previously uploaded onto Moodle.</p> <p><i>Christine Crawley left the meeting at this point.</i></p>	

7.1	<p>NOTED: the E-Safety Policy as previously uploaded onto Moodle. Only five governors had agreed it online.</p> <p>NOTED: governors queried whether a broader definition of indecent photographs would be desirable. By focusing solely on photographs of minors or vulnerable adults, other indecent images might be justified under the terms of the policy. Naomi Rose commented that the wording had been drafted by Herts For Learning and she was not sure why indecent images had been limited to these two groups.</p> <p>AGREED: to expand the definition to any form of indecent photograph, including, but not limited to, those of young people and vulnerable adults.</p> <p>AGREED: the E-Safety Policy as previously uploaded onto Moodle, subject to the above change to the policy.</p> <p>NOTED: that the policy indicated that termly data on E-Safety would be submitted to the Governing Board, but that this was not happening. Naomi Rose commented that the first submission of such information had been at the May meeting and that this would continue on a termly basis from here on in.</p>	<p>NR</p> <p>SM</p>
8.	<p>RACE Priorities for 2019/20</p> <p>NOTED: the presentation from Barry Burningham, which looked at the current RACE position and then looked forward to next academic year and beyond.</p> <p>NOTED: that the current RACE cycle ran to the end of the current academic year. Following the OFSTED inspection the school felt comfortable with the current RACE documentation. Predictions for 2017/2018 showed an improving picture. Staff were putting in long hours to help students with exam preparation and were exceeding expectations in ensuring that pupils got to exams. The use of “Think Its”: “know it, use it, stretch it” was discussed in detail. The possibility of governors having use of feedback postcards when visiting the school was discussed.</p> <p>AGREED: the school would have postcards printed in time for the start of next academic year for governors to feedback comments on their learning walks.</p> <p>NOTED: confidence in the school appeared high with the school receiving close to 300 first choices for Year 7 and over 50 appeals. It was pointed out that the Governing Board was going to discuss the current change in catchment areas, but hadn’t yet done so. The Headteacher assured the meeting that it would soon do so and the matter featured on page 1 of the draft business plan. Pupil recruitment areas seemed to be shifting with resultant demographic changes. Primary feeder schools were also experiencing a similar change resulting in greater social and educational need.</p> <p>NOTED: the highlighted RACE updates and prediction for 2017/2018. The school intended to stick with RACE for 2018/19 but hoped to make</p>	<p>MH</p>

	<p>it easier for staff to engage with, including providing examples for what staff might do and asking them to provide timing and costs. The meeting debated whether it would be more positive to ask for costs or for a summary of resources needed. The school highlighted the sequence of discussions that took place regarding RACE and when resource needs and costings would be identified. The meeting then queried whether expenditure against identified costs should be reviewed against actual. It was confirmed that the scheme would build in pointers to enable Link governors to ask relevant questions.</p> <p>NOTED: the draft annual meeting and agenda schedule for 2018/2019 had been drawn up by the Clerk and would be considered at the July Board meeting. The Headteacher thought it might be helpful to schedule Governing Board meetings, where possible, around key phases in the RACE cycle. The difficulties and implications of doing this were discussed.</p> <p>AGREED: Hilary Rodgers and Kojo Wood should discuss budgetary issues with Chris Crawley outside of the meeting.</p> <p><i>Barry Burningham left the meeting at this point.</i></p>	CC/HR/ KW
9.	<p>Feedback From Governor Visits</p> <p>NOTED: the recent visit by Sheenagh Parsons as a “Secret Shopper” when she entered the school without wearing an ID badge. She was able to come into the school with a group of pupils and remained unchallenged by staff or students. She subsequently toured the school with appropriate ID displayed. As a result the school now only unlocked the side door when a member of staff was present. Staff had yet to be reminded about challenging people not displaying ID badges.</p> <p><i>Barry Burningham rejoined the meeting at this point.</i></p> <p>NOTED: further details of Sheenagh Parsons’ visit including the sixth form door being left on the latch, the tills being safely secured to the floor (following a lettings incident earlier in the academic year) and the thoroughness of school records. Engie’s processes in relation to DBS checks and training were also noted. Sheenagh Parsons hoped to be visiting the school again in the near future.</p> <p>NOTED: the Chair thanked Sheenagh Parsons for a constructive visit and an excellent report back. He further commented that whenever he visited the school students were polite in invariably helpful.</p>	
10.	<p>To Agree the Minutes of the Previous Meeting of The Board held on 23 May 2018 and discuss any matters arising, including actions from the tracking sheet</p> <p>AGREED: the minutes of the Governing Board Scrutiny meeting held on 23 May 2018 as a true and correct record. These were duly signed by the Chair.</p>	
11.	<p>AOB</p> <p>NOTED: there was no other urgent business.</p>	

12.	<p>Date of Next Meeting</p> <p>AGREED: the date of the next strategy meeting of the Board of Governors as Wednesday, 4 July 2018 at 6.30pm.</p> <p>NOTED: Rev. Kojo Wood tendered his apologies in advance of the meeting.</p>	
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Drafted by: Jacquie Watts
Clerk To The Governors
16 June 2018

Approved by The Board of Governors on:

Date:4 July 2018.....

Signature (Chair):.....