

MINUTES OF A SCRUTINY MEETING OF THE NOBEL SCHOOL BOARD OF GOVERNORS
HELD AT THE SCHOOL ON 17 January 2018 at 6.30pm

Governors Present: Robin Spicer – Chair of meeting, Graham Blackburn, Martyn Henson (Headteacher), Nick Hoffman, Sue Padfield, Sheenagh Parsons, Amy Pearson, Hilary Rodgers,

Also in Attendance: Jacquie Watts (Clerk), Barry Burningham, Christine Crawley and Naomi Rose.

Apologies For Absence Received From: Steven Chown and Rev. K. Wood.

(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 Steven Chown and Rev. Kojo Wood. It was believed that the Chair, Peter Heppelthwaite, was ill.</p> <p>AGREED: consent for absence was given to those who had tendered apologies.</p> <p>AGREED: the Vice Chair, Robin Spicer, would chair the meeting in the absence of the Chair, Peter Heppelthwaite.</p>	
2.	<p>For governors to declare any potential conflicts of interest re. items on the agenda</p> <p>NOTED: no declarations of interest were received from those present.</p>	
3.	<p>Faculty Presentation – Science Faculty</p> <p>NOTED: the presentation given by Amy Pearson, including a tabled paper considering the positive aspects of the faculty, actions needed, areas to be focused on and support required</p> <p>NOTED: the faculty was currently interviewing students who wanted to take science in the Sixth Form. There was an increase in numbers wanting to take science options.</p> <p>NOTED: the difficulty in recruiting Physics teachers and the steps the faculty was taking to address this.</p> <p>NOTED: the faculty was promoting science options through a variety of mechanisms including pupil science ambassadors. Also, it was gradually implementing planned developments.</p> <p>AGREED: to thank Amy Pearson for the informative presentation.</p>	
4.	<p>Safeguarding Report</p> <p>NOTED: the oral presentation by Barry Burningham on behalf of Steve Morley. There had been two referrals since the start of term, otherwise there had been little to report.</p>	

	<p>NOTED: in terms of fundamentals data, pupil attendance was currently at 95%, which was excellent. Exclusions were down compared to the same time last year. This was good news, but it was still early in the term.</p> <p>NOTED: the positive impact of Pivotal, although it was recognised that 2% or less of students were unlikely to respond to the initiative.</p> <p>NOTED: that Sheenagh Parsons had recently attended a training session on Ofsted developments. Safeguarding remained a key issue, but whilst positive data was important, Ofsted was seeking an embedded culture of safeguarding and positive case studies of support provided by the school with resultant improvements. It was recommended that governors be provided with redacted case studies as examples of this. The Head confirmed that the school kept such case studies. It was felt that governors should ask safeguarding questions during school visits and look at issues such as access to the school and the approach of reception staff. Pupil views were extremely important and the school was keen to know of any safeguarding issues identified by governors during visits so that they could be addressed. Governors should take the role of independent reviewers.</p> <p>AGREED: Robin Spicer would visit the school the following Monday to look at pupils coming into school and how that was handled.</p> <p>AGREED: Sheenagh Parsons would circulate summarised notes from the training session to all governors and would email Hilary Rodgers with details of the session for the governors' training records.</p>	<p>RS</p> <p>SP</p>
<p>5.</p>	<p>Feedback on School Visits By Governors</p> <p>NOTED: the feedback from Sue Padfield in relation to the recent visit she had made to the Year 9 Work Scrutiny session. She had found it to be a positive experience. Pupils had been selected across the spectrum of abilities.</p> <p>NOTED: in response to questions, student assessments are moderated, but not all marking is.</p> <p>NOTED: Hilary Rodgers and Nick Hoffman had reviewed the most recent data drop.</p> <p>NOTED: there had been no other governor visits at this time.</p>	
<p>6.</p>	<p>Accident Report For Autumn Term</p> <p>NOTED: the Autumn Term 2017 report presented by Christine Crawley, as previously uploaded on to Moodle. The report included details of accidents that had taken place during the term, including reportable accidents. The potentially most serious one had taken place during a letting when the school premises had not been used as intended.</p> <p>NOTED: the need to ensure that risk assessments take place following accidents. These should, where possible, include the unexpected because children do not always behave as expected.</p>	

	<p>Christine Crawley assured the meeting that risk assessments did take place and the equipment in question had been secured following the incident, but the table of accidents appeared to imply that risk assessments did not always take place. Either the table had been filled in incorrectly or the title of one of the columns was misleading.</p> <p>AGREED: Christine Crawley would investigate to ensure that risk assessments had taken place following accidents and that the form was clearly and correctly completed.</p> <p>NOTED: the criteria used and followed by first aiders in assessing injuries,</p>	CC
7.	<p>Approval of Policies 7.1 Whistle Blowing Policy 7.2 Trips and Visits Policy 7.3 ILCT Acceptable Use Policy</p> <p>NOTED: policies 7.1 and 7.2 as previously uploaded onto Moodle for written comment and agreement by governors prior to the meeting.</p> <p>7.1 Whistle Blowing Policy</p> <p>NOTED: Sheenagh Parsons had been unable to access the document on Moodle. Insufficient governors had therefore agreed the document online to reach quoracy requirements. A hard copy was provided to Sheenagh who read it prior to it being discussed.</p> <p>AGREED: the Whistle Blowing Policy as uploaded onto Moodle.</p> <p>7.2 Trips and Visits Policy</p> <p>AGREED: the Trips and Visits Policy as uploaded onto Moodle as a quorum of governors had agreed the document online.</p> <p>7.3 ILCT Acceptable Use Policy</p> <p>NOTED: the policy had not been uploaded onto Moodle because, in the past, it had been delegated to the school to finalise as a non-statutory document.</p> <p>AGREED: to delegate approval of the policy to the school.</p>	
8.	<p>Admissions Procedure</p> <p>NOTED: the report previously uploaded onto Moodle that highlighted further changes requested by Hertfordshire County Council to the previously agreed procedure.</p> <p>AGREED: the changes recommended by the school. Christine Crawley was authorised to deal with any further changes requested by HCC without bringing them to the Governing Board unless they were significant.</p> <p>NOTED: that the pupil number census was scheduled for the next day.</p>	CC

	The school was not full, but it was close to target. The school met weekly to review admissions.	
9.	<p>To Agree the Minutes of the Previous Meeting of The Board held on 13 December 2017 and discuss any matters arising, including actions from the tracking sheet</p> <p>AGREED: the minutes of the Governing Board Scrutiny meeting held on 13 December 2017 as a true and correct record. These were duly signed by The Chair for the meeting.</p> <p>NOTED: that the amended Most Able Policy (minute 10.3) had been uploaded onto Moodle as per the minute and agreed online by a quorum of governors.</p>	
10.	<p>AOB</p> <p>10.1 Governor Exclusion Training</p> <p>NOTED: this would be taking place on Thursday, 1 February at 6.30pm in the school's Conference Room. All governors were encouraged to attend.</p> <p>10.2 Associate Governor Term of Office</p> <p>NOTED: that the term of office of an Associate Governor had come to an end at the end of December 2017.</p> <p>AGREED: the Headteacher would raise this with the school the Associate had come from. In the meantime, her term of office would not be extended.</p> <p>10.3 Governor Appointment Procedure</p> <p>NOTED: the Clerk and the school had formalised and recorded in writing the operational procedure for confirming the appointment of a governor once elected or nominated and approved by the Governing Board.</p> <p>AGREED: to delegate finalisation of the procedure (and any subsequent amendments) to the Clerk and the school.</p> <p>10.4 Request to Spend on ICT Equipment</p> <p>NOTED: following on from minute 9 of the previous meeting, Christine Crawley had now received the estimates for projectors and related equipment.</p> <p>AGREED: the purchase of the equipment on the understanding that the money had already been agreed as part of the school's budget. Christine Crawley would upload the estimates on to Moodle for governors' information.</p> <p>10.5 Possible Pupil Exclusion</p>	<p>MH</p> <p>Clerk</p> <p>CC</p>

	<p>NOTED: that it might prove necessary for the Headteacher to exclude a pupil. A provisional date for the exclusion hearing had been set as 8 February 2018.</p> <p>AGREED: Robin Spicer was available to attend, but two other governors would also be required if the meeting needed to go ahead.</p>	ALL
11.	<p>Date of Next Meeting</p> <p>AGREED: the date of the next Strategy meeting of the Board of Governors as Wednesday, 21 February 2018 at 6.30pm.</p>	

Drafted by: Jacquie Watts
Clerk To The Governors
19 January 2018

Approved by The Board of Governors on:

Date:14 March 2018.....

Signature (Chair):.....