

**MINUTES OF A SCRUTINY MEETING OF THE NOBEL SCHOOL BOARD OF GOVERNORS**  
**HELD AT THE SCHOOL ON 17th May 2017 at 6.30pm**

**Governors Present:** Richard Aggus – Chair of the Meeting, Graham Blackburn, Martyn Henson (Headteacher), Keith Hopkinson, Amy Pearson, George O’Neill, Hilary Rodgers, Craig Temple, Revd. K. Wood.

**Also in Attendance:** Jacquie Watts (Clerk) and Christine Crawley (Business Manager). Naomi Rose (Deputy Headteacher) and Corina Reader were present for parts of the meeting.

**Apologies For Absence Received From:** Phil Cave, Nick Hoffman, Helen Jewitt, and Sheenagh Parsons. Keith Hopkinson apologised for his late arrival.

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

Action By:

<b>1.</b>	<p><b>To receive any apologies for absence and decide whether to consent to the same.</b></p> <p><b>NOTED:</b> apologies for absence were received from Phil Cave, Nick Hoffman, Helen Jewitt, Sue Padfield and Sheenagh Parsons. Keith Hopkinson apologised for his late arrival.</p> <p><b>AGREED:</b> Consent for absence was given to those who had tendered apologies.</p>	
<b>2.</b>	<p><b>To receive notification of any other business.</b></p> <p><b>AGREED:</b> to consider the following as AOB –</p> <ul style="list-style-type: none"> <li>• Catering Contract</li> <li>• Appointment of New Associate Governor</li> </ul>	
<b>3.</b>	<p><b>For governors to declare any potential conflicts of interest for items on the agenda</b></p> <p><b>NOTED:</b> No declarations of interest were received from those present in relation to Part I items.</p>	
<b>4.</b>	<p><b>The Student Voice</b></p> <p><b>NOTED:</b> the meeting was inquorate at this stage, but those present decided to proceed with the presentation on The Student Voice by Corina Reader as it was an agenda item intended for information only.</p> <p><b>NOTED:</b> the presentation from Corina Reader on the student voice at the Nobel School. Corina pointed out that the entitlement for young people to have a voice is enshrined in the UN Convention on the Rights of the Child.</p> <p><i>Martyn Henson joined the meeting at this stage, making it quorate.</i></p> <p><b>NOTED:</b> the items on the Student Voice agenda for the year and the feedback received from students. Next year, the school intended to have Sixth Formers as Heads of House and Assistant Heads of House.</p> <p><b>In response to a question from governors, it was confirmed that</b></p>	

	<p>the Student Senate did not have a written charter, but was given key issues to discuss. A key issue for students was raising money for charity. The school had been encouraging them to form opinions on broader issues, but this seemed to require a more substantial cultural change.</p> <p><b>NOTED:</b> in response to another question from the governors, that the names of the Senate representatives were well published amongst the student body. The Head Girl and Head Boy attended Senate Meetings but not house meetings.</p> <p><i>Corina Reader left the meeting at this point.</i></p>	
5.	<p><b>Approval of Policies</b></p> <p><b>NOTED:</b> that the following policy documents had been uploaded onto Moodle for governors' consideration and ultimate approval</p> <ol style="list-style-type: none"> <li>1. Grievance Procedure</li> <li>2. Disciplinary Procedure</li> <li>3. PAR Policy</li> <li>4. Health and Attendance Policy</li> <li>5. Harassment and Bullying Policy</li> <li>6. Drugs, Alcohol and Gambling Policy</li> </ol> <p><b>NOTED:</b> the responses of governors who had commented online were entirely favourable.</p> <p><b>AGREED:</b> the following change to the Health and Attendance Policy: Addition of "with pay" to the first line of table A in Appendix 2.</p> <p><b>AGREED:</b> the six policy documents subject to the above change.</p>	NR
6.	<p><b>Purchase of Pivotal Behaviour System/Training</b></p> <p><b>NOTED:</b> the report uploaded onto Moodle requesting approval for additional expenditure of £11,995 on the Pivotal Behaviour system and related training. <b>Concern was expressed that the concept was good, but it was not clear how the predicted financial savings might be made.</b> The Headteacher assured the meeting that there would be savings in staff time as a result of this investment.</p> <p><b>NOTED:</b> the school were going to report back to the Governing Board with a new student behavioural policy, but this had not yet happened. The Headteacher commented that this investment would enable the training of staff who would train other staff and re-write the policy in question. The current policy was not working for a hard-core minority of students. Pivotal was about approaching student discipline differently. Other schools had found the process transformational. The Headteacher explained the pros and cons of the school's current system and of Pivotal.</p> <p><b>NOTED:</b> that however good a system was, it would need to be implemented well in order to work. The Headteacher advised that the school would monitor the new system qualitatively. He felt it was time for a change and the new system would provide it.</p>	

	<p><i>Keith Hopkinson joined the meeting at this stage</i></p> <p><b>AGREED:</b> to the additional expenditure of £11,995 on Pivotal across a period of three years on the understanding that it would result in savings elsewhere in the school budget.</p>	
7.	<p><b>To Agree the Minutes of the Previous Meeting of The Board held on 3<sup>rd</sup> May 2017 and discuss any matters arising, including actions from the tracking sheet</b></p> <p><b>AGREED:</b> the minutes of the Board meeting held on 3<sup>rd</sup> May 2017, which were duly signed by The Chair.</p> <p><b>NOTED:</b> that although the minutes accurately recorded the absence of Sheenagh Parsons as reported to the meeting at the time, Sheenagh Parsons had, in fact, previously tendered her apologies for absence, although not to the Clerk. She has submitted them in an email to the Chair of Governors, but the email had been misplaced.</p> <p><b>NOTED:</b> the following matters arising from the minutes and action tracking sheet-</p> <ul style="list-style-type: none"> <li>• Barry Burningham had been tasked with asking IT to assist Mac users to download in-year data. In practice, Hilary Rodgers had spoken to IT who has successfully resolved the issue. Hilary would email the fix round to all governors.</li> <li>• Barry Burningham had been tasked with asking Dave Martin to explain the male/ female student performance divide in greater detail, tracking it through school year groups and highlighting how the school was addressing it. Governors had not received a response on this matter. The Chair would remind Barry to take this forward.</li> <li>• Not all governors had submitted a copy of their Prevent Training Certificate to Hilary Rodgers. Rev. Wood showed an electronic copy of his Safer Recruitment certificate to the Clerk at this point. All governors who had not emailed a copy of their Prevent certificate to Hilary were reminded to do so as soon as possible.</li> <li>• The issue of access to the library/ computer suite had not been fed back to the Board of Governors as requested and now appeared on the Action Tracker as items 16-93 and 16-134. <b>The Governing Board reiterated that it required a response on this matter.</b></li> </ul> <p><b>AGREED:</b> the Headteacher would speak to the Librarian in order to provide the requested clarification to the Board regarding library/ computer suite access.</p>	<p><b>HR</b></p> <p><b>Chair/ BB</b></p> <p><b>ALL</b></p> <p><b>MH</b></p>
8.	<b>AOB</b>	
8.1	<b>Parent Governor Election and Appointment of New Associate Governor</b>	

<p>8.2</p>	<p><b>NOTED:</b> a new Parent Governor had been elected following the recent ballot and would be joining the Governing Board in time for the June meeting. The Chair had met with the unsuccessful candidate, Stephen Chown, and recommended appointing him as an Associate Governor for a six-month trial period. He summarised his skill set to the meeting.</p> <p><b>AGREED:</b> that Stephen Chown be appointed as an Associate Governor for a six-month period. The Clerk would advise the relevant school staff of this.</p> <p><b>Catering Contract</b></p> <p><b>NOTED:</b> that, following the catering contract update at the previous meeting, but after the agenda for this meeting had been finalised, Christine Crawly had received the new catering contract and this now needed approval. She had uploaded the documents onto Moodle prior to the meeting. It was assumed that all current catering staff would be TUPE'd over, but, if not, the school would be liable for any redundancies. <b>It was confirmed that it would be the school's responsibility to monitor the contract and Christine Crawley confirmed this could be managed successfully by the school.</b> The meeting then discussed further details about the selection process and the caterer's experience in other schools.</p> <p><b>AGREED:</b> the amended contract for signature.</p>	<p>Clerk</p> <p>CC</p>
<p>9.</p>	<p><b>Adjournment of Part I of the Meeting</b></p> <p><b>NOTED:</b> the earlier arrival of Keith Hopkinson meant that there were now sufficient governors present to deal with confidential matters under Part II of the agenda. The part I section of the meeting was therefore adjourned to allow consideration of Part II matters before budget discussions commenced under Part I of the agenda.</p> <p><i>Staff and Associate Governors present left the meeting at this point, along with Naomi Rose.</i></p>	
	<p><b>Part II Agenda Items (CONFIDENTIAL)</b></p>	
<p>10.</p>	<p><b>Staffing Matters</b></p> <p><b>NOTED:</b> discussion and agreement under this part of the agenda is subject to a confidential Part II minute because of the potential impact of discussions on individuals. Where non-confidential decisions were reached, these are minuted below, but have been edited to avoid reference to confidential matters.</p> <p><b>NOTED:</b> the outcome of formal consultations over the restructuring of one area of the school.</p> <p><i>Craig Temple joined the meeting at this stage.</i></p> <p><b>AGREED:</b> proposed changes to the planned re-organisation, details of which would be posted on the Part II section of Moodle the following day.</p>	<p>CC</p>

11.	<p><b>To Agree the Part II Minutes of the Previous Meeting of The Board held on 3<sup>rd</sup> May 2017 and discuss any matters arising, including actions from tracking sheet</b></p> <p><b>AGREED:</b> the Part II minutes of the Board meeting held on 3<sup>rd</sup> May 2017, which were duly signed by The Chair.</p>	
	<b>Part I Agenda Items</b>	
12.	<p><b>Re-convening of Part I of the meeting</b></p> <p><i>George O'Neill and Amy Pearson re-joined the meeting at this stage</i></p> <p><b>NOTED:</b> confidential matters under Part II of the agenda having now been concluded, the part I section of the meeting was therefore re-convened.</p>	
13.	<p><b>School Budget 2017/2018</b></p> <p><b>NOTED:</b> the proposed budget details as previously uploaded onto Moodle were based on the assumption that the school could access Life Cycle monies to offset the proposed operational deficit. Since the documents had been uploaded, however, Hertfordshire County Council had confirmed that this was not permitted. HCC had said that rather than borrow money from the Council to deal with the planned deficit, it would be in order for the school to offset an internal loan against the Life Cycle Fund. It would also be legitimate to charge some of the school's expenditure on building matters to the life Cycle Fund, thus releasing more revenue funding to the school and decreasing the proposed deficit. The figures so far presented to governors would therefore need to be amended.</p> <p><b>NOTED:</b> notwithstanding the above, the school was proposing to run at an operational deficit in 2017/2018, but hoped to achieve a balanced budget in 2018/2019. Both the Headteacher and Christine Crawley advised the meeting that Hertfordshire County Council had recommended that the school set a deficit budget for 2017/18.</p> <p><b>DISCUSSED:</b> assumptions made by the school in drawing up the proposed budget, including student numbers and the timing of the introduction of the new school funding formula. <b>Also discussed was the shortfall in income from the energy generating element of the Facilities Management Contract, which the Chair felt the school had not monitored closely.</b> Christine Crawley refuted this. The overall outcome was a planned in-year deficit of £374k.</p> <p><i>George O'Neill left the meeting at this stage</i></p> <p><b>DISCUSSED:</b> in detail and at length whether or not it was prudent for the school to set another deficit budget given its previous performance. <b>The Chair felt strongly that it was imprudent to do so, especially when there was no detailed recovery plan in place,</b> but the Headteacher stated that there was no viable alternative to the proposed budget and that he considered long-term financial planning</p>	

	<p>unsustainable given the current political climate. Christine Crawley advised that the school would need to draw up an achievable recovery plan with Hertfordshire County Council in order to offset its borrowing against the Life Cycle Fund.</p> <p><b>NOTED: whilst some governors were supportive of the school's approach (and others were not), the meeting felt unable to agree a budget when the details governors had been shown via Moodle were no longer correct.</b></p> <p><b>AGREED:</b> the revised budget and accompanying budget reports would be uploaded the following day onto Moodle (Governors – Governing Board Current – Documents for Discussion) for governors to read, consider and record their approval (or otherwise) online over the next week. All were asked to leave a comment on the system so that the decision could be formally recorded.</p>	<p><b>CC</b></p> <p><b>All</b></p>
<p><b>14.</b></p>	<p><b>Date of next meeting</b></p> <p><b>AGREED:</b> the date of the next strategy meeting of the Board of Governors as Wednesday 21<sup>st</sup> June at 7pm.</p>	

Drafted by: Jacquie Watts  
**Clerk To The Governors**  
**20<sup>th</sup> May 2017**

**Approved by The Board of Governors on:**

**Date: ...21<sup>st</sup> June 2017.....**

**Signature (Chair):.....**