

MINUTES OF A SCRUTINY MEETING OF THE NOBEL SCHOOL BOARD OF GOVERNORS
HELD AT THE SCHOOL ON 23 MAY 2018 at 6.30pm

Governors Present: Steven Chown – Chair for the Meeting, Martyn Henson (Headteacher), Nick Hoffman, Sue Padfield, Amy Pearson, Hilary Rodgers, Robin Spicer, Rev. Kojo Wood.

Also in Attendance: Jacquie Watts (Clerk), Christine Crawley and Naomi Rose with Steve Morley and Beck Cox (for part of the meeting).

Apologies For Absence Received From: Graham Blackburn, Peter Heppelthwaite and Sheenagh Parsons.

(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 Graham Blackburn, Peter Heppelthwaite (Chair) and Sheenagh Parsons. In the absence of the Chair, Steven Chown (co - Vice Chair) took the chair for the meeting.</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: Christine Crawley wished to raise the Bike to Work Scheme as an additional item.</p> <p>AGREED: to discuss the Bike to Work Scheme as agenda item 14.</p>	
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>Careers Strategy</p> <p>NOTED: the detailed presentation on the school's Career Strategy by Beck Cox, which explored the school's response to the statutory National Careers Strategy. The presentation highlighted key issues within the strategy, including social mobility and the school's achievement against the eight Gatsby Benchmarks. It was felt the school currently met two of the benchmarks (Experiences of Workplaces and Personal Guidance) in full and needed to develop its activities to meet the other six benchmarks. Possibilities for doing this were discussed. The importance of the strategy to the school in terms of improving pupils' social mobility and results was stressed.</p> <p>NOTED: in response to questions from governors, that all pupils receive at least 1 careers interview in Year 11. Some receive earlier and more frequent careers guidance.</p> <p>NOTED: the school's aim of embedding careers related content within</p>	

	<p>the curriculum and connecting it to the focus on how to be a good Nobellian. Becky Cox would be talking to staff about this in the new term and would be using hard and soft measures to monitor the impact.</p> <p>NOTED: the Chair thanked Becky Cox for an interesting presentation.</p>	
5.	<p>Safeguarding and Fundamentals Report</p> <p>NOTED: The full presentation given by Steve Morley on attendance, school roll figures and other fundamentals data. Pupil numbers on roll were up on last year and the school was almost full.</p> <p><i>Becky Cox left the meeting at this point</i></p> <p>NOTED: the school's catchment area was changing, leading to a change in student demographics. The Headteacher felt the impact of this should be discussed at Governing Board level in due course.</p> <p>NOTED: attendance levels were currently at 95.75%, which was good, but below where the school wanted to be. The school felt there had been more unauthorised absences because the school had different holiday patterns from other schools in the area. The change in holiday arrangements had come about for sound academic reasons, but had had knock on effects on staff and parents and attendance levels.</p> <p>NOTED: the positive impact of Pivotal on student behaviour. Whilst there had been an improvement overall, it was slowing and there was a small 5% of students it was not reaching. Exclusion figures were considered and, in response to questions from governors, the steps the school took prior to making a permanent exclusion were discussed, including the involvement of external agencies. In the longer term, the school was hoping to eradicate fixed term exclusions, but there would be a financial cost to this.</p> <p>NOTED: current safeguarding details, including summary reasons for safeguarding referrals and entries on the e-safety log.</p> <p><i>Steve Morley left the meeting at this point.</i></p>	
6.	<p>Approval of School Budget 2018/19 and Capital Return</p> <p>NOTED: the financial reports that had previously been posted on Moodle. Chris Crawley provided a brief summary of the reports and all governors present confirmed that they had read the details within the reports.</p> <p>NOTED: the school had received a clean audit report. The SFVS audit would be taking place on 12 and 13 June. Governors were welcome to attend.</p> <p>AGREED: any governor wishing to attend SFVS audit discussions should let Chris Crawley know in advance.</p> <p>NOTED: whilst the predicted budget was showing an in-year deficit, the school was actually close to achieving a balanced budget, subject to the</p>	ALL

	<p>termination of the Facilities Management Contract and the accuracy of Chris Crawley's estimates in relation to future running costs. She anticipated, however, that her estimates were likely to be on the high side. Chris was hopeful that the school could achieve a balanced budget for the next couple of years, but beyond that the situation was volatile.</p> <p>AGREED: the School budget for 2018/19 and the Capital Return.</p>	
7.	<p>Request For Additional Expenditure (Computers)</p> <p>NOTED: the report that had previously been posted on Moodle. Expenditure on IT equipment had been included in the budget, but approval was now needed for actual expenditure on computers and projectors.</p> <p>NOTED: it was not always possible to obtain more than two quotations for a purchase as suppliers were loath to provide a quotation with no likelihood of a sale.</p> <p>NOTED: the cost of the projectors included the estimated cost of installation and there should be no further costs beyond those shown. Chris Crawley confirmed that if costs should unexpectedly exceed those agreed, she would come back to the Governing Board for additional approvals. She also explained how the old kit would be used, recycled and eventually disposed of. The school received benefit from the old computers, but did not generate any additional income from the sale of the same.</p> <p>AGREED: to the additional expenditure requested and as set out in the report posted on Moodle.</p>	
8.	<p>Update on GDPR Readiness</p> <p>NOTED: Chris Crawley had previously uploaded documents onto Moodle for governors' information. The school was progressing with its GDPR Plan. Notices had been sent out to parents and training was available on line for staff and governors. Chris believed the school was GDPR compliant in advance of the 25 May deadline.</p> <p>NOTED: the situation regarding the use of pupil photographs, which were not considered to be personal data unless a pupil was named.</p>	
9.	<p>Approval of Policies</p> <p>9.1 E-Safety Policy</p> <p>9.2 Data Protection</p> <p>9.3 Financial Handbook</p> <p>9.4 Curriculum Policy</p>	
9.1	<p>NOTED: the E-Safety Policy had not been uploaded onto Moodle as per the agenda and could not, therefore, be approved by the Governing Board.</p> <p>AGREED: on behalf of Steve Morley, Naomi Rose would ensure that the policy was uploaded onto Moodle and placed on the next Governing</p>	NR

<p>9.2</p> <p>9.3</p> <p>9.4</p>	<p>Board meeting agenda.</p> <p>NOTED: the Data Protection Policy had been uploaded onto Moodle as per the agenda, but recent technical problems had meant that an insufficient number of governors had been able to agree the policy online. All present said they had been able to read the policy.</p> <p>AGREED: the Data Protection Policy as previously uploaded onto Moodle.</p> <p>NOTED: the Financial Handbook had been uploaded onto Moodle as per the agenda, but recent technical problems had meant that an insufficient number of governors had been able to agree the handbook online. All present said they had been able to read the handbook.</p> <p>AGREED: the Financial Handbook as previously uploaded onto Moodle.</p> <p>NOTED: the Curriculum Policy had been uploaded onto Moodle for some months, but an insufficient number of governors had approved it online. At present six governors had approved it, but the current quorum for meetings was seven. A governor who had not previously approved it online gave their oral consent to the policy. Nobody present at the meeting objected.</p> <p>AGREED: the Curriculum Policy as previously uploaded onto Moodle.</p>	
<p>10.</p>	<p>Circulation of Governor Contact Details</p> <p>NOTED: following a request from a governor to receive personal contact details for all governors, the school was seeking the Board's approval for the circulation of the same.</p> <p>AGREED: that all governors should receive personal contact details for all members of the Governing Board.</p>	<p>Head's PA</p>
<p>11.</p>	<p>Foundation Committee – Terms of Reference</p> <p>NOTED: the report and revised terms of reference previously uploaded onto Moodle. Following their creation in 2016, the Terms of Reference had been misplaced, but had now been re-discovered. The Clerk had updated them and was presenting them for annual agreement as required by the terms themselves.</p> <p>AGREED: the terms of reference for the Foundation Committee as previously uploaded onto Moodle.</p>	
<p>12</p>	<p>To receive and ratify the minutes of the last Foundation Committee Meeting held on 18 April 2018 (Provisional Minutes – yet to be formally agreed by the Foundation Committee) and the accompanying summary of Foundation Committee Decisions.</p> <p>RECEIVED AND RATIFIED: the minutes of the Foundation Committee Meeting held on 18 April 2018 (Provisional minutes).</p>	

13.	<p>To Agree the Minutes of the Previous Meeting of The Board held on 14 March 2018 and discuss any matters arising, including actions from the tracking sheet</p> <p>AGREED: the minutes of the Governing Board Strategy and Scrutiny meeting held on 14 March 2018 as a true and correct record. These were duly signed by The Chair.</p>	
14.	<p>AOB</p> <p>14.1 Bike to Work Scheme</p> <p>NOTED: the school had been told that, as a Foundation School, it was not eligible for the County scheme. It had therefore signed up for the separate Cycle to Work scheme. Under the County Scheme, the County Council bore initial, returnable costs. Under the Cycle to Work scheme, the school bore the costs. Following amended information from the County Council, the school was now hoping it might be admitted to the County scheme, but it was seeking Board approval for initial expenditure under the Cycle to Work Scheme in case this was not permitted.</p> <p>AGREED: initial, returnable expenditure for the Cycle to Work Scheme.</p>	
15.	<p>Date of Next Meeting</p> <p>AGREED: the date of the next Scrutiny meeting of the Board of Governors as Wednesday, 13 June 2018 at 6.30pm.</p>	

Drafted by: Jacquie Watts
Clerk To The Governors
26 May 2018

Approved by The Board of Governors on:

Date:13 June 2018.....

Signature (Chair):.....