

**MINUTES OF A SCRUTINY MEETING OF THE NOBEL SCHOOL BOARD OF GOVERNORS**  
**HELD AT THE SCHOOL ON 3<sup>rd</sup> May 2017 at 6pm**

**Governors Present:** Richard Aggus – Chair of the Meeting, Graham Blackburn, Phil Cave, Martyn Henson (Headteacher), Peter Heppelthwaite, Nicholas Hoffman, Sue Padfield, Amy Pearson, Hilary Rodgers, Revd. K. Wood.

**Also in Attendance:** Jacquie Watts (Clerk) and Christine Crawley (Business Manager). Barry Burningham and Steve Morley were present for parts of the meeting

**Apologies For Absence Received From:** Helen Jewitt, George O’Neill and Craig Temple. Revd. K. Wood apologised in advance 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 same.</b></p> <p><b>NOTED:</b> Apologies were received from Helen Jewitt, George O’Neill and Craig Temple. Revd. K. Wood apologised in advance for his late arrival.</p> <p><b>AGREED:</b> Consent for absence was given to those who had tendered apologies.</p> <p><b>NOTED:</b> Keith Hopkinson had said he was coming to the meeting, but was absent, as was Sheenagh Parsons.</p> <p><b>NOTED:</b> Peter Heppelthwaite had joined the Board as a new Associate Governor. The Chair welcomed him to the meeting. Peter Heppelthwaite introduced himself and advised that, as he was currently hiring accommodation from the school, he would need to declare a conflict of interest in all discussions involving lettings at the school.</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>• Internet Connectivity Provision</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>Pupil Progress</b></p> <p><b>NOTED:</b> the data on in-year pupil progress and attainment provided on Moodle and in hardcopy format for governors. Barry Burningham presented the data on behalf of David Martin, who had suggested that Link Governors might like to consider specific aspects of the data in detail for discussion with their link areas outside of governors’ meetings, while the meeting would benefit from an overview of the data.</p>	

	<p><b>NOTED:</b> that some governors using Macs and iPads were experiencing problems accessing the data. Also, the location of the data was now part of the Governing Board archive and proposals for re-locating it did not necessarily fit in with the methodology for the new Governors' area on Moodle.</p> <p><b>AGREED:</b> Barry Burningham would ask IT to assist with enabling Mac users to download the data. Also, he and the Clerk would meet/ confer about the best way to upload data to Moodle in the future.</p> <p><b>DISCUSSED: the pros and cons of uploading data for governors to consider in their own time without the rigour and structure of a Governing Board meeting.</b></p> <p><b>AGREED:</b> Every term, an aspect of RACE should be reported on to a meeting of the Board by the relevant link governor using in-year data. The Clerk would add this to the draft Annual Meeting Schedule.</p> <p><b>NOTED:</b> the overview of the data provided by Barry Burningham and the key points arising from the same, including improvements being made in year 9 and progress in year 10.</p> <p><b>DISCUSSED:</b> in response to a question from governors, <b>the way in which the figures were arrived at. The performance gap between year 11 male and female students was explored. It remained an area for concern.</b></p> <p><b>AGREED: Barry Burningham to ask Dave Martin to explain the male/ female performance divide in greater detail, tracking it through school year groups and highlighting how the school was addressing it.</b></p> <p><b>NOTED:</b> Ways in which the school was trying to improve performance, including the successful Breakfast Club, which had originally been established to help disadvantaged students, but was now being utilised by a wider range of students.</p> <p><b>AGREED:</b> in response to a query from governors, <b>the school would be seeking comments and views from students using the Breakfast Club.</b></p> <p><i>Barry Burningham left the meeting at this point.</i></p>	<p><b>BB BB/ Clerk</b></p> <p><b>Clerk</b></p> <p><b>BB/DM</b></p> <p><b>BB</b></p>
<p><b>5.</b></p>	<p><b>Safeguarding</b></p> <p><b>NOTED:</b> that this was technically item 7 on the agenda, but it made sense to discuss matters at this point in the meeting.</p> <p><b>NOTED:</b> the number of safeguarding concerns raised by staff this year, which had increased slightly on the previous year. It was recognised that more staff were aware of students' home issues than previously.</p> <p><b>NOTED:</b> the changes to the record monitoring process introduced by the school, with termly meetings to monitor and audit the central record. There were also changes to the concern-raising process, including a</p>	

	<p>check-list. Care plans were formalised for all students where a concern had been raised and a discreet flag was placed on the main student record of each child. All visitors were made aware of safeguarding issues, though the information provided to every visitor was unclear in practice.</p> <p><b>AGREED:</b> Christine Crawley to check that all information listed in the Safeguarding procedure is provided to visitors by reception staff.</p> <p><b>NOTED:</b> Steve Morley was seeking a regular slot at every staff meeting in order to maintain the profile of safeguarding and was considering further improvements to staff access to records online. Sheenagh Parsons would be monitoring and feeding back to governors on developments twice yearly.</p> <p><b>NOTED:</b> in response to a previous query from governors, <b>that no referrals had been made under section 8 of the Common Assessment Framework last year.</b></p> <p><b>DISCUSSED:</b> in detail, what the school might and does do when a concern is raised. Steve Morley clarified the training of exam invigilators with regard to safeguarding. It was not compulsory, but he felt it was good practice. Some, but not all, invigilators had been trained the previous year.</p> <p><b>AGREED: that steps should be taken to ensure all invigilators received appropriate safeguarding training.</b></p> <p><b>NOTED:</b> that the Annual Report for last year had yet to be amended as per the governors' previous instructions. The necessary changes were further clarified.</p> <p><b>AGREED:</b> Steve Morley would amend the Annual Report to show clearly which school policy documents dealt with: drugs, extended schools, restraint and work placements rather than leave these sections blank.</p> <p><i>Steve Morley left the meeting at this point.</i></p>	<p><b>CC</b></p> <p><b>SM</b></p> <p><b>SM</b></p>
<p><b>6.</b></p>	<p><b>Prevent</b></p> <p><b>NOTED:</b> the PowerPoint slides, (previously uploaded on to Moodle) from an assembly given by the Headteacher in response to Prevent. He had spoken about British values and how these were echoed within the schools' own values. Students had been invited to raise concerns about people not behaving in accordance with school values via their tutor or someone they felt comfortable with. The Headteacher planned to do a similar assembly once a year.</p> <p><b>NOTED:</b> Hilary Rodgers asked if all governors had now completed Prevent training and asked them to forward a copy of their certificates to her so that she could update the governors' training record.</p> <p><b>AGREED:</b> All governors who had not yet done so, to forward a copy of their Prevent training certificate to Hilary Rodgers. Hilary would forward</p>	<p><b>ALL HR/ PH</b></p>

	the training link to Peter Heppelthwaite to enable him to undertake the training as a new Associate governor.	
7.	<p><b>Funding</b></p> <p><b>NOTED:</b> the report previously uploaded on to Moodle. A significant drop in funding was predicted because of government changes to the funding methodology, but it was still not clear to the school when the drop will occur. Funding reports predict a £120K decrease in 2019/20. This could be offset by a rise in 6<sup>th</sup> Form student numbers.</p> <p><b>DISCUSSED: the reduction in pupil premium student numbers and the uptake of free school meals and possible reasons for this, as well as financial implications</b></p> <p><b>AGREED:</b> to discuss future funding issues at the strategy meeting of the Board of Governors on 21 June 2017.</p>	Clerk
8.	<p><b>Health and Safety Report</b></p> <p><b>NOTED:</b> the report previously uploaded on to Moodle.</p> <p><i>Hilary Rodgers left the meeting at this point.</i></p> <p><b>NOTED:</b> the report was largely positive and the school had already addressed the relatively minor weaknesses.</p> <p><b>DISCUSSED:</b> the actions taken by the school in response to the report, including the issue of EpiPens. <b>Outstanding actions included addressing the fire risk caused by inappropriate storage in Timebridge. Christine Crawley was waiting on Youth Connections to clear the area.</b></p> <p><b>AGREED:</b> Christine Crawley to arrange to have the Timebridge area cleared as a matter of urgency, rather than wait any longer for Youth connections.</p>	CC
9.	<p><b>Hertfordshire Governors' Annual Conference Date for 2017/2018</b></p> <p><b>NOTED:</b> the date for the conference was 11th November. The Chair always attended and recommended that other governors do the same. The venue was Robertson House, Stevenage and online booking would open later in the summer. The Chair recommended prompt booking as places went quickly.</p>	
10.	<p><b>Catering Contract Update</b></p> <p><b>NOTED:</b> the oral update provided by Christine Crawley on the contract selection process. The students enjoyed the opportunity to sample the food on offer and Caterlink was favoured in terms of quality. It also made the best offer financially.</p> <p><i>Rev. K Wood joined the meeting at this point.</i></p> <p><b>DISCUSSED:</b> the advantages of Caterlink and the disadvantages of the</p>	

	<p>previous catering contractor. Christine Crawley would be monitoring the new contract closely to ensure it was adhered to. It was also discussed whether it was right for the school to make money on school meals or whether it would be better for any profit to be used to reduce meal costs for students. No decision was reached on this matter.</p> <p><b>AGREED:</b> Christine Crawley to upload her notes on the Catering Contract on to Moodle for governors' information.</p>	<b>CC</b>
<b>11.</b>	<p><b>Governing Body Succession Planning</b></p> <p><b>NOTED:</b> that the current Chair, Richard Aggus, would not be standing for re-election for 2017/18 at the 21 June meeting. As there was no longer a co-chair waiting in the wings, a new Chair would be needed. All governors were invited to consider this and to speak to Richard Aggus about the details of the role. The Head teacher thanked the Chair for his many years service to the school, but highlighted that the new Chair could approach the role in his or her own way. They did not have to mirror the methods and style adopted by the current chair. Would-be chairs were also welcome to talk to the Headteacher about how he saw the role.</p>	
<b>12.</b>	<p><b>Website Review and Update</b></p> <p><b>NOTED:</b> the Governing Board was accountable for ensuring the school website was up to date and included statutory website information, including the pupil premium strategy.</p> <p><b>AGREED:</b> Christine Crawley to produce a checklist of statutory information that should be on the website. Once the checklist was available, Nicholas Hoffman volunteered to check the website for up to date content on behalf of the Board.</p> <p><b>NOTED:</b> Peter Heppelthwaite had been perusing the website as a new governor and had not noticed anything that was obviously out of date.</p>	<b>CC NH</b>
<b>13.</b>	<p><b>Approval of Any Policies</b></p> <p><b>1.School Admission Code</b></p> <p><b>NOTED:</b> a previous meeting of The Board had tasked the school with adding a reference to the Appeals process to the code, indicating how someone should register an appeal, and to circulate the amended code to governors for online discussion in good time for formal approval at this meeting. This had not happened.</p> <p><b>NOTED:</b> Christine Crawley advised that there had been further changes to the Code by Hertfordshire County Council since the Governing Board had last seen it.</p> <p><b>AGREED:</b> Christine Crawley to add the requested changes regarding the appeals process to the Code and to upload the amended Code onto Moodle for Governors' discussion and online approval prior to the next meeting of the Board on 17 May.</p>	<b>CC</b>

14.	<p><b>To Agree the Minutes of the Previous Meeting of The Board held on 8<sup>th</sup> March 2017 and discuss any matters arising, including actions from tracking sheet</b></p> <p><b>AGREED:</b> the minutes of the Board meeting held on 8<sup>th</sup> March 2017, which were duly signed by The Chair.</p> <p><b>NOTED:</b> the following matters arising from the minutes and action tracking sheet-</p> <ul style="list-style-type: none"> <li>• The Chair had spoken to Keith Hopkinson regarding attendance and had been advised by Keith that he would be attending this meeting. This had not happened.</li> <li>• The issue of access to the library/ computer suite had not been fed back to the Board of Governors as requested.</li> </ul> <p><b>AGREED:</b> the Headteacher to provide the requested clarification to the Board regarding library/ computer suite access.</p>	MH
15.  15a.	<p><b>AOB</b></p> <p><b>Internet Connectivity Provision</b></p> <p><b>NOTED:</b> the oral report provided by Christine Crawley and the short notice provided to the school regarding changes to internet connectivity. It had seemed in the school's best interests to remain with the current supplier. The school had already signed the contract for this, but required the Board's retrospective approval.</p> <p><b>AGREED:</b> retrospectively, with the school's decision to remain with the existing internet provider. Christine Crawley to upload relevant papers on to Moodle for governors' information.</p>	CC
16.	<p><b>Date of next meeting</b></p> <p><b>AGREED:</b> the date of the next scrutiny meeting of the Board of Governors as Wednesday 17<sup>th</sup> May at 6pm (but see minute 14 below).</p> <p><b>AGREED:</b> Agenda items for the 17<sup>th</sup> May meeting would include a focus on budget matters. Budget papers should be uploaded on to Moodle in advance of the meeting, but be discussed at the meeting, not online.</p>	CC
	<p><b><i>Staff and Associate Governors present left the meeting at this point. Nick Hoffman, having previously declared a spousal interest in the part II agenda item to the Chair of Governors also left.</i></b></p>	
	<p><b>Part II Agenda Item (CONFIDENTIAL)</b></p>	
17.	<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</p>	

	<p>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>AGREED:</b> the scrutiny meeting of the Board on 17 May would begin at 6pm with a confidential Part II agenda item. Staff, Student and Associate governors would not be able to attend. Staff, Student and Associate governors, and appropriate members of staff, would be invited to join the meeting at 6.30pm when the Part I section of the agenda would commence.</p> <p><b>AGREED:</b> that the agenda for the strategy meeting on 21 June would include an item on the PAN</p>	<p><b>Clerk</b></p>       <p><b>Clerk</b></p>
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Drafted by: Jacquie Watts  
**Clerk To The Governors**  
**6<sup>th</sup> May 2017**

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

**Date:** 17 May 2017.....

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