

**MINUTES OF A STRATEGIC MEETING OF THE NOBEL SCHOOL BOARD OF GOVERNORS**  
**HELD AT THE SCHOOL ON 1<sup>st</sup> February 2017 at 7pm**

**Governors Present:** Richard Aggus (Co-Chair) – Chair of the Meeting, Julia Brettell (Co-Chair), Graham Blackburn, Martyn Henson (Headteacher), Nicholas Hoffman, Sheenagh Parsons, Amy Pearson, Hilary Rodgers, Craig Temple, Revd. K. Wood.

**Also in Attendance:** Jacquie Watts (Clerk) and Christine Crawley (Business Manager).

**Apologies For Absence Received From:** Julia Marshall, Sue Padfield. Revd. Kojo Wood apologised in advance for his anticipated 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 Julia Marshall and Sue Padfield.</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>• New Instrument of Government</li> <li>• Caretaker's House</li> <li>• Charges and Remissions Policy</li> </ul> <p><b>AGREED:</b> to amend the order of business as shown on the agenda so the Headteacher could leave before the end of the meeting.</p>	
<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.</p> <p><i>Sheenagh Parsons and Christine Crawley joined the meeting at this point.</i></p>	
<b>4.</b>	<p><b>Five Year Financial Forecast and School Size</b></p> <p><b>NOTED:</b> the report on possible PAN (Published Admission Numbers) projections that had been uploaded to Moodle in advance of the meeting for governors to consider. Also, the Four Year Forecast and Benchmarking Information report that had been uploaded to Moodle subsequently. Christine Crawley talked to the Forecast and Benchmarking Report, highlighting the rationale and strategic thinking behind it.</p> <p><b>DISCUSSED:</b> the detail of the report and, in particular, <b>whether income was shown correctly in relation to the Life Cycle Fund. Governors had sought further clarification regarding the Life Cycle Fund at the last meeting and felt it was still needed.</b> Christine Crawley advised she had uploaded details of Life Cycle Fund Costs to</p>	

	<p>Moodle. No other costs were anticipated.</p> <p><b>NOTED:</b> the size of the annual financial deficit predicted by the school. <b>Governors needed to be clear how the school was addressing its financial position.</b> The PAN projections summarised ways in which the school might increase its income and reduce the deficit, but basically the Headteacher was concerned that the school was receiving insufficient funding and in the end this could have a negative effect on the school. The best the school could hope for was to break even. It was unlikely to be able to develop a contingency fund. As indicated by the Benchmarking report, the school was operating efficiently financially in all areas except for facilities management, where its expenditure was greater than for other schools. Given this, the school was finding it difficult to identify further economies. The financial situation was likely to be clearer once the expected benchmarking report from FMBP was received and the school's County budget share was announced later in February. In the meantime, the school did not feel it had sufficient financial information to plan ahead meaningfully. It understood the Governing Board's frustration at this.</p> <p><b>DISCUSSED:</b> in further detail, the Facilities Management contract and costs and the school's obligations under the same. <b>The Board wanted clarity regarding the legal obligations of Facilities Contract. Could the school choose to ignore the advice and recommendations of the Facilities Management Company?</b></p> <p><i>Revd. Kojo Wood joined the meeting at this point.</i></p> <p><b>AGREED:</b> to check the Facilities Management Agreement to ascertain the school's legal obligations under the same.</p> <p><b>NOTED:</b> in light of the predicted financial deficit, the school would continue to monitor its staffing numbers and would try to shed staff through natural wastage, not redundancy. Asking for money from parents was not considered a viable option.</p> <p><b>NOTED:</b> options for increasing income as highlighted by the possible PAN projections. Census day had been last Thursday and the school was close to target. The school needed to ensure it remained full in order to improve its income. Pupil places not filled by HCC cost the school money.</p> <p><b>NOTED: the Governing Board needed to discuss and approve the school's In-year Admissions Policy and Appeals Process at the next meeting.</b></p> <p><b>DISCUSSED:</b> the three pupil number growth options set out in the PAN Projections document and possible implications, both positive and negative, strategic and operational, of the same. Possible criteria for in-year admissions were discussed, as was <b>the apparent disparity between the financial predictions in the PAN Predictions report and the income figures in the financial forecast relating to pupil numbers.</b></p> <p><b>AGREED:</b> The School to check the projected income figures in the PAN</p>	<p>CCY</p> <p>MH,</p>
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	and Financial Forecast Reports and explain the differences to the Board.  <b>AGREED:</b> Governors favoured Option 1 in the PAN report and this should be reflected in the In-Year Pupil Admissions Policy and Appeals Process presented to the Board for approval at the next Board Meeting.	<b>CCY</b>  <b>MH</b>
<b>5.</b>	<b>Schedule of Financial Delegation</b>  <b>NOTED:</b> the Schedule of Financial Delegation for the year that had previously been uploaded to Moodle for governors' consideration. There was only one major change, namely that the value of registered assets had been increased from £100 to £200. <b>Christine Crawley confirmed she had made the changes to the document requested by Governors via Moodle. Governors felt that it would be useful to consider further possible changes to delegated powers in light of the re-absorption of the Governing Body Finance and General Purposes Committee into the full Governing Board.</b>  <b>AGREED:</b> Julia Brettell to consider arrangements for delegation to governors and to report back to the next scrutiny meeting of the Board.  <i>Christine Crawley left the meeting at this point.</i>	<b>JB</b>
<b>6.</b>	<b>RELIC Report</b>  <b>NOTED:</b> the Headteacher's termly RELIC report as circulated to and discussed with governors by email. Email discussion had included: <ul style="list-style-type: none"> <li>• Autumn Term awards</li> <li>• Extra curricula recording</li> <li>• The School Senate and the student voice</li> <li>• SLT governor swap</li> <li>• Work experience</li> </ul> <b>NOTED:</b> if governors wanted other topics included in the Headteacher's termly report, please could they let him know.  <b>AGREED: The Board would like a more detailed presentation/item on the student voice.</b> The Associate Student Governors to be asked to lead on this at the next Board scrutiny meeting in March.  <b>NOTED:</b> Richard Aggus and The Headteacher had agreed money received for the Chair's Award would go towards improving staging facilities in the auditorium. Students would be involved in all aspects of backstage work in future productions as a result. The Chair had also recently submitted a £10k Lottery Fund Bid to augment the funds available.	<b>MH,</b> <b>JmesM</b> <b>EB</b>
<b>7.</b>	<b>To Agree the Minutes of the Previous Meeting of The Board held on 18<sup>th</sup> January 2017 and discuss any matters arising, including actions from the tracking sheet</b>  <b>NOTED:</b> Nicholas Hoffman had initially been left off the list of those in attendance, but this had since been corrected in the minutes by the Clerk.  <b>AGREED:</b> the minutes of the Board meeting held on 18 <sup>th</sup> January 2017,	

	<p>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>• A meeting had been arranged between Julia Marshall and The Clerk to discuss governor documents on Moodle, but Julie had had to cancel. She was in the process of arranging a further meeting with the Clerk and Christine Crawley.</li> </ul>	
8.	<p><b>AOB</b></p> <p><b>8a. New Instrument of Government</b> – the Chair advised that the Instrument of Government had been changed, as previously discussed and as circulated to all governors, to reflect the school's new Foundation Status. This meant that two governors needed to be moved from their current categories to become Partnership Governors. Sheenagh Parsons and Sue Padfield had previously agreed to change the category of their Board memberships and he asked if the Board was still content with this.</p> <p><b>AGREED:</b> Sheenagh Parsons and Sue Padfield to become Partnership Governors. The Clerk would amend documentation and advise the appropriate authorities of these changes.</p> <p><b>8b. Caretaker's House</b> – following on from the minutes of the previous meeting, the Chair had now received details of the arbitration process in relation to HCC's refusal to pass the property over to the school. There was no cost involved in preparing the paperwork for arbitration, but it was not clear who would foot any legal bill if the matter went to a formal hearing. This could, however, be clarified before any costs were incurred.</p> <p><b>AGREED:</b> in keeping with previous Board discussions, that the matter be moved to the next stage in the process and The Chair should write to HCC informing them of the school's intention to go to arbitration.</p> <p><b>8c. Charges and Remissions Policy</b> – Christine Crawley had very recently circulated the document for governors' approval. There was only one change to it, but <b>no governors had had the opportunity to consider the document or were aware of having seen it.</b></p> <p><b>AGREED:</b> the Clerk to ascertain where the document had been uploaded on Moodle and advise all governors by email where the document could be found, giving them seven days from the date of the email to consider the document and to leave a comment on Moodle to indicate their agreement to it (or to raise any queries). Until a quorum of governors had agreed the document via Moodle it was NOT APPROVED.</p> <p><i>Martyn Henson left the meeting at this point.</i></p>	<p><b>Clerk</b></p> <p><b>RA</b></p> <p><b>Clerk</b></p>
9.	<p><b>Governing Body Preparations For Ofsted</b></p> <p><b>NOTED:</b> a presentation by Richard Aggus on teamwork and the need to play to individual strengths within a team. The Johari Window was considered and the need to share some personal information to</p>	

	<p>maximise team, i.e. Governing Board, performance. Following on from this, Governors reviewed and updated their completed Skills Audits in small groups. The importance of an accurate skills audit in recruiting new governors to fill vacancies was highlighted. The role of governors in relation to an Ofsted inspection was considered, along with questions Ofsted might ask of any governor. The role of The Governing Board in Strategic Planning, ensuring financial probity and holding the school to account was stressed, as was how this had been strengthened by the move from traditional sub-committees to focused meetings of the full Governing Board.</p> <p><b>AGREED:</b> Richard Aggus would upload all the presentation slides onto Moodle for governor's further consideration.</p> <p><b>AGREED:</b> All governors present to amend their personal Skills Audits as per group discussions and send them to the Chair as soon as possible.</p> <p><b>AGREED:</b> All governors to consider the questions likely to be asked by Ofsted (once circulated) and advise the Chair of any areas of omission.</p> <p><i>Revd. Kojo Wood left the meeting at this point.</i></p> <p><b>NOTED: further governor frustrations with the layout of documents on Moodle and the lack of a clear, coherent structure.</b> People had not been fully trained in its use and certain things appeared impossible to achieve.</p> <p><b>AGREED:</b> the above frustrations should be taken into account by the school when amending Moodle or moving to Office 365 for governors.</p>	<p><b>RA</b></p> <p><b>GOVS</b></p> <p><b>GOVS</b></p> <p><b>JM, CCY</b></p>
<p><b>10.</b></p>	<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 8<sup>th</sup> March at 6pm.</p> <p><b>NOTED:</b> The agenda would include the deferred presentation by the Head of English.</p> <p><b>NOTED:</b> Start times for the Foundation Meetings of the Board of Governors had not yet been agreed.</p> <p><b>AGREED:</b> the Clerk would email the Foundation Group of governors to see whether a 6pm or 7pm start was preferred.</p>	<p><b>Clerk</b></p>

Drafted by: Jacquie Watts  
**Clerk To The Governors**  
**2<sup>nd</sup> February 2017**

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

**Date:.....8<sup>th</sup> March 2017.....**

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