

MINUTES OF A STRATEGY MEETING OF THE NOBEL SCHOOL BOARD OF GOVERNORS
HELD AT THE SCHOOL ON 21st June 2017 at 7.00pm

Governors Present: Richard Aggus – Chair, Graham Blackburn, Phil Cave, Steven Chown, Peter Heppelthwaite, Martyn Henson (Headteacher), Nick Hoffman, Helen Jewitt, Sue Padfield, Amy Pearson, George O’Neill, Robin Spicer, Craig Temple, Revd. K. Wood.

Also in Attendance: Jacquie Watts (Clerk) and Barry Burningham. Steve Morley was present for part of the meeting.

Apologies For Absence Received From: Keith Hopkinson, Sheenagh Parsons and Hilary Rodgers. Rev. Wood apologised in advance for his late arrival.

(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 were received from Keith Hopkinson, Sheenagh Parsons and Hilary Rodgers. Rev. Wood apologised in advance for his late arrival.</p> <p>NOTED: it was understood the Keith Hopkinson would be stepping down as a governor, though this had yet to be confirmed formally.</p> <p>AGREED: consent for absence was given to those who had tendered apologies.</p>	
2.	<p>To receive notification of any other business.</p> <p>NOTED: no AOB was identified in advance</p>	
3.	<p>For governors to declare any potential conflicts of interest for items on the agenda</p> <p>NOTED: no declarations of interest were received from those present.</p>	
4.	<p>CLA Students</p> <p>NOTED: the talk given by Steve Morley in relation to CLA students, together with the background paper, previously uploaded onto Moodle, that accompanied it.</p> <p>NOTED: Steve Morley was the designated teacher in terms of CLA students. Currently there were 10 CLA students at the school, though this had recently fallen from 11. The school had either the highest or the second highest number of CLA students of any school in Hertfordshire. In theory, this was the group of students most likely to underperform and Steve Morley outlined the steps being taken by the school to support individual students.</p> <p><i>Craig Temple joined the meeting at this stage.</i></p> <p>NOTED: that whilst many CLA students were progressing well, at least one individual had had significant issues.</p>	

	<p><i>George O'Neill joined the meeting at this stage.</i></p> <p>NOTED: the labour intensive nature of supporting CLA students and the necessary interaction with The Virtual School.</p> <p><i>Rev. K. Wood joined the meeting at this stage.</i></p> <p>NOTED: in response to questions from governors, the meeting discussed the efficacy of setting academic targets for CLA students, the non-academic, but more social, progress of CLA students the funding of students and the use of Pupil premium funding. It was confirmed there was no ceiling to the number of CLA students a school could enrol.</p> <p><i>Steve Morley left the meeting at this point.</i></p>	
5.	<p>RELIC – Head's Report</p> <p>NOTED: the Headteacher's report as previously uploaded onto Moodle. The Headteacher explained that it was designed to provide information on broader aspects of school life that were not covered in other formal reports to governors. Questions on the report were invited.</p> <p>NOTED: in response to a question from governors, that, in terms of the data and trend line, down was positive and up was negative.</p> <p>NOTED: the Headteacher was considering introducing changes to the parent survey next year. He invited governors to email him suggestions of anything they would like included in the next survey.</p> <p>AGREED: governors to email Martyn Henson with anything they would like included in the next parent survey.</p>	All
6.	<p>Annual Meeting and Agenda Schedule 2017-18</p> <p>NOTED: the report and proposed calendar of meetings and agenda items previously uploaded onto Moodle that had been drawn up by the Clerk in consultation with the Chair and Vice-Chair of Governors and the School Management Team.</p> <p>NOTED: as outlined by the Chair, the history of the Governing Board's committee structure and the current arrangements that had been in place for a year. There had been some confusion at the start, but the system had bedded down and would be assisted by the proposed agenda schedule. He recommended that the system be tried for a further year, but if anybody had any comments on the system or adjustments they would like to be considered they should email the Clerk.</p> <p>AGREED: Governors who had any comments on the meeting structure or adjustments they would like to be considered during the next academic year should email the Clerk.</p> <p>NOTED: the Headteacher's suggestions, as included in the Clerk's report, that there should be fewer but longer meetings and that</p>	All

	<p>governors should visit the school more, possibly once a term, to understand how it operated, enabling them to praise staff and hold the school to account where necessary. Whilst this was generally considered to be a sound idea, and might lead to the shortening of some agenda items, it was noted that, in practice, not all governors had so far managed regular visits. The school and Governing Board would need to determine which governors would be leading on which aspects of RACE next year and this might make the focus of visits easier.</p> <p>AGREED: from now until the end of term, governors should reflect on the desirability of visiting the school more and whether this could result in fewer and maybe, but not necessarily, longer meetings and forward any thoughts to the Clerk by email as soon as possible.</p> <p>AGREED: the annual meeting and agenda schedule for 2017-18, as proposed, subject to any adjustments arising from the above. The first meeting of the academic year would take place on 20th September 2017 at 7pm. It was noted that Rev. Wood would be out of the country on this date and if the date presented any other governors with difficulties they were invited to email the clerk as soon as possible.</p>	<p>All</p> <p>All</p>
7.	<p>Membership of Foundation Committee and Headteacher's Performance Management Panel</p> <p>NOTED: that, following on from the resignation of a number of governors and the appointment of several new ones, membership of both the Foundation Committee and the Headteacher's Performance Management Panel needed to be re-considered and determined. Membership of the Foundation Committee needed to be resolved before the next scheduled meeting of the committee. Membership of the the Headteacher's Performance Management Panel needed to be resolved before October 2017 and would need to be sufficiently in advance to permit training of any new members.</p> <p>AGREED: the new Chair of Governors, once appointed, should work with the Clerk to determine membership of the Foundation Committee and Headteacher's Performance Management Panel.</p>	<p>Chair/ Clerk</p>
8.	<p>Novation of the FM Contract</p> <p>NOTED: the written proposal to novate the school 's FM contract, as previously uploaded onto Moodle. The Headteacher supported the novation.</p> <p>NOTED: the Chair queried the accuracy of relationships between partners to the contract as outlined in the report. Even if the report were novated, he felt that the school would not be directly managing Engie, but would need to work through HSBP. Peter Heppelthwaite was of the same opinion, but felt that novation might at least be a step in the right direction.</p> <p>NOTED: further aspects of the current contract. Governors queried the risks and real cost of taking on the contract and whether the school had sufficient contract management experience to take on the FM contract. Martyn Henson acknowledged that the school's</p>	

	<p>experience was limited, but he felt the school was in a better position than HCC to run things. The meeting went on to discuss the pros and cons of novating the contract, the lack of information regarding the current role of HCC and the fact that, as she was absent, Christine Crawley could not comment directly on the impact of novation on the school. It was further noted that even if the Board agreed in principle to novation it would not be binding until the novation papers were signed on behalf of the school and the process was likely to take a long time.</p> <p>AGREED: in principle, to novating the FM contract, but governors who felt there was insufficient detail in the written report to email questions and comments to the Clerk, who would then arrange with Chris Crawley for matters to be explored via Moodle or at a future meeting before anything was finalised or signed.</p>	All/ Clerk/ CC
9.	<p>Approval to spend from the Lifecycle fund on decoration works</p> <p>NOTED: the written request, as previously uploaded onto Moodle. The Chair explained the purpose of the Lifecycle Fund and the fact that, at the previous meeting, Christine Crawley had mentioned she was in discussion with HSBP regarding the use of funds for building repairs and decorative works.</p> <p>AGREED: the school should request expenditure of £61,347 against the fund as laid out in the report.</p>	CC
10.	<p>Approval of Any Policies</p> <p>NOTED: the following documents had been uploaded on to Moodle for governors' consideration and online approval:</p> <ol style="list-style-type: none"> 1. Whole School Marking Policy 2. Collective Policy 3. Literacy Policy 4. Behaviour Principles Written Statement <p>NOTED: the responses of governors who had commented online were entirely favourable, but there were insufficient comments to meet the quoracy requirements of the Board.</p> <p>NOTED: the detail of the above documents.</p> <p>AGREED: the four documents listed above.</p> <p>NOTED: the Chair felt that an aspect of the Admissions Policy, that had been uploaded for information as previously requested by the governors but was not part of the above approval process, was unclear. Specifically, what happens if the school is oversubscribed during parts of the process? The Headteacher confirmed that the school would make selection based on potential academic progress.</p>	NR
11.	<p>Caretaker's House – Next Steps</p> <p>NOTED: the documentation previously circulated by the Chair via email.</p>	

	<p>The paperwork was now ready for the school to proceed to the next stage of their claim for ownership of the Caretaker's house (as previously discussed at Board meetings) and would need to be signed by the Chair. Costs of moving to the next stage were inconclusive, but most organisations advised there would be no costs incurred by the school.</p> <p>AGREED: the Chair should sign the paperwork to move things on to the next stage of the claims process.</p>	Chair
12.	<p>To Agree the Minutes of the Previous Meeting of The Board held on 17th May 2017 and action taken online via Moodle to approve the school budget for 2017/18 and discuss any matters arising, including actions from the tracking sheet</p> <p>NOTED: that the Clerk had received no comments on the minutes as currently uploaded on to Moodle, however at the meeting it was pointed out that Corrina Reader's first name should be spelt with two r's rather than the one shown in the minutes and that Steven Chown's first name is spelt with a v, not a ph.</p> <p>AGREED: the minutes of the Board meeting held on 17th May 2017, which were duly signed by The Chair. Also ratified, the online agreement of the school budget for 2017/18.</p> <p>NOTED: the following matters arising from the minutes and action tracking sheet-</p> <ul style="list-style-type: none"> • All governors should send copies of their Prevent Training Certificates to Hilary Rodgers 	All
13.	<p>AOB</p> <p>13.1 Recent Death of Student</p> <p>NOTED: with sadness, the death from Leukaemia of a year 7 student that morning. The school would be opening a book of condolence.</p> <p>13.2 Outstanding Governor Vacancies</p> <p>NOTED: the Governing board was still carrying a number of Co-opted Governor vacancies and that whilst it had recently filled a number of Associate Governor vacancies, these were not, technically full governor roles.</p> <p>AGREED: to appoint Peter Happlethwaite and Steven Chown as Co-opted Governors.</p>	
14.	<p>Date of Next Meeting</p> <p>AGREED: the date of the next strategy meeting of the Board of Governors as Wednesday, 20th September at 7pm</p> <p>AGREED: to cancel the next scheduled meeting of the Foundation Committee, previously agreed as Wednesday 5th July, and to move the few outstanding agenda items to the first 2017/18 meeting of the</p>	Clerk

	<p>Foundation Committee.</p> <p><i>Barry Burningham left the meeting at this point.</i></p>	
15.	<p>Election of Chair 2017/18</p> <p>NOTED: as previously advised, Richard Aggus was standing down as Chair and it fell to the Governing Body to appoint a new Chair. The Clerk explained the possible processes and Richard Aggus clarified his experiences as outgoing Chair of the Board. The Headteacher detailed his thoughts on the role.</p> <p>NOTED: Robin Spicer nominated Peter Heppelthwaite for the role of Chair. Peter Heppelthwaite accepted the nomination.</p> <p>AGREED: unanimously, to appoint Peter Heppelthwaite to the role of Chair of the Board of Governors for one year (2017/2018)</p>	
16.	<p>Election of Vice Chair 2017/18</p> <p>NOTED: Hilary Rodgers was standing down as Vice Chair and it fell to the Governing Body to appoint a new Vice Chair. The possible working relationship between the Vice Chair and Chair was explored.</p> <p>NOTED: Robin Spicer nominated himself for the role of Vice Chair. Steven Chown nominated himself for the role of Vice Chair.</p> <p>AGREED: unanimously, to appoint both Robin Spicer and Steven Chown to the co-roles of Vice Chair of the Board of Governors for one year (2017/2018)</p>	
	<p><i>Staff and Associate Governors present left the meeting at this point.</i></p>	
	<p align="center">Part II Agenda Items (CONFIDENTIAL)</p>	
17.	<p>To Agree the Part II Confidential Minutes of the Previous Meeting of The Board held on 17th May 2017 and discuss any matters arising, including actions from the tracking sheet</p> <p>AGREED: the part II minutes of the Board meeting held on 17th May 2017, which were duly signed by The Chair.</p>	

Drafted by: Jacquie Watts
Clerk To The Governors
22nd June 2017

Approved by The Board of Governors on:

Date: 20 September 2017.....

Signature (Chair):.....