

MINUTES OF A VIRTUAL MEETING OF THE NOBEL SCHOOL BOARD OF GOVERNORS
HELD ONLINE VIA MOODLE FROM WEDNESDAY 18 MARCH UNTIL TUESDAY 24 MARCH

Governors Present: Peter Heppelthwaite (Chair) – *via phone and email*, Steven Chown, Christine Crawley, Kelly Hagland, Nick Hoffman, James Kay, Rose Odudu, Matthew Reah, Hilary Rodgers, Robin Spicer, Rev. Kojo Wood.

Also in Attendance: Jacquie Watts (Clerk)

(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: the meeting was quorate.</p> <p>NOTED: no apologies for absence had been received. Martyn Henson and Mark Laws did not participate in the meeting.</p>	
2.	<p>For governors to declare any potential conflicts of interest re. items on the agenda</p> <p>NOTED: there were no declarations of interest recorded.</p>	
3.	<p>Approval for Online Meeting</p> <p>NOTED: 11 governors, including the Chair who, for technical reasons, was obliged to contribute by phone and email, confirmed their approval to the meeting being conducted by Moodle. There were no disagreements.</p> <p>AGREED: to this online meeting as a formal meeting of the Board of Governors.</p>	
4.	<p>School Finances</p> <p>4.1 SFVS 4.2 Statement of Internal Controls 4.3 Term 2 Finance Report 4.4 Cash Monitoring Report 4.5 Budget Preparation</p> <p>NOTED: 9 governors, including the Chair, approved the documents as uploaded to Moodle, including the SFVS. The following governor comments were made: Are any changes to term 2 figs necessary as a result of today's announcement regarding school closures? How will figures be affected with the recent announcements? Approved, subject to the information available at the time of Chris' report on 11 March. I am conscious that things have changed drastically in recent days with school closures etc. It would be interesting to hear the expected financial impact (although I appreciate that given the situation this could be completely unknown!). The school's responses to these comments were as follows: It will definitely impact the school but exactly how is currently unknown. We will spend more time on this next week. There are no changes to the term 2 report as this has already been uploaded to County. However, it</p>	

	<p>will impact the school finances but exactly how we don't know. We will lose lettings and catering income, but will save on cover and learning resources.</p> <p>Subsequent governor comments were made: The current situation will have an impact going forward. It's very difficult at this stage to know exactly the implications. It's obviously too early to gauge the impact that school closures etc. will impact. The Chair was satisfied that the SFVS was an accurate reflection of the current situation.</p> <p>AGREED: all reports uploaded to Moodle under this item including the annual SFVS and Statement of Internal Controls.</p>	
5.	<p>Transfer of Money from the Fund Account to the General Account</p> <p>NOTED: 7 governors, including the Chair, approved the transfer. Whilst there were no specific comments declining to agree the transfer, there were many online comments made by governors as follows: What's the balance of the Fund a/c and what are the measures referred to that will be put in place to prevent this happening in future? Can the measures be explained? I'd like some more information on this if possible, specifically on the new control measures. I would also be interested in the fund balance and the typical cash inflow/outflow for the account over a year, say. The school responded by stating that the balance in the miscellaneous cost centre in the fund was £8171.15 now reduced to £5590.06 after the transfer of funds. This would reduce further at year-end as the school would like to transfer £1000.00 to the hardship cost centre that, at the moment, stood at £491.33. This would make the total £4,590.06.</p> <p>The measures the school had put in place were: To make sure deposits and payments to trip cost centres during banking were deposited to the correct code. The cost centre was identified by description as well as the cost centre number and the cross-referencing was also checked when 'posting' was carried out the following day after banking. The deposits and payments were also double checked back to the trips co-ordinator's spreadsheet and agreed by both parties before any refunds took place. A trip reconciliation form was also completed and checked by 2 people.</p> <p>A number of governors then approved the transfer citing the above explanation as their reason for doing so. Other comments included: This was a rare error which I am sure has been learnt from and will not take place again given new safeguards. Good to see procedures have now been put in place to safeguard against future errors taking place.</p> <p>AGREED: to cover the shortfall on a school trip by transferring money from the fund account into the general account to a maximum of £2581.09</p>	
6.	<p>Approval of Policies</p> <p>NOTED: the three policies uploaded to Moodle for approval:</p> <p>6.1 Staff Capability Procedures 6.2 School Based Complaints Policy 6.3 RSE Policy</p> <p>6.1 Staff Capability Procedures</p> <p>NOTED: the policy was based on the Herts For Learning model policy. 10</p>	

	<p>governors, including the Chair, agreed the policy subject to the correction of a typo in the date.</p> <p>AGREED: the Staff Capability Procedure/Policy as amended.</p> <p>6.2 School Based Complaints Policy</p> <p>NOTED: 11 governors, including the Chair, agreed the document.</p> <p>AGREED: the School Based Complaints Procedure as uploaded.</p> <p>6.3 SRE Policy</p> <p>NOTED: 11 governors, including the Chair, agreed the document. One governor asked for clarification regarding the acronym PRE.</p> <p>AGREED: the SRE Policy as uploaded.</p>	
7.	<p>To Receive and Ratify the Minutes of the Previous Foundation Committee Meeting held on 26 February 2020 (provisional minutes)</p> <p>NOTED: the provisional minutes of the Foundation Committee meeting held on 26 February 202 and the summary action report uploaded onto Moodle. The Clerk highlighted the decision taken under item 5 in relation to delegated authority to the Foundation Committee regarding the school's cleaning contract, also an increase in school meal charges and a debt write-off of £152.80. 8 governors, including the Chair, approved the minutes, whilst commenting that arrangements for the finance working party would need to be amended in light of the COVID 19 situation</p> <p>AGREED: to receive the minutes of the meeting and to ratify all decisions taken at it.</p>	
8.	<p>Minutes of Previous Meeting held on 22 January 2020</p> <p>NOTED: the provisional minutes of the Governing Board meeting held on 22 January 2020 and the accompanying Action Tracker document as uploaded onto Moodle. 9 governors, including the Chair, approved the minutes.</p> <p>AGREED: the minutes of the Governing Board meeting held on 2020 as a true and correct record. These would be physically signed by the Chair at the next opportunity.</p>	Chair/ Clerk
9.	<p>Date of Next Meeting</p> <p>NOTED: the proposal that the next meeting of the board of Governors be agreed as Wednesday, 6 May 2020 at 6.30pm, but in view of the COVID 19 situation governors were also asked to agree to the calling of online meetings via TEAMS or other online methods as deemed necessary by the Chair of Governors. 10 governors, including the Chair, approved the proposal. A governor commented that a Teams meeting would be a good idea in the very near future.</p> <p>AGREED: the date of the next meeting of the Board of Governors as Wednesday, 6 May 2020 at 6.30pm but that, in view of COVID 19, a further online meeting should be called as deemed necessary by the Chair.</p>	Chair/ Clerk

Drafted by: Jacquie Watts
Clerk To The Governors
25 March 2020

Approved by The Board of Governors on:

Date: Virtual Meeting 20-26 April 2020.....

Signature (Chair):.....