

**MINUTES OF A MEETING OF THE NOBEL SCHOOL BOARD OF GOVERNORS  
HELD AT THE SCHOOL ON 10 October 2018 at 6.30pm**

**Governors Present:** Peter Heppelthwaite – Chair, Steven Chown, Nick Hoffman, Sue Padfield, Hilary Rodgers, Robin Spicer, Rev Kojo Wood.

**Also in Attendance:** Jacquie Watts (Clerk), Barry Burningham, Christine Crawley, Naomi Rose and David Martin (for part of the meeting).

**Apologies For Absence Received From:** Martyn Henson

*(NB: Governor Challenge, Questions and Monitoring are highlighted in bold)*

Action By:

1.	<p><b>To receive any apologies for absence and decide whether to consent to the same</b></p> <p><b>NOTED:</b> apologies for absence had been received by the Clerk from Martyn Henson, who was ill. Graham Blackburn, Sheenagh Parsons and Phil Cave were also absent. <i>[Graham Blackburn's apologies were subsequently received on the same day but after the meeting].</i></p> <p><b>AGREED:</b> consent for absence was given to those who had tendered apologies to the meeting.</p>	
2.	<p><b>Notification of Any Other Business</b></p> <p><b>NOTED:</b> Nick Hoffman asked for Battlefields 2018 to be taken as AOB.</p> <p><b>AGREED:</b> to consider Battlefields 2018 as Any Other Business.</p>	
3.	<p><b>For governors to declare any potential conflicts of interest re. items on the agenda</b></p> <p><b>NOTED:</b> there were no declarations of interest at this point in the meeting (but item 8.3 refers).</p>	
4.	<p><b>Appointment of Co-opted (Staff) Governor</b></p> <p><b>NOTED:</b> Sue Padfield was standing down as a Co-opted Governor as she was now employed by the school.</p> <p><b>AGREED:</b> to appoint Sue Padfield as a Co-opted (staff) Governor for a period of four years.</p>	
5.	<p><b>Headteacher's Report – outcomes analysis (including examination results and pupil performance data)</b></p> <p><b>NOTED:</b> the Headteacher was unable to present his verbal report because of his absence due to sickness. The examination results and pupil performance data paper was tabled at the meeting. David Martin apologised for the late submission of the report.</p> <p><b>NOTED:</b> David Martin provided detailed verbal comments on the tabled report. <b>Governors were concerned, however, that there was too much information to take in meaningfully in a short space of time.</b></p> <p><b>AGREED:</b> to place examination results and pupil performance data on</p>	<b>DM/</b>

	<p>the next meeting of the Governing Body to allow governors time to consider the data and format questions.</p> <p><b>NOTED: Governors asked for the school to summarise what went right in terms of results and data and what did not. It was also suggested that a column showing the number of pupils in each data tranche would be helpful.</b> David Martin responded that the Progress 8 scores needed further improvement. In terms of KS4 the results were above the floor standard and the definition of a coasting school, but were still slightly less than average. The improvement in English and Maths, however, were encouraging. <b>In response to a question from governors, the term unvalidated data was explained. The data would be validated by the school and the DfE by January 2019. Governors pointed out that the previous year had not been good for data, so was it not to be expected that this year would be better? In light of this, how positive were the improvements shown?</b> The school advised that it was pleased with KS5 results.</p> <p><b>NOTED: the Chair asked the school to identify three areas where the school was doing well and three areas where it needed to improve. In the case of the latter, what were the school's strategies for improvement? He also asked David Martin what governors could do to support the school going forward.</b> David Martin highlighted parental involvement as a weakness, with a number of parents declining to attend parents' evenings. He hoped governors could help to encourage greater parental involvement.</p> <p><i>David Martin left the meeting at this point.</i></p>	<b>Clerk</b>
6.	<p><b>Safeguarding Report</b></p> <p><b>NOTED:</b> the report now available on Moodle as uploaded at the end of the previous week. Barry Burningham talked to the report on behalf of Steve Morley. Overall the behaviour and conduct figures were positive, although there had been four short-term exclusions at the start of term in relation to one incident. Pivotal was working for around 95% of students. <b>Governors queried what was happening for the 5% of students with whom Pivotal was not engaging?</b> Barry Burningham detailed the specialist internal sessions, mentor work and music service project being used to support these students, as well as the positive use of reflection time.</p> <p><b>NOTED:</b> School safeguarding actions. Currently there were no referrals. There had been an incident at the school the previous day that would appear in the next report. Barry Burningham summarised the incident and the actions taken by staff in response to it. The need to ensure both staff and students stayed safe was stressed.</p>	
7.	<p><b>Annual Equal Opportunities Report</b></p> <p><b>NOTED:</b> the tabled report providing annual equal opportunities data on both staff and students. The staffing profile was weighted towards the 46-60 age band. 14.6% of students were classified as SEND. Progress 8 results was the area most in need of development. The school had had no NEET leavers in 2017. The ethnicity profile of the school indicated that both staff and pupils were more ethnically diverse than</p>	

	<p>Stevenage as an area. <b>Governors queried whether the school had any trans-gender students?</b> The school confirmed that it had, but this was not shown in the data collected. At least one student had run a school assembly explaining their own trans-gender experience.</p> <p><b>NOTED:</b> that the report contained more information than the previous year. Christine Crawley asked governors what else they would like included in the report. <b>A comparison between SEND student percentages in the school and the Stevenage area was requested.</b></p> <p><b>AGREED:</b> Christine Crawley to explore whether SEND information was available for Stevenage to enable the school to make valid comparisons with the same.</p>	<b>CC</b>
8.	<p><b>School Finances</b></p> <p><b>NOTED:</b> the reports previously uploaded to Moodle.</p> <p><b>8.1 Term 1 Finance Report</b></p> <p><b>NOTED:</b> Christine Crawley reported that she had no significant concerns about the budget at this moment. She was cautiously hopeful that the school would achieve a year-end outturn that was better than budget.</p> <p><b>8.2 Cash Monitoring Report</b></p> <p><b>NOTED:</b> the auditors had requested that the school monitor its cashflow. Christine Crawley reported on the process for doing this. Currently the cashflow was positive, but she would report further in January 2019, by which time she hoped to have identified any trends or patterns in the annual cashflow.</p> <p><b>8.3 Aged Debtors List</b></p> <p><b>NOTED:</b> Peter Heppelthwaite declared an interest in this item as his company featured on the list of aged debtors. The Governing Board did not require him to leave the meeting.</p> <p><b>NOTED:</b> most aged debtors related to lettings activity. Christine Crawley outlined the steps being taken by the school to gain payment of outstanding debts. One debt related to an overpayment of salary to a former member of staff who failed to join the school as planned because of ill health. The amount was £856.60 and both the school and the County Council has requested repayment without success.</p> <p><b>AGREED:</b> to write-off the outstanding debt of £856.60.</p>	<b>CC</b>
9.	<p><b>Business Continuity Plan</b></p> <p><b>NOTED:</b> the report previously uploaded to Moodle. There had been little or no change to the plan from the previous year apart from a change to the school insurers and the termination of the Engie contract. <b>Governors queried whether there should be more changes to the report because of the changes to the Facilities Management contracts?</b> Christine Crawley advised that the key parties had not</p>	

	<p>changed. <b>Governors queried the apparently low number of first aiders listed in the report.</b> It was confirmed that the plan needed to be updated to reflect the higher level of first-aiders actually at the school.</p> <p><b>AGREED:</b> to amend the plan to show the actual level of first aiders and to correct one or two typos.</p> <p><b>AGREED:</b> the Business Continuity Plan as uploaded to Moodle subject to the above amendments.</p>	<b>CC</b>
<b>10.</b>	<p><b>ICT Asset Disposal Report</b></p> <p><b>NOTED:</b> No ICT assets had been disposed of since the last report.</p>	
<b>11.</b>	<p><b>Approval of Policies</b></p> <p><b>NOTED:</b> the policies previously uploaded to Moodle and the governors' online questions and responses to the same.</p> <p><b>11.1 Safer Recruitment Policy</b></p> <p><b>NOTED:</b> an insufficient number of governors had agreed this policy online. The matter was discussed.</p> <p><b>AGREED:</b> the Safer Recruitment Policy.</p> <p><b>11.2 Procedure For Dealing with Allegations Against Staff</b></p> <p><b>NOTED:</b> the procedure had not been uploaded onto Moodle.</p> <p><b>AGREED:</b> the procedure should be considered at the next Governing Board meeting</p> <p><b>11.3 Debt Recovery Policy</b></p> <p><b>AGREED:</b> as per Moodle responses.</p> <p><b>11.4 Assessment Recording and Reporting Policy</b></p> <p><b>AGREED:</b> as per Moodle responses.</p> <p><b>11.5 Target Setting Procedure</b></p> <p><b>AGREED:</b> as per Moodle responses.</p> <p><b>11.6 Safeguarding Policy</b>  <b>11.7 Child Protection Policy and Procedure</b></p> <p><b>NOTED:</b> these items were one and the same document.</p> <p><b>NOTED:</b> an insufficient number of governors had agreed this policy online. The matter was discussed.</p> <p><b>AGREED:</b> the Child Protection Policy and Procedure.</p> <p><b>11.8 Supporting Students with Medical Needs</b></p>	<b>SM/ Clerk</b>

	<p><b>AGREED:</b> as per Moodle responses.</p> <p><b>11.9 Equality Information and Objectives Statement</b></p> <p><b>NOTED:</b> an insufficient number of governors had agreed this policy online. The matter was discussed.</p> <p><b>AGREED:</b> the Equality Information and Objectives Statement.</p> <p><b>11.10 Scheme of Financial Delegation</b></p> <p><b>NOTED:</b> an insufficient number of governors had agreed this policy online. The matter was discussed and it was noted that <b>changes had been made to the scheme following online queries from governors.</b></p> <p><b>AGREED:</b> the Scheme of Financial Delegation.</p>	
12.	<p><b>Health and Safety Update</b></p> <p><b>NOTED:</b> Until the previous day's incident there had been no significant issues to report. Following the incident, risk assessments on both the student and the situation would be undertaken.</p>	
13.	<p><b>School Business Plan</b></p> <p><b>NOTED:</b> the plan previously uploaded to Moodle. An action plan had now been added, but the document remained a work in progress. Changes to the Catering Section had been made as the school wished to review its future options.</p> <p><b>AGREED:</b> the catering aspect of the Business Plan should be discussed at a future meeting of the Foundation Committee.</p> <p><b>NOTED:</b> the Senior Leadership Team had yet to discuss the capital spend plan.</p> <p><b>NOTED:</b> the cleaning contract had been awarded to Ridgecrest and would commence on 1 November 2018.</p> <p><b>AGREED:</b> Ridgecrest should be asked to undertake an initial deep clean of the floors because of their current state.</p>	CC
14.	<p><b>Governance Matters</b></p> <p><b>14.1 Register of Business Interest/Staff Data</b></p> <p><b>14.2 Pecuniary/ Business Interest Form</b></p> <p><b>14.3 Code of Conduct</b></p> <p><b>NOTED:</b> all governors present at the meeting completed and signed all three forms and returned them to the school for its records.</p> <p><b>14.4 Governor Attendance Record for 2017-18</b></p> <p><b>NOTED:</b> the revised attendance record previously uploaded onto Moodle.</p>	

	<p><b>AGREED:</b> the record should be uploaded onto the school website to replace the record currently displayed.</p> <p><b>NOTED:</b> the limited attendance of one governor during the year who had been absent for over six months without submitting apologies and who had not responded to attempted contact by both the clerk and the chair.</p> <p><b>AGREED:</b> not to dismiss the governor at this stage, but to seek their resignation.</p> <p><b>NOTED:</b> the current high number of vacancies for both governors and Associate Governors. Previously the Head Boy and Girl had been appointed as Associate Governors but were rarely able to attend meetings. This year they had not yet been put forward by the school as Associate Governors. <b>Concerns were raised about their school workloads and whether it would be more productive for them to attend one meeting as visitors rather than be appointed as Associate Governors.</b></p> <p><b>AGREED:</b> all governors should seek to identify people who could serve as governors and Associate governors; the school should carry out elections for the vacancy for staff governor; the Chair of governors should meet with the Head Boy and Girl to discuss their future involvement with the Governing Board.</p>	<p><b>Clerk</b></p> <p><b>Chair</b></p> <p><b>All/ MH/ Chair</b></p>
15.	<p><b>Amended Annual Meeting Schedule 2018/19 and Meeting Dates</b></p> <p><b>NOTED:</b> the revised meeting schedule as previously uploaded to Moodle.</p> <p><b>AGREED:</b> the amended schedule for 2018/19 for continuous display on Moodle under the Governors Current section.</p>	<p><b>Clerk</b></p>
16	<p><b>To Receive and Ratify the Minutes of the Previous Foundation Committee Meetings held on 18 July 2018 (approved by the Foundation Committee) and 19 September 2018 (provisional minutes)</b></p> <p><b>AGREED:</b> to receive and ratify the July and September 2018 minutes of the Foundation Committee.</p> <p><b>AGREED:</b> the Clerk should continue to compile a summary report of all decisions made by the Foundation Committee as governors found this helpful.</p>	<p><b>Clerk</b></p>
17.	<p><b>To Agree the Minutes of the Previous Meeting of The Board held on 4 July 2018 and discuss any matters arising, including actions from the tracking sheet</b></p> <p><b>AGREED:</b> the minutes of the Governing Board Scrutiny meeting held on 4 July 2018 as a true and correct record. These were duly signed by the Chair.</p> <p><b>NOTED:</b> the numerous uncompleted sections of the tracking sheet. It</p>	

	<p>was not clear whether this was because the actions had not been undertaken or whether they had simply not been advised to the Clerk as undertaken and complete. The usefulness of the tracking sheet was therefore queried.</p> <p><b>AGREED:</b> the tracking sheet was a useful document and should be maintained for 2018/19. The Chair would review the tracking sheet for 2017/18 in relation to actions shown as outstanding and would monitor the 2018/19 tracking sheet throughout the year.</p>	<b>Clerk/ Chair</b>
<p><b>18.</b></p>	<p><b>Any Other Business</b></p> <p><b>18.1 Battlefields Tour 2018</b></p> <p><b>NOTED:</b> Nick Hoffman had attended the tour with Nobel students. He would produce a formal governors report in due course, but wanted to comment orally on the excellent behaviour of the students. They had been outstanding ambassadors for the school. The meeting went on to hear of an event, as advised by Barry Burningham, when a member of the public had come into the school to praise the actions of an initially anonymous Nobel student. Also the current Head Boy had recently praised the school for supporting him. The transition of Year 7s was also praised.</p>	
<p><b>19.</b></p>	<p><b>Date of Next Meeting</b></p> <p><b>AGREED:</b> the date of the next meeting of the Board of Governors as Wednesday, 5 December 2018 at 6.30pm.</p> <p><b>NOTED:</b> Rev. Kojo Wood apologised in advance for his late arrival.</p> <p><b>NOTED:</b> the next meeting of the Foundation Committee would take place on 14 November 2018.</p>	

Drafted by: Jacquie Watts  
**Clerk To The Governors**  
**12 October 2018**

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

**Date:** .....

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