

**MINUTES OF A MEETING OF THE NOBEL SCHOOL BOARD OF GOVERNORS
HELD AT THE SCHOOL ON 5 December 2018 at 6.30pm**

Governors Present: Peter Heppelthwaite – Chair, Steven Chown, Martyn Henson – Headteacher, Hilary Rodgers, Robin Spicer, Rev Kojo Wood.

Also in Attendance: Jacquie Watts (Clerk) and Barry Burningham, Christine Crawley, David Martin and Steve Morley (for parts of the meeting).

Apologies For Absence Received From: Nick Hoffman, Sue Padfield, Sheenagh Parsons (and subsequently Graham Blackburn).

(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 had been received by the Clerk from Nick Hoffman, Sue Padfield and Sheenagh Parsons. Graham Blackburn 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>AGREED: consent for absence was given to those who had tendered apologies to the meeting.</p>	
2.	<p>Notification of Any Other Business</p> <p>NOTED: the B4L policy had been uploaded to Moodle for governors' approval, but was not formally on the agenda for the meeting. The meeting was also asked to consider Governing Board membership, including the position of the current Partnership Governor and Associate Governor vacancies.</p> <p>AGREED: the B4L Policy should be placed on the agenda for the next meeting of the Governing Board for governors' approval.</p> <p>AGREED: to discuss Governing Board membership as AOB.</p>	Clerk/ SM
3.	<p>For governors to declare any potential conflicts of interest re. items on the agenda</p> <p>NOTED: there were no declarations of financial interest at this point in the meeting, but Rev. Kojo Wood had an interest in item 4 concerning his future appointment as a Co-opted Governor.</p>	
4.	<p>Appointment of Co-opted Governor and Staff Governor</p> <p>NOTED: Rev. Kojo Wood's term of office as a Parent Governor was coming to an end on 10 December 2018. Given his expertise, needed skill-set (having regard to the Governing Board Skills Audit) and support for the school it was proposed that he be appointed as a Co-opted Governor for a period of four years commencing 10 December 2018.</p> <p>AGREED: to appoint Rev. Kojo Wood as a Co-opted Governor for a period of four years commencing on 10 December 2018.</p> <p>NOTED: James Kay had been nominated by the staff body to be the staff governor. As there was only one nomination there had been no need for a</p>	

	<p>ballot.</p> <p>AGREED: to appoint James Kay as the Staff Governor for a period of four years commencing on 5 December 2018 (subject to his satisfactory completion of the governor appointment procedure and assuming he remained employed by the school during the four year period).</p> <p>NOTED: a vacancy for a Co-opted (Staff) Governor remained unfilled at this moment in time. As both the elected Staff Governor and the other Co-opted (Staff) Governor were academic staff, it was considered desirable to offer the remaining vacancy to a member of the support staff.</p> <p>AGREED: The Head to seek nominations for the Co-opted (Staff) Governor vacancy as soon as possible.</p>	MH
5.	<p>Health and Safety Accident Report 2017-2018 and Health and Safety Update 2018-2019</p> <p>NOTED: the annual report as previously uploaded to Moodle. It had previously been considered by the Foundation Committee, but as the Governing Board placed importance on Health and Safety matters it was also being presented to the full Board. In terms of the 2018-2019 update, there was nothing to report since the last meeting.</p> <p>AGREED: the annual Health and Safety Accident Report for 2017-2018.</p>	
6.	<p>Revised Budget</p> <p>NOTED: the report as previously uploaded to Moodle. It was showing a slightly improved position from the original budget. The pay grant, payable this year and next, had improved the financial position by approximately £33k. Overall staff costs were lower than predicted. In response to a question from governors, it was confirmed that cleaning costs were £19k higher than expected as the tender costs for the contract had not been factored into the budget and the square footage costs had been under-estimated. The practical performance of the cleaning contractors had improved a little, but further improvements were still required. Utilities costs were higher than expected as the historical profile was lower than actual and the enforced use of the school's bio mass boilers was proving expensive. New boilers were being installed in the New Year. Most of the unbudgeted utilities costs would be met by the Life Cycle fund and would not, therefore, impact on the Revenue Budget.</p> <p>NOTED: the school was predicting a £159k surplus at year-end, which was approximately £90k better than budget. This would be 2% of the budget, but the recommended surplus was 5% of budget. The Head considered this to be an unachievable target. Moreover, in the event of an improved financial position he favoured reinvesting any surplus in learning resources and additional teaching staff. The Governing Board supported this approach in principle, but stressed that that no decisions should be taken until the budget position was more established.</p> <p>NOTED: the financial position of neighbouring schools, where known, and also the excellent work done by Christine Crawley in getting the budget to its current position.</p>	

	AGREED: the revised school budget as presented.	
7.	<p>School Business Plan</p> <p>NOTED: the report previously uploaded onto Moodle. Further updates to the plan would be necessary to take into account Capital Expenditure, amongst other things.</p> <p>NOTED: the Caretaker's House was in a poorly maintained state, but the school required DfE approval to sell it and, in order to gain its approval, the school needed a costed development plan for the use of the proceeds. The school had recognised the potential of developing Timebridge, but this would require Council support that might not be obtained. The school would also have to notify Hertfordshire County Council, who would have the right to object or claim a percentage of the sale costs. A costed development plan was likely to cost £10k-£15k to produce, but there was a risk to pursuing this if Timebridge could not be developed or HCC objected to the sale of the house. Christine Crawley was therefore uncertain how best to proceed.</p> <p>AGREED: to establish a small working group of Peter Heppelthwaite, Rev. Kojo Wood, Martyn Henson and Christine Crawley to consider the cost/benefit analysis of drawing up a costed development plan.</p> <p>NOTED: the desirability of disposing of the Caretaker's house before it became derelict, or of restoring it to a habitable dwelling so that it could be rented out and used to generate income for the school while its eventual future was considered. Moreover, if it was occupied it was less likely to fall into serious disrepair.</p> <p>AGREED: the Chair and Headteacher would visit the property to assess its current levels of dilapidation.</p> <p>AGREED: Christine Crawley should approach local builders to obtain estimates for bringing the property back up to a habitable level. Details of these estimates should then be considered by the working group established above.</p> <p>AGREED: in the meantime, the School Business Plan should be amended to include a review of current premises to ensure the school made best use of the facilities already available to it. Any proposals to develop the existing facilities should be referred to the Foundation Committee.</p>	<p>CC</p> <p>PH/ MH</p> <p>CC</p> <p>CC</p>
8.	<p>Approval For Additional ICT Expenditure</p> <p>NOTED: the proposal, as uploaded on to Moodle, to spend up to £19k on replacing the oldest 32 student computers. The old computers were between six and seven years old and would either be used for spares or would be referred to governors for disposal.</p> <p>AGREED: to the additional ICT expenditure as submitted.</p> <p><i>Christine Crawley left the meeting at this point.</i></p>	CC
9.	<p>Examination Results and Pupil Performance Data</p> <p>AGREED: as David Martin had been delayed, to take this item after item 12 on the agenda.</p>	

	<p>NOTED: the report previously uploaded onto Moodle. Governors wanted to know the three areas the school was happiest with, the three areas requiring greatest improvement and the school’s strategy for doing so.</p> <p>NOTED: the three best areas were considered to be:</p> <ol style="list-style-type: none"> 1. KS5 –the significantly positive score evidenced value added. 2. Attainment 8 – the score had increased this year and was above the national average. 15% of students achieved the top grades in English and Maths. 3. Individual subject performance, including Art, Food, Geography, French, English and Maths. <p>NOTED: the three areas requiring the most improvement were considered to be:</p> <ol style="list-style-type: none"> 1. Progress, especially in relation to boys (although the gap with the girls had closed a little). 2. The results of Free School Meals Pupils (although the gap had closed a little). 3. SEN results. <p>NOTED: to make the required improvements the school was focussing on the quality of teaching and learning (Know it, Use it, Stretch it) and curriculum mapping to ensure the right students were taking the right subjects. The Head was meeting regularly with each Head of Subject and using data to focus the attention on performance.</p> <p>NOTED: the pro-active leadership demonstrated by the school and the school’s passion for improving its pupils. The Head commented that the school was trying to share this passion with its entire staff, whilst monitoring the impact of its activities. In particular, it was hoping to see an improvement in science subjects and develop the literacy levels of boys. Progress, however, took time. The meeting thanked David Martin for his oral commentary on the data.</p> <p><i>David Martin left the meeting at this point and the meeting went on to discuss item 13.</i></p>	
10.	<p>Safeguarding Report</p> <p>NOTED: the report tabled by Steve Morley on Safeguarding and on student behaviour.</p> <p>NOTED: the impact of Pivotal was proving to be very positive as evidenced by the data in the report. The number of behaviour incidents had not seen commensurate improvements to other areas, but the incidents recorded were relatively low level. It was also disappointing that the number of achievements points allocated had not increased. Governors questioned why they had not increased. Steve Morley felt that that staff were not awarding them, although student behaviour remained positive.</p> <p>NOTED: the pilot taking place in years 7 and 8 regarding the recognition of good performance. The school would monitor outcomes to see which approach proved to be the most successful.</p> <p>NOTED: the minority of students incurring negative behaviour points and the positive impact of “the Pass” provision in dealing with poor behaviour. The</p>	

	<p>number of temporary exclusions had decreased as a result.</p> <p>NOTED: the Safeguarding data provided in the report. The school was proving successful in providing for CLA students and its practice had been hailed as “The epitome of kindness” at a recent conference. The meeting discussed the school’s approach to CLA students in some detail. The Governing Board was highly supportive of the school’s approach and praised Steve Morley and his team for their excellent work.</p>	
11.	<p>Approval of Policies</p> <p>NOTED: the documents previously uploaded to Moodle and the governors’ online questions and responses to the same.</p> <p>11.1 Procedure For Dealing With Allegations Against Staff</p> <p>NOTED: an insufficient number of governors had agreed this procedure online. The matter was therefore discussed.</p> <p>AGREED: the Procedure For Dealing With Allegations Against Staff</p> <p><i>Steve Morley left the meeting at this point and David Martin joined the meeting.</i></p>	SM
12.	<p>RACE Monitoring</p> <p>NOTED: the presentation on ‘Enrich’ as previously uploaded onto Moodle. Nick Hoffman had forwarded his comments by email and praised the presentation. If other governors liked the approach as a way of reporting on RACE priorities, Barry Burningham would recommend it as a future way of reporting on RACE.</p> <p>AGREED: that future RACE monitoring reports should follow the format of the Enrich presentation.</p> <p><i>Item 9 on the agenda was taken at this point in the meeting.</i></p>	BB
13.	<p>Governor Training Review and Update</p> <p><i>This item followed discussion on Item 9 on the agenda.</i></p> <p>NOTED: the oral report from Hilary Rodgers. Since the May training audit little governor training had been reported. There were still gaps in Safeguarding and Prevent training.</p> <p>NOTED: a number of governors advised they had undertaken the training but had forgotten to notify Hilary Rodgers.</p> <p>AGREED: all governors who had undertaken Safeguarding and/or Prevent training to forward their certificates to Hilary as a matter of urgency.</p> <p>NOTED: the importance of good training and the number of useful online courses that could easily be accessed by all governors.</p> <p>NOTED: the Chair and a Vice Chair had still to undertake Critical Friend Training as agreed at the September Foundation Committee Meeting.</p> <p>AGREED: Peter Heppelthwaite and Robin Spicer to talk to Christine Crawley</p>	ALL

	<p>about dates for the Critical Friend Training or to book the training themselves.</p> <p>NOTED: governors' enthusiasm for group training held at the school because of customised content and team building.</p> <p>AGREED: to consider factoring training events into the annual meeting schedule.</p>	<p>PH/RS</p> <p>PH/MH</p>
14.	<p>Governor Visits</p> <p>14.1 Battlefields Trip – October 2018 NOTED: the oral presentation provided by Nick Hoffman at the last Governing Board meeting and the written report previously uploaded onto Moodle. The trip was an example of the school's 'Enrich' priority and it was hoped its success would encourage more governors to go on such trips and support 'Enrich'.</p> <p>14.2 School Visits NOTED: it had previously been suggested that the school might co-ordinate governor visits to the school premises and suggest activities.</p> <p>AGREED: in the New Year, the Head would identify a week for governor visits and suggest activities governors might observe and/or engage with.</p>	<p>MH</p>
15.	<p>To Receive and Ratify the Minutes of the Previous Foundation Committee Meeting held on 14 November 2018 (provisional minutes)</p> <p>AGREED: to receive and ratify the 14 November 2018 Part I minutes of the Foundation Committee.</p> <p>The part I section of the meeting was adjourned to allow consideration of the Part II Foundation Committee Minutes.</p> <p><i>Staff present left the meeting at this point.</i></p>	
	Part II Items (CONFIDENTIAL)	
	<p>NOTED: discussion and agreement under this part of the meeting was confidential because of the potential impact 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>AGREED: to receive and ratify the 14 November 2018 Part II minutes of the Foundation Committee. The Governing Board endorsed the staffing decision agreed by the Foundation Committee and recorded in its confidential Part II minutes.</p>	
	Part I Items	
16.	<p>Re-convening of Part I of the meeting</p> <p>NOTED: confidential matters having now been concluded, the part I section of the meeting was therefore re-convened.</p> <p>To Agree the Minutes of the Previous Meeting of The Board held on 10 October 2018 and discuss any matters arising, including actions from the</p>	

	<p>tracking sheet</p> <p>AGREED: the minutes of the Governing Board meeting held on 10 October 2018 as a true and correct record. These were duly signed by the Chair.</p>	
17.	<p>Any Other Business</p> <p>17.1 Partnership Governor</p> <p>NOTED: Sheenagh Parsons was seeking to stand down as a Partnership Governor. She recognised that her attendance at meetings might be erratic, but if required by the Governing Board she was willing to remain a governor until Easter 2019.</p> <p>AGREED: that Sheenagh Parsons be thanked for her service and be invited to remain as a governor until Easter 2019 to facilitate a smooth handover with any newly appointed Partnership Governor.</p> <p>17.2 Governing Board Membership</p> <p>NOTED: although an elected parent governor vacancy would not exist until Rev. Kojo Wood's term of office ended, seven parents had expressed an interest in joining the Board of Governors. Formal parent governor elections would be held in January 2019, but the results were unlikely to be known before the next Governing Board meeting. Also Phil Cave had not responded to multiple enquiries regarding his continued governorship</p> <p>AGREED: all seven parents should be invited to the next meeting of the Governing Board as observers and following that could be offered appointments as Associate Governors. All seven could put their names forward for the formal Parent Governor elections if they wished, plus there would be opportunities to fill the existing Co-opted Governor vacancies and also the LA governor vacancy (subject to HCC approval as HCC had asked the school to nominate someone to fill the outstanding vacancy). The resolution of Phil Cave's membership might result in a further vacancy.</p> <p>NOTED: with observers present at the next meeting, the use of acronyms should be limited to make discussions more accessible.</p>	<p>PH</p> <p>PH/ MH</p>
19.	<p>Date of Next Meeting</p> <p>AGREED: the date of the next meeting of the Board of Governors as Wednesday, 30 January 2019 at 6.30pm.</p>	

Drafted by: Jacquie Watts
Clerk To The Governors
7 December 2018

Approved by The Board of Governors on:

Date:30 January 2019.....

Signature (Chair):.....