

**MINUTES OF A MEETING OF THE NOBEL SCHOOL BOARD OF GOVERNORS
HELD AT THE SCHOOL ON 13 March 2019 at 6.30pm**

Governors Present: Steven Chown - Chair for Meeting, Martyn Henson – Headteacher, Nick Hoffman, James Kay, Sue Padfield, Sheenagh Parsons, Hilary Rodgers, Robin Spicer, Rev Kojo Wood.

Also in Attendance: Jacquie Watts (Clerk), Barry Burningham, Christine Crawley, Charlotte Harnetty (for part of meeting), Naomi Rose,

Apologies For Absence Received From: Peter Heppelthwaite

(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 from Peter Heppelthwaite. Graham Blackburn was also absent.</p> <p>AGREED: consent for absence was given to those who had tendered apologies to the meeting.</p> <p>AGREED: in the absence of the Chair, Peter Heppelthwaite, Steven Chown (co-Vice Chair) would chair the meeting.</p>	
2.	<p>Notification of Any Other Business</p> <p>NOTED: there were no additional items of urgent business to discuss.</p>	
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, but Nick Hoffman declared an interest in item 4. He was not required to leave the meeting for this item.</p>	
4.	<p>Co-opted Governors</p> <p>NOTED: Nick Hoffman had come to the end of his term of office as a co-opted governor. Graham Blackburn’s term of office would conclude on 24 April 2019.</p> <p>AGREED: to confirm the reappointment of Nick Hoffman as a Co-opted Governor for a period of four years commencing 11 February 2019.</p> <p>NOTED: Graham Blackburn was the only governor who had undertaken financial training for governors. With his imminent departure, at least one other governor should undertake the training.</p> <p>AGREED: Peter Heppelthwaite, Steven Chown and Robin Spicer should undertake financial training for governors. Christine Crawley would arrange for a date when this could take place.</p> <p>NOTED: Critical friend training, which Robin Spicer and Peter Heppelthwaite had previously agreed to undertake, was no longer available. Christine Crawley would arrange a basic training session instead.</p>	<p>PH/ SC/ RS/ CC PH/ RS/ CC</p>

	<p>Noted: the need to fill the outstanding governor vacancies as well as forthcoming vacancies.</p>	
5.	<p>Presentation by Charlotte Harnetty re. KS3 (taken after item 12 on the agenda)</p> <p>NOTED: the two documents tabled by Charlotte Harnetty. The school had been reviewing the purpose of KS3 and had determined it was to give students “powerful knowledge” they needed to achieve beyond GCSEs. The significance of this was explained, as were the implications of modern educational research that focused on the gap between performance and learning.</p> <p>NOTED: the curriculum review process undertaken by the school. The reshaping of the curriculum was based on the following key principles:</p> <ol style="list-style-type: none"> 1. We have high aspirations for all learners 2. Teachers are the experts in the room 3. Memory is the residue of thought 4. Working memory is limited 5. Learning is a change in long-term memory 6. Closing the vocabulary gap is crucial <p>NOTED: the reshaping of KS3 was at least a two year project and Charlotte Harnetty hoped that different departments could make presentations to the Board across the period to highlight ongoing developments. Governors asked how the school would measure the impact of the changes on students. They were advised that life changes would only be evidenced long term, but that the school could and would test the cumulative effect of how well students had learnt the curriculum. Improvement should also be noticeable in soft data.</p> <p>NOTED: the meeting thanked Charlotte for a detailed and interesting presentation.</p> <p><i>Charlotte Harnetty left the meeting at this point.</i></p>	
6.	<p>Safeguarding Report</p> <p>NOTED: the report previously uploaded to Moodle. Steve Morley was not present to lead on this item.</p> <p>NOTED: Governors wanted to know why the school had so many CLA students. The Head responded that it was a strength of the school and the school had been held up as an exemplar of good practice.</p>	
7.	<p>Year 10 Data</p> <p>NOTED: the report previously uploaded to Moodle. As David Martin was unavailable to attend the meeting for reasons of ill health, governors had been invited to email him any questions in advance of the meeting. The Headteacher advised that Year 10 data looked positive at this stage. Governors questioned the specific strategies referred to in the report and how the school would achieve differentiation in the classroom. The Head recommended that they email David Martin with these questions.</p>	

	AGREED: governors would email David Martin with any further questions concerning the report.	All
8.	<p>RACE Monitoring</p> <p>NOTED: The presentation on Community aspects of RACE previously uploaded onto Moodle for governors to view in advance of the meeting. In response to a question from governors, Barry Burningham advised he was particularly happy with the Parent Partnership Award and with parental pit-stop engagement. The school had received a positive number of first choice applications for September 2019.</p>	
9.	<p>Health and Safety Update 2018-19</p> <p>NOTED: the recent incident of a glass door falling off its hinges. Fortunately no one had been injured. A company had been called in to investigate the reasons for the accident and to check all other doors of the same type. An installation/maintenance defect had been identified as the cause of the issue and Christine Crawley would be taking this up with Engie with a view to them paying for all doors of this type to be checked.</p> <p>AGREED: Christine Crawley would provide an update on the situation to the next meeting, including the response of Engie.</p>	CC
10.	<p>Finance Report</p> <p>10.1 Term 2 Finance Report 10.2 Cash Monitoring Report 10.3 Statement of Internal Controls 10.4 SFVS</p> <p>10.1 Term 2 Finance Report</p> <p>NOTED: the report previously uploaded to Moodle. The school was forecasting a balance of c£174k and an in-year deficit of £97k. As a result, HCC would require the school to produce a two-year balanced budget. The budget would need to be approved at the May Governing Board meeting.</p> <p>NOTED: the Headteacher commented that appointing staff early in the Spring Term meant the school recruited the best teachers, but adversely affected the staffing budget until other staff resigned.</p> <p>10.2 Cash Monitoring Report</p> <p>NOTED: the report previously uploaded to Moodle. Christine Crawley explained the process of moving money between the interest bearing account and the operational account. The cashflow was solid and the school was expecting a further £300k from the Life Cycle Fund. Whilst this could only be used for capital expenditure, it would be a positive buffer for cashflow purposes.</p> <p>10.3 Statement of Internal Controls</p> <p>NOTED: the most recent statement was a way of ensuring that governors were aware of systems and controls. The document could not be completed as two issues were outstanding: The Governing Board Skills Audit and the Financial</p>	

	<p>Risk Assessment. Christine Crawley would work on the Risk assessment but the Board needed to complete its Skills Audit.</p> <p>10.4 SFVS</p> <p>NOTED: the annual return previously uploaded to Moodle that needed to be completed and signed on behalf of the Board by the end of March. Three actions would need to be shown as still outstanding: two related to the delayed completion of the Skills Audit and one related to financial training of governors.</p> <p>AGREED: to the SFVS return as presented to the meeting, including the three outstanding actions.</p>	
11.	<p>Budget Working Party Report</p> <p>NOTED: the Working Party had met on 12 March, had considered the figures presented to it and had asked questions of the school. The group would be meeting again in April, with a view to presenting the recommended budget to the May meeting of the Board.</p> <p>NOTED: Christine Crawley advised there was not much leeway in setting the 2019/2020 budget as a number of items were essential and largely fixed including examination and IT costs.</p>	
12.	<p>School Business Plan (<i>this was taken out of order and between items 4 & 5 on the agenda</i>)</p> <p><i>Darren Rumble joined the meeting at this point.</i></p> <p>NOTED: the Catering Developments report tabled by Christine Crawley. She had been asked by the Foundation Committee to present alternative costings and staff contingency planning. Preferred contingency arrangements increased the cost of bringing the service back in-house, but there were gains to be had in terms of quality of service, portion sizes and healthier eating for students. The meeting discussed the proposals in detail. The school recommended scenario 2 in terms of value for money and a phased introduction. Risks, however, included the loss of a guaranteed £20k per year from the outsourced contract.</p> <p>NOTED: Governors queried if the intended Catering Manager had trade contacts for food supplies? He confirmed he had and that he could source produce at approximately 20% less than currently. The meeting then asked if he would be happy to attend Board meetings to update governors on progress? He confirmed he was. Governors also queried the risks involved in TUPE and whether some staff would choose not to transfer across. Also the potential costs of pension contributions and whether taking catering back in-house would cause any staff grading anomalies within the school structure. The school advised that most staff were likely to transfer across, that few were unlikely to want to remain in the pension scheme and that there were unlikely to be grading issues as the school employed few or no comparable staff.</p> <p>NOTED: the school would need to give three months notice to the current contract and contract termination costs were likely to be in the region of £6k, but these had yet to be confirmed by Caterlink. The meeting queried how this figure had been calculated and whether the school had evidence to</p>	

	<p>support this. Christine Crawley explained how the figure had been arrived at and confirmed it could be evidenced.</p> <p>NOTED: the meeting was supportive, in principle, of the SLT proposal to bring catering in-house.</p> <p>AGREED: to the termination of the current catering contract on the understating that termination costs would be £6k or less. If termination costs proved to be higher, the matter should be brought back to the May meeting of the Board. In any event, a progress report should be brought to the May meeting of the Board.</p> <p><i>Darren Rumble left the meeting at this point.</i></p>	CC
13.	<p>Approval of Policies</p> <p>13.1 Staff Capability Policy 13.2 Health and Attendance Policy 13.3 Exams Policy 13.4 Non-Examination Assessment Policy 13.5 Leave of Absence</p> <p>NOTED: four of the five documents had previously been posted on the discussion section of Moodle for written comment and recorded agreement by governors prior to the meeting. However, an insufficient number of governors had approved them online.</p> <p>13.1 Staff Capability</p> <p>NOTED: only five governors had confirmed their approval online. Robin Spicer and Martyn Henson orally confirmed their approval of the Staff Capability Policy.</p> <p>AGREED: the Staff Capability Policy for use by the school.</p> <p>13.2 Health and Attendance Policy</p> <p>NOTED: only five governors had confirmed their approval online. Robin Spicer and Martyn Henson orally confirmed their approval of the Health and Attendance Policy.</p> <p>AGREED: the Health and Attendance Policy for use by the school.</p> <p>13.3 Exams Policy</p> <p>NOTED: only four governors had confirmed their approval online. Robin Spicer and Martyn Henson orally confirmed their approval of the Exams Policy.</p> <p>AGREED: the Exams Policy for use by the school.</p> <p>13.4 Non-Examination Assessment Policy</p> <p>NOTED: only four governors had confirmed their approval online. Martyn Henson orally confirmed his approval of the policy but no other governor, beyond the original four felt able to do so as they had not read the document.</p>	

	<p>AGREED: the Non-Examination Assessment Policy should be re-presented to the next Board meeting for approval.</p> <p>13.5 Leave of Absence</p> <p>NOTED: this had not been posted on Moodle in advance of the meeting.</p> <p>AGREED: the Leave of Absence Policy should be presented to the next Board meeting for approval.</p>	<p>NR/ Clerk</p> <p>CC/ Clerk</p>
14.	<p>Review of Governor Skills Audit</p> <p>NOTED: the matter was outstanding. Peter Heppelthwaite, as Chair, had been going to speak to those governors who had not yet completed the audit, but did not appear to have completed this and was not present to update the meeting.</p> <p>AGREED: to place the item on the May agenda for discussion.</p>	<p>PH/ Clerk</p>
15.	<p>Governor Visits</p> <p>NOTED: no recent visits had been reported, although a number were currently being planned.</p> <p>NOTED: that governor involvement in assemblies, as requested by Peter Heppelthwaite, was pressing as a sufficient number of governors needed to come forward to take school assemblies during the week commencing 25 March. Robin Spicer indicated an interest.</p> <p>AGREED: all governors interested in being involved in school assemblies during the week commencing 25 March should email Peter Heppelthwaite as a matter of urgency. The Chair of the meeting undertook to update Peter Heppelthwaite of the current position.</p>	<p>All/ SC</p>
16.	<p>Foundation Committee Minutes and Actions of 27 February 2019</p> <p>NOTED: the provisional minutes of the Foundation Committee meeting held on 27 February 2019 and the summary action report previously uploaded onto Moodle.</p> <p>AGREED: to receive the minutes of the meeting and to ratify all decisions taken at it.</p>	
17.	<p>Minutes of Previous Meeting held on 30 January 2019</p> <p>AGREED: the minutes of the Governing Board meeting held on 30 January 2019 as a true and correct record. These were duly signed by the Chair for the meeting.</p>	
18.	<p>Any Other Business</p> <p>NOTED: there was no other business to be discussed.</p>	
19.	<p>Date of Next Meeting</p> <p>AGREED: the date of the next meeting of the Board of Governors as Wednesday, 1 May 2019 at 6.30pm. The meeting would focus on the 2019/20</p>	

	budget, but other matters would also be considered.	
n/a	<p>Farewell to Sheenagh Parsons</p> <p>NOTED: Sheenagh Parsons was standing down as a governor at Easter and this would be her final meeting. The Headteacher thanked her for her service to the school, calling her a true critical friend. The Chair of the meeting thanked her for her many efforts on behalf of the Board of Governors. Sheenagh Parsons confirmed her willingness to do a formal handover to the next safeguarding lead governor.</p>	

Drafted by: Jacquie Watts
Clerk To The Governors
15 March 2019

Approved by The Board of Governors on:

Date:1st *May* 2019.....

Signature (Chair):.....