

MINUTES OF A VIRTUAL MEETING OF THE NOBEL SCHOOL BOARD OF GOVERNORS
HELD ONLINE VIA TEAMS ON WEDNESDAY 7 JULY AT 6PM

Governors Present: Peter Heppelthwaite (Chair), Christine Crawley, Kelly Hagland, Martyn Henson (Headteacher), Nick Hoffman, James Kay, Mark Laws, Wendy Parsley, Matthew Reah, Robin Spicer, Rev. Kojo Wood.

Also in Attendance: Jacquie Watts (Clerk), Naomi Rose (Deputy Headteacher), Manesh Chudasama (Parent Governor Elect), Glen Atkins (Observer) and Steve Morley (member of staff) for part of the meeting.

(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 assumed from Rose Odudu for personal reasons.</p> <p>AGREED: to accept apologies for absence submitted.</p> <p>NOTED: James Kay apologised in advance for his late arrival because of commitments at school.</p>	
2.	<p>AOB</p> <p>NOTED: no items of other business were proposed.</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 interest.</p>	
4.	<p>Appointment of Parent Governor – Manesh Chudasama</p> <p>AGREED: Manesh Chudasama need not leave the meeting while the appointment was discussed.</p> <p>NOTED: Manesh Chudasama had been elected by the parent body to serve as a parent governor. The Chair invited him to introduce himself to the meeting. Amongst other things, his professional background was in procurement and he had one child at Nobel.</p> <p>AGREED: unanimously to appoint Manesh Chudasama as a Parent Governor for a period of four years commencing with immediate effect, as DBS and Section 128 checks had already been successfully undertaken.</p>	
5.	<p>Safeguarding Report</p> <p>NOTED: the written report as uploaded to Teams. Steve Morley felt the school's safeguarding position was broadly in line with the previous two terms. He highlighted specific safeguarding and CLA issues. Pupil behaviour was more of a challenge than usual in specific year groups, though there was still much good behaviour in the school. Governors asked if the deterioration in behaviour was as a result of lockdown, the ongoing need for bubbles and the reduced ability to socialise this caused? Steve Morley felt they all contributed to the situation. Robin Spicer, as Link Governor for Safeguarding</p>	

	<p>and Behaviour, asked if he could attend the forthcoming meeting to discuss behaviour and related matters.</p> <p>AGREED: Steve Morley would invite Robin Spicer to attend the school meeting on 15th July 2021.</p> <p>NOTED: a governor asked for an explanation of “Turn Back Time Plan”. Steve Morley explained it was more a figure of speech than an actual plan. The aim was to restore behaviour levels to those of February 2020 prior to the first lockdown. There were planned actions to achieve this. The meeting thanked Steve Morley for his report.</p> <p><i>Steve Morley left the meeting at this point</i></p>	SM/ RS
6.	<p>Presentation On Most Able Students</p> <p>NOTED: the presentation by Peter Dean had been deferred until the Autumn Term, as it was felt there would be insufficient time in the current meeting to do it justice.</p>	
7.	<p>Head’s Termly Report and COVID 19 Issues</p> <p>NOTED: the oral report from the Headteacher on matters at the school. He acknowledged that pupil behaviour was currently a challenge in some years, though year 10 was demonstrating excellent behaviour. Staff were tired because of the pandemic and the extra work it created. The school was, however, feeling positive about the likely pupil grades this year. The Sixth Form was expanding, with 168 students enrolled for next academic year, 40 of them from external schools. This was likely to result in an improved budget position. Governors asked if the school had capacity for an increased sixth form and whether there was a limit to the number of pupils it could take? The Head advised the school had capacity. He felt the school could accommodate up to 320 students in its sixth form, though the PAN limit was set at 300. Beyond that number, the school would need to consider whether to cap its sixth form intake or choose to undertake developments to facilitate growth.</p> <p>NOTED: Naomi Rose was working with Mark Laws on KPIs for the School Development Plan, prior to presenting it to the Governing Board in the Autumn Term 2021. The three main priorities were: Raising Achievement, Building Character and Well-Being (both staff and students).</p> <p>NOTED: the school was hoping the government did not change its mind regarding abandoning COVID bubbles if it turned out that the release of other restrictions was taking place too quickly. Pupils would still have to be tested for COVID 19 by the school upon return in the autumn and would then have to self-test regularly as per current arrangements. The school’s plans for testing were already in place. Governors asked what would happen if the government did back-track on any of its current decisions?</p> <p><i>James Kay joined the meeting at this point</i></p> <p>NOTED: In the event of changes to government guidelines, the school would revert to its previous testing and social-distancing arrangements. Governors highlighted that notification of such changes was often at the last minute, but acknowledged the school had been swiftly responsive in the past. The Headteacher stressed that the school needed to know, sooner rather than later,</p>	

	national exam arrangements for 2022. The delay was a frustration and a potential waste of time and focus.	
8.	<p>Approval of Policies</p> <p>8.1 Restraint Policy/ Procedure</p> <p>NOTED: as per the agenda, consideration of this document would be carried over to the autumn term.</p> <p>8.2 Family Provisions Policy</p> <p>AGREED: the entirety of the Family Provisions policy as uploaded to Teams, which also incorporated both 8.3 Flexible Working Policy and 8.4 Parental Leave Policy.</p> <p>8.5 Leave of Absence Policy</p> <p>AGREED: the Leave of Absence Policy as uploaded to Teams.</p> <p>8.6 Attendance Policy</p> <p>NOTED: this had not been made available on Teams. Chris Crawley advised that Steve Morley was working on the document.</p> <p>AGREED: consideration of this document was to be carried over to the autumn term. Chris Crawley was asked to work with Steve Morley to make sure the policy was uploaded to Teams in time for the next Board meeting.</p>	<p>SM/ Clerk</p> <p>SM/ Clerk/ CC</p>
9.	<p>Health and Safety Update</p> <p>NOTED: the report uploaded to Teams. The school had been awarded the top Five-Star grade for its kitchen. Some improvement work was being planned. Governors asked if this was in hand? The school advised that the necessary equipment had already been purchased and would be in place for September.</p>	
10.	<p>Financial Reports</p> <p>NOTED: the multiple financial reports uploaded to Teams. There were no major unexpected developments. Approval of the Financial Procedures Handbook was being deferred until the Autumn Term, as HCC would be updating the Financial Procedures Manual over the summer period.</p> <p>AGREED: in the interim, to adopt the latest Scheme for Financing Schools.</p>	
11.	<p>School Business Plan</p> <p>NOTED: the report uploaded to Teams with the agenda. There had been no further significant updates. The LED replacement scheme, as previously discussed, had been included in the plan. Governors questioned the savings arising from the LED replacements. It was likely to be in the region of 15%, but the school also stressed that the lighting infrastructure was at risk of becoming obsolete and unmaintainable if not replaced in the foreseeable future.</p>	
12.	Governance Matters	

<p>12.1 Governor Training</p> <p>NOTED: the governor training record uploaded to Teams with the agenda. There had been no update since the previous meeting as no governors had provided Kelly Hagland with certificates or details of training undertaken. The Chair apologised to Kelly for the lack of response from the Governing Board given her hard work on the matter and encouraged everyone to undertake the agreed online training by September. The Headteacher pointed out the importance of more governors undertaking exclusion training in order to increase the pool of governors the school could call upon.</p> <p>AGREED: the Clerk would send details of the training scheme to Manesh Chudasama as part of his new governor appointment package.</p>	Clerk
<p>12.2 Governor Visits and Monitoring Reports</p> <p>NOTED: the Teaching and Learning and Staff Well Being reports uploaded to Teams with the agenda. Kelly Hagland summarised her positive experiences during her Teaching and Learning visit.</p> <p>12.3 Biennial Governing Board Skills Audit</p> <p>NOTED: the report uploaded to Teams with the agenda. The Skills Audit for 2021 was complete, although one governor had not responded and new governors would now be added. The matter had been discussed in detail by the Foundation Committee. The report detailed the strongest and weakest knowledge areas within the Board, but the fact that the Board had less knowledge in one area than another did not mean it was deficient in knowledge in that area. The report was an internal comparison only. A governor queried how the Board had been able to agree a new WiFi contract if it had a low skill set in procurement and IT? Governors reiterated that just because few governors had a high level of knowledge in a specific area, did not mean that no governors did. The Foundation Committee had discussed the WiFi proposal in detail and involved governors with knowledge of the necessary areas.</p> <p>NOTED: the Foundation Committee had established a small working group to consider the structure of the 2023 Skills Audit.</p>	Clerk
<p>AGREED: Mark Laws would join the Skills Audit Review Group.</p> <p>12.4 Annual Review of Governing Board Effectiveness</p> <p>NOTED: the different methods previously used or rejected by the Board to establish an annual review of Board effectiveness. Skills Audit discussions at the Foundation Committee had highlighted effectiveness as well as skills. The clerk therefore recommended that the Skills Audit Review Group should also consider the annual review of effectiveness.</p> <p>AGREED: the Skills Audit Review Group should become the Skills and Effectiveness Review Group and consider both the 2023 Skills Audit and the 2021 Annual Review of Board Effectiveness. Mark Laws, Kelly Hagland, Kojo Wood and Peter Heppelthwaite would participate in it. The Clerk would convene a meeting via Teams in due course.</p>	Clerk
<p>12.5 Annual Meeting and Agenda Schedule 2021/22</p> <p>NOTED: the proposed annual schedule uploaded to Teams with the agenda.</p>	

14.	<p>Annual Election of Vice Chair(s)</p> <p>NOTED: the previous Vice Chairs had either stepped down as governors or as Vice Chairs. The Chair reiterated his thanks for their service. The Chair asked for nominations for up to two Vice Chairs for the academic year 2021/22 and highlighted possible ways of coordinating a secret ballot if required. Kelly Hagland and Matt Reah were both nominated and seconded. No other nominations were forthcoming.</p> <p>AGREED: Kelly Hagland and Matt Reah should serve as co-Vice Chairs for 2021/22.</p>	
15.	<p>Minutes of Previous Foundation Committee Meeting scheduled for 9 June and held on 15 June 2021</p> <p>NOTED: the provisional minutes of the Foundation Committee meeting held on 15 June 2021 and the accompanying Decisions document as uploaded to Teams with the agenda.</p> <p>AGREED: to ratify the provisional minutes of the Foundation Committee meeting held on 15 June 2021.</p>	
16.	<p>Minutes of Previous Governing Board held on 5 May 2021</p> <p>NOTED: the minutes of the Governing Board meeting held on 5 May 2021 and the accompanying Action Tracker document as uploaded to Teams with the agenda.</p> <p>AGREED: the minutes of the Governing Board meeting held on 5 May 2021. In accordance with the Board's agreement of 17 March 2021, the Clerk would sign the minutes electronically on behalf of the Chair and submit them to the school for its records.</p>	Clerk
17.	<p>AOB</p> <p>NOTED: there was no additional business.</p>	
18.	<p>Date of Next Meeting</p> <p>AGREED: the date of the next meeting of the Board of Governors as Wednesday, 6 October 2021 at 6.30pm at the school, government and LA guidance permitting.</p> <p>NOTED: the first meeting of the new academic year would be of the Foundation Committee on 15 September 2021.</p> <p style="text-align: right;"><i>The meeting ended at 7.22pm</i></p>	

Drafted by: Jacquie Watts
Clerk To The Governors
7 May 2021

Approved by The Board of Governors on:

Date:6 October 2021.....

Signature (Chair):.....