

MINUTES OF A MEETING OF THE NOBEL SCHOOL BOARD OF GOVERNORS
HELD VIA TEAMS ON WEDNESDAY 4 MAY 2022 AT 6.30PM

Governors Present: Kelly Hagland (Chair for the meeting), Manesh Chudasama, Mark Laws, Martyn Henson (Headteacher), Nick Hoffman, Mathew Reah, Rev. Kojo Wood.

Also in Attendance: Jacquie Watts (Clerk), Naomi Rose (Deputy Headteacher), plus Nik Thomas (Business Manager), Steve Morley (member of staff) for parts 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: the meeting was quorate.</p> <p>NOTED: apologies for absence were received from Peter Heppelthwaite (work commitments), Rose Odudu (family issues), Wendy Parsley (work commitments) and Robin Spicer.</p> <p>AGREED: to accept the above apologies as submitted.</p> <p>NOTED: James Kay and Glen Atkins were also absent. <i>[Glen Atkins' apologies were received by the Clerk after the meeting had finished.]</i> It was further noted that Steve Morley was attending a meeting at the school and would join the meeting later.</p> <p>AGREED: in the absence of the Chair, Peter Heppelthwaite, Kelly Hagland (Co Vice Chair) would chair the meeting.</p>	
2.	<p>AOB</p> <p>AGREED: to discuss the approval of policies as AOB.</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>SCHOOL BUDGET (Agenda item 5)</p> <p>AGREED: because of the absence of Steve Morley, to take agenda item 5 out of order.</p> <p>NOTED: the documents uploaded to TEAMS with the agenda.</p> <p>NOTED: the school's funding allocation for 2022/23.</p> <p>AGREED: the school's year-end Capital Return for 2021/22.</p> <p>NOTED: the proposed budget for 22/23 had been reviewed with the Finance Working Group and had been available online for all governors, including members of the Foundation Committee, to scrutinise before the meeting.</p> <p><i>Steve Morley joined the meeting at this point.</i></p>	

	<p>NOTED: the written presentation prepared by Nik Thomas on the proposed 22/23 School Budget and his oral summary. There had been a budget underspend in 21/22 leading to a positive carry forward of £889k. The school was proposing a deficit budget of £171k (excluding carry forward) for 22/23. Staffing costs made up 82% of the budget. Risks and uncertainties were highlighted, along with the ways both an underspend and an overspend would be managed. Small areas of contingency had been built into the budget. If the school was further underspent in 22/23 Nik Thomas would first look to decrease the in-year deficit to c £100k before considering expenditure on the school's wish list. The longer term forecast was deemed unrealistic as it assumed no staffing changes across the five year period.</p> <p>NOTED: governors had already asked (and had responses to) questions by email covering use of cash reserves, energy usage and lettings. A governor queried if catering income could be improved by improving the flow of pupils through food outlets? The meeting discussed the potential financial and health benefits of ensuring all pupils ate at school. The school stressed there was sufficient provision for everyone, but pupils all wanted to eat at the start of lunchtime and grew impatient if they had to queue. If they chose to return later, they would find queues considerably reduced. No child was expected to return to class without having had lunch and on the rare occasions there were genuine delays, lesson starts were held back to allow pupils to eat. The school was considering extending lunchtime next academic year to allow for extra-curricular clubs. This might assist with lunchtime queues.</p> <p>AGREED: unanimously to approve the School Budget for 2022/23 with revenue income of £9,158,564 and revenue expenditure of £9415,949, as submitted to the Governing Board.</p>	
5.	<p>Safeguarding Report (Agenda Item 4)</p> <p>NOTED: the report uploaded to Teams along with the agenda. Steve Morley also provided an oral report and responded to governors' questions. Some questions had been asked in advance of the meeting by email. In particular, governors wanted to know the level of absence caused by COVID. The transition to the new Arbor system meant this figure could not be produced historically. The general level of COVID, including repeat infections, was noted and discussed. Governors queried how Arbor might be used going forward, especially in terms of monitoring COVID absences? Going forward, COVID absences could be tracked,</p> <p>NOTED: Steve Morley hoped to meet with Mark Laws to discuss Safeguarding in terms of OFSTED. The school had recently introduced a programme of Safeguarding Record audits every six weeks. Mark Laws was invited to attend as the SEND link governor, as was the Safeguarding Link Governor. Other governors were welcome to attend if they wished to. The Clerk confirmed that Robin Spicer was still the approved Safeguarding Link Governor.</p> <p>NOTED: issues of behaviour at the school.</p> <p><i>Steve Morley left the meeting at this point.</i></p>	
6.	<p>School Business Plan</p> <p>NOTED: the report uploaded with the agenda on Teams. Going forward, the School Business Plan would be known as the Campus Development Plan.</p>	

	<p>schedule no longer fully matched. COVID had also interrupted the planned cycle of renewals. Consideration of business focused policies might be an option for the Summer term.</p>	
10.	<p>Health and Safety Update</p> <p>NOTED: the report uploaded to TEAMS with the agenda and the oral update provided by Nik Thomas. Part of the fire alarm system had failed, but had been repaired the previous day. Governors asked how long the part of the system had been out of action? It was believed to be a maximum of 3 school days. Governors asked how frequently the system was tested? The system was tested weekly with half-termly evacuation drills. False alarms resulted in further unplanned tests. Governors asked if the system was tested on different days? The school ran planned tests at the same time and day each week.</p> <p>NOTED: the accident data. There had been no serious injuries and minor injuries had reduced in number. The new reporting system was working.</p> <p><i>Nik Thomas left the meeting at this point.</i></p>	
11.	<p>Careers</p> <p>NOTED: the written report by Bob Lovelock uploaded to TEAMS with the agenda. Bob Lovelock was not in attendance, so the Careers Link Governor Nick Hoffman talked about the report. The school's receipt of the prestigious Investor in Careers Award was highlighted. The award lasted for three years with an annual appraisal. Governors asked if the award would be publicised by the school? The Headteacher said he would endeavour to do so.</p> <p>NOTED: governors asked what they could do to help increase the number of work placements available for pupils? COVID and working from home arrangements had resulted in a reduction of suitable placements.</p> <p>NOTED: the Clerk reminded the Board that at the last meeting it had formally agreed that Careers would be a substantive standing item on the agenda for all future Board meetings. It had subsequently been identified by the school that this was not necessary and the school would prefer to provide an annual report at the end of the Summer Term, with the Link Governor for Careers providing a regular update on careers matters at other times. The Clerk therefore invited the Board to rescind its previous decision and agree the revised arrangements for reporting on Careers.</p> <p>AGREED: to rescind the previous Board decision to make Careers a substantive standing item on the agenda for all future Board meetings. Instead, the school would provide an annual written report at the end of the Summer Term, with the Link Governor for Careers providing a regular update on careers matters at other times under the Governor Visits section of the Board agenda.</p>	<p>BL/ NH/ Clerk</p>
12.	<p>Governance Matters</p> <p>12.1 Governor Visits</p> <p>- Student Voice</p> <p>NOTED: Matt Reah had not been present at the last meeting to talk about his report on the Student Voice. Governors had indicated they had questions</p>	

	<p>they wished to ask and it had therefore been agreed to resubmit the report to the next Board meeting so that governors could ask questions. Matt Reah introduced his report. A governor queried why no governor actions had been identified in the report? Matt Reah felt there were no specific actions other than the generic one of making sure that the student voice was heard. Governors asked if the student feedback had been brave or guarded? Matt Reah felt it had been a bit of both, with the feedback becoming less guarded as the conversation went on. The Headteacher suggested that arranging for groups of students to meet visiting governors could be considered. Governors felt this was a good idea.</p> <p><i>Item 13 was taken at this point, as the meeting was at risk of becoming inquorate. See minute 13 below.</i></p> <ul style="list-style-type: none"> - Curriculum Overview <p>NOTED: the written report from Kelly Hagland as the Link Governor and her oral observations on the same.</p> <ul style="list-style-type: none"> - Careers <p>NOTED: Nick Hofman as the Careers Link Governor had commented on Careers under item 11 above.</p> <p>12.2 Governor Training</p> <p>NOTED: Kelly Hagland reported there had been some change to the training register as uploaded with the agenda and some further training would be shown on the next update. Governors were encouraged to access GovernorHub to access the bite-sized training all had agreed to undertake.</p> <p>AGREED: Kelly Hagland would email governors who had not yet undertaken agreed training.</p> <p>NOTED: a governor asked when in-person training would once again be available? Safeguarding had been provided at the school. GovernorHub emails were routinely being circulated with new training opportunities that only cost £15 or were free.</p> <p>12.3 Governor Skills and Effectiveness Working Group</p> <p>NOTED: the Working Group had not met again as originally envisaged. Work was taking place on the revised Skills Audit, but required further discussion. Work had yet to take place on the Effectiveness Self Assessment questionnaire. It was hoped that the group would meet before the next Board meeting.</p> <p>12.4 Round-The-Table 30 second summary of individual governor activity since last Board meeting</p> <p>NOTED: in keeping with the decision taken at a previous meeting, Round-the-table governor feedback was provided as follows:</p> <p>(KH) had undertaken Prevent Training; (MR) meeting with Charlotte Harnetty, Prevent Training, Finance Working Group; (NH) careers</p>	KH
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	<p>discussions; (ML) Prevent Training; (KW) Finance Working Group.</p> <p><i>Manesh Chudasama was absent for the above part of the meeting, making the meeting temporarily inquorate.</i></p>	
13.	<p>Minutes of Previous Governing Board held on 16 March 2022 (taken during item 12 while the meeting was quorate)</p> <p>NOTED: the minutes of the Governing Board meeting held on 16 March 2022 and the accompanying Action Tracker 21/22 document as uploaded to Teams with the agenda.</p> <p>AGREED: the minutes of the Governing Board meeting held on 16 March 2022 as a true and correct record, to be signed in person by the Chair for the meeting.</p>	Clerk/ KH
14.	<p>AOB</p> <p>NOTED: a governor asked if the current governor profile document could be displayed in the staffroom as a key member of staff had said she did not know who the governors were. The Headteacher agreed he would arrange for the current governor profiles to be made available to all staff.</p> <p>NOTED: a governor asked if SLT members could attend Board meetings as observers? The clerk clarified arrangements for observers to attend Board meetings</p> <p>NOTED: planning permission had been granted for a Michaela Community School to open on the Collinswood site. A governor asked if the school needed to consider its strategy in relation to the new school?</p> <p><i>Manesh Chudasama re-joined the meeting at this point and the meeting was once again quorate</i></p>	MH
15.	<p>Date of Next Meeting</p> <p>AGREED: the date of the next meeting of the Board of Governors as Wednesday, 6 July 2022 at 6.30pm via TEAMS link, unless items required governors to meet in person.</p>	

Drafted by: Jacquie Watts
Clerk To The Governors
5 May 2022

Approved by The Board of Governors on:

Date:6 July 2022.....

Signature (Chair):.....