

**MINUTES OF A MEETING OF THE NOBEL SCHOOL BOARD OF GOVERNORS**  
**HELD VIA TEAMS ON WEDNESDAY 6 JULY 2022 AT 6.30PM**

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

**Also in Attendance:** Jacquie Watts (Clerk), 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:

<b>1.</b>	<p><b>To receive any apologies for absence and decide whether to consent to the same</b></p> <p><b>NOTED:</b> the meeting was quorate.</p> <p><b>NOTED:</b> apologies for absence were received from Peter Heppelthwaite (health issues) and Glenn Atkins (work commitments).</p> <p><b>AGREED:</b> to accept the above apologies.</p> <p><b>NOTED:</b> James Kay was also absent. Kojo Wood apologised in advance for his early departure.</p>	
<b>2.</b>	<p><b>AOB</b></p> <p><b>AGREED:</b> to discuss the following as AOB:</p> <ul style="list-style-type: none"> <li>• Disposal of IT Equipment</li> <li>• Potential appointment to existing governor vacancies</li> <li>• Resignations of Robin Spicer and Nick Hoffman</li> </ul>	
<b>3.</b>	<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.</p>	
<b>4.</b>	<p><b>Safeguarding Report</b></p> <p><b>NOTED:</b> the report uploaded to TEAMS along with the agenda. Steve Morley also provided an oral report and responded to governors' questions. He highlighted an increase in safeguarding reports to the school system, but felt there were positive aspects to this as staff were being cautious and reporting all concerns. The school needed to ensure it responded to all reports. Safeguarding training received by staff was listed and Steve Morley advised he had met with Mark Laws to discuss safeguarding and OFSTED from the viewpoint of another school. The school would be making adjustments to its processes as a result. Governor safeguarding responsibilities at the start of next term were also referenced. First Aid had been reviewed and the School Effectiveness Adviser would be reviewing safeguarding before the end of term. Steve Morley invited Mark Laws to attend the meeting.</p> <p><b>NOTED:</b> issues of behaviour at the school and the steps being taken by the school in response.</p> <p><b>NOTED:</b> pupil attendance was the lowest it had been for a long time, largely because of Covid absences, but also because some pupils were being taken on</p>	

	<p>holiday in term time.</p> <p><b>AGREED:</b> Mark Laws would attend the meeting with the School Effectiveness Adviser.</p> <p><i>Steve Morley left the meeting at this point.</i></p>	<b>ML/ SM</b>
<b>5.</b>	<p><b>Head's Termly Report</b></p> <p><b>NOTED:</b> the video circulated by email prior to the meeting. Its focus was the new School Plan, which had been drawn up in response to the School SEF. The Head was excited by the new plan and hoped to be able to share it with governors shortly. The school had provisionally assessed itself as good, but would consider the matter further when exam results were known. Matters of staff CPD and Quality Review were highlighted. The school was hoping that next academic year each link governor would be able to visit the school at least three times to monitor progress against the School Plan. <b>Governors praised the video and its forward looking approach and commented they looked forward to seeing the School Plan document in due course. In response to a question, the Head confirmed that it would be implemented from September 2022. A governor asked whether the downturn in performance noted in KS2 SATS results was likely to be mirrored in KS4?</b> The Head felt it was difficult to predict. Some students had clearly been adversely affected by Covid lockdown, but others had found it easier to focus on school work.</p> <p><b>NOTED:</b> the Headteacher highlighted the hard work of Charlotte Harnetty and Naomi Rose in drafting the plan.</p>	
<b>6.</b>	<p><b>OFSTED Briefing Paper</b></p> <p><b>NOTED:</b> the briefing paper had been made available to governors by email prior to the meeting. <b>Not all governors were aware of having received it. The Chair highlighted the usefulness of the document.</b></p> <p><b>AGREED:</b> the Head would make the OFSTED briefing paper available to governors on TEAMS.</p>	<b>MH</b>
<b>7.</b>	<p><b>Approval of Policies</b></p> <p><b>NOTED:</b> the Attendance Policy was not available for approval by governors.</p> <p><b>AGREED:</b> the Attendance Policy should be presented to the first meeting of the Governing Board in the Autumn Term.</p>	<b>NR/ Clerk</b>
<b>8.</b>	<p><b>Health and Safety Update</b></p> <p><b>NOTED:</b> the report uploaded to TEAMS with the agenda and the oral update provided by Nik Thomas. There had been no significant accidents since the last meeting. There had been 18 largely unpreventable minor injuries.</p> <p><i>Wendy Parsley left the meeting at this point</i></p> <p><b>NOTED:</b> the incident reported to the Foundation Committee and its resolution.</p>	

9.	<p><b>Financial Reports</b></p> <p><b>NOTED:</b> the four documents uploaded to TEAMS with the agenda  9.1 Term 3 Finance Report  9.2 22/23 Salary Cost forecast  9.3 Approval of Financial Procedures Handbook  9.4 Approval of Procurement Requests (originally circulated by email)</p> <p><b>NOTED:</b> Nik Thomas provided a summary analysis of the previous underspend, which had built up cumulatively. Now that staffing levels had resolved for 22/23, a salary cost forecast was provided. Money was being used to ensure solidity in Maths. Additional established staff would result in savings in cover costs.</p> <p><b>NOTED:</b> minor changes to the Financial Procedures Handbook, which primarily related to replacing Chris Crawley with Nik Thomas.</p> <p><b>AGREED:</b> the updated Financial Procedures Handbook as uploaded to TEAMS.</p> <p><b>NOTED:</b> the procurement requests for replacing Apple Mac computers and the telephony system, previously circulated to governors via email. Nik Thomas thanked governors for their email feedback.</p> <p><b>AGREED:</b> to the procurement requests for Apple Mac computers and a new telephony system.</p> <p><b>NOTED: a governor asked what use the school financial surplus would be put to?</b> Nik Thomas reminded the meeting that the agreed budget expected to draw on £300k from reserves. The remainder would taper-down in future consecutive years, leaving a sensible operational contingency fund. <b>Governors asked if a summary of the last 3 years' budgets against outturns could be provided?</b></p> <p><b>AGREED:</b> a summary of the last 3 years' budgets against corresponding outturns would be provided to the next meeting of the Board.</p>	NT Clerk
10.	<p><b>School Business Plan</b></p> <p><b>NOTED:</b> the School Business Plan as submitted to the last meeting of the Foundation Committee. The planned installation of electric vehicle charge points was being postponed to the autumn to allow additional quotations for the infrastructure to be obtained, as costs had come back higher than expected.</p>	
11.	<p><b>Governance Matters</b></p> <p><b>11.1 Governor Visits</b></p> <p><b>- PP/DA</b></p> <p><b>NOTED:</b> the monitoring report uploaded to TEAMS with the agenda. Matt Reah provided an oral update, as he had recently revisited the school to discuss matters further. He would provide a written report to the next meeting.</p> <p><i>Wendy Parsley rejoined the meeting at this point.</i></p> <p><b>NOTED:</b> the school was focusing on Quality First Teaching to bridge the performance gap. It would be evidence-led in terms of monitoring improvements.</p>	

	<p>The Head added that for the last two years the school had been working on intent. In 22/23 it expected to see implementation and impact. The School Plan would enable governors to monitor this closely. <b>A governor highlighted that 75% of PP funding had been spent on staffing. He queried if this would continue and whether it was the best approach?</b> The school indicated this focus on staffing was not expected to change and the percentage of PP funds spent on it might increase.</p> <p><b>- Careers</b></p> <p><b>NOTED:</b> the oral report from Nick Hoffman as Careers link governor. A written version of it had previously been circulated to governors by email. The Investor in Careers plaque had been hung in Reception. Staff were working through the award action plan. The school had been able to find a good level of work experience and work shadowing places for pupils. A wide range of activities had been provided for pupils who remained at school. <b>Governors asked if the school received feedback from employers on the pupils' conduct as ambassadors of the school?</b> The Head confirmed it did and it was usually very positive. He provided examples of this <b>and Nick Hoffman said that his own experiences of pupil conduct verified this. Governors asked if the School Plan included culture and pupil behaviour as Nobelians and the development of pupils as school ambassadors?</b> The Head felt the theme ran through the plan, as both staff and students were Nobelians and the plan was focused on ongoing improvement for everyone. Pupils were already good ambassadors for the school. <b>Governors asked how the school evidenced this?</b> The Headteacher highlighted the school's "Bragging Book" for compliments, and the impact of an increased number of lunchtime clubs and enrichment activities, but added that he would give the matter further consideration.</p> <p><b>11.2 Governor Training</b></p> <p><b>NOTED:</b> the current training record uploaded to TEAMS with the agenda. <b>Kelly Hagland, as the Training Governor, reported there had been some limited change to the training register. Governors were encouraged to use GovernorHub to access the bite-sized training all had agreed to undertake. Podcasts were also available. She hoped governors would use the summer to undertake the priority training activities highlighted on the training register.</b></p> <p><b>11.3 Governor Skills and Effectiveness Working Group</b></p> <p><b>NOTED:</b> the notes of the Working Group as uploaded to TEAMS with the agenda. The group had approved an updated Skills Audit for the clerk to use in 2023 when she conducted the biennial Skills Audit. <b>Governors commented favourably on the new Skills Audit.</b></p> <p><b>AGREED:</b> the revised Skills Audit as uploaded to TEAMS for use in 2023.</p> <p><b>NOTED:</b> the group had not been able to finalise a proposed governance evaluation questionnaire as Mark Laws had not been able to attend the meeting.</p> <p><b>11.4 Annual Review of Governing Board Effectiveness</b></p> <p><b>NOTED:</b> the above review was now due. Mark Laws advised, following on from</p>	All
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	<p><b>11.8 Round-The-Table 30 second summary of individual governor activity since last Board meeting</b></p> <p><b>NOTED:</b> in keeping with the decision taken at a previous meeting, Round-the-table governor feedback was provided as follows:</p> <p><b>(MR) had met Charlotte Harnetty and attended a Foundation Committee meeting; (ML) met Steve Morley and produced the draft governance evaluation questionnaire; (RO) undertook a school visit with Naomi Rose, with a focus on English and Maths, but had yet to write a brief report; (MC) had little to report, but hoped the new School Plan would enable clearer focus; (NH) had liaised with the careers staff; (KH) had interviewed two potential new governors with the Head and had met with Charlotte Harnetty, but had yet to write a brief report.</b></p>	
12.	<p><b>Annual Election of Chair</b></p> <p><b>NOTED:</b> the Clerk explained the process. <b>The meeting discussed possible arrangements.</b></p> <p><b>NOTED:</b> the Clerk called for nominations for the role of Chair for 2022/23. Kelly Hagland and Peter Heppelthwaite were jointly nominated and seconded as Co-Chairs. No other nominations were forthcoming.</p> <p><b>AGREED:</b> unanimously that Peter Heppelthwaite and Kelly Hagland should serve as Co-Chairs of the Governing Board for 2022/23. Kelly Hagland would lead during Peter Heppelthwaite's absence.</p>	
13	<p><b>Annual Election of Vice Chairs</b></p> <p><b>NOTED:</b> the Clerk called for nominations for the role of Vice Chair for 2022/23. Matt Reah and Mark Laws were separately nominated and seconded as Co-Vice Chairs. No other nominations were forthcoming.</p> <p><b>AGREED:</b> unanimously that Matt Reah and Mark Laws should serve as Co-Vice Chairs of the Governing Board for 2022/23.</p>	
14 .	<p><b>Minutes of Foundation Committee Meeting held on 8 June 2022</b></p> <p><b>NOTED:</b> the provisional minutes of the Foundation Committee meeting held on 8 June 2022 and the accompanying decisions document as uploaded to TEAMS with the agenda.</p> <p><b>AGREED:</b> to ratify the provisional minutes of the Foundation Committee meeting held on 8 June 2022.</p>	
15.	<p><b>Minutes of Previous Governing Board held on 4 May 2022</b></p> <p><b>NOTED:</b> the minutes of the Governing Board meeting held on 4 May 2022 and the accompanying Action Tracker 21/22 document as uploaded to TEAMS with the agenda.</p> <p><b>AGREED:</b> the minutes of the Governing Board meeting held on 4 May 2022 as a true and correct record, to be signed in person by the Chair for the meeting.</p>	<b>Clerk/ KH</b>

16.	<p><b>AOB</b></p> <p><b>16.1 Disposal of IT Equipment</b></p> <p><b>NOTED:</b> the reports uploaded to TEAMS prior to the meeting.</p> <p><b>AGREED:</b> to the disposal of items as listed.</p> <p><b>16.2 Potential appointment to existing governor vacancies</b></p> <p><b>NOTED:</b> Kelly Hagland and the Head had met two prospective co-opted governors. Both were parents.</p> <p><b>AGREED:</b> to invite them to the October meeting of the Board as observers and consider their appointments at the end of the meeting if they were still interested in serving.</p> <p><b>NOTED:</b> the meeting discussed groups that might be approached to fill governor vacancies, including the school alumni group and local primary schools.</p> <p><b>16.3 Resignation of Robin Spicer and Nick Hoffman</b></p> <p><b>NOTED:</b> Robin Spicer had resigned and Nick Hoffman would be standing down at the end of term. <b>The meeting thanked Nick Hoffman for his service and advised that his input had been valued and would be missed. Nick Hoffman in turn thanked the Board for its support and commented that he felt the school was in good hands.</b></p> <p><b>AGREED:</b> the Head would write to Robin Spicer to thank him for his work and to ask if he would be willing to brief Mark Laws as the new Safeguarding Link Governor.</p>	<p><b>MH/ Clerk</b></p> <p><b>MH</b></p>
17.	<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 October 2022 at 6.30pm. It would be determined nearer the time whether the meeting would be in-person or via TEAMS.</p> <p><b>NOTED: a governor asked if the agenda and papers could be uploaded two weeks before the meeting, rather than the usual one, given the length of the agenda?</b> The Clerk advised she could create an agenda a week earlier than usual The Head said he would speak to colleagues to see if earlier reports were feasible at the start of term. He asked the Clerk to remind him of the changed dates for agenda and report preparation.</p> <p><b>NOTED:</b> the Head thanked all governors for their work and support during the year.</p>	<p><b>MH/ Chair/ Clerk</b></p> <p><b>MH/ Clerk</b></p>

Drafted by: Jacquie Watts  
**Clerk To The Governors**  
**7 July 2022**

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

**Date: .....5<sup>th</sup> October 2022.....**

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