

**MINUTES OF A MEETING OF THE NOBEL SCHOOL BOARD OF GOVERNORS
HELD AT THE SCHOOL ON WEDNESDAY 5 OCTOBER 2022 AT 6.30PM**

Governors Present: Kelly Hagland (Chair), Manesh Chudasama, Mark Laws, Martyn Henson (Headteacher), Rose Odudu, Mathew Reah, Rev. Kojo Wood.

Also in Attendance: Jacquie Watts (Clerk), plus Nik Thomas (Business Manager) and Naomi Rose (Deputy Headteacher), Nick Brown, Sam Head, Steve Morley (members of staff) for parts of the meeting and meeting observers: Chris Crawley, Clare Sutton, Shannon Parr, Jamie Kellet, Brett Facey.

(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 Wendy Parsley because of family commitments. Peter Heppelthwaite was known to be unwell.</p> <p>AGREED: to accept the above apologies.</p> <p>NOTED: James Kay was also absent.</p>	
2.	<p>AOB</p> <p>AGREED: to discuss the following as AOB:</p> <ul style="list-style-type: none"> • Communications 	
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 New Governors</p> <p>NOTED: the Chair welcomed the prospective new governors who were observing the meeting and invited them to introduce themselves.</p>	
5.	<p>Safeguarding Report</p> <p>NOTED: the report uploaded to TEAMS along with the agenda, as well as the 2022 KCSiE report. Most governors had confirmed online that they had read and understood part I of the KCSiE. Martyn Henson and Mark Laws confirmed orally that they had read the document. All governors, with the following exceptions, had therefore read the 2022 KCSiE: Peter Heppelthwaite, James Kay, Wendy Parsley.</p> <p>AGREED: the three remaining governors should read and confirm that they had read part I of the KCSiE as soon as possible.</p> <p>NOTED: Steve Morley provided an oral report on his report and related policies. At around 94.6%, pupil attendance was close to the school target of 95%. Behaviour to date was good, though there had been two short-term exclusions. A governor asked questions about the school's routines and terminology used in the KCSiE. As the KCSiE was published by the DfE, the school was</p>	<p>PH/ WP/ JK</p>

	<p>unable to provide details of the thinking behind specific phrases. In response to further questions from governors, the meeting discussed contact from external organisations re. child on child abuse. It happened, but was not always timely.</p> <p><i>Steve Morley left the meeting at this point.</i></p>	
6.	<p>Examination results and pupil performance data</p> <p>NOTED: the report uploaded with the agenda and the oral commentary provided by Sam Head. GCSE scores were still rising and the official scores would be received later in the month. The school was pleased with its 2022 examination grades, which demonstrated ongoing improvement. Actions taken by the school, including quality of remote learning during lockdown and reductions in the number of subjects taken, to achieve this improvement were noted. English grades were relatively static. Maths had improved, but there was further scope for improvement. Governors asked if, in reducing GCSE subjects to 9, anything had been lost, and if not, why not reduce Ebac subject still further to 8? The school felt there had been no loss to the student experience, but a further reduction to 8 subjects would narrow the student experience and leave less scope for individual performance to be seen at its best. The meeting queried and discussed sixth form numbers and recruitment practices. There were just under 300 sixth form students at present and the school was experiencing recruitment from other schools. The school was supportive of its own pupils, but needed to set entry requirements for sixth form places to ensure that pupils could cope with the courses. Maths and English grades at level 5 were explored, including the early commencement of maths interventions, though intervention was seen as an unnecessarily pejorative term to describe exam practice. The results data would inform the School Development Plan. Governors were pleased to see that the Development Plan influenced, and was influenced by, school activities.</p> <p>NOTED: the Chair thanked Sam Head for an informative report. She asked that, if anyone wanted a more detailed explanation of the data as presented, governors should email her and a TEAMS briefing session could be set up with Sam Head.</p> <p><i>Sam Head left the meeting at this point.</i></p>	All
7.	<p>Curriculum Presentation – Enrichment Programme</p> <p>NOTED: the curriculum presentation from Nick Brown on the school’s current enrichment activities and its lunchtime and after school enrichment clubs. Enrichment was a key part of the School Development Plan. There were currently 76 clubs meeting per week, with every member of staff voluntarily running at least one club. 57% of pupils had currently signed up to the clubs and more sign-ups were expected, especially at KS5. Take up of clubs by PP and SEND students was commensurate with other pupil groups, but over all more boys than girls were signing up to clubs. Governors asked questions about staff involvement and staff well-being, the low take-up of clubs in Year 10, lunchtime arrangements, the tracking of pupil attendance at the clubs, maintaining momentum in future terms, parental knowledge of clubs, pupil behaviour at lunch times. The SEND Link Governor asked to be sent any relevant data about the involvement of SEND and PP pupils. Governors thanked Nick Brown for an informative presentation.</p>	

	<i>Nick Brown left the meeting at this point.</i>	
8.	<p>School Development Plan</p> <p>NOTED: the video uploaded to TEAMS with the agenda. Naomi Rose co-ordinated the School Plan, but did not write all of it. She would need to ask the respective authors for answers to questions raised by governors. For this reason, she asked if governors could use the discussion threads to forward questions to her in advance.</p> <p>AGREED: that for future meetings, the School Development Plan should be marked on the agenda as requiring a discussion thread so governors could raise questions in advance to be answered at the meeting.</p> <p>NOTED: governors commented that the Development Plan seemed to be permeating through all levels of the school’s activity. The school emphasised that everything related to the plan, including Learning Walks and link governor monitoring activities. Naomi Rose explained how she would report to the Board on the School Development Plan going forward.</p> <p>NOTED: governors asked questions about the pastoral curriculum and commented on the OFSTED critical nature of the plan. Both governors and staff needed to be aware of it, what was happening, what had happened and why.</p>	NR/ Clerk
9.	<p>Annual Equal Opportunities Report</p> <p>NOTED: the report uploaded with the agenda and Nik Thomas’s oral comments on the statistics. New Equal Opportunities objectives were being developed and would be submitted to the Foundation Committee. Governors asked if there was any correlation between the gender of staff and the gender of successful students? The school could not answer this and felt it would be difficult to analyse. The staff gender breakdown reflected societal norms and the limited recruitment pool available to the school. Staff applications were anonymised. Governors suggested comparisons with the Hertfordshire and National positions would be helpful. The meeting discussed whether there was bias of any sort and what could be quantified.</p>	
10.	<p>School Finances</p> <p>NOTED: the documents uploaded to TEAMS with the agenda:</p> <p>10.1 Term 1 Finance Report 10.2 Cash Monitoring Report 10.3 Aged Debtors List 10.4 Schedule of Financial Delegation 10.5 New Mandate for Bank Account (if any) 10.6 Approval of Financial Procedures Handbook</p> <p>NOTED: the staff pay award was likely to have the biggest negative impact on the school budget. The school would be re-forecasting the budget in November. It was still reviewing the impact of energy costs.</p> <p>AGREED: the term 1 Finance Report for the Chair’s signature.</p> <p>NOTED: the school did not find cashflow monitoring reports useful for its day to</p>	

	<p>day operations. It would be reviewing its reporting procedures in due course with the Foundation Committee via the Finance Working Group. Governors commented that they found cashflow information useful.</p> <p>NOTED: the longest-term debt on the aged-debtors list was being passed to Hertfordshire County Council for debt-collection processes to be initiated.</p> <p>NOTED: a summary of the last 3 years' budgets against corresponding outturns had been provided as requested.</p> <p>NOTED: no further changes were required to the schedule of Financial Delegation, and the Financial Procedures Handbook had been updated in the 2022 Summer Term.</p> <p>AGREED: funding and expenditure data on SEND pupils would be provided to the SEND Link Governor.</p>	NT
11.	<p>ICT Asset Disposal Report</p> <p>NOTED: there were currently no assets to be disposed of, but there might be once the results of the telephony project had been processed, though the resultant defunct equipment was likely to be of extremely limited value.</p>	
12.	<p>Approval of Policies</p> <p>NOTED: ten policies were scheduled for approval, though not all were currently available.</p> <p>12.1 Attendance NOTED: governors questions and requested changes as per the discussion thread.</p> <p>AGREED: the Attendance Policy subject to the requested changes being made to the policy.</p> <p>12.2 Behaviour and Learning Policy AGREED: governors' approval of the policy via the discussion thread was ratified.</p> <p>12.3 Child Protection Policy NOTED: governors questions and requested changes as per the discussion thread.</p> <p>AGREED: the Child Protection Policy subject to the requested changes being made to the policy.</p> <p>12.4 Children Looked After Policy NOTED: the policy was not available as the external model document had still to be provided to the school.</p> <p>AGREED: to extend the approval period of the current policy until the new policy could be written and presented to governors at the next meeting.</p> <p>12.5 Alcohol, Drugs and Gambling Policy NOTED: the policy as presented.</p>	<p>SM</p> <p>SM</p> <p>NR/ SM/ Clerk</p>

	<p>AGREED: the Alcohol, Drugs and Gambling Policy.</p> <p>12.6 Health and Well Being Policy NOTED: the policy as presented.</p> <p>AGREED: the Health and Well Being Policy</p> <p>12.7 Collective Worship AGREED: governors' approval of the policy via the discussion thread was ratified.</p> <p>12.8 PAR AGREED: governors' approval of the policy via the discussion thread was ratified.</p> <p>12.9 Supporting Students with Medical Conditions Policy AGREED: governors' approval of the policy via the discussion thread was ratified.</p> <p>12.10 Business Continuity/ Emergency Response Policy NOTED: governors questions and requested changes as per the discussion thread. The need to test the policy was highlighted.</p> <p>AGREED: the Business Continuity/Emergency Response Policy subject to the requested changes being made to the policy and the possibility of testing it being discussed with Mark Laws.</p> <p><i>Naomi Rose left the meeting at this point.</i></p>	<p>NT/ ML</p>
<p>13.</p>	<p>Health and Safety Update</p> <p>NOTED: the report as uploaded with the agenda and as previously submitted to the Foundation Committee. There had been no significant incidents. Two further incidents had taken place since the report had been written and would be included in the next Health and Safety Report. The school was planning the first fire drill of the academic year.</p>	
<p>14.</p>	<p>School Business Plan</p> <p>NOTED: the School Business Plan as uploaded with the agenda and as submitted to the last meeting of the Foundation Committee.</p>	
<p>15.</p>	<p>Governance Matters</p> <p>15.1 Register of Business and Pecuniary Interest</p> <p>NOTED: the clerk advised that all governors and potential governors present at the meeting had completed the annual declaration.</p> <p>AGREED: those governors not present would be asked to complete the declaration at a later date.</p> <p>15.2 Personal Details Form</p> <p>NOTED: the clerk advised that all governors present at the meeting had checked and completed the annual form.</p>	<p>Clerk/ HR</p>

	<p>15.8 Annual Review of Governing Board Effectiveness 21/22 NOTED: the above review was now due. Mark Laws advised that only four governors had so far completed the questionnaire, which only took three minutes to complete.</p> <p>AGREED: that all governors should complete the questionnaire by the end of the week to enable Mark Laws to discuss the outcomes with the Governor Effectiveness Working Group.</p>	<p>ML/ All</p>
<p>16 .</p>	<p>Minutes of Foundation Committee Meeting held on 21 September 2022</p> <p>NOTED: the provisional minutes of the Foundation Committee meeting held on 21 September 2022 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 21 September 2022.</p>	
<p>17.</p>	<p>Minutes of Previous Governing Board held on 6 July 2022</p> <p>NOTED: the minutes of the Governing Board meeting held on 6 July 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 6 July 2022 as a true and correct record. These were subsequently signed by the Chair and passed to the school for safe keeping.</p>	
<p>18.</p>	<p>Appointment of Co-opted and Local Authority Governors</p> <p>NOTED: following the resignation of Glen Atkins as a co-opted governor earlier that day, the Board now had the following governor vacancies;</p> <p>Local Authority: 1 Co-opted: 5 Co-opted (staff): 1 Partnership: 1</p> <p>NOTED: Chris Crawley, Clare Sutton, Shannon Parr and Jamie Kellet were listed on the agenda for appointment to the first two types of vacancy. Brett Facey was also in attendance as an observer and was willing to be considered for appointment. The clerk explained the appointment criteria for the various types of vacancy.</p> <p>AGREED: unanimously, to waive the requirement for all governor candidates to be listed in advance on the agenda and to make the following appointments:</p> <p>Chris Crawley to be appointed as the LA Governor, subject to the awaited nomination being received from the LA and all DBS and Section 128 checks being passed. The appointment to be for a period of four years commencing on the date of the LA nomination. If the LA nomination was not forthcoming, Chris Crawley to be appointed as a co-opted governor for a period of four years subject to all DBS and Section 128 checks being passed.</p> <p>Clare Sutton to be appointed as a co-opted governor for a period of four years</p>	

	<p>commencing on 6/10/22 and until 5/10/26 subject to all DBS and Section 128 checks being passed.</p> <p>Shannon Parr to be appointed as a co-opted governor for a period of four years commencing on 6/10/22 and until 5/10/26 subject to all DBS and Section 128 checks being passed.</p> <p>Brett Facey to be appointed as a co-opted governor for a period of four years commencing on 6/10/22 and until 5/10/26 subject to all DBS and Section 128 checks being passed.</p> <p>Jamie Kellet to be appointed as a Partnership governor for a period of four years commencing on 6/10/22 and until 5/10/26 subject to all DBS and Section 128 checks being passed.</p>	
19.	<p>Link Governors 22/23 (was agenda item 15.6)</p> <p>NOTED: the report uploaded to TEAMS before the meeting listing link governor roles for 22/23. The meeting discussed school needs and governor interests.</p> <p>AGREED: the following link Governor Roles for 2022/23:</p> <ul style="list-style-type: none"> • Safeguarding - Mark Laws • SEND – Mark Laws • Health and Safety – Chris Crawley • Sixth Form – Kojo Wood • Business and Finance – Matt Reah • DA & Pupil Premium –Matt Reah • Enhancement (Character & Extra Curriculum) – Clare Sutton • Scholarship (Progress & Outcomes) - Manesh Chudasama • Careers & Community Links – Brett Facey • Powerful Practice (Teaching & Learning) – Shannon Parr • Curriculum – Rose Odudu • Whistleblowing – Kelly Hagland • Feedback - Brett Facey • Governor Training – Manesh Chudasama <p>AGREED: the Headteacher would ask the lead member of staff for each area to contact the link governor concerned.</p>	MH
20.	<p>AOB (was agenda item19)</p> <p>20.1 Communications</p> <p>NOTED: the Chair raised the issue of communication and how governors accessed their school emails in a timely manner. The school had been experiencing difficulties contacting governors to create exclusion panels, which were time limited by the Exclusion Policy. Similarly, the Clerk did not always experience a prompt response to her emails. Governors were reminded they could link their school email to their regular email in-box in order to receive emails on a daily basis. Alternatively, a WhatsApp group for urgent communications was suggested.</p>	

	AGREED: to set up a WhatsApp group for urgent communications.	Chair
21.	Date of Next Meeting (was agenda item 20) AGREED: the date of the next meeting of the Board of Governors as Wednesday, 7 December 2022 at 6.30pm via TEAMS. <i>The meeting ended at approximately 9.15pm</i>	

Drafted by: Jacquie Watts
Clerk To The Governors
7 October 2022

Approved by The Board of Governors on:

Date:7th December 2022.....

Signature (Chair):.....