

**MINUTES OF A MEETING OF THE NOBEL SCHOOL BOARD OF GOVERNORS  
HELD AT THE SCHOOL ON WEDNESDAY 7 DECEMBER 2022 AT 6.30PM**

**Governors Present:** Kelly Hagland (Chair), Chris Crawley, Brett Facey, Jamie Kellet, Mark Laws, Rose Odudu, Shannon Parr, Wendy Parsley, Mathew Reah, Claire Sutton

**Also in Attendance:** Jacquie Watts (Clerk), plus Nik Thomas (Business Manager) and Naomi Rose (Deputy Headteacher), Steve Morley (member of staff) for part of the meeting and meeting observers Carly Broom and Jackie Mordaunt.

*(NB: Governor Challenge, Questions and Monitoring are highlighted in bold)*

Action By:

1.	<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 Manesh Chudasama, Martyn Henson, Peter Heppelthwaite and Rev. Kojo Wood.</p> <p><b>AGREED:</b> to accept the above four apologies.</p> <p><i>Shannon Parr joined the meeting at this point.</i></p> <p><b>NOTED:</b> James Kay had come to the end of his term of office as a staff governor on 4 December 2022.</p>	
2.	<p><b>AOB</b></p> <p><b>NOTED:</b> no items of AOB were identified.</p>	
3.	<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>	
4.	<p><b>Appointment of New Governors</b></p> <p><i>Brett Facey joined the meeting at this point, shortly followed by Rose Odudu</i></p> <p><b>NOTED:</b> Carly Broom was present as a prospective Co-opted Governor. She was invited to introduce herself. Jackie Mordaunt was in attendance as the member of staff nominated to replace James Kay as staff governor. She would decide if she wanted to become the staff governor after she had observed the meeting. Rev. Kojo Wood was coming to the end of his term of office on 9/12/22 and was being considered for reappointment.</p> <p><b>AGREED:</b> to reappoint Rev Kojo Wood as a co-opted governor for a period of four years commencing on 9/12/22 until 8/12/26, on the assumption that he was happy to be re-appointed.</p> <p><b>AGREED:</b> to appoint Carly Broom as a co-opted governor for a period of four years commencing from 8/12/22 until 7/12/26 subject to successful clearance of DBS and Section 128 checks.</p> <p><b>AGREED:</b> to consider the appointment of Jackie Mordaunt as the staff governor</p>	

	as part of item 15, as per the agenda.	
5.	<p><b>Safeguarding Report</b></p> <p><b>NOTED:</b> the report uploaded to TEAMS along with the agenda, as well as the oral report from Steve Morley. Behavioural incidents at the school were noted and discussed along with a recent increase in pupil exclusions. Over all, behaviour in the school remained reasonably calm. Attendance levels had been excellent until the last week when there had been a sudden increase in staff and pupil sickness. Nevertheless, pupil attendance remained above the national average. The school's current focus was on punctuality.</p> <p><b>NOTED: the meeting discussed the impact of Covid and repeated lockdowns on pupil behaviour. In response to a request from governors, Steve Morley explained the acronyms used at the beginning of his report. A governor questioned if the school needed to change its approach to behaviour if it was experiencing unprecedented responses.</b> The incidents of unprecedented behaviour remained in the minority. More extensive changes related to families struggling in the current economic climate.</p> <p><b>NOTED:</b> the Safeguarding and Behaviour Link governor had emailed Steve Morley with a number of points. Steve Morley would reply to his email and arrange to meet up with him in the New Year.</p> <p><b>NOTED:</b> as item 12.9, Steve Morley had uploaded the Children Looked After Policy for advance approval but an insufficient number of governors had agreed the policy online. The clerk suggested that the item be taken out of order to allow governors to ask questions of Steve Morley.</p> <p><b>AGREED:</b> the Children Looked after Policy (GB09)</p> <p><i>Steve Morley left the meeting at this point.</i></p>	
6.	<p><b>Student Voice</b></p> <p><b>NOTED:</b> there was no written report for this item as the Head Boy and Head Girl had recorded a video as part of the Head's Termly Report. <b>Governors commented that it was nice to put faces to the roles.</b></p>	
7.	<p><b>Head's Termly Report</b></p> <p><b>NOTED:</b> there was no written report for this item as the Head's report had been uploaded prior to the meeting in the form of a video. The Headteacher was unwell and unable to provide an oral update on the video, but the Deputy Headteacher was happy to respond to questions. <b>A governor commented on the late uploading on the video and pointed out there had been no time to view it, given its length.</b> The school apologised, but the member of staff responsible for the video had been off sick with Covid. <b>Another governor commented that because of the length and amount of information within the video, it was difficult for governors to identify key messages. A summary of key points at the end of the video would have been helpful. It was suggested that a one page written summary of key points might also be helpful.</b></p> <p><b>AGREED:</b> Naomi Rose would discuss with colleagues how best to summarise the key messages of future videos and trial one approach at the next meeting.</p>	<b>NR</b>

8.	<p><b>School Development Plan</b></p> <p><b>NOTED:</b> there was no written report for this item as the video recorded for the Head's Termly Report included updates on the School Development Plan</p> <p><b>NOTED:</b> the School Development Plan was a live document and governors were invited to email staff and raise questions as issues occurred, rather than wait till a formal meeting. <b>Governors discussed whether such ad hoc questions should be captured in governor monitoring reports or copies sent to the Deputy Head and/or Clerk for noting at the next formal meeting.</b></p> <p><b>AGREED:</b> it would be best for emails asking questions about the SDP to be emailed to Naomi Rose, who could then summarise issues for the next meeting.</p> <p><b>NOTED: a governor had emailed the school with a list of questions regarding the Development Plan including how improvements were attributed to action feedback, how big picture impact was monitored, what starting points versus targets looked like and how how engagement with the SEND group was driven for enrichment clubs?</b> The need for all governors to be aware of the detail of the SDP was stressed, as was the need to refer back to it in monitoring reports.</p>	All
9.	<p><b>Feedback From Parent, Student and Staff Surveys</b></p> <p><b>NOTED:</b> there was no report for this item as a parent survey had not yet been undertaken. Groups of parents had been encouraged to fill in the OFSTED driven Parent View. There was likely to be a full survey later in the year. The only recent pupil survey had been the health and well being one referred to in the Safeguarding Report.</p>	
10.	<p><b>School Finances</b></p> <p><b>NOTED:</b> the documents uploaded to TEAMS with the agenda:</p> <p>10.1 Revised School Budget  10.2 Four Year Financial Forecast  10.3 Financial Benchmarking Data  10.4 Audit of School Fund Account</p> <p><b>NOTED:</b> the school budget had been revised, including an increase in staff costs. Expenditure had increased by £131k. The report uploaded with the agenda set out the detail and Nik Thomas provided an oral commentary. The revised budget was recommended in the context of the four year financial forecast. Nik Thomas explained how the £55k government grant for energy efficiency would be used for capital outlay. Any new expenditure would be based on the Campus Development plan and would need to be approved by governors. A new building management system was being considered. <b>A governor expressed concern about the level of reserves that would be used up within a couple of years. Others queried the use of the supplementary government grant.</b> Nik Thomas was hoping to achieve a balanced budget within the next few years, whilst the Headteacher had requested a balanced budget be costed for 2023/24. Nik Thomas would model a balanced budget for 23/24 but felt the reductions necessary would be too extreme. <b>A governor asked if the Foundation Committee had considered the revised budget?</b> The Foundation Committee hadn't had an opportunity to</p>	

	<p>discuss the revised budget, but the Finance Working Group, that reported to the Foundation Committee, had met to consider the proposals. <b>A member of the Finance Working Group stressed that whilst the Working Group could undertake a detailed analysis, all members of the Board needed to have a good overview of the school's finances: all governors needed to understand all aspects of the school. Governors suggested ways in which the school might reduce its costs and Jamie Kellet offered to help with consideration of a new building management system.</b></p> <p><b>AGREED:</b> the revised 22/23 budget as proposed</p> <p><b>NOTED:</b> governors had reacted to the cessation of cashflow reports and had requested cashflow information now attached as report GB06c. Nik Thomas provided an oral explanation. <b>Governors asked if a cashflow forecast could also be provided, explaining why it might be useful, including predicting the impact of the recent support staff pay increase.</b></p> <p><b>AGREED:</b> Nik Thomas would discuss cashflow reporting requirements further with the Finance Working Group and would update the cashflow chart with the November pay increase.</p> <p><b>NOTED:</b> the financial benchmarking data provided. The school spent more on staffing and less on premises than most comparable schools.</p> <p><b>NOTED:</b> the school fund had been successfully audited. <b>Governors asked if they could see the audit report?</b> Nik Thomas advised that it simply said the fund had been audited and there were no issues.</p> <p><b>NOTED:</b> a governor asked how the plan for housing batteries on the school site had developed? Matters had ground to a halt as HCC had not notified the Land Registry of the land transfer to the school and without this a deal could not be signed. The matter was now being pursued by HCC, including the leasing arrangements for the Music Centre. <b>Chris Crawley offered to talk through the history of the process with Nik Thomas.</b></p>	<b>NT</b>
11.	<p><b>ICT Asset Disposal Report</b></p> <p><b>NOTED:</b> there were currently no assets to be disposed of, but there might be by the time of the next meeting.</p>	
12.	<p><b>Approval of Policies</b></p> <p><b>NOTED:</b> ten policies were scheduled for approval:</p> <p><b>12.1 Careers Policy</b> – approved online by half the governing board with no objections.</p> <p><b>12.2 Collective Worship Policy</b> – approved at the October Governing Board Meeting.</p> <p><b>12.3 Disciplinary Policy</b> - currently not due for renewal</p> <p><b>12.4 Disposals Policy</b> – currently not due for renewal</p> <p><b>12.5 Freedom of Information Publication</b> – currently not due for renewal</p> <p><b>12.6 Most Able Policy</b> – currently not due for renewal</p>	



	<p><b>NOTED:</b> only two governors had still to complete this. Peter Heppelthwaite, who was ill and Wendy Parsley.</p> <p><b>AGREED:</b> Wendy Parsley would speak to Kim Lambert at the school as soon as possible in order to sign this.</p> <p><b>15.4 Governor Training</b></p> <p><b>NOTED:</b> an updated training record had not been provided to the clerk. <b>Kelly Hagland and Rose Odudu had undertaken safeguarding training. The Chair was arranging an inhouse induction session for new governors and would explain how to access online training via GovernorHub. It would be helpful if more governors could undertake exclusion training. An HCC induction session for new governors was being run on 16/1/23.</b></p> <p><b>15.5 Governing Monitoring and visits, including Careers</b></p> <p><b>NOTED:</b> the clerk had not received any visits or monitoring reports from link governors. The inclusion of Careers on the agenda was a requirement of the school's careers accreditation and was intended to allow the Career link governor to provide an update on careers activity at the school. Brett Facey had been appointed as the Careers and Community Link governor at the last Board meeting, but as he had been given two link roles, it was proposed that Carly Broom take on the Careers and Community Link role instead.</p> <p><b>AGREED:</b> that Carly Broom be appointed as the Careers and Community Link Governor for 22/23 in place of Brett Facey.</p> <p><b>15.6 Annual Review of Governing Board Effectiveness 21/22</b></p> <p><b>NOTED:</b> the online questionnaire and responses to date had been misplaced. Mark Laws was looking into the matter and would provide an update to governors as soon as possible. A meeting of the Audit and Effectiveness Working Group would be arranged if required.</p> <p><b>15.7 Appointment of Staff Governor</b></p> <p><b>NOTED:</b> Jackie Mordaunt confirmed she was happy to take on the role of staff governor.</p> <p><b>AGREED:</b> to appoint Jackie Mordaunt as staff governor for a period of four years commencing from 7/12/22 until 6/12/26.</p>	<b>Wp</b>
16 .	<p><b>Minutes of Foundation Committee Meeting held on 9 November 2022</b></p> <p><b>NOTED:</b> the provisional minutes of the Foundation Committee meeting held on 9 November 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 9 November 2022.</p> <p><b>NOTED:</b> the Committee was seeking additional members.</p> <p><b>AGREED:</b> to appoint Chris Crawley as a member of the Foundation Committee.</p> <p><b>NOTED:</b> an additional Foundation Committee member was still sought. Governors were asked to consider if they wished to volunteer.</p>	<b>All</b>

17.	<p><b>Minutes of Previous Governing Board held on 5 October 2022</b></p> <p><b>NOTED:</b> the minutes of the Governing Board meeting held on 5 October 2022 and the accompanying Action Tracker 22/23 document as uploaded to TEAMS with the agenda.</p> <p><b>AGREED:</b> the minutes of the Governing Board meeting held on 5 October 2022 as a true and correct record. These would be signed electronically signed by the Chair and passed to the school for safe keeping.</p>	
18.	<p><b>AOB</b></p> <p><b>NOTED:</b> there were no items of urgent other business.</p>	
19.	<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, 25 January 2023 at 6.30pm via TEAMS.</p> <p style="text-align: right;"><i>The meeting ended at approximately 8.20pm</i></p>	

Drafted by: Jacquie Watts  
**Clerk To The Governors**  
**8 December 2022**

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

**Date:** .....25<sup>th</sup> January 2023.....

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