

**MINUTES OF A MEETING OF THE NOBEL SCHOOL BOARD OF GOVERNORS
HELD VIRTUALLY VIA TEAMS ON WEDNESDAY 25 JANUARY 2023 AT 6.30PM**

Governors Present: Kelly Hagland (Chair), Carly Broom, Manesh Chudasama, Chris Crawley, Martyn Henson (Headteacher), Jackie Mordaunt, Mark Laws, Rose Odudu, Shannon Parr, Wendy Parsley, Mathew Reah, Claire Sutton, Rev. Kojo Wood.

Also in Attendance: Jacquie Watts (Clerk), plus Nik Thomas (Business Manager) Steve Morley and Caroline Phillips (members 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 Brett Facey, Jamie Kellett and Peter Heppelthwaite.</p> <p>AGREED: to accept the above three apologies.</p> <p>NOTED: apologies for late arrival had been submitted in advance by Jackie Mordaunt, Wendy Parsley and Rev. Kojo Wood because of an event at the school and travelling commitments.</p>	
2.	<p>AOB</p> <p>AGREED: to consider the following items under AOB:</p> <ul style="list-style-type: none"> • Foundation Committee membership • Staff Industrial Action 	
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>Curriculum Presentation</p> <p>NOTED: the screen-shared presentation from Caroline Phillips on the teaching of English at the school. The school's current focus was improving GCSE English grades for the current year 11 via consistency of teaching and quality of teaching, countering apathy and ensuring all mock subjects had been covered before the February mock exams.</p> <p><i>Jackie Mordaunt joined the meeting during the above.</i></p> <p>NOTED: the lesson focus over the current five week period and planned intervention activities.</p> <p><i>Steve Morley joined the meeting at this point.</i></p> <p>NOTED: Caroline talked about the practical implications of the school's approach and planning for the Spring and Summer Terms. The Headteacher added that learning walks before Christmas had identified issues such as inconsistencies in the teaching of English, hence the newly focused plan and the use of Steplab, a new tool for recording lesson observations and providing</p>	

	<p>almost immediate feedback to staff.</p> <p>NOTED: governors asked if another term could be used in place of “interventions” as it had negative connotations? Questions were also asked about how the school had responded to the implementation of Steplab, the setting of targets and how the English team would know if they had been successful? The school acknowledged the difficulties with the use of “interventions”, described the gradual and positive implementation of Steplab, which had not yet received any especially negative comments, and highlighted mock exam results as an indication of improvement and success. Further questions were asked about the level of staff feedback on the process and whether a similar presentation on refocusing Maths could be made to the Board? Feedback from staff had and would be obtained during meetings, but Caroline Phillips would consider asking for it in between meetings. The Head summarised some of the developments in the Maths area and highlighted that while Maths and English results were not poor, they had been frozen at the same level for the last five years and the school wanted to see further improvements in keeping with the rest of the school. The Chair thanked Caroline for an informative presentation.</p> <p><i>Caroline Phillips left the meeting at this point</i></p>	
5.	<p>Safeguarding Report and Fundamentals Data</p> <p>NOTED: the report uploaded to TEAMS along with the agenda, as well as the oral report from Steve Morley. He had received emails from two governors asking questions about the report, and he would endeavour to answer them in his talk.</p> <p>NOTED: the school had 5 CLA pupils. Their situations were anonymously summarised.</p> <p><i>Rev. Kojo Wood joined the meeting during the above.</i></p> <p>NOTED: recent pupil behavioural issues were noted. The situation regarding exclusions and suspensions at the school was discussed, both in terms of school practice and terminology used. 4 SEND pupils were involved in recent suspensions. The school monitored pupil leavers and the reasons for it. There had been 2 leavers since the last Board meeting. 6 pupils were receiving education off-site and the school reviewed their progress. Governors queried how they were supposed to oversee the school’s use of exclusions and suspensions? The governor’s role was discussed. The Clerk recommended that a more detailed data breakdown of exclusions and suspensions in the report might be helpful and that a link governor or governors could review school documentary evidence of processes and outcomes. The Safeguarding and Behaviour Link Governor was still undertaking related training until March 2023 and felt unable to come into school until then. He also apologised for not adding his comments to the Safeguarding report in his capacity as Safeguarding Link Governor but he had been travelling. The Headteacher echoed the Clerk’s comments and suggested that another governor might like to visit the school to scrutinise the school’s approach.</p> <p>AGREED: the Chair would arrange with Steve Morley to visit the school prior to March 2023 to consider the school’s approach to exclusions and suspensions. The Safeguarding and Behaviour Link Governor would take on the role after March.</p>	<p>Chair</p> <p>ML</p>

	<i>Steve Morley left the meeting at this point.</i>	
6.	<p>School Development Plan</p> <p>NOTED: the report uploaded to TEAMS with the agenda. Governors had been invited to leave comments and questions on the discussion thread. Whilst there had been a number of positive comments, there were no questions. Naomi Rose, the SMT lead, was not present at the meeting as she was on an overseas school trip.</p> <p>AGREED: governors could email Naomi with any questions on the School Development Plan and should copy-in the clerk so that a record could be kept.</p>	All
7.	<p>School Admissions Arrangements</p> <p>NOTED: the reports uploaded to TEAMS with the agenda.</p> <p><i>Wendy Parsley joined the meeting at this point</i></p> <p>AGREED: the school's admissions statement for 2024/25 and the admissions arrangements for the Sixth Form for the same period.</p>	
8.	<p>Approval of Policies</p> <p>NOTED: 5 policies had been scheduled for approval as part of the agreed annual meeting schedule.</p> <p>9.1 Accessibility Policy - not due to be updated</p> <p>9.2 Data Protection and Privacy Policy - not due to be updated</p> <p>9.3 Data Security Policy - not due to be updated</p> <p>9.4 Feedback and Marking Policy – reviewed early in October 2022</p> <p>9.5 Relationships and Sex Policy – not due to be updated</p> <p>AGREED: Nik Thomas would send the Clerk an up to date copy of the school's policy schedule to inform the annual meeting schedule for 2023/24</p>	NT
9.	<p>Health and Safety Update 22/23 including Termly Accident Report Summary for Autumn Term 2022</p> <p>NOTED: the report uploaded to TEAMS with the agenda. The level of accidents for the autumn term was considered reasonable and lower than in broadly comparable periods. Nik Thomas explained the school's process for reviewing accident details, as a result some pieces of PE kit had been decommissioned or replaced. Sports equipment was routinely externally reviewed and identified equipment that was no longer safe.</p> <p>NOTED: Chris Crawley, as the Health and Safety Link Governor, had undertaken the Governors' Audit the previous week. She was aiming to submit her report to the next meeting of the Foundation Committee. She was broadly happy with her findings, though felt there were issues to address regarding new staff induction.</p>	

	<p>NOTED: a fire evacuation drill had taken place in the Autumn term and another would be held in the Spring Term.</p>	
10.	<p>School Business Plan</p> <p>NOTED: the document uploaded to TEAMS with the agenda. Capital works under the 22/23 budget had been completed. The next series of Capital works would take place in the financial year 23/24, mostly during the summer holidays. Comments on the draft capital plan were welcome and governors were invited to email any thoughts to Nik Thomas.</p> <p>NOTED: the Community Use Agreement had provided the school with an opportunity to bid for equipment for community use before the end of March. The funds could not, however, be used for capital purposes.</p> <p>NOTED: a governor asked how the plan for housing batteries on the school site had developed? The matter still could not be fully progressed as HCC had not yet 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 accompanied by reminders from the school. In the meantime, a planning application for use of the site for storage had been submitted by the agent.</p> <p><i>Nik Thomas left the meeting at this point</i></p>	All
11.	<p>Governance Matters</p> <p>11.1 Governor Training</p> <p>NOTED: the updated governor training record uploaded with the agenda. Certificated provided to Manesh Chudasama as the training link governor would be added. Governors who had recently undertaken training and had received their certificates were invited to email them to Manesh. A new course had been added to the record and Manesh would be undertaking a fuller review of courses that were available and updating the record accordingly</p> <p>NOTED: some governors had experienced problems logging on to Modern Governor, thus delaying induction training for new governors. There appeared to be a delay before registration emails were sent out. Chris Crawley and Claire Sutton were advised to wait another week and if they had not been able to log on by then, to notify the Chair who would refer the matter to Modern Governor.</p> <p>AGREED: governors who had left the Board should be removed from the training record and new governors should be added.</p> <p>AGREED: The Chair would contact Steve Morley about safeguarding training for new governors and would also highlight that Rose Odudu had not yet received her certificate for safeguarding training undertaken.</p> <p>11.2 Amendments to Governor Link Roles</p> <p>AGREED: Jamie Kellett would take on the link governor role for Careers and Community Links and Carly Broom would become the Link Governor for Equality, Diversity and Inclusion. The Head confirmed she would need to liaise with Steve Morley over inclusion and Sam Head regarding equality. The school would advise her of the contact for diversity</p>	<p>MC</p> <p>CC/ CS</p> <p>MC</p> <p>Chair</p>

<p>11.3 Governor Monitoring and visits</p> <p>NOTED: the following visit reports uploaded to TEAMS</p> <ul style="list-style-type: none"> • Careers – uploaded as an AOB item after the agenda had been published. Jamie Kellett was not available to talk about his report, but would do so at the next meeting. • Powerful Practice • DA and Pupil Premium – in response to a question from a governor, the school explained the role of the PP Champion and the champions for other groups such as HATS. The school had achieved 5 Cambridge offers this year, the highest yet. A governor who was a parent praised the staff team supporting Oxbridge applicants. The Board thanked those concerned. The DA and PP Link Governor summarised the role and financial value of PP funding for new governors. • Appraisal Sampling • School Development Plan <p>NOTED: the Clerk had published a record of 22/23 governor visit reports online under Guidance Notes and Key Documents and would update it when she received new reports.</p> <p>11.4 Annual Review of Governor Effectiveness 21/22</p> <p>NOTED: the online questionnaire and responses to date had been retrieved. Mark Laws had created a summary of the responses received. Unfortunately only five governors had responded, but it was sufficient to produce a brief analysis document.</p> <p>AGREED: the Clerk would convene a meeting of the Audit and Effectiveness Working Group to discuss the responses and feedback to the next meeting. In the meantime, new governors were invited to email the Chair with any feedback on the conduct and effectiveness of the Board.</p> <p>11.5 Arrangements for Biennial Governor Skills Audit 2023</p> <p>AGREED: given the number of new governors, the Clerk would organise the 2023 Skills Audit earlier than scheduled. She would email all governors with the form to be completed and instructions, including a deadline during February so that a report could be provided to the next meeting. She reminded governors who were staff that they should also submit audit returns.</p> <p>NOTED: the Chair reminded the meeting that four governors came to the end of their term of office in 2023, including herself. In response to a question from the Chair, the Head advised that it would take two weeks to seek nominations and hold a formal parent governor ballot.</p> <p>11.6 60 second round robin update</p> <p>NOTED: the following activities undertaken by governors since the last meeting: CS – enrichment link visit, learning walk, exclusions training; MC – data visit with Sam Head, exclusion hearing; CB – nothing to report; SP – governor training; CC – health and safety visit, booked on exclusion training course; KW – two visits and one planned (reports yet to be provided to Clerk), exclusion hearing; MR – email exchange on Finance, use of work –based governance chat group; RO – governor training on</p>	<p>Clerk</p> <p>All</p> <p>Clerk/</p> <p>All</p>
---	--

	<p>health and safety and safeguarding, exclusion hearing; ML – booked on training course; KH – regular meetings with Head, exclusion hearings, OFSTED briefing, booked on Chair’s briefing and exclusion training.</p>	
12.	<p>Minutes of Previous Governing Board held on 7 December 2022</p> <p>NOTED: the minutes of the Governing Board meeting held on 7 December 2022 and the accompanying Action Tracker 22/23 document as uploaded to TEAMS with the agenda.</p> <p>AGREED: the minutes of the Governing Board meeting held on 7 December 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> <p>NOTED: the Chair asked if two governors had still to sign the Code of conduct and complete the Register of Interests and related matters (Action Tracker 10.22-23, 13.22-23. 14.22-23). The Clerk thought that Wendy Parsley had completed her actions, although she had not formally advised the Clerk, but Peter Heppelthwaite had not completed the required documentation.</p> <p>AGREED: the action tracker items should remain live until Wendy Parsley had confirmed her status and Peter Heppelthwaite was able to complete the necessary actions. Actions regarding the 21/22 governor evaluation questionnaire (Action tracker 16.22-23) should be marked as completed as per the minute above.</p>	<p>WP/ PH Clerk</p>
13.	<p>AOB</p> <p>13.1 Foundation Committee Membership</p> <p>NOTED: Claire Sutton had volunteered to serve on the Foundation Committee.</p> <p>AGREED: to appoint Claire Sutton as an additional member of the Foundation Committee.</p> <p>13.2 Industrial Action</p> <p>NOTED: the Headteacher provided an oral update on NEU teaching staff industrial action planned for 1 February, 1 March, 15 March and 16 March. Whilst staff were not obliged to confirm in advance if they were striking, the Head believed that approximately 30 staff would go out on strike on 1 February making a normal school day impossible. Staff other than SMT could not be asked to cover for colleagues. The school would remain open for year 11 pupils so that the two main exam groups were covered. The school would set online work for years 7-10 so that they could work from home. The school would operate a staff sign-in system on the day in order to handle salary deductions for those on strike. Governors asked what arrangements would be made for FSM pupils? The school was unable to invite them collectively into school unless they were year 11, but the SENCO would be inviting specific children into school if it was felt they would benefit from being in school rather than at home. Governors asked if the school had considered bringing in an external company to provide cover and activities? There was insufficient time to arrange for 1 February as such companies were booked well in advance and there would be a high demand for them. The school was considering holding mock exams on strike days as exam invigilators were not part of the industrial action.</p>	

	<p>13.3 WhatsApp Group</p> <p>NOTED: A governor suggested that the governor WhatsApp Group, which had been created for urgent communications, should be used more widely by governors. No formal decision was reached, but the comment was noted.</p>	
<p>14.</p>	<p>Date of Next Meeting</p> <p>AGREED: the date of the next meeting of the Board of Governors as Wednesday, 22 March 2023 at 6.30pm via TEAMS.</p> <p style="text-align: right;"><i>The meeting ended at approximately 8.25pm</i></p>	

Drafted by: Jacquie Watts
Clerk To The Governors
26th January 2023

Approved by The Board of Governors on:

Date:**22nd March 2023**.....

Signature (Chair):.....