

**MINUTES OF A MEETING OF THE NOBEL SCHOOL BOARD OF GOVERNORS
HELD VIRTUALLY VIA TEAMS ON WEDNESDAY 5 JULY 2023 AT 6.30PM**

Governors Present: Kelly Hagland (Chair), Manesh Chudasama, Chris Crawley, Brett Facey, Martyn Henson (Headteacher), Jamie Kellett, Mark Laws, Jackie Mordaunt, 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 Head), Nick Brown, Charlotte Harnetty and Steve Morley (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 Rev. Kojo Wood because of work commitments.</p> <p>AGREED: to accept the above apology.</p> <p>NOTED: Peter Heppelthwaite was also absent.</p>	
2.	<p>AOB</p> <p>NOTED: Jamie Kellett asked to raise the issue of sustainability under agenda item 17 if there was sufficient time.</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>Safeguarding Report</p> <p>NOTED: the report uploaded prior to the meeting. Steve Morley provided an oral commentary on the report. The OFSTED inspection had focused heavily on Safeguarding, but he felt the outcome was positive, thanks to a team effort.</p> <p>NOTED: the number of CLA pupils at the school and the anonymised details relating to some of them. Pupil behaviour was much the same, with 10% of pupils generating the majority of negative behaviour points. Late attendance remained an issue, but changes in detention arrangements had seen a recent reduction in late percentages. Attendance was good and above the national average</p> <p>NOTED: a governor asked when and why a pupil might be assigned a social worker? Steve Morley explained the various reasons that might lead to an assignment. Governors asked about the Anti-Bullying Alliance. Activity was starting the following week with pupil surveys and would involve other activities such as staff training. Steve Morley advised that the school was appointing to a new mental health and well being post. A governor questioned the link between CLA pupils and pupils with Social Workers. Were they one and the same? Steve Morley confirmed different pupils were involved and undertook to make this clearer in future reports. A governor asked questions</p>	

	<p>about the move from a paper-based system to a digital bullying log. The process was discussed and clarified. The Head stressed that a move to a computer-based system would allow the school to drill down and analyse data at a deeper level.</p> <p>NOTED: the school had reviewed its Attendance Policy (item 9.1 on the agenda), considering various alternatives in the process. In the end, few changes had been made.</p> <p>AGREED: the Attendance Policy as uploaded to TEAMS prior to the meeting.</p> <p><i>Steve Morley left the meeting at this point.</i></p>	
5.	<p>Annual Careers Update</p> <p>NOTED: the written and oral report from Nick Brown. He summarised the year's careers activities, the involvement of governors, and the success and challenges of work experience and work shadowing activities. The school was looking to withdraw from company contracted to provide placements because of the low level of placements identified. Instead it was hoping to identify its own work placements with the assistance of alumni. The school had expanded the range of speakers coming into school. Usage of Unifrog had increased.</p> <p>NOTED: staffing changes in relation to Careers. The area was seeking additional support. Governors asked how current levels of job shadowing compared to pre-Covid levels? Nick Brown felt that activity had returned to pre-Covid levels, but was not yet where the school wanted it to be. Further background detail was provided. A governor identified successful virtual work experience links. He would forward these to Nick Brown.</p> <p><i>Nick Brown left the meeting at this point</i></p>	
6.	<p>School Development Plan</p> <p>NOTED: the school had intended to incorporate the School Development Plan into the Head's termly video report, but it had not proved possible to generate a video in time for the meeting. By the time this was realised it was too late to provide a written report. Naomi Rose therefore provided a detailed oral report, but highlighted that she would send a written report to the Clerk the following day for uploading with the provisional minutes of the meeting.</p> <p>NOTED: key elements of the plan. The school was waiting for exam results to quantify the impact of the plan on some areas. There had been good pupil attendance at exams. OFSTED had concurred that the school's curriculum offered high challenge. A small group of pupils required a more individual focus and this would be provided as part of the 23/24 PP strategy. The strengths and challenges of testing and feedback were identified. Plans for 23/24 would address areas for development. PP pupil engagement with school clubs had improved, but the school felt it could do better. In summary, the school felt it had been a fairly successful first year of its 3 year plan, but actions and areas for development would be carried over into the next year.</p> <p>NOTED: a governor asked whether Safeguarding areas for development would be included in the plan? The school acknowledged the developments needed, but said these would form part of the area's improvement plan not the School Development Plan. The Head thanked Naomi Rose for a comprehensive</p>	NR/ Clerk

	<p>oral presentation at short notice.</p> <p>NOTED: Charlotte Harnetty shared a PowerPoint presentation of the headlines and whole school priorities for the 23/24 School Development Plan. These included a culture of scholarship, powerful practice & feedback, responsive teaching, achievement for all and enriching lives. The school was expecting an increase in EHCP pupils and would be responding to the same.</p> <p>NOTED: the process for drafting the new School Development Plan before September 2023 was shared, whilst acknowledging that the plan might have to be adjusted in response to examination results. Practical methods of implementing the plan, such as staff CPD, were explored.</p> <p>NOTED: the Chair thanked Charlotte Harnetty for an impressively informative presentation. Governors were invited to email their questions to Charlotte.</p> <p><i>Naomi Rose and Charlotte Harnetty left the meeting at this point.</i></p>	
7	<p>Head's Termly Report and Feedback from OFSTED Inspection</p> <p>NOTED: the Head apologised for the absence of a formal report, but as previously noted, given OFSTED and other matters, it had been realised at the last minute that it was not possible to complete a termly report video.</p> <p>NOTED: the Head provided an oral report on the recent OFSTED inspection. He had found it an uplifting experience and a positive inspection, though the school still had issues to address. Staff and parent questionnaires had been positive, but the number of pupils saying they felt unsafe at school was a concern and needed further investigation. Inspectors had observed good pupil behaviour. Their comments on the curriculum had been positive, with a focus on English, Maths, MFL and History and also on Safeguarding. The Head felt very proud of the school. The school now had to wait for the OFSTED letter and report.</p> <p>Governors agreed the inspection had been a positive experience. If the school wished to aim for outstanding status it would need to raise its point 8 scores and address underachieving/ disengaged pupils. Governors asked how long it would take for the OFSTED letter to arrive? The Head thought it would take around 18 days and should arrive before the end of term.</p>	
8.	<p>Financial Report</p> <p>NOTED: the documents uploaded with the agenda. Whilst Financial Procedures only required updating every three years, the section on public tendering needed to be considered in light of the rising cost of utilities bills, placing utilities in a category requiring public tendering. Nik Thomas suggested a statement should be added requiring the school to seek a competitive price for its utilities, but waiving the need for competitive public tender. The meeting discussed the issue. Governors were supportive of the move, recognising the impossibilities of meaningful public tendering of utilities in an extremely volatile market, but questioned if they had the legal right to waive the tendering requirement.</p> <p>AGREED: to amend the Financial Procedures Handbook in theory, subject to confirmation that the Governing Board was legally able to waive the right for competitive tender for utilities. Nik Thomas would investigate the matter further and would bring back details of a procedure for obtaining a competitive price for utilities in the Autumn Term, possibly via the Foundation Committee.</p> <p>NOTED: the term 3 finance report and the financial drivers for the 21/22 outcome being around £112,500 better than budget. The salary forecast for</p>	NT

	<p>23/24 was showing an improvement of c £83k as a result of staff turnover. The discussions of the Foundation Committee regarding staffing were highlighted. Governors asked if the bank balance matched the carry forward? Nik Thomas confirmed it did not, but it reconciled when issues such as long term contracts and pending orders were taken into account. Following discussions with governors, changes were being made to some report structures and the aim was to achieve integrated financial planning.</p>	
9.	<p>Approval of Policies</p> <p>NOTED: the five policies listed on the agenda for approval.</p> <p>9.1 Attendance Policy - had been agreed under minute 4 above.</p> <p>9.2 Leave of Absence – approved on line by a majority of governors prior to the meeting.</p> <p>9.3 Health and Safety Policy – approved on line by a majority of governors prior to the meeting, subject to some requested amendments as listed on the discussion threads.</p> <p>9.4 BYOD - approved on line by a majority of governors prior to the meeting.</p> <p>9.5 Lettings Policy - approved on line by a majority of governors prior to the meeting.</p> <p>AGREED: to ratify the above decisions.</p>	NT
10.	<p>Health and Safety Update 22/23</p> <p>NOTED: the Health and Safety Report uploaded with the agenda. There were no significant issues to report, with a number of incidents involving pupils falling over in the playground being reported. The school would be undertaking Health and Safety induction for new staff in the Autumn Term. Although the Premises Manager could not be at school for health reasons, he was co-ordinating key activities from home.</p>	
11.	<p>School Business Plan</p> <p>NOTED: the School Business Plan as uploaded with the agenda and as recently reviewed by the Foundation Committee. There was not, therefore, much to report. The CCTV upgrade was being undertaken as an operational requirement and a new dish washer was being purchased because of the frequent breakdowns of the current model.</p> <p>NOTED: Nik Thomas thanked governors for volunteering to become involved in the tendering of the cleaning contract. The tender had gone live the previous week and there would be a visit to the school on 6 July. Tender presentations would take place in September, when both the Business Manager and the Premises Manager could be present.</p> <p>NOTED: the list of IT devices for recycling as uploaded with the agenda.</p> <p>AGREED: equipment disposal as per the report.</p> <p>NOTED: as per Foundation Committee discussions, that HCC was proposing to</p>	

	<p>make changes to support staff contracts. These changes would need to be considered and approved by the Governing Board if contract differences at a local level were to be avoided.</p> <p>NOTED: the Governing Board decision to opt for a three year utilities contract had paid off. Following a Green Audit, the school was considering further changes at a cost of £230k that were likely to save £90k per year. It was possible to cover costs from future savings in an insurance-backed scheme. A governor with experience in this area concurred that this was worth considering and offered some practical advice.</p> <p>AGREED: Nik Thomas should continue to investigate possibilities, including alternative providers and schemes for the proposed works.</p>	<p>NT</p>
<p>12.</p>	<p>Strategic Plan</p> <p>NOTED: the document uploaded with the agenda depicting the Nobel School Governance Framework and Structures. Following on from this, Matt Reah had drafted the outline of a school strategy document. The aim had been for the Head and SLT to discuss the strategy document and bring back proposals to the Governing Board but this had been delayed by the OFSTED Inspection and other matters.</p> <p>NOTED: the Head proposed a working group of governors and SLT members to discuss the draft strategic plan in September.</p> <p>AGREED: to establish a Strategic Plan Working Group of Kelly Hagland, Matt Reah and Claire Sutton plus the Headteacher and two other SLT members. The Working Group would bring proposals to the Governing Board in due course.</p> <p>AGREED: the Governance Framework and Structure document. The Board thanked Matt Reah for his work on the Strategic Plan.</p>	<p>KH/ MR CS/ MH</p>
<p>13.</p>	<p>Governance Matters</p> <p>13.1 Governor Training and Annual Review</p> <p>NOTED: the updated training record uploaded as part of the meeting document bundle prior to the meeting. Manaesh Chudasama highlighted the number of gaps where no training had been recorded. He asked governors to check the latest version of the record and let him know of training that had been undertaken or sign up for outstanding training activities. Several governors said they had sent training certificates to Manesh that were not reflected in the record.</p> <p>AGREED: Manesh Chudasama would check for omitted certificates and update the training record accordingly.</p> <p>13.2 Governor Monitoring and visits</p> <p>NOTED: the three reports uploaded to TEAMS with the agenda. Other reports had been received after the agenda deadline and would be submitted to the first meeting of the Autumn Term.</p> <ul style="list-style-type: none"> • SEND/CPOMS – a governor record of a largely operational meeting • Business & Finance – as previously noted, the visit had resulted in a new 	<p>MC</p>

	<p>financial reporting template</p> <ul style="list-style-type: none"> • Visit & Monitoring Record 22/23 – the Clerk highlighted gaps where either visits had not been undertaken or reports had not been submitted to her. The Chair encouraged every link governor to have undertaken at least one visit for their area before the end of the academic year. If this presented governors with any difficulties, she asked governors to let her know. <p>13.3 Annual Review of Governor Effectiveness 22/23</p> <p>NOTED: a preliminary review of the year had been undertaken by survey. The second part of the survey would be issued in the Autumn Term.</p> <p>AGREED: Mark Laws would publish the second half of the governance review survey in early September with a view to reporting findings to the October Board meeting.</p> <p>13.4 Annual Election of Chair</p> <p>NOTED: the Clerk led on this item, explaining both the process and historical perspectives. She asked for nominations for the role of Chair for the 23/24 academic year.</p> <p>NOTED: Kelly Hagland was nominated and seconded as Chair. There were no other nominations.</p> <p>AGREED: Kelly Hagland should serve as Chair with immediate effect and until the next election for Chair to be held in July 2024.</p> <p>13.5 Annual Election of Vice Chair</p> <p>NOTED: the Chair asked for nominations for the role of Vice Chair.</p> <p>NOTED: Matt Reah and Mark Laws were jointly nominated and seconded as Co Vice Chairs. There were no other nominations.</p> <p>AGREED: Matt Reah and Mark Laws should serve as Co Vice Chairs with immediate effect and until the next election for Vice Chair to be held in July 2024.</p> <p>NOTED: the Chair thanked Matt and Mark for their support during the previous academic year.</p> <p>13.6 Annual Meeting and Agenda Schedule 23/24</p> <p>NOTED: it had not proved possible to finalise meeting dates for 23/24. The Clerk had therefore not been able to conclude a draft meeting and agenda schedule and share it with colleagues for their input and verification prior to submitting it for Board approval. It was hoped to have a list of proposed meeting dates soon. Governors asked if the school had managed to avoid dates that clashed with parent evenings and related events? Nik Thomas advised that his aim had been, as far as possible, to avoid dates that required the preparation of reports outside of term time.</p> <p>AGREED: once proposed dates had been finalised, the Clerk would complete the draft meeting and agenda schedule and share it online for colleagues to verify and governors to consider before the October Board meeting. In the meantime it was ...</p>	<p>ML</p> <p>NT/ Clerk</p>
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	<p>AGREED: that the first meeting of the Autumn Term would be the Foundation Committee on Wednesday, 20th September at 6.30pm. The Governing Board would meet in person at the school on Wednesday 11th October 2023 at 6.30pm. Carly Broom would advise, nearer the time, if she was able to attend in person.</p> <p>13.7 Foundation Committee Terms of Reference for 23/24</p> <p>AGREED: the Foundation Committee Terms of Reference as recommended by the Foundation Committee and uploaded with the agenda.</p> <p>13.8 Governor Link roles for 23/24</p> <p>NOTED: as per the report uploaded with the agenda, it had been proposed that link governor roles should remain unchanged in 23/24, but changes to the School Development Plan advised earlier in the meeting, involving the merger of two key priorities, meant this would be difficult. Also, given his workload, Mark Laws asked if anyone would consider taking on the SEND link role? The Chair advised that she would like to consider the creation of a Well-Being and Mental Health link, in view of the new role in the Safeguarding Team, also advised earlier in the meeting, and possibly a Sustainability Link Governor.</p> <p>AGREED: a decision on this matter would be deferred until the first meeting of the Autumn Term. Prior to then the Chair would email all governors with a view to agreeing a proposed list of 23/24 link governors for submission to the meeting. Current link governors should continue to visit and engage with the school until any changes were formally agreed at a meeting of the Governing Board.</p> <p>NOTED: the Board currently had two vacancies, one for a parent governor and one for a Co-opted (staff) governor.</p> <p>13.9 60-second round robin update</p> <p>AGREED: to postpone this item until the next meeting, given the length of the meeting and matters still to be discussed.</p> <p>NOTED: All governors had been involved in the OFSTED inspection</p>	KH
14.	<p>Future Developments</p> <p>NOTED: further to previous discussions, Nobel was considering a closer working relationship with Lodge Farm School. Representatives from Lodge Farm had recently been invited to join the meeting but had not responded to the Clerk and were not present.</p> <p>NOTED: during discussions between the schools the possibility of forming a federation had been raised. The Head was very excited by the possibility. Detailed notes of a meeting to discuss federation had been uploaded by the Chair as a late report prior to the meeting. The Head had told staff at Nobel about the investigations into federated status. Staff were highly supportive of the approach. Lodge Farm had not yet had the opportunity to brief their staff but would do so shortly.</p> <p>NOTED: the following minute is a brief summary of detailed and lengthy</p>	

	<p>discussions and questioning that included: school and federation budgets, the process of federation, Foundation status, stakeholder consultation, other examples of federated schools in the area, the timing of notification of parents at both schools, the need for a focused, preferably bullet pointed document for governors to consider in a less rushed manner, Lodge Farm’s position in terms of OFSTED and post-OFSTED, due diligence requirements and procedures, disbanding the governing bodies of both institutions and forming a joint governing body, the limitations and possibilities surrounding the creation of a new joint governing body, concern that matters were becoming too detailed too quickly and that a strategic review of possibilities and benefits should be agreed first, a possible governor working group to progress exploration of a federated approach, governor involvement in the due diligence process, the potential role of link governors, future operational processes, timescales for the investigation and any outcomes, the need to make a decision based on the best interests of pupils and the local community, governor understanding of what seemed like a rapid move forward to a single destination, insufficient time to take on board all matters, the disadvantage of leaving the discussion to the end of a long meeting, the need for a strategic summary document. Nik Thomas cautioned that explorations could only move forward as fast as the school was willing and able to devote time and resources to them. The Head hoped that matters could be explored, discussed and agreed during the following year in time for federation to take place in the autumn of 2024. It was also pointed out that the results of due diligence might indicate that federation was not a good idea,</p> <p>AGREED: by a majority of governors, that investigations into federated status should continue prior to a decision on the matter being reached.</p> <p>AGREED: Nik Thomas would set up a shared folder of working documents on SharePoint for all to see and read. Jamie Kellett was happy to be a conduit for governor views.</p> <p>AGREED: all governors should read the late report previously uploaded amongst the papers for the meeting. Further volunteers for the Working Group were welcome.</p> <p>AGREED: governors should email Nik Thomas with questions they wanted answered as part of the due diligence process as soon as possible.</p> <p>AGREED: the Head and Nik Thomas would draft a paper for the Governing Board on why they thought Federation with Lodge Farm was a good idea.</p> <p>AGREED: the Head would draft an announcement to Nobel parents regarding the investigation into possible federation and share it with the Chair before sending it out by the end of term.</p> <p>AGREED: to establish a governor working group to assist with the exploration of federated status. The Group would initially consist of Kelly Hagland, Martyn Henson, Nik Thomas, Chris Crawley, Matt Reah and Jamie Kellett plus representatives from Lodge Farm school</p>	<p>NT JK</p> <p>All</p> <p>All</p> <p>NT/ MH</p> <p>MH/ KH</p> <p>KH/ MH/ NT/ CC/ MR/ JK</p>
15	<p>Minutes of Foundation Committee Meeting Held on 7 June 2023</p> <p>NOTED: the provisional minutes of the previous Foundation Committee meeting held on 7 June 2023 and the accompanying summary of Committee decisions</p>	

	<p>taken at the meeting as uploaded with the agenda.</p> <p>AGREED: the provisional minutes of the Foundation Committee meeting held on 7 June 2023.</p> <p><i>Nik Thomas left the meeting at this point</i></p>	
16.	<p>Minutes of Previous Governing Board held on 17 May 2023</p> <p>NOTED: the minutes of the Governing Board meeting held on 17 May 2023 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 17 May 2023 as a true and correct record. These would be signed electronically by the Chair and passed to the school for safe keeping.</p>	Clerk
17.	<p>AOB</p> <p>AGREED: discussion of sustainability issues would be held over to the next meeting. Jamie Kellett would produce a paper on the subject.</p> <p>NOTED: the Governing Board thanked the Headteacher, Steve Morley and all staff for their response to the recent OFSTED inspection.</p>	JK
18.	<p>Date of Next Meeting</p> <p>AGREED: the date of the next meeting of the Board of Governors as Wednesday, 11 October 2023 at 6.30pm in person at the school.</p> <p>NOTED: the Foundation Committee would meet before the Governing Board on Wednesday, 20 September at 6.30pm via TEAMS.</p> <p><i>The meeting ended at approximately 9.50pm</i></p>	

Drafted by: Jacquie Watts
Clerk To The Governors
7th/8th July 2023

Approved by The Board of Governors on:

Date:11 October 2023.....

Signature (Chair):.....