MINUTES OF A MEETING OF THE NOBEL SCHOOL BOARD OF GOVERNORS HELD AT THE SCHOOL ON WEDNESDAY 2 JULY 2025 AT 6.30PM

Governors Present: Matthew Reah (Chair), Samuel Appiah, Sophie Cowan, Samuel Dwamena, Martyn Henson (Headteacher), Jamie Kellett, Jackie Mordaunt, Rose Odudu, Helen Sparks, and Rev. Kojo Wood.

Also in Attendance: Jacquie Watts (Clerk), plus Naomi Rose (Deputy Head) and Nik Thomas (Business Manager).

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

		Action By:
1.	**To receive any apologies for absence and decide whether to consent to the same** **NOTED:** the meeting was quorate. Apologies for absence were received from Claire Sutton and Shannon Parr (work commitments) and Chris Crawley (holiday). Mark Laws was also absent. **AGREED:** to accept apologies for absence received from Claire Sutton, Shannon Parr and Chris Crawley. **NOTED:** Rose Odudu apologised in advance for her late arrival.	
2.	**AOB** **NOTED:** no items of other business were requested. **NOTED:** an additional governor appointment would be raised under item 4.	
3.	**For governors to declare any potential conflicts of interest re. items on the agenda** **NOTED:** there were no declarations.	
4.	**Governor Appointments** **NOTED:** the proposal to appoint Richa Nair as a co-opted governor as per the agenda. The Chair and Head had also recently interviewed Callum Green and asked if the meeting was prepared to consider his appointment as a co-opted governor, although details had not been published on the agenda. **AGREED:** to consider the appointment of Callum Green with the appointment of Richa Nair. **NOTED: the Chair summarised the backgrounds of Richa Nair and Callum Green and his reasons for recommending their appointments.** The Head concurred with his views. The Clerk advised that Richa Nair had cleared her DBS and Section 128 checks, as well as other school vetting processes. Callum Green was still going through the vetting process. **AGREED:** to appoint Richa Nair as a co-opted governor for a period of four years from 3 July 2025 to 2 July 2029.	

	AGREED: to appoint Callum Green as a co-opted governor for a period of four years from 3 July 2025 to 2 July 2029 subject to clearing DBS and Section 128 checks and school vetting processes.	
5.	**Safeguarding Report** **NOTED:** the report uploaded with the agenda. **The Chair commented that it was a clear and informative report. In response to a question about authorship of the report, Naomi Rose advised she wrote the front sections of the report and Helen Taylor wrote the section on CLA pupils.** **NOTED: the Chair and the meeting were content for Naomi Rose to move away from the reporting structure developed by Steve Morley if it made for more efficient reporting.**	
6.	**School Plan** **NOTED:** the oral update provided by Naomi Rose. The new Head had not yet discussed plan proposals in detail with Naomi Rose so the plan could not be finalised. The school was currently working on impact and outcomes for 25/26. **NOTED:** as the 24/25 plan was close to completion subject to exam outcomes, a written update had not been provided. A review of the plan would be presented to the Board in the Autumn Term when exam results were known. *Rose Odudu joined the meeting at this point*	
7.	**Parent Survey Feedback** **NOTED:** the parent survey had concluded on 30 June 2025. The school was disappointed that only 188 responses had been received and was especially low for certain year groups. The school was therefore going to re-open the survey until the end of term in the hope that further responses could be obtained. **A governor asked how the response rate compared to the recent pupil survey?** The pupil survey had received over 600 responses compared to the 188 parent responses. **NOTED:** the school had used the same survey mechanisms as per previous years. **Governors asked if the low response was a result of parental disengagement or if parents were broadly content with the school and did not feel the need to comment?** The school felt it was possibly a combination of both, Also parents visited the school less frequently as much was conducted online. Higher levels of response had been obtained when paper surveys had been handed out in person. **Governors asked if the low level of response would have a negative impact on future OFSTED inspections.** It was not felt it would as OFSTED used Parent View and would seek parent views using it closer to the inspection.	
8.	**Head's Termly and Valedictory Report** **NOTED:** the report uploaded with the agenda. The Head summarised his views, commenting that his twelve years at the Nobel School had been the happiest of his career. He had felt supported by the school's governors, especially the current Board, and praised the work of staff and colleagues at the school, highlighting the valuable role of his PAs. It was a job he was finding it difficult to leave. **The Chair commented on the positive impact Martyn Henson had had on the school and its pupils over the last twelve years. The Board thanked him for his service and highlighted that formal farewells and thanks would take place under item 19.**	

9.	**School Finances** **NOTED:** the reports uploaded with the agenda. The GB03a Year End CFR report provided 24/25 financial year actuals at CFR code level, which had not been possible at the May Foundation Committee meeting or the June Board meeting because of a technical glitch. The main GB03 finance report contained salary cost forecasts for 25/26. Salary costs were currently below budget forecast levels as the support staff pay award for 2025 had not yet been agreed nationally. The situation would change once an award was made. There was also an element of maternity leave savings. **NOTED:** the value of the NI grant for the Sixth Form had now been confirmed, along with notification of additional Sixth Form funding. NOTED: **the Chair asked when governors could expect to see the increased granular tracking of school finances that had been discussed at the previous meeting?** The process had begun with the staffing forecast, as staff equated to over 80% of the school's budget. Work on further areas of the budget would be available from September onwards. [After the meeting Nik Thomas detailed the planned focus on granular reporting going forward as follows: • Salaries: fully implemented • Cover Costs: Spend monitoring in place, budget profiling was a work in progress • Income: By exception (i.e. change) monitoring in place, to be expanded to 100% coverage • Energy • SEN, offsite education and alternative provision Then, in no chronological order: • Buildings maintenance and facilities costs • Catering (in place, to be increased in frequency) • Lettings (in place, to be increased in frequency) The Term 1 report would be key in driving forward the above. Nik Thomas would be discussing cashflow with Chris Crawley the following week.]	
10.	**Health and Safety Update** **NOTED**: the report uploaded with the agenda. Matters had been quiet since the last meeting with only one minor accident. The routine site inspection would be taking place closer to the end of term.	
11.	**School Business Plan** **NOTED:** the report uploaded with the agenda. Nik Thomas summarised activity. There were no major works planned for the summer. The repair work to the drains had been carried out successfully with HCC handling issues of cost and responsibility. The non-realised energy savings from the new lighting had been investigated and it had been identified that the lighting in the corridors exceeded the original specification. This would now be addressed. IT purchases were scheduled, but were not yet reflected in the Lifecycle figure. Volunteers would be carrying out work on the pond over the summer, but whilst it had been considered unlikely that any decorative works would be taking place on the buildings, this was now being planned. **The meeting discussed how it might be possible to engage with more people and groups in the community and the benefits this might generate for all.**	

	NOTED: the Chair asked whether the lighting company was willing to address the lighting over-specification? Nik Thomas confirmed that the company recognised the fault and was currently being supportive. NOTED: **The Chair queried if the issue with the Lifecycle Fund was now an accounting line and not a separate pot of money**. The school confirmed it was. **NOTED:** the school had started work on its Climate Action Plan and would be bringing it to the Governing Board in the autumn term for approval. **A governor highlighted the position of the Sustainability Link Governor and the role's future functions. The impact of sustainability in relation to both facilities and curriculum was explored in detail, including elements of the curriculum where sustainability was already included and where more joined up delivery might be possible in the future. The current and future engagement of pupils was considered. The Chair commented on the amount of activity taking place at an operational level and suggested this would be a good starting point for the development of a joined up strategy that would guide practice in future. Governors queried the links between sustainability and the School Plan, including stewardship and the attributes of being a Nobellian.** **AGREED:** Jamie Kellett, as the Sustainability Link Governor, would work with Nik Thomas to shape the school Sustainability strategy.	 **JK/ NT**
12.	**Annual Careers Update and Careers Strategy** **NOTED:** the detailed report uploaded with the agenda. **Jamie Kellett provided an overview. The report was a deep dive into careers activity in 24/25 rather than an amended strategy for Board approval. He felt the school's positive and extensive activity in 24/25 had been vindicated by the re-awarding of the Investor in Careers accreditation. The role of the alumni association was highlighted, as was the position of Barry Burningham, who was key to the operation of the alumni association.** **NOTED: the Chair commented on the positive feedback from the award assessor and observed that an overarching written strategy to pull together the component parts of the school's operational activities was desirable.** **NOTED: Samuel Appiah, as the PP Link Governor, commented favourably on the reduction of PP pupils lacking a work experience placement and asked what was planned for the following year to reduce the number still further?** The school approach of encouraging pupils to find their own placements was noted, together with the reasons for it, but it did mean that some pupils were disadvantaged in terms of limited connections to the world of work. **The meeting discussed whether and how the school could support these pupils further. The careers team had been challenged to develop better work placement outcomes for PP pupils in 25/26 and Jamie Kellett was waiting to see what could be delivered.** **NOTED: the meeting discussed local opportunities for work experience.** The Head felt that giving PP pupils first choice of available opportunities would be constructive. Naomi Rose highlighted the operational planning behind work experience placements. **AGREED:** the school should consider how to make it easier for local companies to say yes to work experience and other school activities. It should also look to improve the PP pupil experience further.	**JK/ NB**

13.	**Policies** **NOTED:** the majority of policies listed on the annual schedule for approval had been delegated to the school. The SEND Policy required governor approval, but too few governors had commented or approved the document online. **NOTED: the meeting discussed the SEND Policy and the governor suggestion of removing the name of the SENCO from the policy. It was concluded that the name should not be removed.** **AGREED:** the SEND Policy as uploaded with the agenda. **NOTED: in response to a question from a governor, the number of SEND support officers and their positions within the school were discussed.** **NOTED: the Chair asked if the school had anything to report on the delegated policies?** A list of all polices was available on SharePoint and TEAMS for governors to scrutinise. The Parental Leave document had still to be updated in light of recent national changes. Nik Thomas hoped that one day legislation would allow him to combine Family Provisions, Parental Leave and related policies into a single document.	
14.	**Governance Matters** **14.1 Governor Monitoring and Visits 24/25** **NOTED:** the summary of visits so far made and reported and governor reports uploaded in time to be presented to the Board. The reports covered: Achievement For All, Equality, Diversity & Inclusion, Enriching Lives, and Sustainability. **Governors commented that the reports were comprehensive and contained valuable actions that should be followed through.** **14.2 Governor Link Roles 25/26** **NOTED:** the proposal to maintain the same links in 25/26 as agreed for 24/25, with the exception of Well Being. **The Chair asked the school if there were likely to be changes to the School Plan structure as link roles related directly to these?** The school was not planning on making significant structural changes to the plan. **NOTED:** Shannon Parr wanted to relinquish the Well Being link role. With two new governors joining for the autumn term, it only required someone to take it on as an additional role until link roles could be shared with the new governors. Helen Sparks agreed to cover the link on a temporary basis. **AGREED:** 25/26 link roles as follows:	

Governors	***Link 1***	***Link 2***	***Link 3***
Samuel Appiah	DA and Pupil Premium		
Sophie Cowan	3. Achievement for All		
Christine Crawley	Health and Safety	Business & Finance	
Samuel Dwamena	SEND		

Jamie Kellett	Careers and Community	4. Enriching Lives	Sustainability
Mark Laws	Safeguarding (including Prevent) and Behaviour		
Rose Odudu	2. Responsive Teaching		
Shannon Parr	Governor Training		
Helen Sparks	Equality, Diversity, and Inclusion	Wellbeing and Mental Health	
Claire Sutton	1. Culture of Scholarship		
Kojo Wood	Sixth Form		
Matt Reah	Whistleblowing		

14.3 Governor Training

NOTED: the updated governor training record received too late for governors to consider meaningfully at the June Board meeting and therefore carried forward to the July meeting.

NOTED: governors had reviewed the training record and notified Shannon Parr, as the Training Link Governor, of anomalies and additions but had not received an acknowledgement and their training records had not been updated. In particular, Samuel Appiah, Sophie Cowan and Helen Sparks had requested changes to their records.

AGREED: the governor training record should be updated to reflect training undertaken by governors and notified to Shannon Parr. **SP**

14.4 Governor Training Annual Review

NOTED: the routine annual review of training for 24/25 had been scheduled to take place, but had not seemed practical as the current training record was out of date. The Clerk invited governors to determine how and when a review should take place. **The Chair suggested that as governors were following HfL training pathways a review of specific training to be completed was not necessary. Governors suggested it would be helpful to review training undertaken, when known, to identify any gaps in terms of both the HfL pathways and the Skills Audit. Training and governor recruitment priorities could then be adjusted as appropriate.**

AGREED: to carry forward this item until the 25/25 training record was up to date. **Clerk/ SP**

14.5 Annual Meeting and Agenda Schedule

NOTED: the proposed schedule as uploaded with the agenda. The Clerk reminded the meeting of how the schedule had been drawn up, and highlighted the proposed change of meeting days from Monday to Wednesday in most instances. **A governor asked if strategic discussions could take place early in the academic year to enable implementation during the year. Other governors suggested discussions at the**

	end of a year enabled a strong review of the school's existing position and meant decisions could be taken and plans drawn up in advance of the following academic year. It was also pointed out that the new Head would need time to assess matters before seeking strategic changes. **AGREED:** the Annual Meeting and Agenda Schedule for 25/26 as submitted to the Board. **14.6 Foundation Committee Terms of Reference and Membership for 25/26.** **NOTED:** the proposed, slightly amended, Committee Terms of Reference as uploaded with the agenda. The Clerk explained the process of approval given the cancellation of the June Foundation Committee meeting. **AGREED:** the Foundation Committee Terms of Reference for 25/26 as uploaded with the agenda **AGREED:** Foundation Committee membership for the 25/26 academic year as: Chris Crawley, Helen Sparks, Rev. Kojo Wood, Rose Odudu, Sophie Cowan, Samuel Appiah, Matt Reah and the Headteacher. **14.7 Finance Working Group Terms of Reference and Membership for 25/26** **NOTED:** the proposed Terms of Reference as uploaded with the agenda. **AGREED:** the Terms of Reference for 25/26 as uploaded with the agenda. **AGREED:** Sophie Cowan would join the Working Group in addition to current members. **14.8 Annual Election of Chair for 25/26** **NOTED:** the Clerk reminded the meeting of the process to be followed. Matt Reah was nominated and seconded as Chair for 25/26. There were no other nominations. **AGREED:** unanimously to appoint Matt Reah as Chair of the Governing Board for 2025/26. **14.9 Annual Election of Vice Chair(s) for 25/26** **NOTED:** Shannon Parr and Jamie Kellett were both nominated and seconded as Vice Chair for 2025/26. **AGREED:** unanimously to appoint Shannon Parr and Jamie Kellett as co-Vice Chairs for 2025/26.	
15.	**General Careers and PP Updates (Standing Item)** **NOTED: that PP had been covered under the discussion on Careers, but the Chair invited the link governor to add any further comments.** **NOTED: Samuel Appiah, as DA and PP Link Governor, highlighted that the school's PP strategy had now been published on the school website. Nick Brown had taken the lead on PP in place of Naomi Rose. It had been a smooth transition. He highlighted some of the activities taking place in terms of PP support. PP spend was primarily focused on enrichment activities and increasing PP pupil**	

	involvement in trips. He had observed a lot of good work taking place and would be meeting Nick Brown for an update in September.	
16.	**Minutes of Previous Foundation Committee Meeting** **NOTED:** the Foundation Committee meeting scheduled to be held on 18 June 2025 had been cancelled because of proximity to the Board's budget approval meeting. There were therefore no minutes to consider.	
17.	**Minutes of Previous Governing Board Meeting held on 4 June 2025** **NOTED:** the minutes of the Governing Board meeting held on 4 June 2025, plus the accompanying Action Tracker document as uploaded to TEAMS with the agenda. **AGREED:** the minutes of the Governing Board meeting held on 4 June 2025 as a true and correct record. They would be signed by the Chair and passed to the school for safe keeping. **AGREED:** the Chair and Clerk would review the current action tracker outside of the meeting.	**Clerk** **MR/ Clerk**
18.	**AOB** **NOTED:** there was no other business to be discussed.	
19.	**Headteacher Farewell** **NOTED: this was Martyn Henson's final Governing Board meeting as Head of Nobel. The Chair presented him with a card from the Governors and gifts from the governors and Clerk including a personalised notebook, a crystal trophy and a large hamper of foodstuffs. He repeated the Board's thanks for all Martyn had done for the school and its pupils. Rev. Kojo Wood made a brief speech highlighting that the Head had matched his actions to his words and emphasising the benefit the pupils of the school had received as a result of his Headship. His love of the pupils had shone through and the school would not have developed as it had done without his leadership.** The Head thanked everyone present and withdrew from the meeting. *Martyn Henson left the meeting at this point.*	
20.	**Date of Next Meeting** **AGREED:** the date of the next scheduled meeting of the Board of Governors as **Monday, 13 October 2025 at 6.30pm at the school.** **NOTED:** the Foundation Committee would meet in advance of the Board meeting on Monday, 22nd September 2025 at 6.30pm via TEAMS. This, and the scheduled Board meeting, were in accordance with the 25/26 annual schedule of meetings approved under item 14.5 above. **NOTED: the Chair expressed his excitement at a new academic year with a new Headteacher and the opportunity to build on the legacy left by Martyn Henson** *The meeting ended at approximately 20:00*	

Drafted by: Jacquie Watts
Clerk To The Governors
3-4 July 2025

Approved by The Board of Governors on:

Date: ....13 October 2025............

Signature (Chair): ……………………………………..