

MINUTES



Noadswood

BOARD: Full Governing Board

SCHOOL: Noadswood School

DATE: Thursday 8th October 2020

TIME: 19:00hrs – 21:30hrs

VENUE: Remotely – via Teams

ATTENDED:

Chris Blake (CB)	Acting Chair Member – Appointed Governor / Academy Trust Member
Catherine Langdon (CL)	Member – Appointed Governor
Kathryn Marshall (KM)	Head Teacher Governor
Neil Cotton (NC)	Member – Appointed Governor
Jade Young (JY)	Member – Appointed Governor
Phil Trevett (PT)	
Gary O’Flaherty (GO)	
Lisa Taylor (LT)	
Tim Sunderland (TS)	
Helen Loveday (HL)	Assistant Headteacher

ATTENDING: Louise Instone (LI) Clerk

The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item	
1	Welcome and Apologies: Those present were welcomed by the Acting Chair CB. CB explained the main part of the meeting would be taken up with elections for the coming year along with a verbal report from CM with relevant school updates.
2	Procedural items: 2.1 Apologies for absence Apologies were received from Adam Drury, Elaine Huttly, Alison Munden, Sarah Balson and Jim Wyatt. 2.2 Confirmation of Quorum <i>- Either - The meeting was confirmed as quorate or explain the issue and how the meeting proceeded or was adjourned –</i> 2.3 Declarations of interest KM – Chair of Management Committee Greenwood School, Education Centre and PRU



	<p>GO – Invigilator at Noadswood LT – Employee of a linked school – Wildground Federation School TS – Trustee of Inspired Learning Partnership</p>
3	<p>Any Other Business: Nothing was added to this section</p>
4	<p>Minutes: The minutes of the previous meeting on 29th June 2020 were approved by CL and seconded by GO</p>
5	<p>Matters Arising from the Minutes: There were no matters arising</p> <p>Introduction to Governor Hub – LI (Clerk) shared her screen of the Governor Hub and explained each section. LI invited staff to update their personal details; add their DBS information and add any Declarations of Interest to the Governor Hub. LI also recommended they read through the KCSIE section and click the “confirm” button as a record. CB asked whether the information on Frog would be transferred to the Governor Hub and whether parents have access to it. LI confirmed that in time all the information would be transferred but that parents couldn’t access it.</p>
6	<p>Correspondence: To note any correspondence received by the Trust / Chair</p> <p>CB had a link from Baroness Berridge which explained the roles and responsibilities and structure for Governors. It also explained what Governors are here to do and what a difference they can make. It is a very useful document. LI to circulate this round.</p> <p>CB has also received the draft risk register and will be discussing this with SSt.</p>
7	<p>Safeguarding/Child Protection. To note any matters for the Committee to be aware of. KM confirmed the school had a positive Covid test. It was an adult member of the school community. DfE and Public Health English were contacted, and we have been following guidance they gave to us. All procedures have been followed by the book. Self-isolating procedures are in place. All necessary correspondence has gone to staff and the community. CB confirmed he was comfortable with the school’s response. CB asked KM to reiterate to staff, if they have symptoms please don’t come to work. LT asked if Governors can do anything to support. KM explained she was going to speak to JY and PT after the meeting and the communications with the community had gone in the way that they need to. KM thanked LT for the offer of further support and said she would contact Governors if she needed to.</p>
8	<p>Annual Governance Board Business: Elections of Officers</p> <ol style="list-style-type: none"> Chair - CL was unanimously voted in as the new Chair of Governors CL explained she wanted the best for her children and all the children in the school and is very keen to do all possible to work to move the school forward. Going forward the Governors can put all the recommendations from the NGA review in place. Once the new team of Trustees have had a workshop with the SLT we can move forward in one strategic direction as a team. CL felt she is building great relationships with SLT and is happy to challenge them, when necessary. Vice Chair – CB was unanimously voted in as the Vice Chair.



	<p>CB explained he was happy to continue to do the vice chair's post as a seasoned Governor</p> <p>The Term of Office for both posts are one year, in accordance with the Articles of Association.</p>
9	<p>Election/Confirmation of other Post-holders</p> <ol style="list-style-type: none"> 1. Responsible Officer – LT was voted into this post 2. Recruitment, training and mentoring – PT was voted into this post CB explained that there needs to be a skills assessment and then the gaps can be identified. Once this is complete training can then be put in place. 3. HCC Forum Rep – PT voted in for this role 4. Safe Recruitment Accredited Governors – GO was voted into this post GO was happy to take on this post as long as some training was arranged. AM may also be happy to support this role, this is to be followed up after the meeting.
10	<p>Confirmation of Linked Governors (Suggested areas related to school strategic objectives below)</p> <p>CL confirmed that there would be job descriptions for these roles and plenty of guidance and support.</p> <ol style="list-style-type: none"> 1. Health & Safety/Risk Mitigation (C-19) (who also attends the school H&S Committee meetings) JY & PT confirmed they would be happy to take on this role 2. Gym (who also attends the school Gym Committee meetings) LT confirmed she would be happy to take on this role 3. Safeguarding and Child Protection (usually Chair) CL confirmed she would be happy to take on this role 4. Nominated Trustee to handle allegations against the HT (this is usually the CoG) CL confirmed she would be happy to take on this role <p>KM spoke regarding the Link Governor visits, she explained a lot of thought had gone into how they might work at the moment and to try and streamline the process for Governors as much as we can. Anna Bendell will create a schedule of visits with a variety of dates to choose from. SLT would prepare a desk exercise for Governors and then give a week to read it and then we can run the meeting over Teams. We can create short films about the work we are doing which would allow some student and staff voice. CL agreed that would really help and thanked KM.</p> <ol style="list-style-type: none"> 5. Other strategic objective links: <ol style="list-style-type: none"> a) Maths, Science, English – progress and attainment in the core – CB b) Humanities and Modern Foreign Languages – progress and attainment LT c) Foundation curriculum, Careers / Citizenship / Relationships and Sex Ed Curricular – progress & attainment – This post wasn't filled d) Integrated Curriculum & Financial Planning – GO agreed to take on this role as long as he received some training e) Disadvantages & Pupil Premium students: progress & attendance - JY f) SEND JY g) Wellbeing of students and colleagues PT



	<ul style="list-style-type: none"> h) Teaching & support staff performance management CL i) Transition and student numbers impact on the CL j) Marketing LT
11	<p>Confirmation of Committee / Panel Membership, including Chairs & Vice Chairs</p> <ol style="list-style-type: none"> 1. School Improvement Committee – Chair AM –Vice Chair JY 2. General Purposes Committee / Audit Committee (NB Audit Meetings of the GPC cannot include Staff Trustees) – Chair TS – Vice Chair CB 3. Pay & Personnel Committee (Cannot include Staff Trustees) – Chair PT – Vice Chair LT 4. HTs Performance Management Panel (cannot include Staff Trustees) – Chair GO – Vice Chair JY – along with LT (AM to be consulted as to whether she can continue. CB happy to help if needed) 5. Ad Hoc Committees (eg Exclusions, Complaints, Staff Disciplinary, Staff Grievance) These will be run and attended by all as and when needed. Clerk will keep a list of attendees to ensure fairness. <p>See Appendix A for a full list of Committee members as agreed at the FGB meeting. Some Governors were unable to attend the meeting and maybe added at a later date.</p>
12	<p>Agreement of Committee Terms of Reference / Delegated Powers</p> <ol style="list-style-type: none"> 1. General Purposes – agreed by CB 2. School Improvement - agreed by JY 3. Pay & Personnel agreed by LT <p>KM confirmed that all the Terms of Reference need reviewing and will be refreshed at each of the committee meetings. They are up for review and they aren't necessarily the final versions. It is important that the committees are happy and understand the ToRs and that they are clear. Amended versions will be brought back to Governors for approval once they are updated.</p> <p>The above ToR were agreed along with the Audit Committee, agreed by TS for the time being. TS confirmed the Audit Committee ToRs definitely need simplifying going forwards.</p> <p>KM thanked CB for all his help and support over the past few months and for acting as Chair.</p>
13	<p>Agreement of Other Delegated Powers</p> <ol style="list-style-type: none"> 1. Delegation of Authority to Dismiss staff to HT – It was agreed by Governors that KM should be delegated this power. 2. Delegation of Power to Act in cases of urgency It was agreed by Governors that CL & CB should be delegated this power as they are Chair & Vice Chair – 3. Delegation of Decisions re: Gym Club Agreement to agreed rep – It was agreed by Governors that LT should be delegated this power.
14	<p>Annual Adoption of Documents and Manuals – to include all in year revisions</p> <ol style="list-style-type: none"> 1. Academies Financial Handbook 2020 – the adoption of this document was approved by Governors 2. Manual of Personnel Practice – these documents were approved by Governors 3. HCC Governors' Good Practice Guide – this was not adopted or approved by Governors as it could not be found. 4. National Governance Association's Model GB Code of Conduct - this was adopted by Governors.



15	<p>Headteacher's Report (Verbal)</p> <p>To include:</p> <p>Safeguarding & Health & Safety – to include:</p> <ol style="list-style-type: none"> 1. Approval of HCC Safeguarding Audit 2020 2. Keeping Children Safe in Education 2020 – Governors to read Part 1 3. Approval Safeguarding & Child Protection Policies <p>School Improvement:</p> <ol style="list-style-type: none"> 1. Self-evaluation and School Improvement Cycle 2020-2021 KM had a meeting with GO, AM & SLT and discussed adjusting the Governors' previous KPI model of school improvement at the end of the year 3 year cycle, to include a self-evaluation form and a strategic document that has a more traditional objective setting process that then comes to the FGB. We will still have quantitative key performance indicators to measure against, but we feel it is appropriate to go back to a more traditional school improvement cycle to ensure whole community engagement. GO explained that urgent actions / midterm and long terms actions will be set to get through the current period – we will present our draft SEF to the SIC committee then to the FGB. CL confirmed that was a good plan. 2. Governor Link 'visits' – this was discussed in section 10 3. Staffing updates – <ol style="list-style-type: none"> a) KM reported that Covid has had a significant impact on staffing. We will have required 57 days' worth of cover by half term owing to self-isolating requirements. KM will report on ongoing impact to P&P Committee, we have managed the cover effectively to date but we do have agency cover supervisors in school. These have been interviewed according to our Safer Recruitment processes and are working very hard, but is not the same as our own colleagues, of course. CL asked what the impact had been on Teaching & Learning, especially the year 11s. KM explained that up to now we have been able to use our own teachers and timetable re-working so the impact for Y11 has been minimal. We will do our best always to prioritise year 11 students. b) Staffing at the beginning of September - 3 members of Eng. Dept didn't return in September – 1 for personal reasons - 2 ill health - 3 mental health (anxiety). The 3rd colleague is currently on a phased return but the other 2 aren't in school. Three members of staff also went on maternity leave, they were from Science, MFL & Geography. All staff have been replaced with specialists. The supply budget has been hit but we do remain fully staffed. c) Wellbeing – CB suggested it is reinforced at a staff meeting that staff must self-isolate if they have symptoms classed as those of C-19, KM supported this idea and explained that we have of course reiterated this regularly ensuring a retraining culture of minds needed as teachers are wired to come into work out of professional commitment. Morale and tiredness have been affected by zoning in year groups because colleagues aren't teaching with their subject colleagues and they are travelling the whole school with their books & trolleys. It really is making people end-of-November tired by mid-October – it is taking its toll, combined with absence and people covering. What they are doing is beyond
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marvellous, that's not to say it is easy at all. LT questioned whether there is anything School is doing to support SLT and staff well-being as everyone is doing a lot more. HL explained they have started giving staff time back when they can. If a teacher isn't teaching at any point in the day, they can go home. Staff who live near by can pop home for an hour and if staff aren't teaching in the afternoon they can leave early. Despite all the cover craziness we have given staff some time back, it has shown staff we know it is tough at the moment. LT agreed they will appreciate those small adjustments. HL acknowledged that staff are teaching in 20 different rooms during the week so anything we can do does help. AHTs have stripped back their workload so they can go round visiting lessons, they try to get into every single lesson in every single hour increasing their presence. Staff appreciate seeing a face at the door, and we can ask if they need anything. Students have come back to school very well on the whole, and we are proud of them, whilst responding to anxieties. KM explained SLT are doing an extraordinary job and have focused on clear and pacy communication to colleagues / staff and parents. We must work at a vast pace and her thanks go to the team.

- d) Lunch duties – KM explained we have fewer colleagues to cover lunch duties because of the split lunch. This has left us a little bit vulnerable at times. Upon speaking to other schools, they have put marquees on their school site, and it allows some extra indoor outdoor space, we are exploring that option. We are also looking at lunchtime supervision hours that support staff could help us with to up the manpower across the site at those times.
4. **Number on roll** – we currently have 974 on role – we were expecting 188 to start in Year 7 but we had 161 start. Since the beginning of September, we have had 19 admissions. We are grateful to everyone for their work on this.
5. **Autumn Term Events** – Performance Management of teachers is an important part of the Autumn term. Despite all that is going on we are on target for completing these in the next week or two. Obviously, they are measuring against different objectives from March – July – we have asked them to measure their work on the curriculum during lockdown, pastoral care during that time and their contribution to remote learning.
6. **Approval of Pay Policy** – KM explained it is important to make sure we approve the pay policy at the right time in order to prevent colleagues from waiting for their National Pay award that is approved every year for teaching colleagues. At the start of the P&P committee meeting on 20 October 2020, if other Governors are able to attend for 15 mins we can approve the policy, extra Governors can leave and we can carry on with the meeting. If we wait until the next FGB meeting staff will have to wait until December. CL agreed if Governors are happy to give their time, we should do that. We will need a FGB quorum for that part of the meeting.



7. **Extra Discussion on Marketing Strategy** – KM requested that Governors look at the new website in their own time and give some feedback. We decided to focus very much on our recruitment campaign for student numbers for this September, so we have improved website and communication. We have managed to get into every primary school that we take students from this term. We have done postcard drops, goody bags and we have gone for it in terms reaching out to our community. CL confirmed we are ahead of where we were last year in terms of numbers. Primary school applications have to be completed by the end of the month and we have hit 100 already.
- KM explained that last year, there was a significant incident in the street between our school and Orchard, followed by a second one outside one other primary school when parents were choosing their schools. SLT getting around the local community keeping an eye on our local community, and reaching out about wider community issues over social media has all gained very positive feedback over the last 12 months since that time. We are going to present a strategy document at the next FGB - we hope to see positive impact from the work done so far and will analyse the extent of the impact. CL agreed the website looks much better, the videos look great, it can only make a positive difference without a doubt. Sam Lock's internal scrutiny report 1 drew our attention to making sure the information on the website regarding Governance and compliance is up to date, KM confirmed everything has been migrated from our old website and Frog and we are working through the list of required updates.

KM introduced HL Assistant Headteacher

HL shared her screen and explained that every year we must do a safeguarding audit for Hampshire County Council. This is already on the Governor Hub. We also update the Child Protection and Safeguarding Policy, these will need to be approved.

Safeguarding including Covid related information is in a separate document. This has been recently updated and we will refer back to it in the event of partial closure. This document includes safety using Teams, Zoom calls with ELSAs, safeguarding staff and students/teachers using the new technology in lessons.

KM and HL reviewed Safeguarding Audit Sept 2020 provided by Hampshire - they had to go through each area, considering yes/no in relation to our policies and practice. It is imperative the DSL has this written in to their work every September, it is a lengthy document but looking at it gives you a picture as to what we are doing well and the things we need to develop. Chair and HL will go through the action points.

We will create an action plan this year for students who are self-isolating at home.

Areas for development were noted and will be addressed by the end of the Autumn term and then reviewed. Standard policy reflecting KCSIE Safeguarding at Noadswood – this gives guidance for staff, HL made a summary for all staff and has updated it for this year and this has been circulated to all staff. County lines is included in there, some Hampshire safeguarding stats – please check the policies and the audit because it gives a very clear picture.

LT asked who gets invited to child protection meetings and is there a policy of who attends children's services meetings? HL explained we get the invite and we send them to House Leaders. Child Protection Plan meetings and Children In Need meetings are attended by either HL or House Leaders.

HL gave up to date attendance figures:



7 – 96%
 8 – 92%
 9 – 93%
 10 – 92%
 11 – 89.8%

No one did not return in September because of Covid concerns or anxieties. Since a confirmed Covid case we had 2 emails from parents saying their children will stay at home for 2 weeks. One child has significant health issues and the other one has a significantly unwell sibling.

Students isolating will have an X code so this won't affect our attendance figures.

Our LAC students have 100% attendance except for 1

EHCP attendance will be looked into, and reported on in a future meeting

Year 11 is a concern as to why they have lower attendance than the other groups. There are more students accessing CAMHS and we also have a student in year 11 with lymphoma. Children who are generally unwell – anyone with more than 1 absence is being looked into. HL is meeting with the attendance officer so we can rerun the figures regularly and ensure all interventions are in place. As we are so early in the term if you have 1 day off your attendance is below 95%.

CL enquired how much Covid has impacted attendance

HL explained a large and growing number of students are self-isolating but they have an x code. Outside of that we have had an increase of parents who have kept their child off when they are unwell with a cold being a little more cautious. We have had some students on reduced hours or attendance concerns - not surprisingly they found coming back to school difficult. They have been in but not as frequently as we would have liked them to be.

CB asked how well School has been complying with social distancing within teaching and learning. HL advised that all of our students have been bubbled by year group; students are taught in rows facing forward. Moving within their zone within the block, we encourage them to wear face masks and stay apart. It takes a lot of reminders for them to stay apart from each other. They are reminded constantly. Lunch hall queue is now one behind the other and not in a huddle and staggered lunches.

CB enquired as to whether students wear face masks?

HL explained it was not as many as we would like, there are a small number of students medically exempt, all of our staff wear them as they are moving around the site. Some students always remember to wear their masks, other put a mask on if you remind them. Staff are reminding them in tutor times and at the end of every lesson, and it is part of the equipment check at tutor time. If teachers are using power points we have a slide reminding them to wear their mask, wash their hands etc.

KM explained two Governors, JY and PT had looked at the guidance and our Risk Assessment. The frustration around face coverings is that the Government didn't make it compulsory for them to be worn in schools. It is a culture we are developing. Leadership team go to Tesco's to remind students to put their face coverings on in there. We are doing everything we can.

HL reflected students aren't being defiant, it is just getting used to a different way of living for them. We are trying to normalise it for them. Staff are wearing their masks to show students this is going to be a way of life for a while.

PT commented on the visit he did there was a small minority wearing masks but when prompted many more were keen to put them on. No defiance from the students it is a time thing.

HL expressed that Tesco's are also reminding adults not just students!

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16.	Any Other Urgent Business (AOB): As agreed in advance in item 3 above
17	Meeting Dates It was agreed that the next meeting will be on Thursday 3 rd December 2020 FGB Meetings for this academic year are as follows: Thursday 28 th January 2021 Monday 10 th May 2021 Monday 5 th July 2021 For all committee dates see Appendix B
	The meeting was adjourned by the Chair at 2100hrs

Matters arising from the minutes of the FGB held on Thursday 8th October 2020

Item	Action	Actionee	Status
6	Circulate Governor Link document	Clerk	
7	Reiterate Covid rules to staff	KM	
9	Skills audit of Governors to be carried out	CL	
10	Job descriptions for linked Governors	CL	
12	ToRs to be reviewed by each committee	Chair of Committee	
15.7	Governors to look at website and feedback to KM	All	
5	Governors to complete pecuniary interest declarations and that they have read KCSIE 2020	ALL	

Outstanding items:

Item	Responsible	Status

SIGNED BY:	
DATED:	