

MINUTES



Noadswood

BOARD: Full Governing Board

SCHOOL: Noadswood School

DATE: Monday 10th May 2021

TIME: 19:00hrs – 21:30hrs

VENUE: Remotely – via Teams

ATTENDED:

Catherine Langdon (CL)	Chair of Governors
Jade Young (JY)	Vice Chair (arrived during the meeting)
Kathryn Marshall (KM)	Head Teacher Governor
Sarah Balson (SB)	Parent Governor
Alison Munden (AM)	Member appointed Trustee
Gary O’Flaherty (GO)	Member appointed Trustee
Helen Sanderson (HS)	Parent Governor
Neil Wright (NW)	Parent Governor
Tim Sunderland (TS)	Member appointed Trustee
Lisa Taylor (LT)	Member appointed Trustee
Helen Loveday (HL)	Assistant Head Teacher
Adam Drury (AD)	Staff representative
Steven Pike (SP)	Staff representative

ATTENDING: Louise Instone 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 Chair.
2	Procedural items: 2.1 Apologies for absence Apologies were received from Phil Trevett, Paul Goater and Neil Cotton 2.2 Confirmation of Quorum The meeting was confirmed as quorate. 2.3 Declarations of interest No pecuniary or personal interests were advised for any agenda item for this meeting.
3	Any Other Business: To consider any urgent items of business that need to be added as AOB for the end of the meeting. 2 policies were added for approval



	<ul style="list-style-type: none"> • Recruitment • Safer Recruitment
4	<p>Minutes: The minutes of the previous meeting on 28th January 2021 were approved. The minutes of the EFGB on 30th March 2021 were approved.</p>
5	<p>Matters Arising from the Minutes: See below for update on the matters arising.</p>
6	<p>Correspondence: To note any correspondence received by the Trust / Chair – no correspondence has been received.</p>
7	<p>Safeguarding/Child Protection. To note any matters for the Committee to be aware of.</p> <p>HL shared the safeguarding powerpoint that has been shared with staff.</p> <p>HL advised that the Acceptable use of IT Policy has been updated, staff have been advised of the updates and will be asked to re-sign this every year. Staff have been asked to check their social media settings.</p> <p>HL explained there is a new website called “Everyone’s invited” this was set up by a Uni student in order to share the rape culture within schools and Universities. Students can add the school they attend but schools can’t sort the information by school, HL will be keeping an eye out for any disclosures. Staff have been trained on how to deal with any disclosures they may hear from pupils. Ofsted will be checking on the safeguarding policies within schools.</p> <p>A post Covid behaviour policy is needed due to the changes of unzoning, one way system and the marquees.</p> <p>In order to increase the safety of the students a CIF bid has been put in for fencing around the school site as it is currently very accessible. Whilst it needs to be a welcoming school this would discourage people hanging around in the evening. PCSO’s are doing extra patrols.</p> <p>Staff have been reminded that wearing of lanyards is an important part of safety in schools.</p> <p>CL thanked HL for all the work she has taken on regarding safeguarding.</p> <p>HL & KM have reviewed the permanently excluded student’s journey from beginning to end reviewing when particular events should happen with future students. For example, at what stage should a student be referred to CAMHS. Also reviewing return to school paperwork, adding tips for staff and key targets. One document will be sent to staff following an exclusion.</p> <p>Whilst this was an extraordinary incident a decision has been made for all SLT to have mobiles with them for speedy contact in future.</p> <p>KM advised trustees that after this recent incident the LA sent a lengthy document detailing all the school had done to support the student. Colleagues need to be aware of the rigor and evidence we must have in place for each student, because it is the right thing to do and because we may need it for evidence one day. Paperwork and procedures must be watertight. KM is going to meet with the whole pastoral team to ensure training is in place.</p> <p style="text-align: right;">ACTION: feedback to trustees after the meeting with the Pastoral Team to confirm all is in place: KM</p>



	<p>LT concurred all paperwork must be in place. LT asked with the site being so open has there been reflection on number of staff around the site, start/finish times in terms of safeguarding?</p> <p>HL explained they had, and consideration is also being made to certain doors having swipe card entry at key points. At the start and end of the day there are staff on duty along with SLT. They are also considering having buzz gates on the drive for further security.</p> <p>AM reflected this was like a local incident management plan and asked whether the school could have a dummy incident run through to see how people might react. A scenario could be played out for staff to watch and reflect, bit like a fire drill.</p> <p>HL explained they are doing a review of the lockdown policy and procedures, and are confident they know how to lockdown. A lockdown practice is scheduled for the summer term. Parents and students will be aware.</p> <p>AM advised that sometimes the best thing is to retreat as getting involved can sometimes make it worse.</p> <p>GO suggested maybe a tabletop exercise for staff of what they should do and where they should go.</p> <p>HL agreed these actions will be considered and they will plan something at the right time. There is a concern they may send out the wrong message that they are expecting this to happen again, it was an extraordinary incident.</p> <p>GO suggested it might be worth sharing the letter from the LA to demonstrate the intensity of the way the incident was looked at. Also evidences how governors are instructed to ask questions.</p> <p>KM explained they will be doing 3 tests of the Business Continuity Plan which responds to violent incidents:</p> <ol style="list-style-type: none"> 1. Tabletop exercise 2. Role play 3. Lockdown <p>It was agreed the document should be shared with trustees.</p> <p>KM thanked trustees on the GDC as they were incredible, it was an intense meeting and thanked them for their time.</p> <p>ACTION: LA document regarding the recent permanent exclusion to be shared with Trustees:</p> <p style="text-align: right;">HL</p>
8	<p>Update on Pastoral Team Restructure (Section B Minutes – confidential)</p>
9	<p>Associate SLT programme & SLT structure and recruitment 2021/22</p> <p>KM explained at the last Pay & Personnel meeting trustees were asked if a middle leader could be developed and become a member of SLT. This currently takes place informally as a SLT shadowing opportunity, but this has limitations. They would like an associate SLT member for a year and they would be paid and given time. However, since then Nicki Dossett AHT would like to step back Christmas 2021 to being a PE and Maths Teacher. This was expected but not until Summer 2022. This will then create another opportunity to develop another middle leader. This will have a minimal financial burden on the school. KM will bring the costings involved if this is agreed to the next P&P meeting.</p>



	<p>GO asked in the interests of fairness will there be a selection process. Will people feel aggrieved if they don't get the post?</p> <p>KM explained the model we are suggesting is a common one, it can cause problems. However, schools have to grow the leaders around them, sometimes they do get promotion and leave. It would provide more of an opportunity for staff than we have had up until now.</p> <p>GO asked do we advertise internally or externally?</p> <p>KM explained the reason she is not suggesting looking outside the school is because the school is in a restructure because we are looking at our TLRs and support staff posts, if we recruit externally we felt that would be incoherent. Would give a mixed message to colleagues. There would be a proper SLT recruitment process, trustees would be on the panel. There would be 2 models one for secondment for a year and a placement for ND.</p> <p style="text-align: right;">ACTION: Costing of a middle leader to go the next P&P Meeting, one for a year and one to replace ND: KM</p>
10	<p>Committee Updates</p> <p>Finance Audit & Risk</p> <p>Focus on internal scrutineer report, good progress is being made. Reports have been combined together so we have one tracker report. Good progress on all the actions ESFA Risk items for this committee were reviewed Main area of focus in getting the forecasting of the budget effective and reliable</p> <p>Management Accounts Meetings</p> <p>CL has had sight of the monthly accounts and regular meetings are in place. Focus is on accurate forecasting; this is key to moving forward. Consistency in forecasting is difficult but this will ensure the budgets are robust for next year.</p> <p>General Purposes</p> <p>The committee reviewed near misses, accidents, violent incident reports, they are going to review the policy as verbal incidents are not currently recorded. Premises – school looking for funding for different projects in school, all the checks are getting back to normal including PAT testing etc Core structure – school needs an update of IT infrastructure looked at the quotes and rationale and the committee gave the go ahead. Risk register and actions are making progress Tenders are up for the cleaning contracts</p> <p>KM explained the documents for the IT core structure replacement that were approved at the GPC are in this meetings papers. Luke completed the tender very thoroughly but any questions please ask</p> <p>NW reiterated it was a thorough piece of work and asked what was the decision about the Wi-Fi connectivity?</p> <p>KM explained Luke has been asked to put a costing together as there is sufficient money in capital to do both. When he has got the quote back, we will be probably doing both the core infrastructure and the Wi-Fi.</p> <p>NW agreed it seemed the most sensible thing to do.</p>



	<p>Pay & Personnel</p> <p>Update of NQT and initial training programme, some students teachers have been good enough to employ.</p> <p>Looked at Upper Pay Scale document as trustees had asked for more accountability.</p> <p>Review of sickness and absence policy</p> <p>Agreed manual of personnel practice to make it a standalone document</p> <p>Pastoral review</p> <p>SLT secondment</p> <p>TLRs and structure of who qualifies for them and why and have asked KM to look at a proposal so we know who gets TLRs and why</p> <p>Support staff PM this needs to start up again.</p> <p>CPD Review</p> <p>KM explained whilst completing pieces of work it was discovered the documents approved in autumn 2020 that came of manual of personnel practices are no longer fit for purpose as they have HCC all across it. In time for the first meeting of the autumn we are going to have to update them all and Stone King is going to help with this.</p> <p>SP expressed he would like the UPS and TLRs review document as soon as it is available.</p> <p>KM explained it is nothing to do with UPR, this is looking at T&L responsibility, when it is done it will be rolled out to staff, it will be rolled out as a piece of work.</p> <p>LT confirmed it will be looked at by trustees before any changes are made.</p> <p>School Improvement</p> <p>HL spoke about safeguarding in a similar vein to tonight.</p> <p>Highlights, we do have a single central record and it is being reviewed and maybe externally reviewed in the future. This would ensure all is fit for purpose.</p> <p>Update on pastoral team restructure</p> <p>SIP talked about assessments and there is info about external standardisation support and training staff have had so we can have robust grades awarded. School has included students and parents so they aren't surprised with their final grade. We spoke about appeals and that is all detailed in the minutes</p> <p>ND spoke about catch up premiums, national tutor programme and how money is being used.</p> <p>Curriculum review and impact of covid – there is a delay in changing from 3 year KS4 as GCSEs have been revamped and we are still in the fall out of lockdowns.</p> <p>Risk register was monitored regarding marketing</p> <p>School culture, unzoning was discussed</p> <p>Review of SEN provision and outcomes for vulnerable groups at the next meeting.</p> <p>Research about integrated curriculum financial planning, AM has documents available should anyone like to look at them.</p> <p>Trustees asked when the next set of data will be available for year 11 performance?</p> <p>KM explained the grade ranges went out at the end of last week to students and parents.</p> <p>AM explained school attendance has been high – historically students have struggled to make the national average and they are currently higher than national average. Well done to senior leaders we are moving in the right direction.</p> <p style="text-align: right;">ACTION: Review the policy for the verbal incidents: GPC</p>
11	<p>Headteacher's Report – Verbal To include: -</p> <p>Nos on roll</p> <p>- Trustees' Information Card and Exclusions spreadsheet</p>



- Colleague wellbeing.
- Student wellbeing, support and mental health.
- Stakeholder surveys.
- 3-year strategic plan: next steps
- CFO updates: Scheme of delegation of financial powers, SRMSA return to ESFA, Finance Regs Manual, Internal Scrutineer programme of work (approval needed), budget forecasting timeline.
- Update against School Improvement Plan objectives
- Uniform policy - update
- Consultancy policy - update
- Recruitment and staffing update
- Events until the end of term incl Y6-7 transition and post Y11 transition and events.

KM shared her screen with the Headteacher's report. She explained she will be looking at templates for documents in the future to provide continuity. NW is supporting KM with this piece of work.

KM asked if there were any questions regarding score cards, attendance, number of SEN students, staff absence?

TS said he was surprised at attendance figures as it was usually higher.

KM explained the school is usually around the national average. Figures are lower due to covid, however we are at 93.5 and the national average is 91.5. In terms of school recovering from being closed we have done really well.

AM agreed all schools have a level playing field, the fact that we are performing well we shouldn't underestimate all the work that has done.

NM expressed, regarding the score card, it would be great to have a national average on there, it would be nice to know how we are compared.

LT agreed it would be good as well for the SEN and looked after students too so we could benchmark them against the national average. It would be good as a percentage.

KM explained there is a platform you can buy with these templates on and that will include all of that work.

NM agreed that would seem a great purchase.

KM confirmed the new document will include trends and percentages.

SP explained his thoughts were that attendance is high for students and staff due to the cleaning that is in place.

LT asked if SP meant that people felt more comfortable with all the cleaning in place?

SP explained he meant that because the school is so clean and hands are sanitized there are less bugs around so less illness.

NW asked if anyone had any data on this?

SP reiterated the cleaning processes were brought in to help repress covid being spread and it has repressed all other germs too.



AM expressed that maybe a hybrid could be considered of some staff being able to work at home on some days.

KM agreed hybrid working across support staff has been possible and in turn reduced stress and illness, it has been effective, she is hoping it can remain.

Summary information

Information on student outcomes – Students have been given a range of grades they can expect to achieve, this isn't to cause alarm but to use as motivation and to encourage students. The progress 8 range is currently -0.4 to +0.43. Predictive grades would normally be provided at this time but due to the current circumstances there aren't any available.

Once the assessment window ends we will quality assure teacher assessed grades, adhering to Centre policy and will report proper Year 11 data to the SIC in June.

Catch up premium, national tutor programming in Eng Mat Sci and mentoring – Data will be analysed once it is available and will report back to trustees. Moved support into year 8-11 but will look at the data to check all is working well.

Finance – next step is cashflow financial key performance indicators

Budget return timelines – this year the forecast return and 3 year plan have been combined into one document will go live on 22nd June, work in progress to Audit meeting and FGB will get the final return.

Finance & Governance review in February – All actions except for one have been completed. Sam Lock is still waiting for the Scheme of Financial Delegation. Currently the CFO is KM which doesn't allow for separation of duties, there is a strong qualified business function that is separate from KM.

Implementation of ICFP plan – AM has completed some training with the NGA. LT meeting MH – SLT have all completed training on this.

TS asked where the ICFP plan was to review?

KM explained MH has drafted it, it will be shared with LT and will be ready for the June Audit Committee meeting.

Curriculum

Year 8 options process completed, staying with 2 years at KS3. Now is not the time to return to 3 years at KS3 due to Covid. Online option evening wasn't as good as parents evening but videos have been created and students are getting the support.

Discussions will be had to look at this year's year 7 group being the first to have 3 years at KS3. This will allow for a broader, rich curriculum – rather than becoming preoccupied with options at KS4 – there will be more to follow on this.

Quality assurance of Teaching & Learning is coming back on stream.

HL has emailed CL and GO regarding them coming in for a day, the programme is being put together – spend time with students, colleagues, learning walks around the school with HL or MH and free time to spend time in school



KM – feedback from this will then go into our learning walks with team and senior leaders.

TS suggested now might be a good time for him to visit the financial team

KM agreed she will consider whether now is the best time and get back to him.

Learning and Cultures – safeguarding culture, there has been a lot of work done to ensure staff are taking their registers accurately and efficiently so that a missing child can be followed up very quickly. KM wanted to pay tribute to staff for this, the work has been incredible.

Noadswood is working with Applemore and Testwood on pivotal education. They are also working with New Forest Partnership on behaviour policies and trauma sensitive teaching.

CL agreed it was brilliant to work with local schools on behaviour challenges and the similarities.

KM explained the key challenges for all were around using the restorative processes that are central to the pivotal model when you are coming out of a pandemic. The rooming and staffing that system depends on isn't possible. 2nd one was consistency of colleagues logging the incidents. Middle and senior leaders are only as good as the information in the system. Tracking and monitoring becomes more difficult. We have used the marquees where we can to have restorative catchup – in terms of tracking, the house leaders are chasing that information is being inputted in a timely manner and acted upon likewise.

HL explained staff have been asked to report everything by 4.30 the same evening. House Leaders are chasing this up with staff. Students who are in a repetitive cycle in all 3 schools have an alternative provision where they are being placed into smaller working groups. Phoebe Clark, our AP base lead, has now created bubble groups, before she had one room, she has a group of year 9 boys but is seeing the other people individually. Applemore has created a bigger AP unit area, we are looking at that. It will be easier when bubbles are eased.

AM asked how this was monitored against the behaviour policy?

HL explained Epraise gives you all the reports you need very easily. This information also links into pivotal plus.

AM congratulated staff on the chasing of and intervening to support/hold to account the students and was pleased there is confidence students can be traced and are.

Students who have had no demerits are currently at 76% that is really great. Students are tracked by year group. Students are tracked by no demerits, less than 5 demerits and less than 10 demerits. 26% of year 11s haven't had a demerit, this increases to 60% if you take out forgetting their PE kit or wearing jewellery etc. This system clearly shows when students start to get things wrong and we can intervene early.

LT asked if uniform was often causing demerits. Do students on FSM and PP need extra support?

KM informed trustees that work needs to be done so that we don't continue to create a monopoly for school uniform. We need parents to be able to get as much uniform from supermarkets as we can. Jumper rather than blazer, they will be able to purchase a plain jumper and sew the badge on.

HL explained they have always offered financial support if vulnerable students need it. They purchased vouchers with the winter and Easter grant funding. Some schools provided meals, Noadswood provided Tesco and Asda vouchers plus vouchers donated by Waitrose. They also



provide Love to Shop vouchers for students to purchase school uniform. They have contacted parents to ask who needs them. Have used all the winter grant ones and half of the Easter ones. Some of the funding was used for stationery packs for PP students. They are starting a uniform swap shop, this will start when appropriate. In the summer term there will be a uniform swap shop, a day/afternoon when parents are invited in.

Mental health and well being provision – started to approach Place2be, they provide mental health support for children, but we are waiting to hear from them. National speaker Mike Armiger will be working with staff in September, also in partnership with the Southern Health NHS Youth board. DFE have advised there will be funding of training mental health leads and this will help.

Colleague wellbeing – we carried out RA for our clinically vulnerable colleagues prior to reopening to all students on 8th March. Everyone is back on school site. They can work from home if needed at any point. We are looking at when meetings have to happen to try and create more time. Staff Forum have had 2 meetings.

HL explained the staff forum put together a staff survey. To give staff extra time for marking papers, 5 hours of meetings have been given back to departments. During lockdown staff were advised to mix up lessons to minimise screen time, a mixture of live lessons and recorded lessons were recommended. To credit and praise students who have done well during lockdown Amazon vouchers and certificates have been given out, this is not just to the high achievers but also to students who have been the best they can be. Feedback from the staff survey in January was over all very positive. The meeting involved staff getting together and having time to chat. There has been positive feedback from online parents’ evenings, all involved have been surveyed to see whether this should continue, may need to tweak the start time to enable staff time to get home.

Discussion for alternative provision; all staff are now being made aware of the targets for students when they return to lessons with “classroom target card”. Once there are no longer bubbles the provision of a restorative room will return. The star trekking rota will be reviewed and may include middle leaders in the future to fill gaps.

Site being safe, there are consultation opportunities for parents to express their views. H&S spot checks are coming back online, fire safety checks are planned.

Janitor and cleaning plan - going to discuss reducing this facility but with the ability to increase it again if necessary.

Admissions for Sept 2021 – very well, over 200 students

Marketing strategy phase 2 was paused but this will be reactivated when appropriate.

Approval of the Agenda for our internal scrutineer visit in May

- Financial scheme of delegation
- Procedure and order policy
- Letting’s policy
- Closed off external audit findings
- Closure of financial year
- Account for school trips and visit
- Finish work on cash flow report

This agenda was approved by everyone



	<p>KM explained the school is non-compliant as they don't have a consultancy policy –AB has drafted a policy. It will be brought to the board for the next meeting.</p> <p>Two Staffing vacancies – Teacher of Science and KM's PA</p> <p>CL thanked everyone for all the work that is being done</p> <p>ACTION: look into buying document templates to include national averages and percentages in order for trustees to see comparisons: KM ACTION: Year 11 grades to be shared at the next SIC: KM ACTION: Forecast return and 3 year plan, work in progress to be reported to the next Audit meeting: KM ACTION: Consultancy Policy to be brought to the next FGB meeting for approval: KM</p>
12	<p>Governor Visits GO and CL are planning a visit on behaviour and attendance NW and CL are going to visit English HS is planning a wellbeing visit They are all in progress</p> <p>Appointment of new H&S Trustee – Paul Goater has offered to take this up and was unanimously voted into the post.</p> <p>Appointment of link trustee for the wellbeing of students & colleagues - Helen Sanderson has offered to take this up and was unanimously voted into the post.</p>
13	<p>Meeting Schedule 2021/22 A skeleton plan for the year has been created but more work needs to be done to align the Audit meetings with the ESFRA returns.</p> <p>ACTION: LI & KM to work on dates for next year: LI/KM</p>
14	<p>Training Finance training took place through HCC and HWB on Thursday 25th March. This was a useful experience for trustees.</p> <p>It was agreed the next FGB training would be on “governors role in school improvements’, LI to look into this.</p> <p>Trustees were advised there is a link on GovernorHub HCC training and Elearning provided by Judicium if you have got any questions, ask LI she can advise.</p> <p>AM explained she attended a local government forum and that the NGA hold webinars for governors which she has attended and were useful.</p> <p>GO has completed Introduction to disciplinary procedures with ELearning.</p> <p>HS is booked onto induction of new governors 9th July with HCC</p> <p>JY, PG & GO have completed exclusion panel training online with HCC</p> <p>ACTION: Look into HCC training for the board on “Governors role in school improvements”: LI</p>
15	<p>Approval of Policies Teaching & Learning Supporting Students with Medical Conditions Privacy Notice (students) Privacy Notice (staff) Recruitment</p>

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	<p>Safer Recruitment</p> <p>Trustees were asked if there were any questions – none were put forward and all policies were approved with no objections.</p> <p>Teaching & Learning Policy - KM considered this policy out of date and this will be reviewed asap. This version was brought to the meeting to ensure the dates are correct on policies.</p>
16.	<p>Any Other Urgent Business (AOB): As agreed in advance in item 3 above Policies were covered in item 15.</p>
17	<p>Meeting Dates It was agreed that the next meeting will be on Monday 5th July 2021 - Further meeting dates will follow in due course.</p>
	<p>The meeting was adjourned by the Chair at - 21:13hrs</p>
	<p>To identify any matters to be recorded in the Confidential Part B minutes.</p> <p>Item 8, is to be kept confidential</p>

Matters arising from the minutes of the FGB held on 10th May 2021

Item	Action	Actionee	Status
7	Feedback to Trustees after the meeting with the pastoral team that they are fully aware of procedures and paperwork to be followed regarding student incidents	KM	
7	LA document regarding the recent PEX to be shared with Trustees	HL	
9	Costing of a middle leader to go the next P&P Meeting:	KM	
10	Review the policy including verbal incidents at the next meeting	GPC	
11	look into buying document templates to include national averages and percentages in order for trustees to see comparisons: KM	KM	
11	Year 11 grades to be shared at the next SIC meeting	KM	
11	Forecast return and 3 year plan, work in progress to be reported to the next Audit meeting	KM	
11	Consultancy Policy to be brought to the next FGB meeting for approval	KM	
13	LI & KM to work on dates for next year	LI KM CL	
14	Look into HCC training for the board on "Governors role in school improvements":	LI	

Matters arising from the minutes of the FGB held on 28th January 2021

MINUTES



Item	Action	Actionee	Status
8	Add depreciation of assets over 20 years to the next Audit Committee agenda	LI	Will be added to agenda on 17 th June 2021
9	Speak to Cerys to look at the H&S of staff working at home	KM	RA was completed while staff were working at home and again upon their return
10	Need to check with Stone King regarding the current SEN provision for the Funding Agreement	KM	Complete

Outstanding items: From FGB on 3rd December 2021

Item	Responsible	Status
Item 15 JY to visit school to look at PP & SEN then feedback	HL/JY	This was rescheduled but due to fire bell couldn't be completed, date will be rearranged.

SIGNED BY:	
DATED:	