

MINUTES



Noadswood

BOARD:	Full Governing Board	
SCHOOL:	Noadswood School	
DATE:	Thursday 28 th January 2021	
TIME:	19:00hrs – 21:30hrs	
VENUE:	Remotely – via Teams	
ATTENDED:	Catherine Langdon (CL) Jade Young (JY) Kathryn Marshall (KM) Chris Blake (CB) Sarah Balson (SB) Alison Munden (AM) Gary O’Flaherty (GO) Lisa Taylor (LT) Tim Sunderland (TS) Helen Loveday (HL) Adam Drury (AD) Elaine Huttly (EH) Richard Hurst Gary Brown	Chair of Governors Vice Chair Head Teacher Governor Appointed Governor Parent Governor / Academy Trust Member Member – Appointed Governor / Academy Trust Member LA Governor Appointed Governor Appointed Governor Assistant Head teacher Staff Governor (left the meeting at 20:51hrs) Staff Governor (left the meeting at 20:51hrs) HWB Accountants (left the meeting at 19:36hrs) HWB Accountants (left the meeting at 19:36hrs)
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. With a special welcome to Richard Hurst and Gary Brown from HWB Accountants.
2	Procedural items: 2.1 Apologies for absence No apologies were received. Governors absent from the meeting were Neil Cotton and Phil Trevett. 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:



	<p>There was no business added.</p> <p>CL explained that item 11 will be moved to the end of the meeting for logistics purposes.</p>
4	<p>Minutes: The minutes of the previous meeting on 3rd December 2020 were approved by Governors.</p>
5	<p>Matters Arising from the Minutes: There were no matters to be discussed above the items listed at the bottom of the minutes.</p>
6	<p>Correspondence: No correspondence has been received by the Trust / Chair</p>
7	<p>Safeguarding/Child Protection. To note any matters for the Committee to be aware of.</p> <p>HL explained schools have to report attendance weekly to HCC of any student who has an EHCP, looked after child, child protection plan, child in need and any others requested. Spoken to our Hampshire link and talked through our situation we have a lot of these students in school which is fantastic. There are 6 students in the whole school that we haven't made contact with, these will be receiving a home visit next week.</p> <p>There is nothing else governors should be made aware of.</p>
8	<p>End of Year Accounts/Trustees' Report and Audit Findings TS/KM/CL met with Gary and Richard and had an audit debrief meeting. Trustees have had Trustees Report, Accounts and the Audit Debrief report. Any questions from trustees should already be with KM.</p> <p>Gary & Richard then summarized the accounts:</p> <p>Gary shared the accounts on the screen.</p> <p>Within the accounts there is the Trustee report, Governance Statement, the accountants reports, 2 of them, they were both clean with no issues to report to trustees.</p> <p>Income & Expenditure Account</p> <p>Key columns in this report are the unrestricted and restricted funds.</p> <p>General Annual Grant, Teachers Pay Grant, Pension Grant at £5.6 million</p> <p>Expenditure of £5.6 million relating to salaries and wages of employees and upkeep of the buildings</p> <p>£29,687 surplus on restricted fund and £52,439 on unrestricted fund £23,763 has been used to purchase some fixed assets leaves a surplus of £58,363 which is a good position to be in.</p> <p>Start of September 2019 there was just over £1 million in the reserves and this has now increased to £1.1 million.</p> <p>Budgets that were submitted to the ESFA in July were predicting a £240,000 surplus, this will be added to the £1.1million</p> <p>Support staff pension deficit has increased by £656,000 due to the bond yields used in their calculations, the estimate of inflation and the performance of the assets within the</p>



local government pension scheme that they hold. Total deficit is £2.5million, this money doesn't have to be found it will be put into budgets in the form of contributions over the years.

Fixed asset funds, predominantly land and buildings – usually this figures wouldn't be in brackets (54,732). This is due to the fact we had surplus CIF money from a heating project and we paid £75,000 of it back.

Richard then explained some positive balances:

Pupil Premium received a grant of £192,606 but the expenditure was £151,007 leaving a surplus of £41,599 to be carried forward. That is part of the reason for the surplus this year.

Gym – there is a surplus of £24,333 which is money ring fenced for the gym.

There is £76,900 devolved formula capital – this is the small grant for capital that hasn't been spent from previous years. There are plans being put in place to spend this shortly.

Balance Sheet - this is the assets and liabilities of the school as at 31 August 2020.

School currently has Net current assets of £1.2 million most of which is in cash.

Claimed money from Coronavirus exceptional support - £55,576

Unrecoverable debts – write off of people that haven't paid for lettings £4,019

Premises costs – there is a big change from last year of £1.623 million and this year £516,286, the reason is last year there was the CIF heating expenditure whereas this year only had £107,000 which related to finishing off the heating project.

Audit Findings Report

(This document has to be sent to the ESFA along with the accounts)

The findings were that the control environment was good – good controls in place and what we would expect to see.

Adjustments made to trial balance, not many, most relate to including depreciation into the accounts. Have capitalized a few assets that need to go onto the balance sheet and disposed of a few assets that no longer existed. Moved the expenditure of the CIF heating over to the restricted fixed asset funds. £4,000 is the write off of bad debt. Moved the gym income from one fund to the other so it doesn't affect the surplus. Backdated staff pay increases that went back to April that were paid after year end that we brought into these accounts. No major issues.

Areas to be improved:

There were 5 points last year and there are 5 points this year, 2 points are the same as last year.

1. Depreciating assets over 20 years, this is quite a long time, that is something you will discuss at the audit committee meeting.



2. Submitting vat returns a bit quicker to get the cash in quicker. That has been resolved.
3. Credit control policy quite a few debts were old and some considered not recoverable and therefore written off. This is the time to tidy processes up and make sure people don't use the facilities unless they have paid, need to be a bit harder in the future.
4. Last year's points need to be addressed which they have been but they could have been done a bit quicker.
5. Regarding the £55,000 received for Covid 19 towards the exceptional costs incurred. If your reserves were surplus then you could not claim the Covid 19 exceptional costs grant. We have, so there is a potential claw back from the ESFA. As mentioned above the reason for the surplus was partly because of unspent Pupil Premium funds so there is an argument to say that although the surplus looks big, £41,000 of it is unspent Pupil Premium money and not true surplus.

Regularity - whether you comply with the ESFA requirements.

1. Need to ensure in future that information regarding the school is updated to Companies House in a timely manner.
2. Members need to be increased but they understand due to the pandemic it has been difficult to recruit additional members, this is in hand.
3. Management accounts, they need to include balance sheet, forecasts and key performance indicators.
4. Management accounts need to be shared with the Chair and Trustees on a monthly basis and this has now been actioned.
5. Website doesn't include the pecuniary interests declared by Trustees, this has now been actioned and will be updated.

Questions:

CB thanked HWB for very thorough reports and asked if the accounts to Sept 2020 include accruals for expenses we hadn't received during August and July?

HWB confirmed that is the case.

KM answered questioned from CL

1. Q: Lettings policy, is there a timescale for reviewing this?
A: Sam lock who is our internal scrutineer is looking at that in her next visit. She is going to health check and check whether there is anything we can do about the debt and get back to us. She is also going to preemptively right a lettings policy about what we will do when we do open up. We applied a spirit of community but that wasn't in our interests because we didn't get the payments in. We also had payments set at different rates it wasn't as slick as you would want it to be.
2. Q: Have we contacted ESFA about possible Covid claw back?
A: It was recommended not to contact them and once these reports go in they might pick it up from that and you might get the question. Just update Trustees whether they have come back to you. There are sufficient reserves if it does come back. This is strongly defendable with the Pupil Premium and gym money in the



surplus as it is ring fenced money. Of the £58,000 surplus, £43,000 of it that is those 2 reasons the balance is £15,000 surplus.

TS recommended not to contact them and assume in this year's budget we have to pay it back and then get the budget to balance so if we don't get it clawed back we will just put it into the surplus for this year.

3. Q: Vat returns to be in on time?

A: They are back on track now and in on time.

4. Q: Management accounts - how far along we are sorting out cashing flows forecasts and KPIs?

A: Cash flow forecasts & balance sheets are done and will be available for the next monthly monitoring. KPIs will take a bit longer, we are working on them during Sam's next meeting and will be ready at the next but one meeting.

LT asked if there is an impact on lettings with Covid that we will have to account for next year. Do we need to think that we won't have that money?

KM agreed we have reported that onto monthly monitoring so far. Sam suggested that we stripped out for Trustees those areas that have changed and have experienced volatility for reasons like Covid and we now have this on a separate sheet.

TS said this income needs to be taken out of the budget and then balance the budget without the income.

KM confirmed this is what has been done.

AD asked if the surplus of Pupil Premium funds was because of the lockdown, because the students haven't been in school?

KM confirmed that is the reason and explained HL is working on our PP strategy right now and this will be explored with Jade and will report back to the board as to how this money will be spent.

Gary and Richard were thanked for their hard work and time, it was very much appreciated. Brendan and Alan were also thanked, they have been fantastic and superbly supportive to KM at what has been a tricky time, HWB have been rigorous and superbly supportive so thank you.

Gary and Richard left the meeting at this point.

TS recommended that we keep HWB as auditors and this needs to be approved.

Members agreed/approved unanimously that HWB would be used as auditors next time.

CL proposed the agreement of the Financial Statement and Trustees report.

This was unanimously agreed by Trustees.

CL proposed the agreement of the Letter of Representation by Trustees.

This was unanimously agreed by the Trustees.



	<p>TS recommended that with £1.2million in the bank we need to do an exercise to see how some of this can be spent on the children and improve their education, the environment, the IT, whatever is decided, whatever KM decides she needs.</p> <p>KM explained TS was kind enough to walk KM through a reserve strategy and it was very useful it made very clear the steps we need to take and we are committed to commencing that activity.</p> <p>CB agreed that now we have the clarity on depreciation, capital, operating income we can be confident to spend some of the money for the benefit of the children, rather than sit on it all because we might need it for the future.</p> <p>TS explained you have to have a balance budget but you have to spend it as well you can't sit on it and hope that it is for a rainy day because the children who are in school today aren't getting the benefit and that is what we should be spending it on.</p> <p>AM expressed concerns that the school does have too much cash. There has been concern in the past about the deficit of the pension contributions but the way those accounts have been presented I absolutely agree we should spend some of the money. AM asked whether it was usual for schools to have that much cash</p> <p>LT confirmed it isn't usual for schools to have that much money in the bank. She explained there are schools that are in complete deficit, we have to strike a happy medium. LT agreed we need to do the best we can for the children in school right now and need to spend some of the money on them.</p> <p>KM agreed that CB quite rightly has explained why we haven't spent this money in the past and now we need to move forward for the future.</p>
9	<p>Headteacher's Report – Verbal</p> <p>KM explained once Members and Trustees split every Head teacher's report will be written.</p> <p>Governors discussed how communication will take place between Members and Trustees in other schools, no decisions were made.</p> <p>Numbers on roll:</p> <ul style="list-style-type: none"> • September there were 965 currently 963 students on roll • 11 new admissions – 4 new to area 6 from local schools 1 from elective home education • 13 have left – 1 to elective home education, 9 moved out of area, 2 managed moves, 1 to SEN educational provision. • Numbers joining year 7 September 2021, 187 first choice admissions, plus 5 EHCP students wanting to join us. The provision of Social, Emotional & Mental Health provision opening would bring in another 5 students. Numbers looking between 195/197 for September 2021. The PAN is 225. <p>HL expressed concern that the PAN is on the optimistic side and doesn't reflect the numbers of Year 6 students there actually are. There was a discussion that numbers over the next few years will be lower due to the low birth rate locally. Governors agreed that Noadswood had sold themselves very well this year, creating great links and activities with feeder schools along with selling the ethos & vision of the school to parents.. There has also been work to stop students bouncing between schools. Governors felt along with good promotion of the</p>



school some strategic plans should also be set in place. This will be discussed at the 3 year strategy meeting on 1.3.21 between Governors and SLT to put plans in place.

Exclusions:

- Between 16.11 – 17.12 25 students were excluded, total number of exclusions was 30. During the current lockdown we are carefully managing these students as we don't want any exclusions at this time.
- 50/60 key worker students in school plus approximately 10 vulnerable students are in school.
- Exclusion figures last year - 26 students were excluded for 93 days of exclusion about 40 incidents. What is different this year is the type of incident. Last academic year the majority of exclusions were for disruptive behaviour, however, this year they have been for smoking, cannabis, physical incidents between students and verbal abuse of staff. Their self-regulation is a problem.
- All our agencies and provisions have continued through lockdown, Youth Crime Prevention, It's Your Choice, ELSA, counsellors, mentors, they are just happening over the phone or zoom.

Colleague absence

- 88 colleagues were absent last Autumn Term, this Autumn Term due to the Covid and self-isolation was 190 days. Staff have been absent for 190 days due to Covid and self-isolation. During lockdown this has reduced to 115 days. They can work even when self-isolating. We do have very sadly 3 cases of Covid, 1 colleague is back to work; 1 has only just tested positive; 1 colleague and family has been quite unwell in hospital but are home now and improving a little.

CL asked for the best wishes of the Governing body to be passed onto these colleagues.

AM agreed that working from home has reduced absence which did increase due to Covid. Would staff be able to work better from home in future, is this something you could look at when reviewing remote education?

KM explained there is a lot to reflect on, there has been some benefits in their efficiently having staff working from home, but long term it would change the school dynamic. We have allowed every colleague to work from home. It is hard enough delivering online learning without adding the level of worry coming onto site if they don't need to.

AM expressed the senior leaders have worked incredibly hard to ensure the school is staffed so thank you for all of the work you have done.

KM thanked AM and explained there is a rota of staff and LSAs for key worker and vulnerable students on site, without these staff we couldn't run the provision as well as we have been. Students in school log into their pre-recorded lessons or live lessons with the other students. That has so far gone very positively.

HL explained some of the students attending the key worker provision go to the actual lessons if the teacher is teaching from their classroom where they are also able to get some extra support.

Remote learning – a survey has been carried out with students and parents regarding this and we have received 370 responses. It was a positive response to the provision and in terms of the assessment and feedback about their work. We have noted as we are in a hybrid situation pre-recorded/Oak Academy/live lessons /introduce a lesson and then get



on with some work – colleagues are finding what their favourite one is and not always blending the different types of lessons, that is the flavour of feedback. It is about people reflecting what we are offering, not defaulting to one lesson type.

CL asked what are the main concerns of the online learning and how will they be addressed?

KM explained as well as the above mentioned problem the other concern is the length of the lesson. It is a problem when staff run lessons for 60 minutes and then students have no time at all before the next lesson starts. This is being discussed in LM meetings.

HL explained the week before last every student had a phone call and we have finished following them up. There are 6 students we are struggling to get hold of. We will do that again after half term again. Response from that was pleasing and the feedback was they were happy to get that phone call to talk through concerns and worries. Two tutors times a week has been set up, this has been trickier for staff to set up due to home schooling their own children, we know who is tutoring and when. The younger year groups are engaging well and the older ones aren't so interested, this may be an early morning timing issue. KS4 tutors are doing small groups ie. 5 per morning or girls on one day boys on other etc. Week after half term students can book a time when they can contact a tutor/teacher to discuss how things are going, feeling overwhelmed, keeping up with work etc. hopefully this will support all students but especially for year 10 / 11 during this difficult time. Can't praise the pastoral leaders enough, they have become call centres within their homes, calling some on a daily basis, being a support to parents as well. These can be long catch-ups with families. Proud that we have got to this point a lot faster. House leaders are now contacting students not engaging with lessons, students are feeling overwhelmed with lockdown in terms of uncertainty around exams/future/not being able to see friends, but we are tracking every phone call we make so we have got a spreadsheet. All teachers are also calling students about their work.

CB expressed his gratitude applauding staff for what they have done and are doing, explaining it must be difficult established this in the way you have and sustain it. We are asking staff to work in a completely different way so are we putting anything that their ergonomics are being looked after and that they won't get aches and pains and longer term issues?

KM agreed that is a good point, work has been done with some of our support staff but this hasn't been rolled out to our teaching colleagues we will take that back to Cerys.

Colleague wellbeing

Currently the delivery of the curriculum and pastoral care is relentless along with the amount of screen time, all of that is massive there isn't the vocabulary to thank them. Two staff have created a staff form, the first meeting has taken place and HL is the SLT rep, we will listen to the suggestions and action then where we can.

Key actions from the meeting

- Staff workload, but not in terms of staff saying they aren't being supported it is absolutely insane times and who has good ideas on how to look after each other. It was a nice sense of teaching and support colleagues how we can look after each other at the moment. It is relentless and for those who are teaching and then staff on the staff forum know why it is important they can see the value in it. Tutors enjoyed their phone calls and contact with students. Some questions have come from that into the staff survey.



	<p>Stakeholder Surveys Due to the current situation some of the questions have been changed for this year. As soon as the analysis is complete we will feed it back to the relevant committees and FGB.</p> <p>Three year planning workshop This is taking place on 1st February. The agenda will be open but will include PAN, admissions etc, we will complete a SWAT analysis of strengths, weaknesses, opportunities etc.</p> <p>Read Aloud Governors received a link to the Read Aloud section on the website. Staff & students are recording a chapter of a book they love for others to listen to it. Governors were encouraged to do the same and send it to Dave or to send in a suggestion of something someone else could record for them. It can be a poem or something motivational. We are building up a lovely library. CL agreed it was a lovely idea and had something for everyone. KM read the build a book day book and it is the most ridiculous book but it is really fun to read. HL mentioned this was being used in the year 7/8 literacy lesson today, they listened to the reading and then created artwork from it.</p> <p>CL thanked KM, on behalf of all the governors, for everything that is being done in these very difficult times.</p> <p style="text-align: right;">ACTION: Speak to Cerys to look at the H&S of staff working at home: KM</p>
10	<p>Updated Articles of Association and funding agreement See proposed changes document.</p> <p>CL explained the updated Articles of Association and Funding Agreement are now ready to be submitted to the DfE for approval. Governors agreed that the Articles of Association should go for approval to the DfE.</p> <p>The main reason these are being updated are so we can separate the Members of the board from the Trustees as this is a requirement from the Government.</p> <p>Main changes to the Articles/Funding Agreement:</p> <ul style="list-style-type: none"> • Maximum 10 Member appointed Trustees • DfE can no longer appoint Members to flood the board but more robust controls are in place as part of the funding agreement • Members are separate from Trustees, Members appoint Trustees and Members appoint Members. • No less than 2 Parent Trustees • No Staff Trustees – they can still attend meetings as staff representatives but they can't vote as this is now considered as a conflict of interests. • No limit to the number of Co-opted Trustees, these can be appointed by the board not the Members. <p>JY/CL/KM have been looking for new Trustees to join the Committee, there are 3 people possibly going to join. CL explained she was looking to have a total of between 12 and 14 Trustees.</p> <p>Funding agreement changes</p>



	<p>Governors were shown a Powerpoint explaining the changes. This document was last updated in 2011 and the changes now reflect the new legislation and the Financial Handbook.</p> <ul style="list-style-type: none"> • Limit to the 14% rollover of the GAG now no limit in the AFH. • Changes to the termination of the funding agreement. • Increased publicity requirements – what is on our website. • If the DfE deem you are not using your site correctly they can claim the land back from you, this is unlikely to happen. <p>KM to check with Stone King we need to include capacity and age range for SEN provision. The information about this was taken from the Information for Schools site. KM will check that that is accurate and hasn't got any mistakes in it.</p> <p>When the alternative provision is up and running we may have to amend the funding agreement to reflect that there as well.</p> <p>Approval of the new Funding Agreement document was agreed by Trustees with no objections</p> <p>Governors agreed that if either of these documents came back with minor changes KM & CL are able to approve them without going back to governors to speed up the process. However, governors have asked to be advised of any changes.</p> <p>Once the DfE have approved these 2 documents, Members will be able to sign them off so they can be adopted.</p> <p>KM thanked CL for all the work she has done on these documents.</p> <p style="text-align: right;">ACTION: check Stone King regarding the current SEN provision for the FA: KM</p>
11	<p>Personnel matters:</p> <p>Staff trustees left the meeting for this item. This item is minuted in the confidential part 2 minutes.</p>
12	<p>Governor Visits</p> <p>JY has started a visit to SEN & Pupil Premium and will report back once it is complete.</p> <p>AM remotely met with Mandy, Head of Maths on Teams. Full report on the Governor Hub. Mandy was appointed to the position in September, she is a safe pair of hands, is doing a very good job with support from senior leaders. Another visit is planned after half term to look at Mastery. AM was thanked for taking the time to do this.</p> <p>AM and GO going to set up a Science visit in the next term.</p> <p>AD contacted PT for a wellbeing visit after half term.</p>
13	<p>Update from each Committee</p> <p>School Improvement Committee:</p> <p>Key points – CIF review, governor visits, data drop, stakeholder survey, online learning, IT and laptops, School House money, remote education review, wellbeing & safeguarding, CAGs for this year, future vision of how learning will be delivered.</p>



	<p>KM explained they had contributed to the Ofqual consultation and whilst a firm decision is still to be made it is looking like Year 11 outcomes will be made up of CAGs along with various types of small scale assessments. We will report on this as soon as it is with us.</p> <p>Audit Committee – no meeting since the last FGB</p> <p>General Purposes Committee: There are 2 CIF applications currently in, one for security and one for fire safety. Approval was also given to upgrade the IT core infrastructure at a cost of approximately £40,000.</p> <p>Pay & Personnel: Restructure and Performance Management issues.</p>
14	<p>Vacancies, recruitment, Student Teachers</p> <p>Resignation (Retirement) of Di Smith – Science & Maths Teacher, we will be recruiting a Science & Maths Teacher to replace her.</p> <p>Maternity Leave for Sarah Staley – KM has a clear picture of the post requirement so recruitment can take place.</p> <p>Student teachers are doing phenomenally well, they are incredible, HOD's are wishing they had vacancies, the way they are adapting to this new way of learning to teach is all credit to our mentors.</p>
15	<p>Policies for approval: (NB these normally go to committees – here to enable catch up after KM/DCr revision of schedule)</p> <p>Anti-bullying Careers Data Protection</p> <p>These 3 policies were all approved by Governors with no objections.</p>
16.	<p>Any Other Urgent Business (AOB): Nothing was added.</p>
17	<p>Meeting Dates It was agreed that the next meeting will be on Monday 10th May 2021.</p> <p>The last FGB Meeting, this academic year, will be: Monday 5th July 2021</p> <p>CL thanked everyone for all the hard work that everyone has been doing.</p>
18	<p>To identify any matters to be recorded in Confidential Part B Minutes</p> <p>Item 11 is to be confidential</p>
	<p>The meeting was adjourned by the Chair at 21:19hrs</p>

Matters arising from the minutes of the Full Governing Board held on 28th January 2021

Item	Action	Actionee	Status
8	Add Depreciation of assets over 20 years to the next Audit Committee Agenda	LI	

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9	Speak to Cerys to look at the health & safety of staff working at home	KM	
10	Need to check with Stone King regarding the current SEN provision for the Funding Agreement	KM	

Matters arising from the minutes of the Full Governing Board held on 3rd December 2020

Item	Action	Actionee	Status
11.4.1	KM to address Audit committee on questions about overspend	KM	Complete
11.4.2	Monthly monitoring to be back in line for February	KM	In place
11.4.3	Trial balance update in place for February	KM	In place
11.4.4	Dates for whole board finance training to be emailed out	CB	CL Chasing
12	Propose to update the core infrastructure at the next GPC	CL	Complete
13.2	Continue with school visit to look at behaviour	GO	Ongoing
14	Jy to visit school to look at PP and SEN then feedback	JY	KM has asked HL to reschedule
15	Agree Articles of Association	CL & All	Ongoing
16	Attend webinar on integrated curriculum & financial planning	CL JY GO	Complete
18	Thank staff for all their hard work this term	KM/SLT	Complete

Outstanding items:

Item	Responsible	Status

SIGNED BY:	
DATED:	