

MINUTES



Noadswood

BOARD: Full Governing Board

SCHOOL: Noadswood School

DATE: Thursday 2nd December 2021

TIME: 19:00hrs – 21:30hrs

VENUE: Remotely – via Teams

ATTENDED:

Sarah Balson (SB)	Parent Trustee
Kathryn Marshall (KM)	Head Teacher
Alison Munden (AM)	Trustee – Member appointed
Gary O’Flaherty (GO)	Vice-chair - Trustee – Member appointed
Helen Sanderson (HS)	Parent Trustee
Tim Sunderland (TS)	Trustee – Member appointed
Lisa Taylor (LT)	Trustee – Member appointed

ATTENDING:

Matt Abbott (MA)	Staff representative
Helen Loveday (HL)	Assistant Headteacher
Steven Pike (SP)	Staff representative from 19.26hrs
Pippa Smith (PS)	Staff representative
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 Vice-Chair
2	Procedural items: 2.1 Apologies for absence Apologies were received from Neil Cotton, Laura Ebblewhite, Paul Goater and Neil Wright 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. <ul style="list-style-type: none">Attendance Policy Review
4	Minutes: The minutes of the previous meeting on 7 th October 2021 were unanimously approved by all.



5	<p>Matters Arising from the Minutes: See list at end of minutes.</p>
6	<p>Correspondence: To note any correspondence received by the Trust / Chair. No items were received</p>
7	<p>Safeguarding/Child Protection. To note any matters for the Committee to be aware of.</p> <p>7.1 Child Protection & Safeguarding Policy</p> <p>Child protection & safeguarding policy was approved by everyone.</p> <p>HL explained that the changes to these policies were talked through at the SISC committee meeting but the main item was the emphasis has been put onto the zero tolerance of peer on peer abuse.</p> <p>7.2 Tik Tok: There is still a Tik Tok trend sweeping through the national of students putting up Tik Toks targeting teachers. Noadswood remains relatively unscathed. Tik Tok now have an email address in order that teachers can report this directly. Noadswood continue to report the ones already on there, but they still haven't been taken down.</p> <p>7.3 Parent Safeguarding presentation: Monday, this week, a safeguarding parent forum information evening was held to a group of parents explaining what safeguarding means and what it looks like at Noadswood. They received good feedback from parents/carers. An edited version of the slides will be made available to the whole community. This covers off an action of the safeguarding action plan.</p> <p>7.4 Staff Safeguarding training: The pastoral team have been completing safeguarding CPD with Hampshire CC virtual learning. This includes dealing with abuse, neglect, how Covid has impacted mental health & wellbeing, relationships between parents and children. This CPD is being tracked. Senior Leaders have attended online safeguarding deep dive sessions with Judicium. The school is still going to primary school and across the waterside to discuss safeguarding in each others schools. This is in good preparation for an Ofsted visit.</p> <p>There are some increased mental health & wellbeing concerns across the school with some Pupil Premium students. Funding has been secured to have the counsellor for an extra day a week to help support these students. There has been a bid for extra government money which will be allocated to the LAs. This money will be to train extra mental health practitioners. Whilst they are training, they will be offered to support in schools, and this will link with CAMHS and the University. They will be able to offer 1:1 support and work with our pastoral team to support the students.</p> <p>7.5 – this item was added to the confidential minutes</p>
8	<p>Chair of Governors' Resignation</p> <p>Paul Goater, Chair of Governors, has decided to step down due to increasing work commitments. He will continue until the end of this term.</p> <p>Any Trustee willing to step up as Chair, please contact KM or LI as soon as possible.</p> <p>If nobody else is willing to step up, GO has said he will step up to Chair and we will then be looking for a vice-chair.</p>



	<p>There are also some roles that need to be filled on the board, these can be seen on the GovernorHub – under Governing Board then click on Roles. Anyone available to fulfil these roles again please contact KM or LI.</p> <p>ACTION: Anyone willing to become Chair or Vice-Chair please contact LI/KM - Trustees</p>
9	<p>Approve Pay & Personnel Committee Terms of Reference</p> <p>It was explained how these had been re-written taking into consideration making them easier to follow, separating out Pay and Personnel, considering policies from other schools.</p> <p>There was concern that they could still be made simpler.</p> <p>The Pay & Personnel ToRs were unanimously approved.</p>
10	<p>Policies to be agreed</p> <p>Child protection & safeguarding policy</p> <p>This was discussed as above and was approved</p> <p>KM explained there is something extra to add to this policy, but they were only advised about it yesterday by the HR adviser. The additional point is regarding a suspended colleague, the school will review whether the colleague could return to school but be redeployed to a difference location.</p> <p>Trustees agreed this could be added</p>
11	<p>Management accounts</p> <p>TS explained this is the initial part of the process. Period 1 has been approved and period 2 will be reviewed next week. The challenge is to ensure the budget is kept in balance.</p> <p>KM explained herself and AD are working on the forecasting with the support of Sheryl. Also reviewing salary variances.</p> <p>Trustees thanked TS for keeping a good eye on the accounts on behalf of Trustees and it is reassuring to know that we know where the challenges are.</p>
15	<p>Headteacher’s Report (Verbal)</p> <p>Trusts Strategic Objectives. These were signposted for Trustees to remind themselves of.</p> <p>Pupil Progress – The data drop is next Friday for all year groups. Information will come out on 10th and will be posted on the GovernorHub when it is ready. It will be an item at the next FGB in January.</p> <p>Pupil Premium Strategy Trust priorities 1,2 and 4</p> <p>Pupil Premium Strategy Plan was shared on screen with the meeting. This is available on the GovernorHub.</p> <p>This has been reviewed by the Leadership Team and has been discussed at the Finance, Audit & Risk Committee meeting. This needs to be published by 31st December.</p>



Total money available is £198,248.60

Whilst the school doesn't have a huge amount of disadvantaged students it is still important their needs are met.

HL went through the Pupil Premium Strategy Plan with Trustees explaining each section.

There are 4 key challenge areas for the disadvantaged students

1. Attendance
2. Outcomes in English & Maths
3. Mental Health & Wellbeing
4. CPD for staff to ensure they know how to support these students and what is needed.

Intended outcomes – this explained what outcomes can be expected by the end of the strategy plan and how they will be measured to evidence the plans success.

This document will be a working document and although it will be finalised by the end of December there will still be changes. This will be reviewed once a half-term.

Some of the space upstairs in Redwood has been made into a hair salon, this will support the students going to Totton College. In the future they would like to run the provision internally with possibly the person from Totton coming to Noadswood to teach.

There is a mechanical course at Totton students have expressed interest in, space is being made for a bike maintenance provision, outside Redwood.

Looking at provision for disadvantaged student targeted residential weekend. This could be to Marwell, currently getting quotes from various place. This will include some English/Maths/Science, health & wellbeing, team building, archery, canoeing. We will track their data while they are on the trip and hope to see an improvement at the end of it.

Money is ringfenced to do an attendance focused project with our disadvantaged students. Looking at them as individuals and seeing what the barrier is to them getting to school. Do they need picking up, is it something at home, seeing what is going on in the family that could be holding them back from attending.

Quiet space has been provided in the pastoral team office space. Students can have a quiet time without speaking to anyone. Year leaders are always around if they do need some support.

Trustees were delighted to hear about the alternative curriculum. Suggestion was that employers are struggling to find staff in the hospitality and care sectors, these would then feed into college courses or employment.

HL explained it is having the colleagues to run the courses.

PS explained she is interested in starting a BTEC in hospitality and would have some capacity in her timetable after losing the 3 year KS4 curriculum. She explained it includes a lot of life skills, personal presentation etc.

HL and PS to discuss at a later date.

Trustees asked if there was any outside space for students to have time to reflect in?



KM explained when Redwood aren't using their outdoor fitness equipment other students can go there. The landscaping of the community garden has also started this year so that will be another outdoor space. This is already in the budget.

There was a discussion on whether the Pupil Premium Strategy plan should be reviewed at GPC or SIC. It was decided it will be with SIC as it is focused on student outcomes.

School led tutoring (Trust priority 2 & 4) – Dates for compulsory training by the DfE will be released by the end of the term. As soon as the training is done we will know what money will be received. This will be for years 10/11. Once the figure is known a plan will be put in place and taken to SIC.

SEN K Students (Trust priority 1 & 2) – There is a document in the meeting papers regarding this project. This is going to be a focus on the year 8 students initially and will then roll out into other years. The issues of lower attainment of SEN K students is a national problem. This will be reported back to the School Improvement Committee.

Curriculum impact (Trust priority 2)

The Senior Leadership team have been dropping into the departments they Line Manage to review the curriculum impact, measuring the live experience and feeling what it looks like. This was started pre-covid and is starting again. They are there to support where they are feeling the impact isn't as strong.

KM explained she LMs the English Department and their concern was stretching the most able. It is looking at the difference between what is intended to happen and what is actually happening.

EBacc entry – curriculum updates

This is low and at a level of concern if Ofsted visited. Whilst this can't be changed we can document what we are doing about it. In terms of History and Geography those levels are OK, it is the MFL entry that is low and pulling the figures down. We will have to work on recruitment of students to the MFL department, this could link in with hospitality. We offer a free choice for students to choose their options and this will continue.

MFL department do now offer Spanish but it is too early to tell whether this is going to have an impact. We will report back to SIC about this.

Attendance/Exclusions/Colleague Absence Report Card (Trust Priority 3 and 4)

This report card is available on the GovernorHub

It has been previously reported that attendance has been on or above national average but upon reflection there haven't been many Covid cases previously so it should have been higher. Persistently absent students in year 10 has jumped considerably and that will be the focus to correct.

Some of the Pupil Premium funding will be used to carry out an attendance focus. Year leaders are currently reviewing this every 2 weeks.

Trustees mentioned that Covid has had significant impact on attendance and has sabotaged the outcomes on the work the school has done.

HL explained when looking at the absence data the year 10 disadvantaged students are far more likely to be absent. This must be addressed. We have done well with top level rise in attendance with tutors talking to the student when they have been absent.



Trustees asked how confident school is that strategies are effective and asked for evidence that they could go to Ofsted with.

HL agreed she could take some case studies to SIC for review as to the difference the intervention has made or not.

Exclusions – score cards are available in the meeting papers. Whilst all exclusions are tracked it is the persistent students who are excluded that there is concern about. Any student who is excluded for a second time is entered onto a separate spreadsheet. This document includes, where they are with the students, what referrals have been put in place for them, what information we are waiting for them. By the end of the year anybody could look at this document to see what processes have been put in place for each specific student.

There are currently 4 students who are of great concern and HL gave some background on each of them.

From start to finish there are procedures that must be followed creating an incident pack. Behaviour log, statements from students and staff involved, what organisations have been contacted. Sometimes Senior Leaders have to make decisions on exclusions about a student they don't know. It is important to have the whole picture of the student. When liaising with other schools or Greenwood they can have a copy of the pack, so they know all the stages that have taken place.

KM explained this system was developed off the back of the permanent exclusion last academic year. Whilst all the information was there, it wasn't to hand, and it took a huge amount of work to get it right. It is pleasing that I see the information in the clear way I need to and I am not confused. HL is pushing back if we don't have this information or if we appear to be rushing. I now feel confident with the information we have and its clarity.

Trustees agreed this sounded like very good practice but was concerned that if this information was shared it would affect GDPR.

KM confirmed this information was kept on the SLT drive

Return to school meeting paperwork also goes into the pack. Ensuring the paper file reflects everything that has happened.

Colleague absence It was explained that the Governor score card, available on the GovernorHub, is out of date due to a spike in Covid over the past 2 weeks. It has been reported to senior trustees that in order to manage students we have been rotating year groups. There is nobody off with work place stress at the moment which is positive. Staff are looking out for each other.

Trustees mentioned that it might be after the Covid cases have subsided that staff's wellbeing may take a downturn. We will keep staff wellbeing on the agenda. Staff are the school's most valuable resource.

KM explained that although they are in an inspection window, they are not going to ratchet up the pressure. As a Leadership team we are putting colleagues care first.

Trustees mentioned that colleagues are taking on extra work covering for absent colleagues, if there is anything that needs to be put in place, please do it.

KM explained the team realise the impact sending children home has on parents and carers and were pleased to report parents and carers have been understanding and supportive.

Health and Safety Audit (Trust Priority 4) –



	<p>KM explained 5 years ago they scored 38% and have now achieved 82%, this success is due to the hard work of Carys and Kayley and the support of the site team. They have always been doing the work but they are now evidencing it in the correct way. There is work for them to do on Department Risk Assessments, some are done well but some need to be worked on.</p> <p>Trustees now need to complete their Health & Safety checks. Trustees will be allocated a section and this will involve one visit a year. This will include staff reps. Carys will allocate a section to everyone. The materials are ready for a spot check and they are robust. LT was thanked for her visit.</p> <p>Finance Audit (Trust Priority 4) – This went very well due to the work of the finance team. TS had already expressed he felt the team were getting there and the auditors thought the same. There were few things that weren’t noticed but this will be rectified.</p> <ul style="list-style-type: none"> • Errors on Companies House regarding Members • Aged debt write off will be £28. • Salary statements weren’t sent to the team. • Operating leases action were reported at Finance • Trust-board scheme of delegating is being worked on <p>KM thanked Angie Drabble for the phenomenal work on her part.</p> <p>TS agreed it is a good performance versus previous years, well done.</p> <p>Trustees appreciated that both the Health & Safety and Finance Audit got good reviews, and this was appreciated by all.</p> <p>Timeline 8th December GO and TS will join KM for formal debrief, looking at end of year accounts.</p> <p>This then needs approval by Trustees for them to be issued by December 31st. KM going to contact Accountants to see if this approval can be delegated to the Vice-Chair of the Board of Trustees. Trustees agreed if this was in order GO can approve the accounts on their behalf. If this isn’t possible an electronic approval will be required by the Board of Trustees.</p> <p>Joining or forming a MAT update (Trust Priority 4) – After the meeting this item was asked to be kept confidential</p> <p>COVID-19 – impact for students, colleagues, curriculum delivery this term has already been covered – In a week student absence rose from 3 - 10.4% of students either with covid or awaiting a PCR test. Hampshire Public health team have been very helpful in terms of advice given to the school.</p> <p>End of Term events - Covid has meant these can’t happen now</p>
13	<p>Risk Register – monitoring schedule</p> <p>Senior Leaders have reviewed last year’s Risk Register in detail and have analysed where the risks need to be rolled over into this year.</p> <p>The monitoring schedule for each committee will be available for the next cycle of meetings. It will be more manageable this year and is under key areas.</p>
14	<p>Reports from Committees</p> <p>Finance Audit & Risk This has already been covered.</p> <p>School Improvement Committee – KM has invited trustees to attend Redwood for a visit but one at a time and approach HL for a suitable time. Safeguarding deep</p>



	<p>dives are taking across the waterside. CPD on Teaching & Learning quality ER gave a presentation, assessment of student progress, we should look out for headline results from 10th December from the mocks. Head boy and girl will be attending our meetings perhaps online. This is all available in the minutes, these are the headlines.</p> <p>Pay & Personnel Committee</p> <p>Trustees had an update on Early Careers teachers ETCs; we approved the pay policy; looked at Performance Management, people that applied for going through threshold to upper threshold or moving to the upper pay scale. We looked through their applications, we take that job very seriously. AHT teacher recruitment is now complete. Support staff, not all Performance Management was completed last year school are now addressing this.</p>
15	<p>Governor Visits</p> <p>The school is going to put a schedule of visits together and pass this out to Trustees. The focus for these will be statutory compliance first.</p> <p>The first two on the schedule will be Health & Safety & Safeguarding. Others will then follow. If the Trustee appointed to the visit isn't able to attend on the suggested date and time, please just let the school know.</p> <p>Once the essential visits are completed the staff representatives will put a schedule of curriculum visits together.</p>
16	<p>Governor Training</p> <p>If you haven't done so already, please let LI know asap of the dates you are available for the H&S training.</p> <ul style="list-style-type: none"> • Tuesday 3rd May 2022 (6pm-8.30pm) • Tuesday 21st June 2022 (6pm-8.30pm) • Tuesday 28th June 2022 (6pm-8.30pm) • Tuesday 5th July 2022 (6pm-8.30pm) • Wednesday 6th July 2022 (6pm-8.30pm) <p>ACTION: Trustees to advise LI which session they can attend asap: Trustees</p>
17	<p>Headteacher's Performance Management Panel</p> <p>This took place on 23rd November and the results will be going to the P&P Committee. This task is complete.</p>
18	<p>Any Other Urgent Business (AOB):</p> <p>As agreed in advance in item 3 above Attendance policy was approved</p>
17	<p>Meeting Dates</p> <p>To confirm the following meeting dates:</p> <p>Thursday 27th January 2022 decision to be made on whether virtual or face to face Monday 9th May 2022 Monday 4th July 2022</p>
	<p>The meeting was adjourned by the Chair at 21.04hrs</p>
	<p>To identify any matters to be recorded in the Confidential PART B minutes</p> <p>Item 7.5 was recorded as confidential. Item 15 section regarding a MAT was recorded as confidential</p>

Matters arising from the minutes of the Full Governing Board Meeting on Thursday 2nd December 2021

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MINUTES



8	Anyone willing to become Chair or Vice-Chair please contact LI/KM	Trustees	
12	Pupil Premium Strategy to be updated at the SIC Committee	AM/LI	
12	School led Tutoring programme to be updated at the SIC committee	AM/LI	
12	SEN K Students in year 8, updates to be taken to the SIC committee	AM/LI	
12	HL to updated SIC Committee with attendance intervention outcomes	HL/AM/LI	
16	Trustees to advise LI as to which H&S training sessions they can attend asap	Trustees	

Matters arising from the minutes of the Full Governing Board held on 7th October 2021.

Item	Action	Actionee	Status
9	Organise safer recruitment training for GO	KM	Complete and evidence provided.
14	All Governors to sign the Declaration, Academies Trust Handbook and KCSIE on the GovernorHub	All Governors & SLT	Complete KM thanked everyone for ensuring this was completely promptly and in good time for the Audit.

Outstanding items:

Item	Responsible	Status

SIGNED BY:	
DATED:	