

MINUTES



Noadswood

BOARD: Full Governing Board

SCHOOL: Noadswood School

DATE: Thursday 7th October 2021

TIME: 19:00hrs – 21:30hrs

VENUE: Remotely – via Teams

ATTENDED: Paul Goater (PG) Chair of Governors, Trustee – Member appointed
Kathryn Marshall (KM) Head Teacher
Alison Munden (AM) Trustee – Member appointed
Gary O’Flaherty (GO) Trustee – Member appointed
Helen Sanderson (HS) Parent Governor
Lisa Taylor Trustee – Member appointed
(LT left the meeting at 21:00)

ATTENDING: Louise Instone Clerk
Helen Loveday (HL)
Matthew Hewitt (MH)

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 Sarah Balson, Neil Cotton, Steven Pike, Tim Sunderland & 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">• Change of start time of GPC meeting from 6.30pm to 7pm• Multi Academy Trust Strategy
4	Minutes: The minutes of the previous meeting on 5 th July 2021 were approved by all.



	<p>There was a discussion regarding the right time to update and approve the Pay policy and it was explained that this will be done at the Pay & Personnel meeting.</p>
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>A former year 11 student from last year is hours away from losing their battle with Cancer. This is very sad news and has significant impact on the Noadswood community. There is a grief and loss policy which was written during lockdown but wasn't used, it does include ideas around student support. The school will be guided by the family with respect to siblings and themselves.</p>
8	<p>Annual Governance Board Business: Election of Officers – Officers were elected at a meeting held on Tuesday 14th September 2021</p> <ol style="list-style-type: none"> 1. Chair elected was Paul Goater 2. Vice Chair elected was Gary O'Flaherty <p>The Term of Office for both posts is 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 - Lisa Taylor 2. Recruitment, training and mentoring – post unfilled 3. HCC Forum Rep Alison Munden 4. Safer Recruitment Accredited Governors – Gary O'Flaherty (training to be organised for GO) <p>ACTION: KM to organise safer recruitment training for GO: KM</p>
10	<p>Confirmation of Linked Governors (Suggested areas related to school strategic objectives below)</p> <ol style="list-style-type: none"> 1. Health and Safety/Risk Mitigation (C-19) (who also attends the Finance, Audit & Risk meetings) - Neil Wright 2. Gym (who also attends the school Gym Committee meetings) - Lisa Taylor 3. Safeguarding and Child Protection (usually the Chair) Paul Goater 4. Nominated Trustee to handle allegations against the HT (this is usually the CoG) Paul Goater, Deputy Gary O'flaherty 5. Other strategic objective Links: <ol style="list-style-type: none"> a. Maths, Science, English - progress and attainment in the core Alison Munden, Gary O'Flaherty, Helen Sanderson b. Humanities and Modern Foreign Languages – progress and attainment Lisa Taylor c. Foundation curriculum, Careers/Citizenship/Relationships and Sex Ed Curricular – progress and attainment - Neil Cotton d. Integrated Curriculum and Financial Planning - Lisa Taylor e. Disadvantaged and Pupil Premium students: progress and attendance – position unfilled



	<p>f. SEND Alison Munden</p> <p>g. Wellbeing of students and colleagues Helen Sanderson</p> <p>h. Teaching and Support Staff Performance Management Lisa Taylor</p> <p>i. Transition and student numbers Tim Sunderland</p> <p>j. Marketing Lisa Taylor</p> <p>k. Inclusion, diversity and equality – position unfilled</p> <p>Governor visits:</p> <p>Last year Adam Drury, Staff representative, put together a schedule for link visits and a breakdown of what would be expected in each visit. It gave trustees a steer of what to do and when. We plan to keep this going. Steve Pike, staff rep, and hopefully other staff representatives will organise this work. They will broker the visit between colleagues and governors. If you can't do the time suggested, please just let them know when you are available and it will be moved.</p> <p>The above governors were all voted in by the board. However, some of the governors were absent, please make the Clerk aware if you feel unable to fulfil the role you have been put forward for.</p>
11	<p>Confirmation of Committee/Panel Membership, including Chairs and Vice Chairs</p> <ol style="list-style-type: none"> 1. School Improvement Committee Sarah Balson, Alison Munden (Chair), Gary O'flaherty, Helen Sanderson, Neil Wright 2. General Purposes Committee/Finance, Audit & Risk Committee Neil Cotton, Paul Goater, Steven Pike, Helen Sanderson, Tim Sunderland (Chair), Lisa Taylor (vice Chair) 3. Pay and Personnel Committee (Cannot include Staff representatives) Sarah Balson, Neil Cotton, Gary O'Flaherty, Lisa Taylor (Chair) 4. HT's Performance Management Panel (Cannot include Staff representatives) Alison Munden, Gary O'Flaherty (Chair), Lisa Taylor 5. Ad Hoc Committees (e.g. Exclusions, Complaints, Staff Disciplinary, Staff Grievance)
12	<p>Agreement of Committee Terms of Reference/ Delegated Powers</p> <ol style="list-style-type: none"> 1. General Purposes - approved 2. School Improvement – these ToRs have been updated, were approved at the last SIC meeting and were now approved at this FGB 3. Pay and Personnel. The current P&P ToRs were approved but they will be updated and brought to the next meeting for approval. 4. Finance, Audit and Risk - approved 5. Members - approved
13	<p>Agreement of Other Delegated Powers</p> <ol style="list-style-type: none"> 1. Delegation of Authority to Dismiss Staff to HT – this was agreed 2. Delegation of Power to Act in cases of Urgency - Chair and Vice Chair 3. Delegation of Decisions re: Gym Club Agreement to agreed rep Lisa Taylor
14	<p>Annual Adoption of Documents and Manuals - to include all in-year revisions</p> <ol style="list-style-type: none"> 1. Academies Trust Handbook 2021 2. Manual of Personnel Practice 3. HCC Governors' Good Practice Guide 4. National Governance Association's Model



	<p>5. Governing Board Code of Conduct</p> <ol style="list-style-type: none"> Governors must read the Academies Trust Handbook 2021 and sign the declaration on the GovernorHub to say they have done so. The Manual of Personnel Practices are a collective of policies from when the school was with HCC. As Stone King is now the HR advisor all of these policies are being updated. For the time being we will adopt them, as soon as they are ready they will be taken to the Pay & Personnel committee for review. <p>These were all unanimously approved by Governors.</p> <p>ACTION: All Governors to sign the Declaration, Academies Trust Handbook and KCSiE on the GovernorHub: All Governors</p>
	<p>End of Annual Governance Board Business</p>
<p>15</p>	<p>Headteacher’s Report (Verbal) To include:</p> <ol style="list-style-type: none"> Curriculum rationale and plan - MH Safeguarding: KCSiE 2021 and action plan update - HL Class of 2021 outcomes and recovery plan - DC School Improvement Plan objectives - KM Risk Register 2021-22 CFO/strategic finance updates – K <p>Curriculum rationale and plan</p> <p>MH shared his screen with the curriculum PowerPoint</p> <p>MH went through the slides of the powerpoint with Governors</p> <p>MH explained that there is a structure change in the curriculum planned. Students will be delaying when they choose their options moving from year 8 to year 9. This will alter the balance of KS3 and 4. There will be 3 years at KS3 and 2 years at KS4. The current year 8 students will go into year 9 without starting their options. This will ensure the breadth of curriculum for as long as possible.</p> <p>It is a change in emphasis, the GCSE subject will still be studied in year 9 but students will have another year with all subjects.</p> <p>A lot of the curriculum is moving forward during year 9 in preparation for KS4 and this will happen for all children. In year 8 there is a certain amount of maturity, but the extra year will increase that extra level of maturity, they will choose what they want to do rather than what their friends are doing or to be taught by the teachers they like.</p> <p>Some colleagues will worry this may result they will do less well in their exams, in year 9 we will still be delivering the content. Noadswood curriculum is planned for years 7-11 not for KS3 and 4 it is a seamless route.</p> <p>Foundation courses when teaching BTEC, H&SC, child development etc. they are new at KS4, we will have to make sure they have enough time at KS4 to cover the subjects. English, Maths and Science at KS4 are not optional as it is planned through Years 7-11 they won’t alter at all.</p> <p>Before the pandemic staff had inset sessions, multi schools, cross phase and all manor of CPD, it gave training and thinking time about the curriculum. Staff need to think about intrinsic value v instrumental value. Pupil progress: some subjects you need to know x before you can move onto y, this is true for some maths and science, so the sequence of teaching subjects is dictated to the teacher. If students can’t do the basics the next level is difficult to understand. However, some people say History should be taught chronologically but other say that isn’t the best way.</p>



Curriculum design isn't taught in teacher training, the national curriculum dictates what is taught. What do we believe are important aspects of the curriculum and ensure they are taught and have that confidence to teach what we believe is more important the children ensuring they are also well placed for their exams. Not just teaching to the test, it must be covered, but we must encourage students to love the subject, we have to make it interesting and motivating although it may not be in the exam some extra information is important to know. Some will say if there is no grade available what is the point, schools need to make sure it is engaging rather than obsessing if there is a GCSE grade for it.

Most of the Line Management meetings are focusing on decisions about their curriculum, about what they are teaching and how and when we start lesson observations. Soon we will be looking to track the curriculum in lessons, is that sequence there, does it make sense, the order to which it is happening and being taught?

Teachers need to consider why is this being studied and why is it being studied now, there needs to be rationale to these decisions.

We would like to be able to produce a curriculum map of the school without disciplines or subjects. This would have me confident of the themes and ideas, cross curriculum. We want to be able to describe the curriculum as a whole.

Q can we have a review on this change and a reflection back to see how the implementation of this curriculum change has gone, through SIC, that would be helpful.

There was a request for Middle Leaders to attend the School Improvement Committee meeting as it has been very useful if the past.

A This will go through the schedule of governor visits, an opportunity to meet with the team leaders to discuss curriculum and then next year talk about results.

We could still meet on Teams with Middle Leaders about curriculum, if we schedule the meeting when you can't do it we will move it, this will start after half term.

Q When the school originally went to a 3 year KS4 curriculum one of the reasons was that students were coasting in subjects they hadn't chosen in year 9. What reassurance can you give to avoid this happening again?

MH agreed, having made those choices in their heads some students turned off on the subjects they aren't taking. Some children may do a lot of less MFL and adjustments will be made to year 9. If the curriculum is engaging and the right content is being taught, pupils will buy into it. We need to ensure they see the value of all the subjects they are doing.

There will be strong careers guidance for year 9 students.

We have some careers lessons that sit in the timetable and that becomes part of PSHE curriculum. Whilst teachers are teaching say KS4 Science they need to be referencing industries and where this would take place in work life. They need to understand why they are learning what they are and where it fits into real life.

LT explained it is about students having transferable skills, skills linked to subjects, problem solving and researching.

It is about all staff using common language. When students are solving problems and have to think hard then is when the same language and disciplines can be used across the curriculum.



Safeguarding

HL explained to Trustees there is a folder in the meeting papers called Safeguarding on the GovernorHub.

This includes:

Safeguarding training PowerPoint for staff
Peer on peer abuse PowerPoint
Keeping children safe in education (KCSiE 2021)
Safeguarding audit and action plan

Keeping children safe in education 2021

All staff need to have read KCSiE chapter 1 and for governors there is a second part as well.

No real changes in responsibility for governors

The main addition is the peer on peer abuse and sexual harassment.

Nothing major to be changed, we were already compliant. Policies now have a clear statement around peer on peer abuse and sexual harassment. All staff have signed to say they have read the policies.

HL asked trustees to have a look at the training slides and it will ensure that policies make sense.

Safeguarding Audit

By September 30th all Hampshire schools have to complete and confirm they have spoken about safeguarding tracking monitoring practice and also confirm there is a plan for this year. The plan is a working document, key areas identified to focus on, most schools will focus on peer on peer abuse and sexual harassment.

Working on developing a culture around staff understanding safeguarding more than surface level of reporting issues. Working with pastoral team recording and reporting safeguarding making it meaningful.

We have made a good building block with staff, now we need to ensure students understanding what they need to do to report things and who the people are. This is in place in the form of citizenship lessons.

PG and HL will look at the data each month and plan together what the way forward is for safeguarding.

There are now extra pastoral staff who are trained as DSLs.

Once trustees have read KCSiE if you have any questions please contact HL.

HL was thanked for her work on this.

Class of 2021 outcomes and recovery

DC shared his screen and power point, which is available on the GovernorHub

Headlines for 2020/21

Centre Assessed Grades (CAGs) were awarded and all New Forest schools sent out a generic statement saying the students had worked hard for their results etc.

Every student's results had the evidence to back them up.



There were 7 appeals of results. Three went to the second stage but the original result stood because of the rigor of the school.

Year 11 current guidance

There is a reduction in some of the content of exams for example History will be dropping a module. The year 11 students are aware of the changes.

Results 2022 - year 11 currently will find that the exam results are not as generous as TAGs but they are going to level off over 2 years.

Governors raised concern that these students have lost so much teaching they will be very worried about their results. There was reflection that as it is across education, further education establishments will take this into consideration when the students move onto the next level. They were pleased to hear amendments were being made to the exams.

DC explained the exam results will follow the usual bell shape. Staff will put in as much as they can to ensure students have the key content and the knowledge they need

Noadswood ensured that grades weren't inflated and the senior leaders can be confident of that.

Governors were pleased to hear appeals weren't upheld.

Year 7 attainment – where are current students? There is no baseline or target grade for these students as they haven't taken KS2 SATs. Students are currently doing Maths & English baseline exams. There has been found to be a shortfall nationally in the ability of students specifically in Maths. However, English is nationally level with previous years. This will be taken into consideration when planning the recovery. Once we are aware of where the year 7s are we will review them and see what needs to be done in terms of progress.

Strategies will be:

1. High quality teaching
2. Specific targeted support
3. Wider strategies, may include social & emotional support

It isn't as simple as giving the student extra time in the subject and taking the students out of subject specialists teachers can have a negative impact.

After half term staff will categorise students into 4 categories:

1. No impact from Covid, they are where they should be in my experience.
2. Little bit of catchup – but this can be done in class or with some extra homework.
3. Moderate catchup – after school work, LSA support, pastoral team.
4. High impact, this can be academic or pastoral. This would be across all subjects not just one subject.

Once this has been done they can then look at the specific recovery.

The Governing Board were asked to review the recovery document, available on the GovernorHub.

This document describes:

- key values and intent
- what are the barriers to learning for these students
- what can be put into place



Taking a student away from curriculum specialist is a danger, need to look at how home learning and tutor time learning can be improved.

This won't happen overnight, once students of concern have been identified a package of support that can be offered will be put in place.

DC explained that once Trustees have read the document if they would like more information or have any questions, please don't hesitate to email him.

KM explained teachers will be aware Trustees have this information so you will be able to mention it during link visits.

School Improvement Plan

It was explained to trustees that as previous years the SIP will be broken down and relevant sections allocated to each committee.

KM explained her reports for the FGB will be written against the SIP.

This was agreed by Trustees

Risk Register

The Risk Register will be reviewed and then split into each committee, as previous year.

SLT will review the Risk Register and send proposed items to the Committee Chairs. Chairs and Vice-chairs can then come back with questions. Trustees name will be put against the risks for review at next FGB then they will go to committees for monitoring.

Personnel

Angie Drabble, Finance Manager for many years, is now working 2 ½ days a week as financial officer and same as CFO.

Sheryl, Finance Manager, is an experienced CFO but as she is a temporary member of staff she can't be called a CFO.

Annual Audit with HBW is 15th November, debrief on 2nd December

Compliance work, will go to Trustees, usually TS. Sheryl will review the Finance Regulations manual and the reviewed document will go to the FAR Committee.

Statement for colleagues paid £100,000 has been created and this is a nil return.

Sam Lock – internal scrutineer – there is a planned programme on work for her to work through each term. KM explained what will be covered each term and Governors unanimously approved this work.

Whilst there are no problems with HWB, the external auditors, Sheryl has started the tender process for external auditors to be awarded in April 2022.

The Finance meeting agenda planner is approved by TS. The cycle of meetings will be bi-monthly to review the trusts financial management. PG and TS will look at the accounts and knowledge to LI they have seen them. These will be reviewed by the FAR committee during the year.

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	ICFP – Sheryl has plugged the information into the curriculum plan, there will be a meeting to review this. The 3 year budget plan will be reviewed, a staffing map will be reviewed to see where we can make savings in order that we don't use all our reserves.
16.	<p>Any Other Urgent Business (AOB): As agreed in advance in item 3 above</p> <p>Changing start time of GPC meetings to 7pm – there was a discussion on timings.</p> <p>Governors agreed all future meetings will start at 7pm and not 6.30pm.</p> <p>Governors agreed to let LI know whether they will be remote or at school for meetings in future in order to avoid a member of SLT being at school either alone or with just one Governor.</p> <p>Multi Academy Trust Strategy In the Confidential Minutes</p>
17	<p>Meeting Dates To confirm the following meeting dates: Thursday 2nd December 2021 Thursday 27th January 2022 Monday 9th May 2022 Monday 4th July 2022</p>
	The meeting was adjourned by the Chair at 21:24
	<p>To identify any matters to be recorded in the Confidential PART B minutes</p> <p>MAT Strategy to be added to the confidential minutes.</p>

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	
14	All Governors to sign the Declaration, Academies Trust Handbook and KCSIE on the GovernorHub	All Governors & SLT	

Matters arising from the minutes of the Full Governing Board held on 5th July 2021.

Item	Action	Actionee	Status
9	Next SIC Agenda item: Plan to improve student grades by year group	KM/LI	Complete
9	Add revised 3-year strategic plan to the GovernorHub	KM/LI	Ongoing
13	Add updated Consultancy Policy to GovernorHub	KM/LI	Ongoing

Outstanding items:

Item	Responsible	Status

SIGNED BY:	
DATED:	