

MINUTES



Noadswood

BOARD: General Purposes Committee

SCHOOL: Noadswood School

DATE: 14 October 2021

TIME: 19:00hrs – 21:30hrs

VENUE: Remotely – via Teams

ATTENDED:

Tim Sunderland (TS)	Chair of Committee / Member appointed trustee
Kathryn Marshall (KM)	Head Teacher
Lisa Taylor (LT)	Vice chair of committee / Member appointed trustee
Neil Cotton (NC)	Member appointed trustee
Helen Sanderson (HS)	Parent Trustee (joined the meeting at 7pm)
Steven Pike (SP)	Staff representative
Chris Davey	Member

ATTENDING:

David Crowley (DC)	Assistant Head Teacher left at 20:54
Matthew Hewitt (MH)	Deputy Head Teacher
Luke Wells	ICT left at 19.53
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: TS welcomed those present.
2	Procedural items: 2.1 Apologies for absence Apologies were received from PG 2.2 Confirmation of Quorum (3 trustees to include 2 non-staff. The Head Teacher or rep must be in attendance for a vote to take place) The meeting was quorate throughout the whole meeting. 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. No items were added
4	Minutes: The minutes of the previous meeting held on 19 th April 2021 were approved by LT and seconded by KM
5	Matters Arising from the Minutes: See list below, all matters were addressed.



6	<p>Correspondence: To note any correspondence received by the Trust /Chair. There was no correspondence to bring to the meeting.</p>
7	<p>Safeguarding / Child Protection No matters of concern to raise</p>
8	<p>ICT Strategy KM explained that the full ICT strategy will be discussed at the next meeting. LW attended the meeting and presented on Arbor, a replacement for the SIMS program and various other Apps being used by the school. LW explained SIMS is currently costing £14,500 a year and the school is using it for less and less. No longer using it for behaviour management, communications, assessments. This is costing a lot of money and it isn't doing what is needed. All the data on students is no longer in one place. The school looked at various other options, spoke to various colleagues and had demonstrations. The decision was that Arbor was the best fit for the school. All the relevant user groups in the school have had individual sessions looking at particular sections and the feedback has been very positive. We plan to visit Glenmoor next week to see Arbor in action and be able to ask questions. We are confident it will do everything we need it to. With Arbor we can phase out all the other various Apps we currently use and it can all be processed through Arbor. The MIS system is better along with the pastoral side and money will be saved over the next 5 years. Questions? A Trustee advised they are currently using Arbor as a parent at Abbotswood and said from a parents point of view it is a very good system, a huge improvement. He suggested speaking to Annie, Business Manager at Abbotswood who could give some background. Good to get feedback from a parent's point of view, it is very useful to know. Q How far are we along in making this decision? A We are now asking trustees to decide if we are going to proceed with this. There is a costing with the pros and cons financially. LT explained they changed over to Arbor at her school and said the handover was superb and it does do everything you want, you gain so much time because it is all in one place. Except the assessment module, we were sold on it we did all the training then realized you have to put in the data yourself which will take hours and hours so we stayed with target tracker. Management system is fantastic, communications, behaviour. LT highly recommended Arbor. DC explained they had spoken to Arbor regarding assessment. We won't be losing SISRA because Arbor doesn't do whole school collaboration. When visiting secondary schools it is something to be looked at.</p>



There was a discussion on secondary schools entering baseline target grades and once that is entered in year 7 the teachers enter the rest of the data as they do tests.

TS explained ILP has also changed systems and he will find out and give some feedback.

DC shared the costings and saving with everyone.

LT fully supported the change from SIMS to Arbor.

LW talked through the document regarding the costings.

Very little in running the MIS system itself between them.

Set up costs, training etc this is an added cost initially an extra £12,000 in the first year.

LW shared a list of all the apps being used and their contract notice times.

Document was shared showing the cost implications with 3 different scenarios– this is in the meeting papers on the GovernorHub

SP explained over the last 6/7 years staff have gone through huge changes using SISRA, get used to frog and it contains a huge amount of info. EPraise to do communications, registers. If we are going to think about using something new, it needs to be brought in sensitively. The nicest easiest way to announce this to staff and with training time being available.

LW agreed and explained that is why he has created a roadmap and these are just possibilities. Frog may be kept and the benefits may outweigh the savings. The main thing will be EPraise going, we would start migrating data at Christmas so there will be a whole term before we go live before Easter, if that's what we decide to do. Staff need training and to be confident.

DC explained the last thing we want to do is introduce a new system but down the line staff will see the benefits that everything will be kept in one package. It should be easy to go through. We will do our best to keep the systems and flows the same eg new behavior step policy will be the same but it will be accessed in a different system. Entering the info will be different but the structure will be the same. Our job is to give staff time.

TS agreed conceptionally it is right. A lot of ICT investment was authorized last year. There was concern that the challenges of bringing it in are underestimated. I think there is a lot of work to change it. Implementing the system and getting the flow is very hard in my experience. There isn't £12,550 available in the budget as we have a deficit. I am worried whether this is the right one. Not sure if we should be putting this on the teacher's plate when they are recovering from covid etc. changing all the system might be a nightmare. It's a good idea, not sure it is the right time and there isn't the money in the budget.

KM one of the reasons why we needed to bring it here is we would be going into reserves and if you think we have overegged the returns that doesn't help. What was the original rationale for doing this?

DC explained whilst we are obtaining the outcomes we want, using 3 different systems isn't ideal. SIMS can't offer what we need. Parents would be able to update their own data rather than the school having to do it. SIMS has stagnated for the last 5/10 years and there are better products out there. SIMS is the backbone of our



system, but it isn't fit for 2021. Whether it is this year or further down the line this update is needed.

TS suggested there are so many things we are having to chase educationally; it will take staff away from other priorities and no matter how good it is it takes you time to work out how it works.

LT explained having changed to Arbor at her school they had those same thoughts, they debated, will staff understand why we have done it. Having done it the staff are very appreciative that they have gone to Arbor. Arbor has everything just at the click of one button about each child. It is a very intuitive system, having done the training of about an hour long, coming out the other side the benefits do out way the painful change. But I would say do it a bit at a time. Start with registers then communication, then assessment, I wouldn't do it all at once that would be my advice. Biggest impact was on the office staff, they also agree it is so much better. I would say it is worth it.

Q change the frog sites be transported in?

A no you can't just lift it. We wouldn't be asking Team Leader to recreate their areas that isn't the best use of their time. It maybe we keep Frog 2/3 years down the line.

LW explained these are just possible scenarios, Staff would not be asked to move any document themselves, the IT Dept would be doing that. Most of the sites are links to PowerPoints and other websites. Departments wouldn't be asked to make their sites again. Using Arbor, it will automate tasks, Epraise works well but it isn't automated, but with Arbor it is all automated. I'm confident that it is worth doing.

KM asked what the impact would be if the school waited a year and added it to the forecast for next year? Time could be spent introducing and explaining the positive impact of this over this forthcoming year. The impact does vary between colleagues. What would be the downside of waiting for a year to plan this and put it in the budget, is there a downside?

DC explained SIMS is working although isn't ideal, we could stop and add it to the budget and prepare for it.

SP explained considering staff have gone through a huge number of changes and are still dealing with Covid and teaching timetables have never been greater. Its looks like a great system but not great timing, we need to catch our breath in terms of staff morale.

LW this change can happen any year and we can look at other products. We can look at contract overlaps and ensure there is even more of a saving. We can talk to some companies and see if we can renew the contract for a shorter time.

Q is there a way we can look at what we can cancel and how much would that offset the £12,000? Maybe focus on the back-office staff to start with and then roll out to teachers later.

LW explained the SIMS contract will have to be renewed in December. Epraise will run until November so we will renew that shortly to next November. That might be one that we can dovetail better. If we do this now we would be renewing Epraise this November where as if we renew it next year we wouldn't renew Epraise and make some extra savings. Less overlap of costs if we wait a year.

LT explained they changed systems last December and they received a whole term free. We moved the data in December and went live in January and they didn't charge



	<p>us until April. That was a potential crossover and end of contracts and giving notice, it was planning all those things and pulling this together.</p> <p>TS explained if the move was looked at for next September, there would be time to work through what can be got rid of and when. Can work through a change management plan, how much teacher time will be needed and how much of LW's time and what will be needed in terms of resources.</p>
9	<p>Accident, violent incident and near miss reports</p> <p>DC Shared screen his screen with a document Carys had put together.</p> <p>These figures look significantly higher than previously because we have put a couple of new rows in including administering medication etc.</p> <p>Violent Incidents</p> <p>Governors previously mentioned that there were not report many violent incidents which was a concern, because they do exist, we have updated the way we go around this.</p> <p>There have been 7 violent incidents since September, there were about 31 in total last year. One has been aimed at a member of staff the rest are student involvement, 3 of them are involving 2 siblings. We believe the reporting system is now embedded well, there is a specific CProms category for violent incidents. We are logging and reporting and it is going well. When these are logged these are our most serious incidents and we always follow these up.</p> <p>Any question?</p> <p>Q is there the same reporting system for racist incidents</p> <p>A yes but these incidents tend to go to the School Improvement committee meetings.</p> <p>Q is there anything the school needs to tighten up on?</p> <p>A What HL normally does, she looks at the data be that safeguarding concern or behaviour and whether it is likely to be repeated. The system we have in place to identify this and deal with it is good, we are tight on it. The place we find ourselves is a good one.</p> <p>KM we have a good response system, someone gets on the scene very quickly and follow up is as well. Outstanding issue is when it is a serious incident the panic button system is something that we need to implement. Last month our typical star tracking system worked well but it didn't work for that. Liz and I have planned a panic button incident.</p> <p>Q do you have any staff team teach trained?</p> <p>A There will be 12 colleagues team teach trained, but Covid has delayed this.</p> <p>Near Miss reporting</p> <p>There have only been 6 near misses reported. It is fair to say there will have been more than this, but staff have got out of the habit of reporting them. Carys will remind staff that these do need to be reported so we can learn from them and put things in place.</p>
10	<p>Premises Manager H&S report inc. audit updates</p> <p>DC shared the H&S report on his screen</p>



	<p>There haven't been any updates as this is being addressed on 4th November. Once this has been done there will be a better update.</p> <p>There is the hope that the red areas will now be complete and removed on 4th November</p> <p>First Aid Policy – new policies have now been created so the review of first aid should be a good one.</p> <p>Legionella was a problem in terms of flushing it out. The due diligence of the site team wasn't there. Carys has worked with the team and our records are up to date and what we are meant to do is being done. We would hope from November 4th this is something that will now be in green.</p> <p>Q which member of SLT does the H&S walks with Carys while SS it absent?</p> <p>A This is DC. Also, with the support of Ray West, anything he recommends we put in place to ensure the school is fit for purpose.</p> <p>KM explained the H&S audit in 2016 was awful and since then progress has been made each year, it has been a great success. It is a new site team and they have worked very hard.</p> <p>Working at heights wasn't a good review, we have the equipment, but the checks weren't being done. Nobody had checked the step ladders, Cayley and Carys have put termly checks in place and the site time are aware of this. We are hoping that will go green.</p> <p>COSHH documentation: in terms of what departments are doing Science/D&T we are a gold standard but it was about what the site team were doing.</p> <p>Once the audit has taken place on 4th November the review will be shared on the GovernorHub rather than waiting for the next GPC meeting. There might be a few things that we need to do. We have got Cayley & Carys working with H&S as top priority.</p> <p>Q Was a H&S trustee appointed as traditionally they visit the school to do a H&S walk?</p> <p>A Yes NW was nominated to that post in his absence.</p> <p>ACTION: LI to contact NW to let him know he is the H&S Trustee and ask him to contact Carys to arrange a visit: LI</p>
11	<p>Conversion of the School House & the SEMH RP works</p> <p>There was a delay in the completion, but it is now open and students are working out of the new base. The costs of that conversion have fallen in line with the budget planned. No part has gone over budget.</p> <p>Open invitation for trustees to visit the base. Just send KM an email. The three students have made a good start.</p> <p>Q have you done any publicity?</p> <p>A there hasn't been an official opening and that would be a nice thing to do. Just a few snags to address then it will be complete.</p>



12	<p>Lettings DC Shared the document on his screen and this document is available on the GovernorHub</p> <p>The lettings set up has completely changed.</p> <ol style="list-style-type: none"> 1. New online booking system, customers now book online. 2. We have reviewed pricing structures at various other schools and our pricing is now more in line. Costs should now be covered and there should be a profit with each booking. <p>To keep the audit trail, costs are now unified except for Waterside Athletics Club and the Gym.</p> <p>There is a target income for lettings of £50,000 and we are currently up to £42,500 with more still coming back online.</p> <p>We are still competitive but with less admin costs.</p> <p>Governors agreed it is a good system and very thorough and well thought through.</p> <p>Q Would like to see the net profit on the lettings please.</p> <p>DC explained every single hire is now being tracked. In loose terms every booking creates a profit of £30.00. When there are a few bookings in an evening that is obviously increased.</p> <p>ACTION: Look at the Athletic Club and Gym for next year's budget: TS/LT</p> <p>New Forest Athletics is very clear cut it. However, Waterside Gym received funding from the National Lottery and there is shared ownership of the gym side of things. I will table everything we have got and we can make a collective decision as to where we go with that.</p> <p>Q There was a question regarding VAT and how this would be charged as not all companies pay it, Charities etc?</p> <p>A This will be looked into and maybe Angie can take it to the Financial Committee. Auditors have looked closely at our lettings so it is very unlikely it isn't right.</p> <p>Q Are there credit checks of companies done to make sure they are viable?</p> <p>A They have to pay in full before they hire the facilities.</p> <p>Previously debts for some clubs have accumulated to approximately £4,000 and therefore clubs now have to pay up front. Some of the £4,000 has been clawed back as the clubs still want to use the facilities</p> <p>LT explained she is the gym contact to liaise with, she understands the agreement between the gym and school, it is very complex and we can't do masses about raising money through the gym and they will forever be there. It is a joint club but I understand financially they could contribute more if we needed them to.</p> <p>KM explained the gym club agreement has been updated, this has gone to Stone King to approve and we will bring it back here for colleagues to see. We are caught up in that agreement, in a good way, both us and the gym club continue to thrive and that is a good thing.</p>
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13	<p>Risk Register – items allocated to the GPC committee with a score of 10 or more.</p> <p>Item 5 Failure of key infrastructure components leading to unplanned closures.</p> <p>Earlier warning indicators were planned and a maintenance programme is being followed – property services are carrying out these checks. These have been reviewed and there is nothing significant for the key items.</p> <p>There is one exception, the canteen, in terms of cookers they are at the end of their life and we are getting to the point if that were to fail it would be a problem. We are the owners of the equipment. Carys is aware and the CIF project bid will include a dining room set up including a kitchen infrastructure.</p> <p>Item 5a Failure to provide adequate ventilation in Technology catering rooms.</p> <p>The cookers in the tech block don't reach the modern regulations and emission tests if all the gas cookers are on at once. There is a company coming in to give the latest report in the next couple of weeks, along with the solutions.</p> <p>Outcomes:</p> <ol style="list-style-type: none"> 1. There is no issue 2. Do we look at more modern cookers and supplier of gas? 3. Do we get rid of gas and go electric, that would be ideal but the problem is the electrical cable going into the area isn't sufficient and it would be a huge investment to update this. 4. More likely to move to gas and electric cookers to reduce the fumes and save the cable update. <p>We will revisit this once we have the report and will have to make a decision, it will be a large cost. However, money has been put by in readiness for this project.</p> <p>Q if we are looking at cooking facilities for lunchtimes we should look at outsourcing it. Outsourcing the cooking of the food is less risk.</p> <p>DC will speak to Carys about that.</p> <p>KM agreed it would be good to look into outsourcing the catering.</p> <p style="text-align: center;">ACTION: to discuss outsourcing the catering with Carys: DC</p> <p>Item 6a Failure to comply with Fire Safety regulations</p> <p>We had planned maintenance programmes in house and put in a CIF bid. Brand new fire doors are being fitted and all the fire safety compliance is being met within the CIF bid. SS did a lot of work on this and it is a real win. The site will look a lot nicer, the doors are very smart.</p> <p>Governors agreed it is a good job well done.</p> <p>Item 7 H&S of staff pupils and visits which could result in litigation and loss of reputation.</p> <p>Carys and Cayley are bringing everything back on line. All H&S internal monitoring is now going ahead. This is no longer a concern.</p> <p>Whilst the fencing was being done there were H&S concerns at their lax protocols. Carys is going to talk to them about this. There was disappointment with some of the workmanship, suppliers, will be looked at closer in the future.</p>
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	<p>Q were consultants used to source contractors? A they were it just didn't go well. Some bits of the fencing aren't level and for the money that was paid we expected better.</p> <p>TS stated that the contractor should be driving the quality not the school.</p> <p>Item 15 IT Equipment failure in classroom which impacts the quality of lessons being delivered.</p> <p>.</p> <p>During Covid, technology was heavily relied on. Age is a factor and every year equipment and software breaks, gets worn out and goes out of date. For example, lots of machines won't support Windows 11 so in 3- or 4-years' time this will be a concern. LW is great at getting a few more years out of equipment but there is a finite life on this equipment.</p> <p>Q I don't remember seeing Capital replacement plan for IT?</p> <p>KM confirmed last year there was Capital for the server this year Capital for the Wi-Fi. This will be included in the document presented at the next meeting.</p> <p>Item 36 Health risk to staff & students due to Covid 19</p> <p>There is still a risk of Covid. We have done a good job managing outbreaks and have continued as normally as we can. In comparison to this time last year we are in a strong position and prepared for whatever comes along.</p> <p>KM explained the communication strategies we have in place have been the same all the way through the pandemic. Although it does take a lot of time we have got a consistent line of approach and we are all on the same team. Even when case number shot up we still handled it this same way.</p>
14	<p>Premises update inc. major projects and contracts Update from Carys McKinney passed on by DC</p> <p>New PPM provider, Corrigenda, since 1st October and they have been good so far.</p> <p>Cleaning tender is up for renewal, going out to tender and looking for new bids. There should be a decision by December.</p> <p>LT explained her school was in the same situation but there aren't a lot of options other than Haywards out there. It isn't a competitive or affluent market.</p> <p>Major projects</p> <p>Fire safety compliance will run until February 2022 by then the school will be fire safety compliant and the site will look nicer with the new doors.</p> <p>Security and safeguarding CIF bid. Electronic gates will be switched on on Monday 18th new fences and update to our CCTV software and a couple more cameras coming in.</p> <p>SP asked how the gates would work?</p> <p>DC explained they will be open to staff during the beginning and end of the day. When the gates are closed, the options are:</p> <ol style="list-style-type: none"> 1 call an automated phone number to be let in 2 download an app 3 remember a 4 digit code



	<p>CIF bids this year</p> <ol style="list-style-type: none"> 1. The school needs a canteen for students to eat in. Students need somewhere to sit down and enjoy their food. 2. Outdoor sheltered space including something for the lower school students to do outside. Some kind of adventure playground that 7,8,9 will enjoy. It will then mean the other areas will be quieter for 10s & 11s. <p>While putting these bids together we will be sure to include that there is a risk to students if they can't have their lunch in a calm environment etc.</p> <p>TS agreed bids need careful thinking how you put them together in order to be successful.</p>
15	<p>Data Breaches Breach gone to IO Breach internally investigated Any of significance</p> <p>There is one incident that has been reported to the ICO board.</p> <p>Background – HCC have historically insisted that school have emails like headteacher@ and ICT@ etc. These are no longer used by the school, but they are still live.</p> <p>Incident: on 21st September it was realized that headteacher@ had been hacked and it is believed emails were being sent from the account trying to encourage the recipient to download some malware so the person would be able to access their bank account details etc.</p> <p>As soon as it was discovered this was stopped from happening and it is believed about 20 emails were sent. The email contacts were immediately emailed and advised to delete the emails and secure their inbox. We can't guarantee that everyone received this email which is why it was reported to the ICO board</p> <p>Contact was then made with Judicium who said that judging by the nature of the attack they weren't after the contact details and job application information in the inbox, they were wanting this malware to be downloaded onto people's devices.</p> <p>DC left the meeting 20:54</p>
16	<p>Review RWSS H&S Audit Action Plan</p>
17	<p>Trustee Health & Safety visits/checks</p> <p>Neil Wright has been appointed as the new Trustees for Health & Safety. NW will set up visits with Carys when possible.</p> <p>KM explained that there are three staff representatives joining the various meetings in future and they will co-ordinate Trustee visits in the future. There is a sequence of visits over the year that the last Chair devised, this will be followed again.</p>
18	<p>Policies Admissions Policy</p> <p>There aren't any changes it is the latest one from the LA</p>

MINUTES



Noadswood

	This was unanimously approved.
19	Any Other Urgent Business (AOB): It was asked whether LI could add meetings to the Governors' office 365 calendars. LI confirmed she was willing to do this.
16	Items to be kept as confidential Nothing to be recorded as confidential
	Meeting Dates Thursday 13 th January 2022 7pm Monday 7 th March 2022 7pm
	The meeting was adjourned by the Chair at 21:00 hrs

Matters arising from the Minutes of the General Purposes Committee held on 14th October 2021

Item	Action	Actionee	Status
10	LI to contact NW to let him know he is the H&S Trustee and ask him to contact Carys to arrange a visit	LI	
12	Look at the Athletic Club and Gym for next year's budget regarding lettings	TS/LT	
13	To discuss outsourcing the catering with Carys	DC	

Matters arising from the Minutes of the General Purposes Committee held on 19th April 2021

Item	Action	Actionee	Status
5	Confirm to MH want type of data breach needs to be reported to this committee:	LI	This has been confirmed and added to the agenda now
8	Draft of new Violent Incidents policy to be taken to next SIC meeting: LI to add to agenda.	LI	It was in the meeting papers on 26 th April meeting but not approved will be approved at the 11 th November meeting
9	Organise a date for a H&S Visit in September/October	LT	This is being discussed and will be in the next couple of weeks.
9	New Members/Trustees may also like to tour the school next academic year	CL	KM to organise
9	Organise a combined Site Team meeting with Orchard	KM	It was confirmed that Orchard are keen on a combined Site Team visit, dates are to be arranged.
9	To look at an updated version of the RWSS H&S Audit Action Plan in September, check for any red sections, add to the next GP Agenda	LT/LI	

Outstanding items:

Item	Responsible	Status

SIGNED BY:	
DATED:	