

MINUTES



Noadswood

BOARD: General Purposes Committee

SCHOOL: Noadswood School

DATE: 13 January 2022

TIME: 19:00hrs – 21:30hrs

VENUE: Remotely – via Teams

ATTENDED: Tim Sunderland (TS) Chair of Committee / Member appointed trustee
Kathryn Marshall (KM) Head Teacher
Neil Cotton (NC) Member appointed trustee
Helen Sanderson (HS) Parent Trustee

ATTENDING: Matthew Hewitt (MH) Deputy Head Teacher
Carys McKinney Premises Manager
Matt Abbott Assistant Headteacher (arrived 19:30hrs)

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 All governors were present 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. 1 item added – Recruitment of Head of Geography
4	Minutes: The minutes of the previous meeting held on 14 th October 2021 were unanimously approved
5	Matters Arising from the Minutes: See list below, all matters were addressed.
6	Correspondence: To note any correspondence received by the Trust /Chair. There was no correspondence to bring to the meeting.
7	Safeguarding / Child Protection No matters of concern to raise



8	<p>ICT Strategy</p> <p>LW wasn't available for this meeting due to illness</p> <p>Wi-Fi - MH advised, as explained at the last meeting, an external survey of the school Wi-Fi has taken place, and this has been used to tender for the Wi-Fi upgrade. Going through Buying Consortium only received one quote so school will now go out for other quotes.</p> <p>Arbor – discussions at the previous GPC meeting ended with a delay to starting Arbor switch over. To avoid paying for SIMS/Arbor crossover, Arbor have offered migration and introduction for a year free of charge. Arbor will be introduced to staff starting with taking registers, this will involve minimal training and time. Other apps will continue to be used, Epraise and messaging apps. There is a meeting on Monday to discuss the timetable of migration from SIMS.</p> <p>Trustees were pleased with this plan and agreed if feedback from staff was good migration can be accelerated.</p> <p>School broadband connection – a document was placed in the meeting papers regarding the plan going forward.</p> <p>The Virgin contract is coming to an end. Hampshire CC have gone to tender for all the Hampshire Schools. The best offer is with School Broadband a subsidiary of Talk Straight Ltd who have working with schools for 18 years.</p> <p>Current spend with Virgin is £13,500 per year.</p> <p>Offer with School Broadband is upgrade to 1Gbps running with existing 1Gbps fibre the cost will be £6,245.00. This will be sufficient with our current Wi-Fi. There are upgrade offers for the future that can be considered once the Wi-Fi is updated.</p> <p>LW will be contacting Virgin to see if they are willing to reduce their bill.</p> <p>Trustees agreed this was a good offer.</p> <p style="text-align: right;">ACTION: ICT Strategy to be on every GPC agenda: LI</p>
9	<p>Replacement Vice chair of this committee</p> <p>There were no offers to take the place of Vice chair so this will carry forward on the next agenda.</p> <p style="text-align: right;">ACTION: Include recruitment of Vice-chair onto next GPC agenda: LI</p>
10	<p>Accident, violent incident and near miss reports</p> <p>Premises Manager explained relevant documents have been added to the GovernorHub.</p> <p>Review of medical room attendance by students showed that attendance for accidents is very low.</p> <p>Attendance is for:</p> <ul style="list-style-type: none"> • Having a pain and advise • Diabetes readings • Administration of medication • Sickness • Cuts and grazes (some of these could go to departmental first aiders) • Covid worries



	<ul style="list-style-type: none"> Sports injuries (PE, break and lunch) <p>Trustees were pleased to see numbers had reduced and were pleased with such a thorough report.</p> <p>Violent Incidents</p> <p>Whilst number of incidents has increased this is mainly due to two specific students and this is being dealt with on an individual basis. Staff have been intervening promptly as have some year 11 students. CCTV footage is being used as evidence. At no time has a student had to go to hospital. Parents have given their full support.</p> <p>Near Miss reporting</p> <p>Still struggling to get people to report them. Most received are maintenance issues. Site team do carry out monthly inspections to keep on top of maintenance. They do send out a spotlight that focuses on near misses and when this is sent, they do receive an influx of near misses.</p> <p>Trustees asked if the Leadership Team goes round the school with Health & Safety in mind.</p> <p>It was explained that they do have a cycle of checks they carry out and these have been starting again after Covid.</p>
11	<p>Premises Manager H&S</p> <p>Health & Safety report was added to the GovernorHub.</p> <p>Fencing: There are still a few snagging items but trespassing and vandalism has almost reduced to zero. The gates are open to accommodate the gym and lettings. No anti-social behaviour has been reported from the community.</p> <p>Trustees agreed it is a good job and the fence was effective but quite low key.</p> <p>Had to leave Hampshire Property Services as they no longer support SATs. Now using Corrigenda which have been good. They are starting with compliance items and planning the rest throughout the year. Now need to put a life cycle program together in order to plan for finances and SIF fund applications as these are now the responsibility of the school. The company understand they have to be very mindful of finances and subbing jobs out doesn't always make financial sense.</p> <p>Budgets are on track in the department.</p> <p>Fire door project continues, completion date is end of February.</p> <p>CCTV aspect of safeguarding project are ordered and installed by the end of February. There are new cameras and a new server is needed for the CCTV. This has been completed within the SIF budget.</p> <p>Trustees were pleased projects are being kept within budget and the school is making the most of the SIF money. They agreed the doors were good.</p> <p>CM was thanked by Trustees for her report.</p>
12	<p>Conversion of the School House & the SEMH RP works</p> <p>All of the work is completed now other than plumbing of salon. Work was completed within the budget set and is due to the work CM and Chris West has done. CM explained the contractors Keystone were excellent and were keen to go the extra mile and she will be using them in the future.</p>



	<p>Trustee who has visited explained it looked great.</p> <p>This item is now complete.</p>
13	<p>Lettings Update</p> <p>Current forecast of income is £45,000 and there is optimism that this will be reached.</p> <p>Dan Rowling will be taking on oversight of Lettings. Whilst DR is currently overseeing booking at the moment, there will be time when lettings can be made directly online. Lettings have been running to time and caretakers haven't had any issues.</p> <p>DR sent an email with a suggestion of discount for block bookings. There was discussion about this and KM is going to look into it further and contact Trustees by email if she needs to discuss this.</p> <p>It was discussed that while the Astro is very busy, bookings for the hall and some classrooms aren't so busy. They will investigate how they can bring in more bookings for those facilities.</p>
14	<p>Risk Register</p> <p>The Risk Register has been reviewed by Senior Leaders. Items that have been dealt with have been boxed off. The risks to be reviewed are in key areas. Risks will be given to each relevant committee; some will cross over and be discussed at 2 committees. Some risks have only just been met so they have been included. An extra column will be added to the document to indicate which committee they should go to. There will be a discussion only at the FGB about the RR to ensure the committees are doing their job. The RR may include a front-page summary with a rag rating for a quick risk review.</p> <p>Trustees were concerned there wasn't a risk that was educationally based.</p> <p>KM will investigate this and may reword one of the risks.</p> <p>ACTION: add which committee each risk should be reviewed at: MH ACTION: include an educationally based risk: KM</p>
15	<p>Premises update inc. major projects and contracts</p> <p>Currently in the process of doing two tenders, cleaning and catering.</p> <p>Both have currently been instructed.</p> <p>Cleaning: specification has been submitted and the next step is to go out to bidders. Following that there will be site visits, questions, tenders and a panel meeting. After discussion TS agreed he would be happy to attend the panel meeting if he is available. Sarah Wild from HCC will also be in attendance.</p> <p>DC is going to survey staff to get their views on the cleaning to ensure the tender goes in the right direction.</p> <p>Catering: school is aware students and parents are concerned at the variety of food being served and the length of time it takes to get served at lunch and break. The school needs to provide a better experience for the students. There will be discussion at student voice meeting and parents will be asked their views. It may be worth having a parent on board as part of the committee.</p> <p>It was considered that the catering company wouldn't invest in new equipment for the school, and this would be subject to a SIF bid. There is consideration to extend the</p>



	<p>dining hall and this would create a need to move the kitchen. The equipment in the kitchen needs replacing and that will be a SIF bid. This would then belong to the school and not the catering company. This process is at a very early stage, Hampshire's procurement team have been invited to support the tender process.</p> <p>Trustees explained in their experience, if the food is cooked off site and reheated on site it would keep the capital cost down and would give more choice for students to have a wider menu.</p> <p>Option 1 would be they purchase, cook and serve the food with school equipment Option 2 would be they purchase, cook and serve the food with their equipment</p>
16	<p>Data Breaches Breach gone to IO Breach internally investigated Any of significance</p> <p>MH explained there have been 7 very low-key breaches since the last committee meeting and have involved some training.</p> <p>Feedback from ICO regarding the previously discussed breach was added to the meeting papers. The ICO were happy with the procedures the school followed and the incident isn't something that needs following up. After speaking to Judicium, they didn't suggest anything different should have been done. This matter is now closed.</p>
17	<p>Review RWSS H&S Audit Action Plan</p> <p>The school was pleased with the H&S Audit on 29th November as the score improved by 4 points.</p> <p>H&S action plan</p> <p>One of the items missing were reports from Trustees after their H&S visits. Due to Covid and lack of trustees these haven't happened. They previously happened every half term. It is akin to a mini audit on the various aspect of the H&S monitoring systems. LT has done the fire safety and legionella visit. CM is speaking to Neil regarding a future visit.</p> <p>There was a discussion as to how this problem can be resolved due to the lack of trustee numbers. There was a question of whether staff reps could do the reviews and report back? Could there be less checks, just temporarily?</p> <p>LI to review the legal requirements for Trustees for Health & Safety and report back.</p> <p>The training also needs to be completed by Trustees, CM has reorganized this, but a date still needs to be confirmed for the summer term.</p> <p>Trustees asked whether the duties could be discharged elsewhere or whether we just have to accept the risk isn't met for the moment.</p> <p>CM asked for a H&S Governor to be the chair of the H&S committee to chair the quarterly meeting. There was a question as to whether that could also be a staff rep.</p> <p>As part of the review Trustees usually do an annual site tour in the summer holidays and inspect the whole school. KM explained she has spoken to GO and himself and AM will complete that task.</p>

MINUTES



Noadswood

	<p>Risk Assessments – many have been completed for classrooms, offices, projection room, kiln room by the administrative officer. There is still further work to do including moving and handling and working at height. More H&S training has been carried out by Ray regarding risk assessments.</p> <p>99% of the items that require action on the audit have been started, however, there is still work to be done. There is a robust Health & Safety management system in place, but they are always looking to improve, and this audit is a great tool to support this.</p> <p>Trustees agreed it has been a job done very well.</p> <p>KM reiterated there is a phenomenal culture that has been created over the past 5 years and CM has done an incredible job.</p> <p style="text-align: right;">ACTION: investigate H&S legal requirements of Trustees: LI</p>
18	<p>Trustee Health & Safety visits/checks</p> <p>DC and Carys are talking to Neil about possible visits.</p>
19	<p>Policies</p> <p>Racial Equality</p> <p>Trustees asked whether the policy covers all the legal requirements.</p> <p>KM confirmed that it has been checked and it does.</p> <p>Trustees approve the policy unanimously.</p>
20	<p>Any Other Urgent Business (AOB):</p> <p>Item was kept as confidential</p>
	<p>Items to be kept as confidential</p> <p>Item 20 was kept as confidential</p>
	<p>Meeting Dates</p> <p>Monday 7th March 2022 7pm</p>
	<p>The meeting was adjourned by the Chair at 20:24 hrs</p>

Matters arising from the Minutes of the General Purposes Committee held on 13th January 2022.

Item	Action	Actionee	Status
8	ICT Strategy to be on every GPC agenda	LI	
9	Include Vice-chair recruitment on next GPC agenda	LI	
14	Add which committee each risk should be reviewed at	MH	
14	Include an educationally based risk on the risk register	KM	
17	Investigate H&S legal requirements of Trustees	LI	
20	Place a recruitment advertisement for Geography Team Leader	KM	

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

MINUTES



Noadswood

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	LI contacted NW but think we need to find someone else to arrange this visit. Although LT has recently carried one out.
12	Look at the Athletic Club and Gym for next year's budget regarding lettings	TS	Ongoing
13	To discuss outsourcing the catering with Carys	DC	This process has started.

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

Item	Action	Actionee	Status
9	New Members/Trustees may also like to tour the school next academic year	Chair of Trustees	Members have completed tour with KM
9	Organise a combined Site Team meeting with Orchard	KM	This is booked for February 2022
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	Covered at this meeting.

Outstanding items:

Item	Responsible	Status

SIGNED BY:	
DATED:	