

MINUTES



Noadswood

BOARD: General Purposes Committee

SCHOOL: Noadswood School

DATE: 7 March 2022

TIME: 19:00hrs – 21:30hrs

VENUE: Remotely – via Teams

ATTENDED: Tim Sunderland (TS) Chair of Committee / Member appointed trustee
Helen Sanderson (HS) Parent Trustee
Matthew Hewitt (MH) Deputy Head Teacher (KMs representative)

ATTENDING: David Crowley (DC) Assistant Headteacher
Steve Pike (SP) 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: TS welcomed those present.
2	Procedural items: 2.1 Apologies for absence Kathryn Marshall and Neil Cotton 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 – Admissions 23/24 policy
4	Minutes: The minutes of the previous meeting held on 13 th January 2022 were unanimously approved
5	Matters Arising from the Minutes: See list below, matters needing action from the last meeting.
6	Correspondence: To note any correspondence received by the Trust /Chair. There was no correspondence to bring to the meeting.
7	Safeguarding / Child Protection A student brought a realistic toy gun into school today. The student, his friends and parents have been supported and the situation was concluded.



	Two pupils made a disclosure to their Head of Year who passed it through the correct channels. The incident happened over half-term. The investigation is being dealt with by the police and the school is supporting those involved. The fact that the students disclosed the safeguarding issue is very positive and meant it could be quickly dealt with.
8	<p>IT Strategy – Update on transition to Arbor MIS</p> <p>It was explained the school is in week 3 of the transition.</p> <p>Currently they are migrating data, each time it is migrated the data is then tidied up.</p> <p>The company doing the transition is very organised and a timeline and milestones were shared with the committee. It is a massive task and there is a dedicated representative of the company to support this. A Gant chart was also shared with the committee again shown when things will be done.</p> <p>The first item to be used will be attendance, after Easter. This will get staff used to using Arbor and used to seeing the visual layout. Training for attendance will take place and then disseminated out to all staff. This will be followed by behavior training and then parental engagement training.</p> <p>Luke is ensuring the school is keeping up to speed with everyone and is touching base with the company weekly. The data is being cleansed to ensure information being held on pupils is accurate, valid and up to date.</p> <p>Trustees were pleased to hear the transition is going well.</p>
9	<p>Replacement Vice chair of this committee</p> <p>There were no offers to be the vice-chair, this item will be carried forward to the next meeting.</p>
10	<p>Accident, violent incident and near miss reports</p> <p>Accidents: These are in line with previous years in terms of accidents happening. There has been an issue with contractors, and they have been asked to ensure they work tidily. Processes with the welfare assistant is good and every accident is recorded.</p> <p>Near miss: Numbers are lower than previously, however, it is thought that near miss incidents are probably the same but there needs to be more work reminding staff to report them. There will be some training needed on this.</p> <p>Violent incident: Similar numbers as previously reported. There tends to be a few key students involved in violent incidents. These are all recorded on CProms. Numbers are stable. The majority of incidents are physical altercations, pushing or punching, it is rare there is a fight. This academic year has seen a serious head butt incident and this was dealt with, with a sanction.</p>
11	<p>Risk Register</p> <p>R3 - Safety of staff, pupils & visitors (especially during building works) which could result in litigation and loss of reputation</p> <p>It was explained Ray West came in during the Health & Safety Audit. The school has tightened up on health and safety with contractors. Carys is clear when she speaks to them about working tidily and not to block areas of access off. Where possible contractors don't come into school until 4pm when the vast majority of students have left.</p>



It was discussed that trustees not having visited has been a problem. LT visited regarding Health & Safety and Alison is due to visit on 8th March. Visits are important so school can prove it is doing what it says it is doing.

DC asked for any trustees who would be willing to come into school and have a site visit in the next month or so when the doors are complete.

TS agreed to do this visit. DC to organise a date with TS for this to take place.

Trustees asked why this is considered the risk is only partially met and not fully met as mitigation is in place. The risk will always be there but systems are in place to mitigate it.

It was explained the issue is the school isn't in control of the contractors and how they leave the site in the morning.

Trustees still felt that with Carys checking on the site and meeting with the contractors the controls are in place. If the controls are mitigating the risk the controls are in place. Processes are in place to stop anyone getting hurt.

DC to contact Ray to see what he thinks.

R8 - Failure to deliver IT resources to staff to carry out their activities which leads to poor pupil experience and low staff morale. IT Equipment failure in classroom which impacts the quality of the lessons being delivered.

It was explained that some of the IT kit is getting older. Luke does a great job of updating the kit where he can by replacing components which gives them a few more years. DfE laptops that were offered were welcomed, some were given to students and some were kept in school. Moving from SIMS will also help as Arbor is website based.

Server structure is being taken care of as we swap the servers over. Replacement plan is there, new kit will go to the heaviest use areas and the old kit will go to where it has less use.

Trustees again felt controls are in place to mitigate this risk, then if something did happen they could be looked at again. They considered this risk could be reduced.

It was discussed that the IT, in most cases, isn't essential. The use of IT in Science for example is a bonus, lessons can certainly be taught without it. The risk is about impacting the quality of lessons and education and you need to lose a lot of computers for this to be a problem.

Trustees asked for the IT strategy to be looked at regarding the budget setting for next year. A review needs to take place as to whether more Capital needs to be put aside to cover IT costs.

MH explained the IT strategy is looked at in terms of blue sky to pragmatic needs against what fits against the budget. Luke has a plan in terms of order of importance and what needs replacing and when. It was explained that currently when tenders go out by the time the job is authorised the price has increased, due to the current climate.

TS would like to have a discussion for next year as the budget is put together.

ACTION: review budget process for next year regarding IT spend. TS/MH



	<p>R9 - Cyber-attack, malware, ransomware or spam.</p> <p>R12 - Health risk to staff and students due to Coronavirus pandemic</p> <p>It was explained that while this is no longer top of the list of risks, it is prudent to keep everything in place on the back burner ready for winter or incase national policy changes. This can be moved to the low impact category.</p> <p style="text-align: center;">ACTION: DC to update the dates on the risk register: DC ACTION: DC to contact TS and organise a date for him to do a health & safety walk: DC ACTION: DC to contact Ray West to see whether some of the risks can be reduced: DC</p>
	<p>Catering tender – with a SIF bid The catering tender has been paused. A SIF bid will be put together by a company called Kendal. There are issues with space and the canteen is getting older. Once the SIF bid outcome is known the catering tender will start again.</p> <p>Cookers in the D&T Block</p> <p>As previously mentioned there is an issue with carbon dioxide levels when all the gas ovens are on at once, this is because of acceptable levels has changed. To implementation the correct ventilation would cost a minimum of £30,000. If the school were to change to electric ovens all the electrics would need to be changed at a vast cost. A company has come in and identified that the school could have some electric ovens, not so many as to fuse the block, and some gas ovens, not too many so carbon dioxide levels are kept down. This will be at a cost of approximately £10,000.</p> <p>Trustees were pleased a solution had been found.</p>
12	<p>Data Breaches Breach gone to IO Breach internally investigated Any of significance</p> <p>Nothing to report.</p> <p>Trustees asked if data near misses were included in the report?</p> <p>MH said they weren't but in future they will include data breaches when they send out reminders for staff to report near misses.</p> <p>There was one near miss of a data breach that was investigated by MH but it was concluded a breach wasn't made.</p>
13	<p>Trustee Health & Safety visits/checks</p> <p>AM has a visit organised for Tuesday 8th March</p> <p>TS is going to do a Health and Safety focus walk around.</p>
14	<p>Policies</p> <ul style="list-style-type: none"> • <i>Capability</i> • <i>Disciplinary</i> • <i>First Aid plus –</i> <i>Head injury flow chart</i> <i>Head Bump</i>



	<ul style="list-style-type: none"> • <i>Health & Safety</i> • <i>Premises Management</i> • <i>Prohibited Items</i> • <i>Separated parents</i> • <i>Admissions 23/24 policy</i> <p>First Aid: It was explained the first aid policies were re-written a few years ago and they are where they should be. The welfare team are now making a pack that says if you get presented with XYZ what you should do. We look for internal support from our first aiders. There is a good app that we have on the iPad, British Red Cross app, first aid app, you say what is being presented and it will talk you through what to do. Policies are the same this is extra on the ground.</p> <p>Trustees asked how the head injuries flow chart covered interaction at rugby and concussion. They asked what advice would be given if a student was concuss.</p> <p>It was explained that isn't something the school would give advice on. The student would be asked to go to A&E or their GP and to follow the advice they are given there.</p> <p>All policies are approved</p>
15	<p>Any Other Urgent Business (AOB):</p> <p>The admissions 23/24 policy was included in the policies in item 14.</p>
	Items to be kept as confidential – nothing to be kept confidential
	<p>Meeting Dates</p> <p>No further meetings are planned for this committee this academic year</p>
	The meeting was adjourned by the Chair at 19:44

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

Item	Action	Actionee	Status
11	Review budget process for next year regarding IT spend	TS/MH	
11	Update the dates on the risk register	DC	
11	DC to contact TS and organise a date for TS to do a health & safety walk	DC/TS	
11	DC to contact Ray West to see whether some of the risks can be reduced	DC	

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	Complete
9	Include Vice-chair recruitment on next GPC agenda	LI	Complete
14	Add which committee each risk should be reviewed at	MH	Complete
14	Include an educationally based risk on the risk register	KM	Ongoing
17	Investigate H&S legal requirements of Trustees	LI	Complete

MINUTES



Noadswood

20	Place a recruitment advertisement for Geography Team Leader	KM	Complete, recruitment was made
-----------	---	-----------	---------------------------------------

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	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	Ongoing

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

Item	Action	Actionee	Status
9	Organise a combined Site Team meeting with Orchard	KM	This is booked for February 2022

Outstanding items:

Item	Responsible	Status

SIGNED BY:	
DATED:	