



MINUTES:

BOARD: Full Governing Board / Pay & Personnel Committee meeting

SCHOOL **Noadswood School**

DATE: 13th December 2022

TIME: Start 7pm – Finish 9.30pm

VENUE: Meeting was remotely, via Teams

ATTENDED: Kathryn Marshall Principal
Alison Munden – Chair of Governors
Gary O’Flaherty – Member appointed trustee
Annie Hodge – Member appointed trustee
Helen Sanderson – Parent trustee
Leoni Stote – Parent trustee

Alan Davies - HWB Accountants left the meeting at 7.35pm
Matt Abbott, Staff representative left the meeting after item 16
David Crowley, Assistant Headteacher left the meeting after item 11
Angie Drabble, Chief Financial Officer left the meeting at 7.48pm
Laura Ebblewhite, Staff representative left the meeting after item 16
Helen Loveday, Assistant Headteacher left the meeting after item 11
Steven Pike, Staff representative left the meeting after item 16
Dan Rowling, Assistant Headteacher left the meeting after item 11

APOLOGIES: **Neil Wright, Matt Hewitt**

ABSENT:

ATTENDING: Louise Instone, Judicium Clerk –

QUORUM: Three Trustees

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 | |
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| 1 | Welcome and Introductions: Those present were welcomed by the Chair of Governors |



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| 2 | Procedural items: |
| 2.1 | Apologies for absence Apologies for absence as recorded were accepted by the Governors. |
| 2.2 | Confirmation of Quorum The meeting was confirmed as quorate |
| 2.3 | Declarations of interest for this Meeting: No pecuniary or personal interests were advised for any agenda item for this meeting |
| 3 | Any Other Business: No other items to be added |
| 4 | Minutes: The Minutes of the previous meeting on 6 th October 2022 were approved by all and will be signed electronically by the Chair. |
| 5 | Matters Arising from the Minutes: See below for the updates |
| 6 | Correspondence: No correspondence of any substance was received |
| 7 | Presentation from Auditors, HWB Accountants, Alan Davies, and approval of accounts 2021/22 Alan Davies, the Audit Manager at HWB joined the meeting via Teams. HWB have been the school's Auditors since 2015. It was explained there are two reports included in the Financial Statements. <ol style="list-style-type: none">1. Audit report – to ensure the accounts are properly prepared and give a true and fair view of the accounts2. Report of regularity – this is a statement that confirms there is no suggestion money being spent in a way that breaches regulations. There were no issues in either report. The Audit findings report highlights any issues or recommendations. There were 5 issues found (much lower than average) 4 low level and 1 high level but easily rectified. <ol style="list-style-type: none">1. Need to look at maximising interest of bank deposits and not leave in the current account. (This is already being looked into)2. ESFA prefer 5 Members rather than 3.3. One entry on “get information about schools” wasn't correct.4. A disclosure of a related party transaction to ESFA wasn't made, this also happened last year. Rectifying this has been hampered by their system.5. The high risk item was the purchase of alcohol for £6.00 this is against the Academy Trust Handbook rules. Last year there were 10 issues, 7 have been rectified and 3 are still outstanding but they are of low risk. |



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| | <p>In their audit findings there were no adjustments made. There were 3 minor corrections, and this is fewer than would be typically found.</p> <p>The auditor explained key pages of the accounts whilst sharing his screen along with explaining the meaning of various accounting terms.</p> <p>The auditors explained how the reserves are looking for the school. Last year there were £1.2million but this year there are £1.1million, this is due to a deficit of funds this year of £100,000. He explained this is a healthy amount of have in the bank but drew the attention of trustees to the deficit budget forecast return over the next 3 years. He explained key objectives for next year will be integrated curriculum and financial planning in order to eliminate the deficit.</p> <p>Pensions – he explained the school has 2 schemes – Teachers and a LA one for support staff. He explained the liability isn't anything the school needs to worry about, and it is only entered for accounting reasons.</p> <p>He explained the Balance Sheet to the board and about the depreciation of the assets.</p> <p>Chair thanked HWB and was grateful to the finance team at Noadswood for their work.</p> <p>Trustees clarified that the school was in a good position, but they had to keep an eye on the budget deficit.</p> <p>Auditors agreed and explained many schools are struggling with increased staffing and energy costs. The school needs to try and work within their budget so as not to diminish reserves.</p> <p>Headteacher also thanked HWB for their work and the way they conducted the audit.</p> <p>HWB left the meeting</p> <p>Governors reflected that the amount of work Angie and her team have done is the reason why there are no adjustments or issues and thanked them all for their work.</p> <p>Trustees approved the accounts for Sheryl now to upload before the deadline.</p> |
| Part of item 12 | <p>Capital Spend</p> <p>CFO explained there was £46,000 of unspent Capital from last year plus £20,000 from this year. There has also been money in to improve the energy efficiently of the school, but this can also be spent in other ways.</p> <p>There is a document of planned Capital spend over the next 2 years. It was explained the Headteacher's internal office door was a safeguarding objective not an aesthetic request.</p> <p>There are some projects carried forward from last year, the ovens, these will be purchased this academic year.</p> <p>Finance and Premises Manager will have meetings to discuss the progress of the Capital spend each half term and this will be fed back to trustees.</p> |



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| | <p>There was discussion around the school's energy saving and efficiency and it was decided this should be added to the risk register.</p> <p>ACTION: AD/KM to liaise with SE to look at ways of reducing energy costs around the school and adding this to the risk register: KM/AD</p> <p>The grant for energy saving has only just come in so something will be added to the Capital projects in due course.</p> <p>AD left the meeting</p> <p>Trustees were reminded that that was ADs last meeting as CFO, she will now be the Finance Manager. Sheryl Cardwell will be a part-time CFO until the end of August.</p> <p>AD was thanked for her incredible work and she is the reason the finance audit went so well.</p> <p>Sarah Ewing leaves on 2nd March 2023.</p> |
| 8 | <p>Governor Resignations and welcome to new Governors</p> <p>Tim Sunderland has resigned from the board.</p> <p>Trustees may review the structure of some committees.</p> <p>AH and LS were welcomed to the board.</p> |
| 12 | <p>Headteacher Report, to include</p> <ul style="list-style-type: none">• Trustee Dashboard• Capital Spend from F.A.R meeting• SEND Strategic Plan update from SIC Meeting• Violent Incident analysis from SIC Meeting <p>Trustee Dashboard</p> <p>Headteacher drew trustees attention to the increase in students with an EHCP (Educational Health Care Plan) this is having a significant impact on the school. These students require additional support and adaptive teaching in order to include them into lessons. Currently the funding per child, which is being spent, isn't being recorded effectively and this will now be a focus for the school. School is liaising with the LA to discussing the banding information for each student this will then be recorded.</p> <p>ACTION: Risk to be added to the Risk Register around recording EHCP Funding and the risk of a tribunal: KM</p> <p>There was discussion around whether figures could be compared with this time last year and it was agreed they couldn't due to Covid and this time next year will be a good comparison. It was agreed that the suspension figures need to be looked at along with the breakdown Helen provides for each child.</p> <p>Attendance – the attendance action plan is currently being re-written and will be presented at SIC in January. This will include the use of Pupil Premium funding.</p> |



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| | <p>DR explained about behaviour and learning reset</p> <ol style="list-style-type: none">1. Due to Learning Reset, suspension numbers are falling.2. Students can be taken out of lessons and this stops them repeating the behaviour throughout the day. It is stopping their behaviour escalating.3. In future Noadswood suspensions will take place at Applemore and vice versa. <p>Whilst the Learning reset room has only been open for just over a month it has already impacted student behaviour and their lives.</p> <p>At the next SIC we will look at data for the students who would have been suspended but now in reset.</p> <p>Colleague absence – again these figures can't be compared with last year due to Covid. The school has just recruited 2 cover supervisors who have fitted in well. There are currently no trends of absence.</p> <p>SEND strategic plan update</p> <p>As already discussed, the school is looking carefully at the finances for SEND students.</p> <p>Learning walks have taken place to view the quality of teaching for SEND students. Although some classes were excellent, in some classes there is work to be done. The school is dedicating an INSET day in January to discuss the Teaching & Learning of walk throughs for SEND students. Walk throughs will continue through the year.</p> <p>The LA have approached the school regarding adding students from other schools to the SEMH provision, Redwood. Redwood doesn't have the capacity to accept other students, and this is the stand the school will be taking with the LA.</p> <p>Violent incidents at the school.</p> <p>These are reduced and it was discussed these are usually between two students and rarely involved a member of staff. It was felt the number of staff on duty is helping to stop incidents escalating. The school is supporting students, after Covid, to do the basics around routines and resetting. SLT & Middle Leaders are working to improve immediacy of response to an incident.</p> <p>If staff hear a rumour that something is going to happen, they address this before it escalates. Staff also attends incidents outside of school with the support of the community.</p> <p>Staff are aware of what constitutes a violent incident now, so this has reduced numbers.</p> |
| 13 | <p>Reports from Committees Finance Audit & Risk Committee –</p> <p>There was discussion about the new Terms of Reference but these will go to each committee for their approval before they go the FGB.</p> <p>ICFP (Integrated curriculum & financial planning) is now better than at the meeting. ESFA recommend this document for local benchmarking of SEN, Pupil Premium and</p> |



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| | <p>education support levels. The only area that exceeds recommended level is the educational support staff.</p> <p>Year 7 will be full in September 2023 and this wasn't expected and positively impacts the 3 year plan. The school now doesn't go into the red until year 4 of the financial plan. Clearly the financial situation has improved. School asked trustees to give them more time in future to gather all the financial information.</p> <p>New Pupil Premium statement has to be published by 31st December, SLT will review this and will put on Governor Hub before it goes onto the website – statements and actions are similar to last year as school is still working on them.</p> <p>The reserves policy needs to be updated and Sheryl will bring this to the board.</p> <p>School Improvement Committee – Chair of this board reflected there was discussion on how pleased everyone was with the Ofsted report. Any items of concern mentioned had already been brought to the board, so everyone was already aware. For example, Yr 11 exam buckets and Baccalaureate issues.</p> <p>Pay & Personnel Committee no meeting to report on.</p> |
| 14 | <p>Governor Visits</p> <p>GO had made a safeguarding visit to HL and the report is on the GovernorHub</p> <p>Discussions were around:</p> <ul style="list-style-type: none">• Single Central Record• Action Plan Review• Low Level Concerns <p>No issues were found by GO</p> |
| 15 | <p>Policy Approval</p> <ul style="list-style-type: none">• Risk Management (non-statutory) <p>This was just for trustees to be made aware of.</p> <p>Revised Noadswood Gym Agreement</p> <p>KM explained this document has been approved by ESFA and the solicitors.</p> <p>However, there was discussion around DBS checks and whether anyone actually sees the documents. HL recommended that the documents should be actually seen and this is then recorded somewhere. DR will look into this and report back to next SIC meeting. It was agreed this document wouldn't need to be amended but maybe the Lettings Policy would need to be reviewed.</p> <p>This was unanimously approved all trustees</p> |
| 16 | <p>Storage of Trustee personal information, Single Central Record (SCR) and Arbor</p> <p>All Trustees agreed that the school is able to hold their information anywhere they see fit in line with school policies.</p> |



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| 17 | Any Other Business: No extra items were added |
| 18 | Identify Items for Confidential Part II Minutes: items that have been identified to be included in Part II Minutes Item 11 Item 9 Item 10 |
| 19 | Meeting Dates It was agreed that the next meeting will be on: 26 th January 2023 Teaching & Learning responsibility will be reviewed at this meeting. <i>The Governors Meeting Schedule for 2022-2023 is filed on GovernorHub.</i> |
| The meeting was Closed by the Chair at FGB finished at 20:43 P&P at 21.30hrs | |

Actions arising from the Minutes of the Full Governing Board meeting held on 13th December 2022

| Item | Action | Actionee | Status |
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| 12 | AD/KM to liaise with SE to look at ways of reducing energy costs around the school and adding this to the risk register | KM/AD | |
| 12 | Risk to be added to the Risk Register around recording EHCP Funding and the risk of a tribunal | KM | |

Actions arising from the Minutes of the Full Governing Board meeting held on 6th October 2022

| Item | Action | Actionee | Status |
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| 10 | KM to speak to Mike Armiger to report to the board regarding SEND | KM | This will be organised for a SIC meeting in the future. Complete |
| 16 | KM to advise the board of the financial plan going forward | KM | This has been discussed at other meetings. Complete |

Matters arising from the minutes of the Full Governing Board Meeting 7th July 2022

| Item | Action | Actionee | Status |
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| 16 | KM to contact CST regarding MAT trust training | KM | Formal Governing body training on taking the school from good to outstanding instead of MAT trust training. This training will be later in the year. Complete |

Outstanding items:

| Item | Responsible | Status |
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Minutes are signed digitally by the Chair on GovernorHub