



MINUTES:

BOARD: Full Governing Board

SCHOOL **Noadswood School**

DATE: 6th October 2022

TIME: Start 7pm – Finish 9.20pm

VENUE: Noadswood School and remotely via Teams

ATTENDED: Kathryn Marshall Principal
 Alison Munden - Acting Chair for this meeting
 Leoni Stote – Parent trustee
 Tim Sunderland Member appointed trustee left at 20:54hrs
 Neil Wright Parent trustee

Matt Abbott, Staff representative
 David Crowley, Assistant Headteacher attended remotely left at 20:23hrs
 Laura Ebblewhite, Staff representative
 Helen Loveday, Assistant Headteacher
 Steven Pike, Staff representative attended remotely
 Pippa Smith, Staff representative

APOLOGIES: **Gary O’Flaherty, Helen Sanderson, Sarah Balson**

ABSENT: **Neil Cotton**

ATTENDING: Louise Instone, Judicium Clerk – attended remotely left at 21:20hrs

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	
1	<p>Welcome and Introductions: Those present were welcomed by the Acting Chair.</p> <p>Leoni was welcomed to the board as a parent governor and those present introduced themselves.</p>



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: 1. Scheme of Delegation
4	Minutes: The Minutes of the previous meeting on 7 th July 2022 were approved 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	Confidential Trustee Update Item in Part II confidential minutes
8	Annual Governance Board Business: Election of the Chair and Vice Chair There was discussion between the board members, the outcome of these discussions was that Alison Munden put herself forward as Chair for the forthcoming year. Alison Munden was elected by the board as Chair of Governors Vice Chair – this post is still vacant The Term of Office for both posts is one year, in accordance with the Articles of Association.
9	Election/Confirmation of Other Post-holders 1. Internal Scrutineer Sam Lock 2. Recruitment, training and mentoring vacant 3. Safer Recruitment Accredited Governors Gary O’Flaherty / Annie Hodge
10	Confirmation of Linked Governors (Suggested areas related to school strategic objectives below) (Statutory or most urgent priorities placed in bold.) 1. Health and Safety/Risk Mitigation Alison Munden 2. Gym (who also attends the school Gym Committee meetings) Pippa Smith 3. Safeguarding and Child Protection (usually the Chair) Annie Hodge 4. Nominated Trustee to handle allegations against the HT (this is usually the CoG) Alison Munden 5. Other strategic objective Links:



	<ul style="list-style-type: none">a. Maths, Science, English - progress and attainment in the coreb. Humanities and Modern Foreign Languages – progress and attainmentc. Foundation curriculum, Careers/Citizenship/Relationships and Sex Ed Curricular – progress and attainment –d. Integrated Curriculum and Financial Planning Tim Sunderlande. Disadvantaged and Pupil Premium students: progress and attendancef. SEND, Inclusion, diversity and equality Alison Munden Mike Armigerg. Wellbeing of students and colleaguesh. Teaching and Support Staff Performance Development Alison Mundeni. Transition and student numberj. Marketing <p>There was discussion around finding external support with Disadvantage & PP premium report and about ask Mike Armiger to produce reports for SEND</p> <p>ACTION: KM to speak to Mike Armiger to report to the board regarding SEND: KM</p>
11	<p>Confirmation of Committee/Panel Membership, including Chairs and Vice Chairs</p> <ul style="list-style-type: none">1. School Improvement Committee Chair – Gary O’Flaherty Kathryn Marshall Annie Hodge Alison Munden Gary O’Flaherty Helen Sanderson Leoni Stote2. General Purposes Committee/ Chair – Tim Sunderland Kathryn Marshall Alison Munden Helen Sanderson3. Finance, Audit & Risk Committee Chair –possibly Neil Wright Kathryn Marshall Helen Sanderson Tim Sunderland4. Pay and Personnel Committee (Cannot include Staff representatives) Alison Munden Chair Kathryn Marshall Annie Hodge



	<p>Gary O'Flaherty Neil Wright</p> <p>5. HT's Performance Management Panel (Cannot include Staff representatives) Gary O'Flaherty - Chair Alison Munden</p> <p>6. Ad Hoc Committees (e.g. Exclusions, Complaints, Staff Disciplinary, Staff Grievance)</p> <p>There was discussion around using ex-trustees to attend the ad-hoc committee meetings. It was explained that the school is currently using governors from other schools to support some of these meetings, when there aren't enough of the schools trustees to cover them.</p>
12	<p>Agreement of Committee Terms of Reference/ Delegated Powers</p> <ol style="list-style-type: none">1. General Purposes2. School Improvement3. Pay and Personnel4. Finance, Audit and Risk5. Members <p>These were all approved.</p>
13	<p>Agreement of Other Delegated Powers</p> <ol style="list-style-type: none">1. Delegation of authority to dismiss Staff to HT – subject to HR policies, this was approved2. Delegation of Power to Act in cases of urgency – this was approved3. Delegation of Decisions RE: Gym Club Agreement – Pippa Smith
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 20222. NGA Model GB Code of Conduct3. HR suite of statutory policies: Capability, Disciplinary, Grievance, Whistleblowing <p>These documents were adopted by the board</p>
15	<p>Headteacher's report</p> <p>To include: KS4 Outcomes Review Trust Strategic Foci 2022-23 Trustees' Dashboard – year review 2021-22 Trips and visits this term</p> <p>Results</p> <p>DC explained the results were reported on at the last SIC meeting in detail.</p> <p>The school was very pleased with the results and they were up on 2019, the last time students took exams.</p> <p>They were pleased to report whilst English, Maths and Science did well, as they usually do, there were also a huge number of other subject that did well too.</p>



Attainment 8 and Progress 8 figure was unusually low due to the option in Science being reduced, however, this was for the benefit of the students.

Trustees were asked to look through the full PowerPoint in their own time

The school has 3 focal points for the coming year

- Close the disadvantaged gap
- Close the SEND gap
- Support high ability students to make better progress

There will be work around getting students into school who are struggling to engage, they will do well if they are in front of specialist teachers.

Academic reports home has an additional option for staff to choose. Inconsistent has been added to the options.

Excellent

Good

Inconsistent

Poor

Target Setting – in order to set aspirational targets the school has changed the way it sets targets. It used to use FFT50 and they will now use between FFT50 and FFT20, full details of this is in the SIC minutes.

CATS & Literacy

Reading – with exam papers being very wordy, it is important students can access this. Every student has taken a literacy exam and students and staff now all know each student's reading age.

Focus students

Team leaders and teachers will know the students who are SEND and those with high ability so they know who their focus students will be.

Governors agreed, results were great and thanked staff for their hard work. They reflected it would be good to get more students doing the EBAC in the future.

KM explained there is a high uptake of EBAC subjects individually but it is more difficult getting students to take the whole suite of them. MFL will be working with the Hampshire Advisory Service in order to try and increase numbers.

Governors reflected during recent Ofsted visits in other schools, attendance was a focus. They asked what interventions are in place to increase attendance.

KM explained they know who the students are. Anyone with less than 55% attendance has a plan in place to address this. It could be a home visit, could be catch up. National tutoring programme is running and can also support students who aren't in lessons.

Students go into a flexible learning and programmes outside of Noadswood but the fact they receive a full curriculum is still a concern. Whilst the students in the AP are very well supported it is still important they receive a full curriculum.



SEN action plan – Mike Armiger has done a piece of work to review how teaching in the classroom supports the SEN students without taking them out of lessons.

SLT have gone into Maths and English to review the experience students are receiving in the classroom across the years and abilities. The results will be reviewed by SLT and any common streams or strands will be used in other departments.

Governors discussed how committees could connect together better.

DC left the meeting

Trust Strategic Focus

It was discussed the primary focus for the board and what will be discussed at each meeting will be Finance and Attendance.

Dashboard

Governors expressed concern over the finances and the fact that the school is behind with reporting. They were concerned while the school is behind with reporting it will be difficult to get financial controls back up to date. There was concern there isn't a viable plan going forward based on the current figures. There needs to be a plan for financial sustainability. Governors would like to go back to having accounts on a monthly basis.

KM reassured governors that the current issues of workload within the finance department is being addressed. Measures are being put in place to get the reporting back on track.

Governors were pleased to hear this but reiterated basic budget control steps are not in place. Without the base controls the budget can easily get out of control. Governors were concerned they wouldn't be doing their job if they didn't insist on a plan being put together.

KM explained again that they have got a staffing plan in place to address this. Along with the plan KM will speak to Sheryl who could check there is enough capacity within the team to achieve what is needed.

TS asked, how are we going to get last years accounts sorted? How are we going to get base control? He would like a timeline between now and Christmas as to how this will be addresses. He reminded KM that there is an agreement, that hasn't been signed, with ILP where they are offering support with the accounts.

KM explained she will speak to Sheryl and will report back after that.

AM agreed if you aren't looking at the accounts in real time it is difficult to know if there are any problems.

KM explained she will come back to the board with a plan. There wasn't an immediate problem with cashflow.

ACTION: KM to advise the board of the financial plan going forward: KM



	<p>Trips and visits Trips schedule is back up and running again after Covid. There are local trips and trips boards, thus covering all financial pockets.</p> <p>Governors thanked the staff for organising trips again, they reflected it is important for the students and their school experience.</p>
17	<p>Policy Approval</p> <ul style="list-style-type: none"> • Behaviour • Safeguarding • Attendance <p>Policies have been on the GovernorHub for review.</p> <p>Key has been used as a standard template. It was explained a standard template is used and then adapted for the school. Trustees thanked HL for her tracking of the policy.</p> <p>The 3 policies above were approved for all the board</p>
19	<p>Any Other Business: Scheme of delegation – available in the meeting papers</p> <p>KM explained this is a standard document and has been an audited point for the last 3 years. The delegation reflects what is currently being done.</p> <p>This was approved by all the trustees.</p>
20	<p>Identify Items for Confidential Part II Minutes: items that have been identified to be included in Part II Minutes Item 7 Item 23</p>
21	<p>Meeting Dates It was agreed that the next meeting will be on: 1st December 2022 <i>The Governors Meeting Schedule for 2022-2023 is filed on GovernorHub.</i></p>
23	<p>MAT Developments</p> <p>This item was added to the confidential Part II minutes</p> <p>Clerk left the meeting at 21:20 and the trustees then did their safeguarding training with HL</p>
16	<p>Safeguarding/Prevent Training</p> <p>All trustees present received safeguarding/prevent training from HL the school's safeguarding lead.</p>
	<p>The meeting was Closed by the Chair at 21:20hrs</p>

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

Item	Action	Actionee	Status
10	KM to speak to Mike Armiger to report to the board regarding SEND	KM	



16	KM to advise the board of the financial plan going forward	KM	
----	--	----	--

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

Item	Action	Actionee	Status
16	KM to contact CST regarding MAT trust training	KM	

Matters arising from the minutes of the Full Governing Board Meeting on 9th May 2022

12	Trustees to review the Ofsted documents folder on the GovernorHub and ask any questions	Trustees	Complete
----	---	----------	----------

Outstanding items:

Item	Responsible	Status
Add updated Consultancy policy to GovernorHub	KM/LI	No longer required as policies are not on GovernorHub

Minutes are signed digitally by the Chair on GovernorHub