

**MINUTES:**

**BOARD:** General Purposes Committee

**SCHOOL** Noadswood School

**DATE:** Thursday 13<sup>th</sup> October 2022

**TIME:** Starting at 7.30pm until 9.20pm

**VENUE:** This was a remote meeting held via Teams

**ATTENDED:**

Kathryn Marshall (KM)  
Alison Munden (AM)  
Helen Sanderson (HS)  
Neil Wright (NW)

Headteacher  
Chair of Governors  
Parent Trustee  
Parent Trustee

Carys McKinney  
Steven Pike

Premises Manager left at 21:04  
Staff representative

**APOLOGIES:** Tim Sunderland

**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	
1	<b>Welcome and Introductions:</b> Those present were welcomed by AM who was acting Chair for this meeting
2	<b>Procedural items:</b> <b>2.1 Apologies for absence</b> Apologies for absence as recorded were accepted by the Governors. <b>2.2 Confirmation of Quorum</b> The meeting was confirmed as quorate  <b>2.3 Declarations of pecuniary or personal interest for this Meeting:</b> No pecuniary or personal interests were advised for any agenda item for this meeting.



3	<b>Any Other Business:</b> No other business was added to this meeting
4	<b>Minutes:</b> The Minutes of the previous meeting on 7 <sup>th</sup> March 2022 were approved and will be digitally signed by the Chair.
5	<b>Matters Arising from the Minutes:</b> Please see list below
6	<b>Correspondence:</b> There was no correspondence to address
7	<b>Safeguarding/Child Protection/Suspensions:</b> To note any matters for the Committee to be aware of.  No matters were brought to this meeting
8	<b>ICT Strategy</b>  Written reports were available for governors to read <ul style="list-style-type: none"> <li>• 5 year costs analysis of moving MIS system from Sims to Arbor</li> <li>• IT strategy document</li> <li>• IT strategy</li> </ul> <p>It was explained that the updates had been put in red on the documents.</p> <p>The migration to Arbor has been a massive development but hasn't gone without a few glitches which have been ironed out.</p> <p>Governors commented they were pleased to see value for money is being considered in the strategy document and different options are being considered.</p> <p>While the school was compliant with its cyber security, the internal scrutineer had recommended this be tightened up. This has been done in 2 ways</p> <ul style="list-style-type: none"> <li>• Upgrading Microsoft 365 gives greater cyber security</li> <li>• Cyber alarm service – this alerts to criminal emails coming through the system – there were more getting through the filters in place than there should have been.</li> </ul> <p>Governors asked in the 5 year cost analysis there were 3 scenarios, has a decision been made as to which option to take yet?</p> <p>Scenario 1 involved the school cancelling ePraise – once this was cancelled they realised there was no way a student could contact the school out of hours. A Teams App is going to be introduced to enable this to happen again. Key staff will be available on the app. Students have used this part of ePraise very sensibly.</p> <p>Governors reflected that moving to scenario 3 will be an organic move as the scenarios may throw up other issues as they happen</p> <p>KM agreed it wasn't possible to know how this was going to feel until it happened, each scenario will be reflected on as it happens and any issues will be addressed.</p>
9	<b>Accident, violent incident and near miss reports</b>



	<p><b>Accidents:</b> CM reflected that the school doesn't have many accidents. There is currently one ongoing investigation into a student whose fingers were crushed in a door hinge as she fainted. They did go to hospital but their fingers were ok. This was a genuine accident. The length of time the door closes has been extended.</p> <p>Students attending the medical room is being monitored.</p> <p>There was a request from science that if there was a chance to move the medical room it would be helpful as students lining up outside disrupt the teaching in the two science rooms.</p> <p>KM &amp; CM agreed they will reflect on that request. There is a potential SIF bid going in and it may include a first aid room.</p> <p>Reasons students go to the medical room include:</p> <ul style="list-style-type: none"> <li>• Cuts, grazes, scratched and bruises</li> <li>• Diabetes readings</li> <li>• Headaches</li> <li>• Administering prescribed medicines</li> </ul> <p>Near misses: At the Health &amp; Safety audit it was suggested there should be 100 reported a term. Numbers are much lower than this. Any reported are actioned rapidly.</p> <p>Violent incidents: There have been zero violent incidents involving adults but there has been some peer to peer incidents, these will be reported at the next SIC meeting</p> <p><b>ACTION: HL to advise the SIC committee of the peer on peer violent incidents so far this term: HL</b></p>
10	<p><b>Premises Manager H&amp;S report inc. audit updates</b></p> <p>Health &amp; safety report was available on the GovernorHub</p> <p>The team has been very busy and there is now a paternity absence for 5 months, this is being covered by the casual site team.</p> <p>Items highlighted in the Health &amp; Safety audit</p> <ul style="list-style-type: none"> <li>• Management system – effectively bringing up each item in a diary system. The spreadsheet requires a lot of work to keep it up to date. Policy reviews, contractor attendance, document reviews. This has been addressed so should score better in the next audit.</li> <li>• Governors Health &amp; Safety Annual reviews have been taking place and these are up to date.</li> <li>• Whilst health &amp; safety has always been a standard item at this committee, now including Accidents, near misses and violent incidents will increase the score in the audit.</li> </ul>



	<ul style="list-style-type: none"><li>• Risk Assessments, a lot of work has been done on these including, working at height, in classrooms, offices and trips, after school clubs.</li><li>• Moving and handling equipment – a list has now been collated of the equipment and this equipment is now regularly checked.</li></ul> <p>Next audit should be 90% and above, this will take place in May/June next year.</p> <p>Staff are held to account to be compliant with health &amp; safety and are very supportive.</p> <p>KM pay tribute to Carys, Kayleigh and the team, it is a massive culture change and that is positive. Business Manager and KM will keep the progress reviewed.</p> <p>CM thanked governors and senior leaders for their support.</p> <p>Staff representative asked that health and safety reminders only go to the relevant people.</p> <p>CM reflected that theirs do only go to the relevant people</p> <p>Governors reflected on how well the report was written, very concise and focused.</p> <p>Health &amp; Safety governor has a meeting scheduled with SE and KM in November and will visit CM on the same day.</p>
11	<p><b>Lettings</b></p> <p>KM explained lettings are overseen by Dan Rowling.</p> <p>Key update is that the school is looking to use a booking system to run the lettings.</p> <p>CM explained herself and IT have had two demos of system that manage lettings.</p> <ul style="list-style-type: none"><li>• Booking plus – was a good system, minimum admin but lots of options for the customer which the school could switch on an off as required.</li><li>• Second system was a bolt on to the school cloud system for parents evening. It was more aimed at internal room bookings rather than external bookings.</li></ul> <p>It was reflected that CM preferred the Booking Plus system. There is an initial set up free and then they take 3% of all bookings. They also market the facilities available on the internet.</p> <p>Governors reflected that it would be good to have better presence in the community and the 3% cost could be passed on to the customers by increasing the cost of bookings. Raising the profile of the school in the community is a priority for the school.</p> <p>CM explained that prices have recently increased and they have lost some customers. CM reflected that a small increase every year would be better than a larger increase every few years.</p> <p>Luke will make his recommendation to DR</p> <p>Governors asked if all the correct safeguarding systems were in place?</p>



	<p>KM explained there are 4 things that lettings customers must do</p> <ul style="list-style-type: none"><li>• Sign the safeguarding declaration in line with KCSiE</li><li>• Confirm they have read the conditions of hire</li><li>• Email copy of DBS</li><li>• Acknowledge they have read part 1 of KCSiE</li></ul> <p>It was explained that the proposed new system allows for documents to be uploaded. If all requirements haven't been fulfilled they wouldn't be able to use the facilities.</p>
12	<p><b>Risk Register</b></p> <p><b>R3</b> - Safety of staff, pupils &amp; visitors (especially during building works) which could result in litigation and loss of reputation</p> <p><b>R10</b> - 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</p> <p><b>R11</b> - Cyber-attack, malware, ransomware or spam</p> <p><b>R3</b> CM keeps a contractors register, various H&amp;S documents, RA, COSHH, about 8 different pieces of information and DBS records and any qualification and competencies they hold. This is kept online. One of their regular checks is to make sure those documents are always in date. If a new cleaner starts without a DBS then they will double up with someone else. Try and use the same contractors where possible.</p> <p><b>R10</b> Luke has given evidence that he is monitoring and fulfilling the needs of the IT for the students. Hardware and software is kept up to date.</p> <p><b>R11</b> The school is looking to get formal Cyber Safety accreditation as a school, they will report back once this has been achieved.</p>
13	<p><b>Premises update inc. major projects &amp; contracts</b></p> <p>SE put a comprehensive Premises update report on the GovernorHub</p> <p>CM explained she is still snagging with the fire door and gates.</p> <p>When looking to refurbish and kitchen and dining area there will also be consideration as to whether a medical room could be included.</p> <p>KM explained revamping the dining area would be phenomenal for the school culture. The school is very crowded and struggles for social space at social times.</p> <p>Governors thanked SE for a very comprehensive report. Before approval of the catering tender governors checked that this wouldn't be a breach in procedures.</p> <p>KM explained as long as the tender process is in early 2023 the school will be compliant. A change may not be required but options need to be looked at.</p>



	<p><b>ACTION: Catering update required at the March 2023 meeting: LI/CM</b></p> <p>Cleaning contractors: there have been problems with the quality and amount of cleaning that is being done.</p> <p>Governors asked if there is an exit route if the cleaning company underperforms.</p> <p>CM wasn't sure but is speaking to procurement at HCC next week who are going to help to find a resolution to this problem.</p> <p>It is thought that they have had trouble recruiting more cleaners. From next week they are going to send more cleaners from other sites.</p> <p>Governors reflected that when choosing new cleaning contractors, they didn't go with the cheapest model so they were quite disappointed.</p> <p>CM said she will work with them to try and find a solution.</p> <p>Vaping system - KM explained they want to spend the minimum they can but vaping needs to be addressed. They want to trial vape detectors in order to address this issue.</p> <p>Trips: CM has updated the trips by streamlining the paperwork and key trip leaders say it is easier but still compliant. Seventeen trips have run since June and the school is getting back on track with them.</p>
14	<p><b>Data Breaches</b></p> <ul style="list-style-type: none"> <li>• Breach gone to ICO</li> <li>• Breach internally investigated</li> <li>• Anything of significance</li> </ul> <p>There were no breaches to report</p>
15	<p><b>Trustee Health &amp; Safety visits/checks: Report from H&amp;S Link Governor</b></p> <p>The health &amp; safety link governor visited the school in January, March and June. Reports will be added to the GovernorHub.</p> <p><b>ACTION: LI to add H&amp;L reports to GovernorHub: LI</b></p>
16	<p><b>Policy Approval</b></p> <ul style="list-style-type: none"> <li>• Governor Expenses to go to FAR committee</li> <li>• <b>Governor pecuniary interests</b></li> <li>• Governor Visits</li> </ul> <p>The Governor Expenses policy will go to the next F.A.R. committee meeting</p> <p>Governor pecuniary interests' policy. The internal scrutineer has updated this policy. There was suggestion after this approval, in future it would be approved by the Headteacher, it was decided this policy would stay with the General Purposes Committee.</p> <p><b>With the change that the policy would stay with the GPC this policy was approved</b></p>



17	<b>Any Other Business:</b>  CM left the meeting  An item was added at the end of the meeting but was deemed confidential.
18	<b>Identify Items for Confidential Part II Minutes:</b> Item discussed in Any other business was declared as confidential
19	<b>Meeting Dates:</b> 12 <sup>th</sup> January 2023 6 <sup>th</sup> March 2023
	<b>The meeting was Closed by the Chair at 21:20hrs</b>

## **Matters arising from the Minutes of the General Purposes Committee held on 15<sup>th</sup> October 2022.**

Item	Action	Actionee	Status
9	HL to advise the SIC committee of the peer on peer violent incidents so far this term	HL	
13	Catering update required at the March 2023 meeting	LI/CM	
15	LI to add H&L reports to GovernorHub	LI	

## **Matters arising from the Minutes of the General Purposes Committee held on 7<sup>th</sup> March 2022.**

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

## **Matters arising from the Minutes of the General Purposes Committee held on 13<sup>th</sup> January 2022.**

Item	Action	Actionee	Status
<b>14</b>	Include an educationally based risk on the risk register	<b>KM</b>	<b>LI to check this</b>

## **Matters arising from the Minutes of the General Purposes Committee held on 14<sup>th</sup> October 2021**

Item	Action	Actionee	Status
<b>12</b>	Look at the Athletic Club and Gym for next year's budget regarding lettings	<b>TS</b>	Outstanding
<b>13</b>	To discuss outsourcing the catering with Carys	<b>DC</b>	Completed

**Minutes are signed digitally by the Chair on GovernorHub**