

MINUTES



Noadswood

BOARD: Full Governing Board

SCHOOL: Noadswood School

DATE: Thursday 7th July 2022

TIME: 19:00hrs – 21:30hrs

VENUE: In school and remotely – via Teams

ATTENDED: Sarah Balson (SB) Parent Trustee Teams remotely
Kathryn Marshall (KM) Head Teacher
Alison Munden (AM) Trustee – Member appointed
Neil Wright (NW) Trustee – Member appointed

ATTENDING: Matt Abbott (MA) Staff representative
Angie Drabble (AD) Finance Manager left the meeting at 19:45hrs
Dave Crowley (DC) Assistant Headteacher
Helen Loveday (HL) Assistant Headteacher
Steven Pike (SP) Staff representative remotely left 21:00hrs
Pippa Smith (PS) Staff representative
Sarah Staley (SS) Business Manager remotely 20:12 – 21:16hrs
Louise Instone Clerk left the meeting at 21:30hrs

The Code of Conduct for Trustees requires trustees to be honest and open with regard to conflicts of interest (either real or perceived). Trustees 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 Trustees may have an interest because of some shared attribute. When considering these items, Trustees should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as trustees and to act in the public interest.

Item	
1	Welcome and Apologies: Those present were welcomed by Alison Munden who was acting Chair for the meeting.
2	Procedural items: 2.1 Apologies for absence Apologies were received and accepted from Neil Cotton, Gary O’Flaherty, Helen Sanderson & Tim Sunderland 2.2 Confirmation of Quorum The meeting was confirmed as quorate. 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. <ul style="list-style-type: none">Attendance Policy Review
4	Minutes: The minutes of the previous meeting on 9 th May 2022 were unanimously approved by all, pending the previous Chair’s approval.
5	Matters Arising from the Minutes: See list at end of minutes.



6	<p>Correspondence: To note any correspondence received by the Trust / Chair. No items were received</p> <p>There is a meeting on 19th July regarding MAT proposals with a parent, HT and a Board Member.</p>
7	<p>Safeguarding/Child Protection. To note any matters for the Committee to be aware of.</p> <p>There were no matters to be added at this time.</p>
8	<p>Vice chair with immediate effect</p> <p>A recruitment drive needs to take place before GO leaves in December.</p>
9	<p>Internal Audit visit update with budget update</p> <p>The draft budget was presented to Trustees, the budget was delegated to be fully approved at the Finance, Audit and Risk Committee Meeting on 19th July 2022.</p> <p>The internal review was shared with the board and KM thanked AD/SL/SC for all their work on successfully building a budget. Assumptions have been health checked by SC.</p> <p>The impacts on the budget have been</p> <ol style="list-style-type: none"> 1. High prices of utilities 2. Fall in demographic in the area – fewer students <p>The school has not restricted the curriculum in order to achieve a better budget.</p> <p>The curriculum has been integrated with the financial planning and percentages of staff have been compared with the national picture. All levels of the school were sitting outside the national threshold except for non-educational support staff which were under. This will be reviewed next academic year.</p> <p>Trustees reflected that staff have been retained which is why their salaries are higher than other schools, there will be natural wastage over time.</p> <p>Teaching salary budget increase has been set at 2% but this is an assumption.</p> <p>KM explained, to make budget savings, department budgets have been reduced by 10%. In the 3 year plan analysis of natural wastage of staff has been put in.</p> <p>It was explained there has been a 4% increase in the budget for spend except for energy which is set at 50%</p> <p>It was reflected the budget wasn't a good picture but a lot of school budgets will be looking like this. Work will done in the next term to see what can be reduced and a plan put in place. Contact ratios will be reviewed at the beginning of next academic year.</p> <p>Once this is published along with the 3 year plan the school will probably be allocated a SRMA (School Resource Management Advisor) to work alongside the finance team. They will support the school and if a brutal plan has to be put forward then they will help the school with that.</p> <p>KM wanted everyone to be clear about the information being presented and explained TS has gone through this information with the team.</p>



	<p>There was a discussion around spend and it was considered other expenditure was reasonable.</p> <p>HT explained that small KS4 option classes will be looked at regarding loadings.</p> <p>Discussions will be had in the future regarding reducing the PAN and staffing can then be planned to be reduced.</p> <p>If approved at the FAR Committee meeting an email will accompany the budget pre-empting some of the questions.</p> <p>Internal Audit: This went well, Governance, payroll and cyber security were the agenda items.</p> <ul style="list-style-type: none"> • Cyber security, the insurance policy needs to be reviewed to ensure this is covered effectively. • Governance, Terms of Reference needs to be looked at to make them more symmetrical with each other, this will be looked at over the Summer.
<p>10</p>	<p>Management accounts</p> <p>AD advised the May accounts are on the GovernorHub.</p> <p>Forecasting is now correct as there haven't been too many unexpected payments required.</p> <p>There was discussion that the Management Accounts had got behind again, this will be addressed at the external audit. However, deadlines for ESFA were considered more of a priority. Trustees were concerned as to how this was going to improve. It was explained there have been some issues with the financial staff and these will now be sensitively addressed. AD will help to support the finance staff and if they are functioning well she won't have to back fill.</p> <p>AD left the meeting.</p>
<p>11</p>	<p>Headteacher report</p> <p>Staff absence: Arbor has been used to keep a close eye on absence. Return to work interviews have commenced again, since Covid. HM Discretion absence is always looked at very closely. Staffing having to look after a family member is set at 5 days in a year, however, for some staff this has gone over. Where possible staff have been offered TOIL days rather than unpaid leave.</p> <p>Safeguarding: This was covered in great detail at SIC meeting, where all were present, nobody had any further questions.</p> <p>HL explained she is reviewing repeat suspension connections with safeguarding issues.</p> <p>Attendance: Trustees asked what local services were being used to improve attendance. HL explained it was anyone who was willing to help. The initial conversation about attendance was with their tutor and this was then passed to year leaders. The pastoral team meet regarding attendance concerns.</p> <p>EVSA (emotionally based school avoidance) guidance – this was put together after the school closures, there is a student and parent version. Noadswood have 2/3 students with this in each year group, school are doing home visits. There are more girls with this. Students came straight back to school after Covid but some are now struggling with this. There is a limited amount the school can do if the students aren't in school but they will keep working with them.</p>



Fixed Term Suspensions: There continues to be a reduction in these.

Exam Reviews: Yr 10 have completed their mocks and they are now being marked. Results will be analysed in September. This will help with projections and grade boundaries for the future.

SS joined the meeting

The school will continue to work to close the gap for disadvantaged students as this has widened since Covid.

When reporting to parents there is a new category called "Inconsistent" this doesn't mean they are naughty day in day out, but they aren't where they need to be. There are a group of parents who give feedback on the school reports. They asked for more comments rather than just data. The school has created a bank of statements that staff can use. Parents were happy with these comments and felt they were a good addition.

To close the gap and help with progress the school's preference is to leave students in lessons so they don't miss any more education and see what can be done in class to lift every single student. This revolves around quality teaching as this will not only support the students being focused on but the class as a whole.

When assessing students and giving feedback on the work, there has been a decision to not always write the feedback but also to give crucial verbal feedback, this mitigates the fact that some students don't read the feedback given. This system has only just started to be used in some departments.

The school will be reviewing their independent learning and homework setting as there is a need to standardise this across the subjects, feedback will be given once the review has been completed.

Literacy – this is key to closing the gap for SEND and disadvantages students. Literacy must be taught across all subjects.

Disadvantaged gap: It was reiterated there was a gap before Covid, however, Covid has accelerated the gap. There has been targeted support with the National tutoring programme. However, there has also been a focus on teaching and learning across the school, how all departments can develop their teaching.

The school ensures:

- Students have the equipment and resources they need
- Subject specific CPD for teachers
- Identify areas for development
- There are high expectations
- High quality teaching, monitoring and evaluating

Some teachers find lessons observations very stressful, so the school is developing a coaching model focusing on assessment and retrieval.

There are literacy links in all subjects as students need to be able to access subject specific vocabulary. There is a link between low reading ages and behaviour. There is a co-ordinated reading programme across the school, students will be read to 3 times a week by their tutor. Diverse texts have been chosen to encourage a love of reading, improving literacy for all.

Trustees reflected they were pleased with the subject specific CPD.

HT reflected whilst all this has been put in place it is ensuring they monitor the impact over the next term.



Premises Admin Post: This post was brought in while SS was on maternity leave. As SS has now returned the post needs to be reviewed. SS had placed a document on the GovernorHub to explain the post and the need for someone to do this work and that there isn't the capacity within the premises team and this work is essential for health and safety.

SS asked Trustees for any questions?

HT explained to Trustees that with a deficit budget they must challenge the school to be reflective and advised that TS, whilst not present, had said that you can't think about increasing non-educational support staff when you are considering curriculum cuts.

Trustees were concerned that previously the health & safety audit results were poor and without this post what would be the risk to the health and safety of the school?

SS explained this post was needed along time ago and if this post goes there will a reduction in capacity of what the premises team can achieve.

Trustees explained that the Health & Safety systems have been revamped and reorganised for reporting and recording, however now this has been set up the workload should reduce and someone will need to evaluate and monitor the already set up systems.

SS explained whilst that was true, risk assessments need to be reviewed and new ones set up all the time. SS explained she is taking on some HR responsibility from KM and this will take her time away from premises.

Trustees reflected that the school had been advised at the Health & Safety audit that Noadswood was light on premises staff compared to other schools.

SS explained that even with this post the school is still lighter than other schools.

DC reminded Trustees that the school is in a financially difficult position.

SS reiterated there is nobody else to do this work as everyone is at capacity.

Trustees asked if the post could be extended whilst there is further investigation into the way the school is going?

It was explained this request to extend wasn't possible.

MH reiterated you can't extend maternity leave covers once the member of staff has returned.

HT explained that whilst this post was created to support the premises team during SS's maternity leave. Her work was given to senior leaders, and this post supported the premises team with work that has emerged overtime with audits etc.

SP reflected on his own recent decision to go part time due to the increasing and unmanageable workload and the desire for job satisfaction. There is a fine line between getting the most out of staff and not over doing it.

There was a discussion around the post if the school joined a MAT.

HT explained, whilst this isn't the only consideration, once the school submits the budget there will be questions over why we kept the post with the finances in their current situation. This was taken to Pay & Personnel but it was decided that it should be a whole board decision.



	<p>Trustees reflected there is a lot of important work to do for the health & safety of the school. However, as this post is coming to an end it is difficult to justify, financially, keeping the post.</p> <p>SS reflected she would prefer to keep the post in place and if there were redundancies in future, the post would be considered with the rest of the school. This post was needed prior to her maternity leave. If the post isn't kept, they will have to look at what could be dropped in order for her to take on what this post holder was covering.</p> <p>SP left the meeting.</p> <p>Trustees voted on whether to keep the post and it was voted by Trustees not to keep the post.</p> <p>SS explained she will look at the operation impact of this. All premises staff's posts will need to be reviewed over the next few months and a plan put in place.</p> <p>KM agreed they will review the Health & Safety strategic plan.</p> <p>SEF (Self Evaluation Framework)</p> <p>MH shared the document on the screen. This is created in the Ofsted framework and is available on the website. This is constantly revised and kept up to date. Each Ofsted heading is tackled by the school, and they are honest and reflective. The senior leaders evaluate the school as good and explained the areas for development.</p> <p>Clerk left the meeting 21:30hrs, DC took over the minute taking.</p> <p>Trips – planning of residential. Cost is impacting, so looking at range of options based on money.</p> <p>PGL reserved for some nights away plus other trips including Rome – by end of day hopefully some updates to all parents and carers.</p> <p>Then get back into a trip rota of normality</p>
12	<p>Risk Register</p> <p>Key risk and review of mitigations. Financial position of the trust is the key risk needed for review and mitigations of next steps in submitting a deficit budget over 3 years to ESFA. Key risk that is worked on.</p> <p>Other risks at each committee are being mitigated against.</p>
13	<p>Reports from committees</p> <p>FAR - awaiting</p> <p>SSC – minutes on GovernorHub, no specific points raised.</p> <p>PPC – matters arising (premises manager discussion brought to FGB)</p>
14	<p>Government Recruitment</p> <p>Sherly seemed very happy, but now hard to get hold of. Louise and Berni have tried to call, and Kathryn will call before the end of term.</p>
15	<p>Governor visits</p> <p>No visit to report</p>
16	<p>Trustees Training</p> <p>Reminder (and it has been done)</p>

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	Whole governing board training – some MAT trust training will take place, KM to approach CST ACTION: KM to contact CST regarding MAT trust training: KM
17	Meeting dates next academic year Seemed OK for those present (AM away for one) Meeting dates were unanimously approved
18	Confidential items In confidential meetings part B
19	Policies Premises Mangement document confident about – governors agreed this too. Register of business interests would like approved, pending (to allow us to be compliant but then have v2 detailed shortly). This was agreed Home school agreement to be aware of (as non-stat). Piece about Facebook was raised by Neil. Will look again at the sentence, but to up our expectation of this is the right thing to do (the personal impact this has but also the time this consumes for individuals writing in a really inappropriate way rather than reaching out to us).
20	Cleaning Contract The tender went through Hampshire Procurement. WBC won the tender. There are extra costs in the quote, but these are already in the budget. In order to reduce costs, there was a discussion around the cleaning of the sports hall. However, this is let out to external uses. It was considered this could be cleaned between school closing and the lettings starting. Desks will be wiped every day and vacuumed every other day. Total cost is £98,000. The plan is to start this contract with WBC from 1 st September 2022 Trustees unanimously approved the move to this new cleaning contract.
21	MAT developments (confidential) In confidential Part B Minutes – excluding some trustees as previously agreed.
22	Any Other Urgent Business (AOB): As agreed in advance in item 3 above Attendance policy was approved
	Meeting Dates To confirm the following meeting dates: FGB meetings agreed as: 6 th October 2022 1 st December 2022 26 th January 2023 15 th May 2023 3 rd July 2023
	The meeting was adjourned by the Chair at 22:13hrs
	To identify any matters to be recorded in the Confidential PART B minutes

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	

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Noadswood

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
17	KM to look for Governor MAT training	KM	Ongoing

Outstanding items:

Item	Responsible	Status
Add updated Consultancy policy to GovernorHub	KM/LI	Ongoing

SIGNED BY:	
DATED:	