



**MINUTES OF THE YOUNG PEOPLE'S ACADEMY (YPA) /THE SKILLS HUB  
(TSH) LOCAL GOVERNING BODY(LGB) MEETING HELD ON TUESDAY 17<sup>TH</sup>  
NOVEMBER 2015 at 11.00am**

Members: Mrs M Francis (Chair)  
Mrs K Everett(Vice Chair)  
Ms L Cornwell (Headteacher)  
Mrs I Callaby  
Councillor P Davis  
\* Mrs Z Hammond  
Mrs E Horrigan  
Miss H Watson

\*Denotes absence

Also Present: Mrs T Goodsell-Clerk to the Governors  
Mrs B Scott-Head of Finance-Academies  
Mrs M Lentes-Deputy Headteacher.  
Mrs J Van-West-Director of Learning Support Services-Orchard Hill  
College

***The Clerk chaired the meeting until item 3ii)***

The meeting commenced with a Safeguarding Training Session from Jackie Van-West, Director of Learning Services, Orchard Hill College (PowerPoint slides-Appendix 1). This involved input about Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM), radicalisation/extremism and the Prevent duty. Mrs Van-West encouraged governors to complete the online Prevent training, for which they will receive a certificate.

Mrs Van-West also provided some useful reading material on these subjects which she left for governors to look at in their own time.

Governors **NOTED** that the Safeguarding Leads are Mrs Lentes for YPA and Mrs Callaby for TSH.

Governors **NOTED** that there is currently a vacancy for the Safeguarding portfolio governor and it is hoped that this will be filled shortly.

Governors thanked Mrs Van-West for her informative presentation.

## 1. Welcome and Introductions

Mrs Van-West, Mrs Scott and Mrs Callaby were welcomed to the meeting.

## 2. Apologies

Apologies for absence had been received from Mrs Z Hammond.

## 3. Election of Chair and Vice Chair

i) Governors were advised that Mrs Francis has indicated that she would be willing to stand as Chair of the LGB until autumn term 2016. Other nominations were invited but none were received. Governors voted unanimously in favour of Mrs Francis being Chair until autumn term 2016.

***Mrs Francis chaired the meeting from this point.***

ii) Governors were advised that Mrs Everett has indicated that she would be willing to stand as Vice Chair until autumn term 2016. Other nominations were invited and none were received. Governors voted unanimously in favour of Mrs Everett being Vice Chair until autumn term 2016.

Both these appointments would be ratified by the Family Board at its meeting on 26<sup>th</sup> November 2015.

## 4. Declarations of Interest/Skills Audit Forms

- i) Governors completed outstanding declaration of interest forms and skills audit form and gave them to the clerk.
- ii) There were no declarations of interest for this meeting.

## 5. Constitution and Appointments

- i) Governors **NOTED** that Mrs Callaby has been elected as the staff governor for The Skills Hub with effect from 25<sup>th</sup> September 2015, for a three year term of office.
- ii) Governors **NOTED** that a vacancy still exists for a parent governor from The Skills Hub. Mrs Callaby said that she would try to encourage parents to apply.

## 6. Minutes of Last Meeting

Governors **AGREED** and the Chair signed the minutes of the last meeting held on Thursday 16<sup>th</sup> July 2015.

Governors also **AGREED** that for future minutes, an executive summary sheet would be attached addressing the key points at the meeting.

**Action: The clerk to produce an executive summary sheet for future minutes.**

## **7. Matters Arising**

- i) Further to minute 4, governors **NOTED** that an update on the Health and Safety report had been circulated with the Headteacher's reports. Ms Cornwell said that the school is well on the way to achieving all the recommendations.
- ii) Further to minute 8, reports from portfolio visits were included under item 9 on the agenda.

Mrs Francis reported that governors had undertaken portfolio visits as follows;

Mrs Francis-Ethos Vision and Strategy-22.10.2015  
 Mrs Everett-HR and Organisational Development-1.10.2015  
 Cllr Davis-Finance and Resources-4.11.2015  
 Mrs Horrigan-Teaching and Learning-6.11.2015  
 Mrs Watson-Business Development and Marketing-15.10.2015

## **8. Headteacher's report (including key areas and risks and dashboards) and 9. Portfolio Visits**

At this point of the meeting, Mrs Francis suggested that item 8 and 9 should be taken together, with governors splitting into small discussion groups and thinking of questions they wanted to ask Ms Cornwell, arising from these documents.

She said that the governors' role is to be strategic, to be a critical friend and to ensure accountability and in order to do this, governors must receive all papers for the meeting at least 7 days in advance to enable them to prepare adequately.

Following the group discussions, the following questions were raised:

### **YPA**

- Has the improvement in teaching and learning impacted on the GCSE results?

Ms Cornwell said that the impact is multi-faceted. If there is improvement in teaching, then there is improvement in behaviour and improvement in progress. Students' self-esteem and aspirations are raised. It is expected that further improvement will be seen in next year's GCSEs results.

***Clerk's note:-Year 11 results – As anticipated, examinations results were significantly lower than national expectations. 19.5% of students made***

***expected progress or better which means that 80.49% of students made less than expected progress. There were no students who achieved 5A\*-C GCSE grades. There is a comprehensive plan for improvement.***

- What are the risk factors of the school going over or under its Published Admission Number (PAN) of 60 students?

Ms Cornwell said that there are currently 50 students on role. She explained that the school is currently funded until March 2016 on base and top-up funding. If the school goes below PAN, the budget has been planned based on a worst case scenario. If the school exceeds its PAN, which is possible, there needs to be a more solid contingency plan. This may have staffing implications. The school will receive additional funding if it goes over its PAN. Ms Cornwell said that the LA will not adjust the PAN straightaway, it will look to see a trend. Students are currently costed at Band 7 but the school does negotiate on an individual basis, requesting Band 9 for some students. Governors need to be aware that different students bring with them different funding. Mrs Francis confirmed that she has asked for governors to receive a presentation on admissions at the next meeting.

- Does the school use any benchmarking data for exam results?

Ms Cornwell said that national expectations are based on national levels regardless of the type of provision we would need to find a similar special school(s) to benchmark against, in a similar area and with a similar number of students. Currently, this has not been done but it is something that will be pursued. Ms Horrigan asked whether the DfE filters their performance tables to reflect the type of provision. Ms Cornwell said she would clarify this point.

- In terms of the curriculum, what other accreditations are offered to students, if GCSEs are not suitable?

Ms Cornwell said that the school currently offers a level 1 construction course with the Welsh examination board. This course is more practical and coursework based. The school is also looking to offer a NCFE course for PE and Food Technology, which will be 75% internally assessed. This would be particularly suitable for students who do not perform well in exams. Ms Cornwell said that she wants to increase the offer over time in partnership with The Skills Hub. This will be easier if the schools are on the same site. Ms Cornwell said her long term aim is to have a 'technical town' on site, offering core vocational courses and also developing students' non-cognitive skills, developing their self-esteem and getting the local community involved.

## **TSH**

- Why are exam results better at TSH?

Ms Cornwell explained that students at TSH have often received more mainstream schooling than those at YPA. The students do not all have SEN. TSH has a well-developed intensive intervention programme in place and the Pupil Support team

works with students on a 1:1 basis. This was not always the case however. In June 2011, pupils did not turn up for exams and there was no achievement culture. It has taken a long time to turn this round. She said that it is always hard to predict exam results as the cohort is constantly changing.

***Clerk's note: Year 11 results- The year on year improvement trend has continued in terms of the number of qualifications being achieved by students and the amount of students achieving GCSEs at relatively high grade. 3.33% of students achieved 5 A-C\* including English and Maths. 30% of students achieved 5 A-G grade GCSEs.***

- To what extent are you using individual targets?

Ms Cornwell said that there is a lot of data tracking, looking at the individual data for each student. This data is RAG rated and staff are aware where interventions are needed. Cognitive Ability Testing (CAT) is important as the school is able to demonstrate progress using this.

- What is being done to address pupils at risk of Child Sexual Exploitation (CSE)?

Ms Cornwell said that school works with the CSE team at the local authority and Mrs Callaby attends the multi-agency meetings. A drugs and sexual health counsellor has also been appointed. Outside speakers are often invited in to run workshops. A person from the mental health team is visiting this week. Mrs Callaby said that there is 'good intelligence' at the centre, Staff readily recognise any issues and will immediately report back if they have concerns. The staff group are very aware, watching friendships and speaking to parents where necessary. Ms Cornwell also spoke about 'Chelsea's Choice', a theatrical production which uses performance to educate students and parents about the risks.

- How are you managing the current staffing issues at TSH?

Ms Cornwell said that because of the nature of the setting, it is not always possible to cover absences with agency staff. All the staff have worked hard to cover absences and have managed to 'ride the storm'. The appointment of Paul Chambers as interim deputy headteacher has been particularly helpful and he has the expertise to take TSH in the right direction. TSH has also received excellent HR support.

***Clerk's note: Paul Chambers has now been appointed as permanent deputy Headteacher at TSH.***

Governors acknowledged the resilience of all the staff at both YPA and TSH during this difficult spell.

Mrs Callaby also thanked YPA staff for being so accommodating and welcoming when the roof collapsed at TSH and everyone at TSH was moved into the YPA building.

Mrs Francis thanked everyone for their useful questions and Ms Cornwell for her clear and informative responses. She thanked all the portfolio holders for their reports and said that their commitment will help governors to drive improvement in the schools.

Mrs Francis said that the governors are committed to developing a clear direction. A vision and values statement will need to be developed and shared with everyone. She said that she will be meeting with Ms Cornwell to discuss this and they will take an early draft to staff for comment before it is circulated to governors by email for their comments as well. There will also need to be thought given to involving parents too. This will be presented for approval at the next LGB Meeting.

**Action: The clerk to include an item on the next agenda to approve the vision and values statement.**

Governors **RECEIVED** the Headteacher's reports for YPA and TSH, the key areas and risks for YPA and TSH, dashboards for YPA and TSH and all the portfolio reports.

## **10. Finance and Funding**

Governors invited Mrs Scott to highlight particular areas in the budget that they should be made aware of. Mrs Scott reported that there is a high expenditure on agency fees at TSH. Longer term, this may become an issue but it is currently being managed within the existing budget. Cash flow is tight because the surplus has not yet moved across from the local authority when TSH became an academy, this could take up to 5 months.

Cllr Davis, portfolio holder for Finance and Resources, reported that both sets of accounts are currently under budget and there is nothing that stands out as being of particular concern. He said that the governors may need to review capital expenditure further down the line. Ms Cornwell said this is difficult because she does not want to commit to spending a lot of money on the current buildings, if a new build goes ahead. Cllr Davis suggested that Ms Cornwell should create a 'wish list' and she confirmed that she is working on this and OHC&AT have instructed a fundraising company to look at funding and bids.

Mrs Scott confirmed that the pay increments for staff for 2015-16 are included in the budget. Mrs Francis said that the Pay committee had linked the quality of teaching and learning with pay progression in a way that will be clearly understood by staff. All staff received the 1% cost of living increment. The pay policy will be shared with staff once it has been approved by the OHC&AT Board on 26.11.2015.

## 11. Policies

Governors were advised that the following OHC&AT core/mandatory HR policies have been aligned across the organisation and are due to be approved by the OHC&AT Family Board on 26.11.2015;

Appraisal

Capability

Dignity at Work

Disciplinary

Disclosure

Family Friendly Suite of policies including:

- Additional Leave
- Adoption Leave
- Childcare Vouchers
- Maternity Leave
- Paternity Leave
- Shared Parental Leave
- Unpaid Parental Leave

Flexible Working

Grievance

Health and Wellbeing

Induction and Probation

Lone Working

Managing Sickness and Absence

Pay

Recruitment and Selection

Reorganisation, Redundancy and Redeployment

School Teacher Cover

Whistle Blowing

Further aligned policies are also due for approval by the OHC&AT Family Board as follows;

Fraud Policy

Conflict of interest policy

Health and Safety Policy

Governors **NOTED** this information and asked how staff will be made aware of the policies. Ms Cornwell confirmed that she will create a file for all staff to access OHC&AT's policies and SLT will ensure that core policies are signed by staff where appropriate. Ms Cornwell also confirmed that the statutory policies are on the website. Mrs Francis said that the website is a 'work in progress' and she

encouraged governors to have a look and pass on any comments to Ms Cornwell and Mrs Watson (portfolio holder for Marketing).

**Action: Ms Cornwell to create a file of the OHC&AT policies for staff.**

## 12. Key OHC&AT Documents for Information

Governors **RECEIVED** the following OHC&AT documents;

- Programme of Work 2015-16
- Scheme of Delegation 2015-6

Governors also **NOTED** that the Schedule of Responsibility is currently being reviewed and will be available for the spring meeting.

## 13. Any Other Business

- i) Mrs Francis reported that she had not received any items to discuss under this item. She reminded governors that they should inform her and/or the clerk 7 days in advance of the meeting if they want to raise an item under AOB.
- ii) Governors **NOTED** that there will be a presentation on admissions at the next meeting.
- iii) Governors **NOTED** that the visions and values statement will be presented for approval at the next meeting.
- iv) Governors were invited to the curriculum and curry event on 26<sup>th</sup> November 2015 at The Skills Hub.
- v) Governors **NOTED** that the Schools Commissioner has written to sponsors with information that Ofsted will not now inspect new schools until during their third year of opening. Mrs Francis said that this is good news for YPA and TSH, as they should be able to demonstrate significant progress by then.

## 14. Dates of Next Meetings

Mrs Francis explained that although the dates for the next two meetings have been arranged, it has since transpired that Mrs Hammond, the parent governor, is unable to make meetings on a Tuesday due to new work commitments. The potential governor for the safeguarding portfolio has also indicated that he cannot make Tuesdays. Governors agreed to move the meetings to Wednesday mornings and asked the clerk to contact the two governors to ensure that they are able to make that day.

**Action: The clerk to email these two governors and then email the confirmed date for next term's LGB meeting to all the governors.**



**15. Confidentiality**

There were no items of confidentiality.

The meeting closed at 12.50pm.

CHAIR-----

DATE-----