



**MINUTES OF THE YOUNG PEOPLE'S ACADEMY (YPA) /THE SKILLS HUB  
(TSH) LOCAL GOVERNING BODY(LGB) MEETING HELD ON WEDNESDAY 16<sup>TH</sup>  
MARCH 2016 at 11.00am**

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

The meeting commenced with a presentation from Mrs Lentes and Ms Everett on the Admission processes. (Presentations attached – Appendix 1 & 2)

YPA – Mrs Lentes

The following matters were discussed:

Pupil premium is high at 36 pupils. There are 4 looked after children (LAC), 4 on child protection plans and 4 pupils who have a children in need (CIN) plan. There are currently 53 students, with 3 more on the waiting list whose funding has been agreed. Mrs Lentes said that whilst the school will use all best endeavours, these 3 students may not be enrolled before 1<sup>st</sup> April. Mrs Francis commented on the gender balance in the school, there are currently only 2 girls on roll at YPA, one of which is a poor attender. She enquired as to where girls with SEMH are going to school in the borough. Ms Cornwell said that most attend The Skills Hub, because they do not reach the threshold for EHCP. She added that girls are often more adept than boys at maintaining and managing their learning disability in mainstream education.

Ms Cornwell further commented that if the free school application is successful, the school will cater for students with or without an EHCP.

Governors enquired as to what will happen if YPA is not able to meet its PAN of 60 by Easter. Ms Cornwell said that the school is in negotiation with the LA and she and Mrs Scott are meeting with them on Friday to discuss the funding.

Mr Lumley asked how many out of borough students are on roll. Mrs Scott confirmed that there are 13.

Ms Horrigan asked if there are any plans for assessment placements for students awaiting places. Ms Cornwell said that some LAs are more flexible than others. There may be an opportunity for more freedom if the school becomes a free school. Governors were pleased to note the increase on roll.

### Orchard Hill College - Ms Everett

Governors noted the admission process for the College. Mrs Callaby asked what happens if the LA do not provide funding for a student. Ms Everett said the LA would need a good reason to refuse. This is usually because the student has been offered a place in a residential setting.

Governors thanked Mrs Lentes and Ms Everett for their presentations.

## **1. Welcome and Introductions**

Mr Lumley was welcomed to his first LGB Meeting. Governors noted that Mr Lumley will hold the portfolio for Health & Safety, Child Protection and Safeguarding.

Introductions were made and all governors were asked to speak about one thing, unique to them, that they can bring to the LGB. Governors agreed that the combination of governors' skills adds great benefit to YPA and TSH.

## **2. Apologies**

There were no apologies for absence. Mrs Hammond did not attend.

## **3. Declarations of Interest**

The following interests were declared:

- i) Ms Horrigan – Commissions placements for The Skills Hub for her own school
- ii) Mr Lumley – May commission placements for The Skills Hub for his own school.

## **4. Constitution**

- i) Governors **NOTED** that a vacancy still exists for a parent governor at The Skills Hub

- ii) Governors **AGREED** that the Clerk should run the parent governor election again at the beginning of next term. If this proves unsuccessful, the LGB is able to appoint a parent of a child of school age.
- iii) Governors noted that Mrs Hammond, YPA parent governor, has not been attending meetings or portfolio visits. They asked the Clerk to contact Mrs Hammond with regard to her continuing as a parent governor at YPA.

**Action:**

- i) **Mrs Goodsell to run another election for a parent governor at TSH at the beginning of the summer term.**
- ii) **Mrs Goodsell to contact Mrs Hammond.**

## 5. Minutes of Last Meeting

Governors **RESOLVED** to agree and sign the minutes of the last meeting held on 17th November 2015, subject to the following corrections:

Mrs E. Horrigan should read Ms E. Horrigan  
 Mrs H Watson should read Miss H. Watson  
 Mrs K. Everett should read Ms K. Everett

## 6. Matters Arising

- i) Further to minute 6, it was **NOTED** that the Clerk had included an executive summary with the minutes.
- ii) Further to minute 8, Ms Cornwell advised governors that she had met with Mrs Francis to discuss the visions and value statement. They had agreed that pending the Free School application, YPA and TSH should continue to use the current wording on the website. Ms Cornwell said that it is important for the key value words on the mural to be more widely publicised on the website etc. If the Free school bid is successful, the LGB will be asked to support the schools to develop a new visions and values statement.
- iii) Further to minute 11, Ms Cornwell reported that the file of OHC&AT policies has been placed in both staff rooms. Miss Watson asked for this information to be put on the staff weekly round-up.

**Action: Ms Cornwell to tell staff in the weekly round-up.**

- iv) Further to minutes 14, governors **NOTED** that the Clerk has confirmed dates of meetings by email.

## **7. Headteacher's report**

### **YPA**

#### **7.1 Students**

Ms Cornwell said that YPA student numbers do change all the time but are not as transient as TSH. She re-iterated the concern that YPA will not reach its PAN of 60 by 1<sup>st</sup> April, and as previously mentioned, clarity about the funding is currently being pursued with the LA. However, governors were keen to acknowledge the 25% increase in students since last year, and the amount of work involved in this.

Ms Cornwell said that she is focussing on making YPA more of a special school, providing more therapies to address student needs. She said that SEMH is a broad umbrella which encompasses many areas, and the school needs to be adaptable to deal with this. She explained that some students have an alternative timetable to enable them to access education. The school also offers a staggered programme to 'ground' students, to allow them to feel secure with an adult and become dependent on them. Governors recognised that the process to achieve this is complex and individual to each student.

Ms Cornwell explained that all staff have received 'Restorative Justice' training which encourages students to have more empathy and emotional intelligence. This needs to be planned into the curriculum to be more effective. Three staff are currently undertaking a Level 3 Speech and Language course to make the school more communication friendly. Ms Cornwell said that she is confident that this will make a substantial positive impact.

Ms Horrigan asked how much support the school is receiving from CAMHS.

Ms Cornwell said that the support is poor for both YPA and TSH which is disappointing.

Ms Horrigan asked whether OHC&AT will be offering clinical psychology as part of its services.

Ms Cornwell said that there are ongoing discussions about this as there is a need for this provision. She further commented that one of the Kingston schools that is due to join the Trust has an extensive mental health programme which she will visit in due course.

Mrs Francis said that it is important for the schools to address the gap for students that fall just below the CAMHS threshold.

#### **7.2. Personnel**

Ms Cornwell said that there are currently 2 teachers on the Teaching Support plan. She expects one of those teachers to transition off the plan soon. The other teacher is more reluctant to accept support and if there is no improvement, will move to

capability. One LSA has returned from long term sickness and a risk assessment is in place which will be reviewed next week. Support is being received from OHC&AT HR.

A strong English teacher is on long term sick leave. The assistant headteacher, who is an English specialist, is currently covering.

The site manager returned from sick leave on Monday, on light duties, but went sick again on Tuesday.

Governors **NOTED** that there will be a presentation of Teaching and Learning at the next LGB meeting led by Nicola Stephens, Assistant Headteacher. This will include information on the training plan for all staff.

### **7.3 Process for dealing with serious incident**

Ms Cornwell explained that this process had been drawn up following the tragic suicide of a student from YPA.

Mrs Francis passed on her thanks to Ms Cornwell and all the staff for their sensitivity and resilience at this difficult time.

Mrs Francis and Ms Cornwell also commented on the excellent support received from OHC&AT staff, who had provided immediate assistance. Governors were also thanked for their offers of support.

The guidance has been produced using substantial advice from the Samaritans and also a colleague of Ms Cornwell's in a mainstream school. Parents have been given the details of the Samaritans. The guidance will be disseminated to senior staff and should form part of the Trust's Critical Incidents Plan.

### **7.4.Hillingdon Free School Application**

Ms Cornwell said that governors had been contacted individually about this, due to the short timescale for submitting the application. The deadline of 2<sup>nd</sup> March 2016 was met and the Trust will be notified as to whether it has been successful in moving onto the 2<sup>nd</sup> stage.

Ms Cornwell explained that the intention is to close both schools and formulate a new school on one site. The provisions will still be separate but the schools will be able to share resources. There will also be primary and 6<sup>th</sup> form provision. The current YPA site is the preferred site for the new build. The application has been submitted with an ambitious date for opening in September 2017 and the school will need to be full within 3 years of opening.

Governors recognised the current issues around the existing two sites and agreed that this is a positive way of addressing those issues. They were comfortable with the proposal and excited to see how this progresses.

## 7.5.– CONFIDENTIAL

### The Skills Hub

#### 7.6.Students

Numbers at TSH continue to increase. It is currently funded for 50 places for students who have been permanently excluded and 20 students support places (medical reasons). However, there are currently 61 permanently excluded students. The LA has given £20K to cover the cost for some Year 11 students but this is woefully inadequate. TSH is currently 35 students over PAN and this issue will also be discussed in Friday's meeting. Whilst it was recognised that students will always be at the heart of all discussions, this financial matter does need to be addressed.

Ms Cornwell went on to say that the last Friday in June is the last day for Year 11 students, so this will mean that 44 students will move on at this point.

After further discussion, governors **RESOLVED** that the LGB should send a letter to the In-Year Fair Access panel to seek a resolution to this issue, citing the Health and Safety issues due to lack of space.

Mrs Francis urged governors to visit TSH to see the issues first-hand

**Action: The LGB to write to the In-year Fair Access panel about the concerns over growing numbers at TSH, after the Chair has discussed this with OHVAT CEO.**

***Clerk's note: Subsequently, the Head of Finance and the Headteacher met with Hillingdon LA and this matter has now been resolved, It has been confirmed in writing that TSH will receive adequate funding to address increasing student number issues.***

#### 7.7 Personnel

Ms Cornwell reported that the unqualified Maths teacher has informed her that he will not be undertaking the 'assessment only' course. The Trust's policy requires all unqualified teachers to become qualified within three years.

The Science teacher post has proved hard to fill and the school is currently using an agency person. This is not ideal long term and there will need to be a recruitment drive.

There is a disciplinary appeal hearing for an LSA next week. 2 members of staff are on long term sickness absence. One will be moving to review. This has a huge

impact on the finances. Ms Cornwell asked for her thanks to be recorded to the staff team who are working hard in difficult circumstances. Despite this, they continue to maintain their drive and enthusiasm.

(Item 3 + 4 had already been covered under the YPA Headteacher's report)

Governors **NOTED** and were encouraged to attend the events at both schools, as follows:

### YPA

Friday 15<sup>th</sup> April – Target Setting Day

Friday 22<sup>nd</sup> April - House meetings

Thursday 19<sup>th</sup> May – House competitions

### TSH

Thursday 24<sup>th</sup> March – Awards Assembly

Friday 15<sup>th</sup> April – Target Setting Day

Friday 22<sup>nd</sup> April – Super Friday

At this point of the meeting Mrs Francis suggested that the LGB formulated small groups to consider the YPA and TSH Dashboards and the portfolio reports.

Governors were asked to note that the dashboards are work in progress and feedback on areas for improvement were welcomed. Ms Horrigan also confirmed that her Teaching and Learning portfolio report is currently in draft form. The final report would be circulated.

### **Group 1 – YPA Dashboard**

Governors agreed that this was a useful document. However, it would be helpful for the document to include a key.

Governors had noted the behaviour spike in February. Ms Cornwell said that this could be attributed to a new system for classification which she felt isn't working This will be reviewed. She said that it is important that the data is accurate but also displayed in the best light to 'showcase' the school, giving particular consideration to the dashboard's audience.

Governors were pleased to see the improvement in teaching.

Governors commented that the financial data was difficult to understand in this form but the accounts were easier to understand.

### **Group 2 – TSH Dashboard**

Governors felt that the dual and single roll was not clear on the attendance data.

They agreed that the upward curve in exclusions was commensurate with the increased number in students. Governors thought it might be helpful to include some commentary, but recognised that the aim of this document is to provide a visual snapshot.

Governors also thought it would be helpful to put staff sickness and behaviour data next to each other, so that any direct correlation is immediately obvious.

Governors asked whether the attendance data included the intervention timetable. Ms Cornwell confirmed that this is the case, and agreed it would be useful for the dashboard to state this.

Governors were very pleased to note the increase in Grade 1 observations. Ms Cornwell said that there is also quality assurance through visiting observers from another school. Ms Horrigan added that this is also the focus of her portfolio visits.

This group also find the financial data presented in the dashboard confusing.

After discussion, it was **AGREED** that the financial data should be removed from the dashboard, as the financial information presented with the management accounts was clearer and more helpful.

### **Group 3-Portfolio Visits**

The following comments were **NOTED**:-

- Ethos, Vision and Strategy – Mrs Francis suggested that the vocational curriculum should form part of the portfolio for Business Development and Marketing.
- HR – the portfolio visit next time should focus on the training plan.
- Safeguarding – Mr Lumley will arrange his portfolio visit with Mrs Lentes and Mrs Callaby.

## **8. Finance & Funding**

- i) Management accounts

Mrs Francis asked Mrs Scott to report to governors on any exceptional issues to note.

Mrs Scott re-iterated the concerns about the shortfall in TSH funding. This is an ongoing issue. Mrs Francis said she would discuss the matter with the Trust’s CEO, prior to writing to the In-Year Fair Access Panel.

Cllr David thanked Mrs Scott for her clear presentation of the accounts.

ii) Approval of Invoices

Mrs Scott asked for governors’ approval for four invoices over £25K. It was **RESOLVED** to delegate this to the Chair, after the meeting.

***Clerks note: These invoices were subsequently approved by the Chair.***

**9. Any Other Business**

Governors **APPROVED** the admissions procedures for YPA and TSH and agreed that they should be placed on the schools’ websites.

**10. Date of next Meeting**

The following dates were **AGREED**:

- Wednesday 15<sup>th</sup> June 2016 at 11am to 1pm
- Wednesday 9<sup>th</sup> November 2016 at 11am to 1pm

**11. Confidentiality**

Governors **AGREED** to make minute 7.5 confidential at this stage of the discussions.

The meeting closed at 1.00pm.

CHAIR-----

DATE-----