

**MINUTES  
YOUNG PEOPLE'S ACADEMY AND THE SKILLS HUB  
LOCAL GOVERNING BODY (LGB) MEETING  
WEDNESDAY 7 NOVEMBER 2018 AT 11.00AM**

**Members present:** Emlyn Lumley [Chair] (EL)  
Laurie Cornwell [Principal] (LC)  
Michele Gibbons (MG)  
Sunny Kumar (SK)  
Joanne Mortimer (JM)  
Tanya Oatway (TO)

**In attendance:** Kayleigh Franklyn [Management Accountant, OHCAT] (KF)  
John Prior [Deputy CEO, OHCAT] (JP) Item 8a onwards  
Brenda Scott [Head of Finance, OHCAT] (BS)  
Susanne Wicks [Clerk].

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Chike Nnalue, Kathrine Everett and Isobel Callaby. The LGB consented to their absence.

**2. WELCOME AND INTRODUCTIONS**

The Chair welcomed the new management accountant, Kayleigh Franklin, the new Governance Manager at OHCAT, Susanne Wicks, and the new parent governor, Sunny Kumar.

**3. DECLARATIONS OF INTEREST**

There were no new declarations of interest made.

The clerk reminded the LGB of the requirement to complete a declaration form annually, and circulated hard copies.

**4. SKILLS AUDIT ANALYSIS**

The clerk reminded the LGB of the requirement to complete a skills audit form annually, and circulated hard copies.

**5. CONSTITUTION AND APPOINTMENTS**

Governors recommended to the OHCAT Board that Emlyn Lumley be appointed Chair, and Kathrine Everett be appointed Vice-Chair of the LGB for the academic year 2018-19.

**6. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 13 June 2018 were **agreed** and signed by the Chair.

## 7. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

- (i) Governors noted that Kathrine Everett had been reappointed to the LGB by the Board at their meeting held on 29 June 2018.
- (ii) BS reported that there had been no need to write to Councillor David Simmons.
- (iii) EL reported that he and LC had not had the chance to discuss the governor vacancy, but the allocation of portfolios would be discussed at this meeting.

## 8A. PRINCIPAL'S REPORT

### (i) The Skills Hub

LC presented her report in detail and matters discussed are detailed below.

The LGB had not met since the Ofsted inspection of TSH which took place in June. The outcome was a rating of 'Good' with a very positive report.

LC explained the format and purpose of "one sheets" across both schools to summarise data and information into a concise format. **Governors welcomed the format as included in the reports.**

### Student matters

Student numbers change on a daily basis, so will be different to the 95 shown in the report.

### Staff and personnel

The new receptionist is an ex-student which is testament to the work done at TSH.

All teaching staff posts have been permanently filled, and the LSA vacancies will continue to be filled by agency staff, as recruiting the right people can be a challenge

### Summer accreditation

Attendance at examinations in the summer was high, so there was a lot of work done to address students' anxiety, which is reflected in the outcomes.

### Teaching and Learning typicality

Governors noted that that this information was well received by Ofsted, and that many of the teachers are unqualified which is positive as they can be trained and developed in the right way that is appropriate for the setting. LC described her high expectations for staff and outlined the training and support given to staff.

### Behaviour overview

Governors noted that the number of reported incidents of poor behaviour among last year's cohort was relatively low compared to previous years, with few presenting outwardly challenging behaviours. However, this year's cohort is already proving more challenging, with more outbursts and complex needs. Two weeks ago, a student was stabbed, and although the incident happened in the evening and off-site, it has taken a lot of work to manage it, including the engagement of external support to talk to students about knife crime and gang related activity.

## Attendance

Governors noted the amount of work done by staff to improve attendance. LC explained that the information presented was shared with Ofsted together with individual case studies to demonstrate the support given to students, and they were convinced by the robustness of the data.

## Additional funding streams

Governors noted the Pupil Premium (PP) report and specifically that PP students perform as well as their non-PP counterparts. However, this year, all PP students will have an individual action plan in place, which demonstrates the bespoke approach taken to meeting students' needs.

Governors thanked LC for her thorough report and welcomed the inclusion of "one sheets" in future reports.

## (ii) Young People's Academy

LC presented her report in detail and matters discussed are detailed below.

### Student matters

Governors noted that there were 57 students on roll at the end of the first half-term, but two more have since joined the school and two have left as the school could not meet their needs. LC gave a detailed explanation of circumstances around one of those students and described the difficulties in securing the appropriate support for the student, given the lack of places in the area to support young people in crisis. EL asked if there were anything the LGB could do to support the school and its students in these circumstances and LC responded that the issue was beyond their influence, and she would continue in her efforts to meet with the Head of CAMHS in LB Hillingdon.

### Staff and personnel

LC advised that all remaining vacant posts will be covered by agency staff other than the school cook, recruitment for which will begin shortly. Governors noted that all teaching posts are substantive bar one.

### Summer accreditation overview

Governors noted that GCSE results are not the definition of a positive outcome for all students, and the aim is to give them the skills and confidence to move onto the next stage of their lives. LC confirmed that there is only one NEET from last year's cohort.

### Teaching & Learning

LC reassured the LGB that she can evidence the improvement in teaching and learning over time. She reiterated her previous comments about high expectations for staff, and outlined plans to extend informal book scrutiny, to include staff giving feedback on each other's work. MG advised that the book scrutiny process has been really positive for staff, particularly for unqualified teachers.

## Attendance

LC emphasised the need to continually monitor and follow up non-attendance.

### Additional funding streams

LC highlighted the level of PP students (80%) and confirmed there is no gap in attainment between them and their non-PP colleagues.

LC confirmed that the PP report and Year 7 catch up statement would be published on the school's website once approved by Governors and that individual action plans will be drafted for each PP student.

### Health and Safety and Safeguarding

Governors noted the challenge in ensuring any expenditure in the maintenance of the YPA building is appropriate given the planned rebuild.

They also noted that Isobel Callaby is the strategic safeguarding lead across TSH and YPA.

LC also explained that she is working with the Trust's HR Team to develop Head of School posts at YPA and TSH, which would necessitate a mini-restructure of each SLT. She remarked on the high quality support given by the HR Team.

Governors **received** the Principal's report for both YP and TSH.

## **8B. DASHBOARD**

### (i) The Skills Hub

LC advised that attendance for Autumn 1 was in fact 75%, and 86% with the PA removed. **EL congratulated her on this performance** which LC attributed to persistent monitoring and contact to establish why students are not in school. LC reported that the school will be using new software for contacting parents which will accept as well as send text messages.

Governors noted that there had been an increase in high behaviour incidents, which LC explained includes four incidents of racism and four of homophobia, which whilst low, are all unacceptable. **JP asked if they were eight separate incidents.** LC was not able to say for sure, but advised that she meets once a fortnight with the colleague who leads on that area to drill down further into the data.

Governors noted that students joining the school mid-term are not included in the attainment data for that term as there has been too short a time to have any impact on their attainment.

LC advised that the rates of staff sickness over the period were above zero but low.

**Action: LC to check the staff sickness data.**

### (ii) Young People's Academy

LC updated the attendance data, reporting that attendance is currently at 95.3% with no PA (defined as attendance below 50%). **JP suggested that governors be given data on attendance below 85%.**

LC pointed out the increased numbers in Key Stage 3 are due to a high level of Year 9 referrals, some of whom are students who have only just been given an EHCP, and some who have transferred from other schools where the placement has broken down. LC reported that the new referrals are displaying more complexity of need beyond SEMH, with many also having Autism and she advised that she is

considering streaming students which would reflect the arrangement in place at The Willows, the primary provision in LB Hillingdon.

Governors noted the increase in the numbers of “high” behaviours including bullying, racism and homophobia and LC detailed actions in place to address the issues, including:

- Completion of a separate form for incidents in this category;
- LGB members to attend meetings with students, their parents and the Safer Schools Officer;
- An updated anti-bullying policy for students, for approval at this meeting;
- A board will be installed in the hall with an anti-bullying pledge that students and families will be asked to sign.
- Support and advice to be given from the Anti-Bullying Alliance.
- Staff are being trained to use a common script with students, who often don't appreciate that their behaviour is bullying.

LC gave a detailed report of the exclusion of a student this half-term and advised that she has told the local authority that another placement must be found for the student, otherwise permanent exclusion may be necessary. She expressed concern that the student may be involved in gang related activity.

LC noted that rates of staff sickness over the period were higher than zero, but rates have decreased as SLT are now ensuring that they carry out return to work interviews with staff after a period of sickness absence. JM added that staff have been reminded to consider the impact of their absence upon students which has had a positive effect.

**Action: LC to check the staff sickness data.**

JP asked LC to explain the positive performance in Maths for Key Stage 4 and LC explained that there is a new Maths teacher in place, but the teacher assessment may be over-optimistic, which is being investigated further.

Governors **received** the dashboard for TSH and YPA.

## **9. GOVERNOR VISITS, DEVELOPMENT AND TRAINING**

### **(i) Portfolio Management**

LC pointed out that not all portfolio visits had been carried out since the last meeting, and encouraged governors to arrange regular visits and circulate follow-up reports. EL supported her comments and suggested governors conduct a meeting by phone if they could not attend in person.

**Action: All governors to arrange termly portfolio visits and circulate a follow up report.**

### **Teaching and Learning**

MG presented her report which had been circulated with the papers for the meeting. Governors noted that one child had been moved into mainstream education and thanked the school for making that possible.

Governors discussed the allocation of portfolios and agreed the following:

- Emlyn Lumley: P1 Ethos, Vision and Strategy

- Michele Gibbons: P2 Teaching and Learning
- Sunny Kumar: P3 Finance and Resources
- Chike Nnalue (with support from Isobel Callaby): P4 H&S, Child Protection and Safeguarding
- Tanya Oatway and Joanne Mortimer: P5 Business Development and Marketing
- Kathrine Everett: P6 HR and Organisational Development.

**Action: Clerk to circulate guidance on each portfolio to the LGB.**

(ii) Other visit reports

No reports delivered.

(iii) Governor training and development

The clerk confirmed that all governors had access to Trust-wide membership of The Key for School Governors and EL commended it as a learning resource.

## 10. FINANCE AND FUNDING

BS and KF presented the year-end accounts which are in draft and still to be audited, with no major changes anticipated.

(i) Young People's Academy

Governors noted that the final budget position was as expected, with a small overspend authorised by Trustees to enable some works to classrooms and to fund an additional caretaker.

BS reported that negotiations with LB Hillingdon about pupil funding are nearing a conclusion. They have agreed to reinstate fixed funding for YPA, at £22,500 per student which equates to an average uplift of £5500 each. In addition they have agreed in principle to a holding fee for vacant places up to 65, and discussions are still ongoing on the fee to be paid.

A meeting of the High Needs Group will take place during the week commencing 12 November and the Schools Forum have delegated authority to the group to agree the funding.

BS advised that out of borough places are charged at a higher rate of £26,000 per student.

LC thanked BS for her work on this and described how this will impact on her ability to budget more accurately, particularly now that most staff are permanent.

(ii) The Skills Hub

BS reported that the year ended in a deficit of £13,000, which is attributable to a cut in funding for commissioned places. However, the daily counting in and out of students, whilst painstaking, resulted in £303,000 additional income over the year.

The numbers for the summer term have been agreed with LB Hillingdon which amounts to £176,000. However final sign off from the Head of Early Intervention, Prevention and SEND is still awaited. Efforts continue to arrange a meeting with him in order to discuss this, as well as a possible increase in PAN and the capital bid for YPA.

BS highlighted that finances across both schools are tight but for TSH, budgeting is especially challenging due to the transient nature of the cohort.

LC reported that the Behaviour Support Team, which now comprises two members of staff working out of TSH, operated at a loss last year. The service continues to be well regarded, but buy-in is declining as schools' budgets are further squeezed.

Noting that from an ethos and values point of view, the service should continue, JP asked if it could be repackaged for schools. LC responded that it had been repackaged slightly and there was some buy-back with very positive feedback given by schools. She undertook to raise the issue with the Chair of the Schools Forum, the LB Hillingdon SEN and Inclusion Teams and HASH, with a decision made by Christmas if the service is to be wound up.

**Action: LC to send JP feedback received about the Behaviour Support service.**

Noting that KF would be taking over from BS as management accountant for both schools, EL thanked BS for her help and support.

Governors **received** the year-end accounts for both TSH and YPA.

## **11. PAY COMMITTEE RECOMMENDATIONS**

EL reported that he and JP met with LC in October and discussed each of her recommendations in detail. Following robust challenge and discussion, all pay recommendations were approved, as JP and EL were satisfied the decisions were appropriately made and properly evidenced.

## **12. POLICIES AND PROCEDURES**

- (i) The LGB noted the policies and procedures approved by the OHC&AT Board and available to view on the governors' portal.
- (ii) The LGB **approved** the SMSC policy, the Equality Information and Objectives, and the student friendly Anti-Bullying policy.

## **13. KEEPING CHILDREN SAFE IN EDUCATION SEPTEMBER 2018**

Governors noted the updates to the DfE guidance and subsequent amendments to OHC&AT policies.

LC highlighted that child criminal exploitation has been added to the new guidance, which is a particular risk to students in both schools, so there will be further staff training undertaken in this area.

## **14. ANY OTHER BUSINESS**

LC updated the LGB on the progress of the new Free School building. It was decided a while ago to retain the two separate schools, but the DfE and ESFA have to obtain formal approval for that, which is causing some delay, but they are confident approval will be given, hopefully in the next month.

## 15. DATES OF FUTURE MEETINGS

The LGB agreed to meet on 13 March 2019 and 12 June 2019 at 11 am.

## 16. CONFIDENTIALITY

No items were deemed confidential.

The meeting closed at 1.02 pm.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

**Emlyn Lumley, Chair of the LGB**

<b>SUMMARY OF ACTIONS</b>		
Minute 8b	LC to check the staff absence data shown on the dashboard	<b>LC</b>
Minute 9(i)	All governors to arrange termly portfolio visits and circulate a follow up report.	<b>LGB</b>
	Clerk to circulate portfolio guidance and template form to all governors	<b>Clerk</b>
Minute 10(ii)	LC to send John Prior the feedback received from schools about the Behaviour Support service.	<b>LC</b>