

MINUTES
YOUNG PEOPLE'S ACADEMY AND THE SKILLS HUB
LOCAL GOVERNING BODY (LGB) MEETING ON
WEDNESDAY 10 JUNE 2020 AT 11 AM (VIRTUALLY)

Members present: Kathrine Everett, Vice-Chair (KE)
Mick Hore, Executive Principal (MH)
Sarah Brooks (SB)
Isobel Callaby (IC)
Tom Crowe (TC)
Michele Gibbons (MG)
Sunny Kumar (SK)
Melissa McLean (MM)
Chike Nnalue (CN)

In attendance: Laurie Cornwell, Deputy CEO (LC)
Amy Thoreau, Chair Designate (AT)
Paul Chambers, Head of School (PC)
Robin Ford, Head of School (RF)
Kayleigh Franklin, OHCAT Management Accountant (KF)
Susanne Wicks, Clerk (SW)

1. WELCOME AND INTRODUCTIONS

KE opened the meeting, thanked everyone for attending and set out some ground rules to ensure the meeting ran smoothly. All present introduced themselves.

2. APOLOGIES FOR ABSENCE

There were no apologies for absence.

3. DECLARATIONS OF INTEREST

KE declared her employment at Surrey County Council and former employment with Orchard Hill College.

LC suggested that MG should declare that her employer commissions places from the Skills Hub.

4. CONSTITUTION AND APPOINTMENTS

Governors noted:

- i That Tania Oatway's term of office ended on 16.03.20 and a new parent governor will be recruited in the new academic year.
- ii The appointment of Melissa McLean with effect from 05.4.20.
- iii The appointment of Sarah Brooks with effect from 05.04.20.
- iv That Amy Thoreau will be appointed by the Board of Trustees as governor and chair on 3 July 2020.

5. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 20 November 2019 were agreed as an accurate record of the meeting and would be signed by the chair at the earliest opportunity.

6. MATTERS NOT COVERED ELSEWHERE ON THE AGENDA

- i IC advised that the planned Team around the Hub meeting was cancelled due to the lockdown.
- ii IC confirmed that she arranged a MyConcern log-in for the Deputy CEO and LC confirmed she had logged into the software.
- iii CN would receive a demo of MyConcern at the next portfolio meeting to be held in person.
- iv Governors acknowledged receipt of the Pupil Premium action plan for both TSH and YPA, circulated as Enclosures 2 and 3.

7. PRINCIPAL'S REPORTS

MH presented his reports which had been circulated prior to the meeting. He flagged that the reports did not follow the usual template, reflecting the different and extraordinary circumstances imposed by the pandemic. KE asked that questions be kept until the end of MH's presentation. Matters discussed are detailed below.

(i) Young People's Academy

Staffing

MH advised that there has been an additional resignation since his report was circulated and plans to fill the post in September are being discussed. He highlighted that the number of staff shielding may be a challenge when the school admits further numbers, particularly if it is expected that all students return in September.

Pupil Numbers

MH reported that student numbers attending during the lockdown had increased from 2-3 to around 7 this week, with a possible 18 to attend next week, following contact from the school with parents to reassure them of safety measures in place.

Safeguarding

MH reported that all students categorised as either CIN or CP have been contacted every other day to ensure they are safe and coping with the lockdown. Contact was either directly with the student, their family, or the appropriate outside agency. MH commended the support given to the school from OHCAT colleagues to update the risk assessment templates to reflect the current situation and confirmed that all students' risk assessment had been updated.

Quality of Education

MH commented that the virtual and remote learning resources provided by the Government were not appropriate for many students, as they were largely focussed on the mainstream. However, he advised that the school had uploaded a lot of resources for students to access on the website, and more work is underway to add video learning to the offer. He confirmed that the school was working with the local authority on the Year 7 transition programme and that staff have made contact with all Year 11 students to assist them in securing their next steps, for example supporting them to make applications for College and attending interviews. He also described

the amount of work that has been done to ensure there was sufficient evidence of students' work to support the grade predictions made.

LC thanked MH for the report, and in particular for the level of detail given to reassure Governors of the support being given to students during this time. She asked if MH or other staff had observed an increase in students experiencing or witnessing domestic abuse. MH responded that the Safeguarding Team were monitoring this closely and had been in touch with young people and families who were known to be high risk. There had not been any confirmed increase, but MH warned that may not actually be the case, given the national picture.

LC asked how confident were of the sustainability of the destinations secured for outgoing Year 11 students. MH expressed concern about this due to the students having been out of their school routine for so many weeks and welcomed the additional funding to be given to provisions such as this to support young people through their post-16 transition. He confirmed that a priority for YPA next term would be to continue to support those young people. RF added that staff have made good links with course leaders in FE colleges which should help. MH emphasised the support given by Wyvern College Centre and noted that if some of the mainstream placements break down, those students may be able to attend OHC. LC emphasised the need for the future settings to provide support and suggested that Wyvern may be able to add to that.

KE asked how regularly the risk assessments are reviewed and updated and RF explained that for those learners categorised as high priority, it is done every two weeks. For others, the risk assessment is reviewed as soon as anything changes, such as they return to school or something comes to light about their domestic circumstances or need for academic or pastoral support. The overarching site risk assessment is updated every two or three weeks and some elements within it are updated daily.

KE asked if all students can and do access online resources. MH responded that there was one student at YPA who had no equipment and the Trust will be providing a tablet to them.

(ii) The Skills Hub

Leadership and Management

MH updated Governors on the planned restructure of the SLT following his retirement at the end of the academic year. He confirmed that consultation with staff would take place from 15 to 30 June and outlined the plan for the Executive Principal post to be deleted, and each to school to have a Principal, Deputy Principal and Assistant Principal.

Staffing

MH commended the staff for their hard work during the lockdown and highlighted the outcome of the recent staff survey which show that most staff feel happy and valued at the school.

Quality of Education

MH extended thanks to colleagues at Nightingale Community Academy for their help in training staff on the use of MS Teams to deliver live lessons to students. He confirmed that the virtual learning hub would continue to be used to support students' education after the lockdown.

MH expressed confidence in the robustness of the predicted grades submitted for Year 11 students and confirmed the predictions would withstand scrutiny.

MH gave further detail of the plans to introduce three pathways for KS4 students: academic, vocational and independent living, all of which will have an emphasis on English, Maths and IT.

For KS3 students there will be two pathways; a fast-track for those that the school aims to support for a swift return to mainstream; and a second pathway for those young people for whom the return to the mainstream will be either a longer term aim and for those for whom it is unlikely to be an option, and would include working towards an assessment of SEND, leading to increased support for their long-term education or a move to a specialist provision. MH advised that the reduced numbers in September would necessitate a streamlining of the two pathways due to the challenge to the budget brought by the lower numbers.

Post 16 Transitions

MH flagged the funding to come from central government to enable alternative provisions to support young people through their transition and advised that PC is drafting a proposal on how that support might look, including work to be done over the summer holidays and the autumn term to ensure the sustainability of the destinations.

At the request of CN, PC outlined the cleaning schedule in place at The Skills Hub and KE sought reassurance that levels of cleaning were sufficient, given the movement of students and staff around the school, and PC confirmed they were. He also noted that all members of the school community are mindful of the need to take responsibility for their own health and safety.

LC noted that the school has 14 students above the optimum number and warned that when schools return to usual numbers there is likely to be a surge in permanent exclusions or requests for moves to alternative provision such as this. She confirmed that colleagues would discuss the funding implications with LB Hillingdon and Governors noted that this issue must be closely monitored.

With regard to safeguarding, CN asked what actions the school had taken in the event they had not been able to contact a student during the lockdown. IC responded that there had only been one child who could not be contacted, and she contacted the social worker and the Police and now have an explanation of the lack of contact. She reassured Governors that appropriate processes are in place which have been tested and found to be

robust. KE asked what steps would be taken if a child did not have a social worker and IC advised that she would contact the local Police Safeguarding Officer and make a referral to the appropriate local authority's Multi-Agency Safeguarding Hub (MASH). RF added that a similar issue had arisen for two students at YPA and the MASH Team had been very helpful in establishing that the students were safe.

KE welcomed the news that 35 out of 39 students had secured a destination for September and asked if any those offers had been affected by predicted exam results. PC responded that exam results would not be known until September and expressed confidence that the school could support those students to secure a positive next step in the event that plans fall through. MH confirmed that the November re-sit schedule would include this year's Year 11 cohort and expressed hope that FE Colleges would take a flexible approach given the circumstances.

PC commended the hard work and commitment of staff at the Skills Hub during this period to ensure all students are safe in and out of school. He described their commitment to supporting students as they return to school. On behalf of all Governors, KE thanked MH, PC, RF and all staff for their exceptional hard work during this period.

Reports received.

8. FINANCE AND FUNDING

A. MANAGEMENT ACCOUNTS

KF presented the management accounts report to 30 April 2020 for both schools and matters discussed are detailed below.

(i) Young People's Academy

KF reported that the estimated annual income was based on increased numbers in the summer term, which have not materialised because of the pandemic. Although income from the local authority is £60K below budget, there are 22 out of borough places, compared to the 19 set in the budget. KF advised that negotiations are underway with Surrey County Council on the levels of funding for each place and undertook to update Governors at the next meeting.

KF flagged that the April forecast does not include vacant place funding. LB Hillingdon are willing to fund 65 places and will pay vacant place funding for 2 places not filled.

Governors noted that the school has made savings of around £34K, through the curriculum budget, some reduced operating expenses, not recruiting a therapist and the cancellation of some curriculum enhancement activities that could not take place. In total, a surplus of £33K is forecast, with a break-even budget at year-end. However, KF warned Governors that for both schools, any changes can have a significant impact on the budget, so they are very carefully managed through monthly meetings, even during the

lockdown.

(ii) The Skills Hub

KF reported that the budget is currently showing a £47K deficit but noted that it could have been worse, and the position has been improved by increased numbers and other income streams. She noted that the school have worked on its offer commissioned placements to mainstream schools to support students at risk of permanent exclusion, and to date 11 places have been purchased and are likely to continue. In addition, the school has secured £12K from the Hillingdon Community Trust for courses to be provided in the evenings at the West Drayton Centre. Whilst these courses could not be delivered during the lockdown, the feedback has been positive and it is hoped that some similar courses can be offered when the new build is complete.

In summary, KF reported that the total income is down at this point compared to the budget, but savings have been made to mitigate any losses and to ensure financial viability. Those savings include not recruiting to vacant posts and through the premises and curriculum budgets. The year-end forecast is a £16K surplus after depreciation with healthy reserves.

Governors commended the hard work of all involved to reach this position.

Reports received.

B DRAFT BUDGET 2020-21

KF presented the draft budget for 2020-21 for both schools, emphasising that the budgets would remain draft until scrutinised and approved by Trustees at the Audit Committee and Board meetings in June and July. Matters discussed are detailed below.

(i) Young People's Academy

KF confirmed that a break-even budget is forecast on the basis of 58 students on roll in September. The year-end reserves position is forecast at £317K which equates to 53 days which meets the revised target of 45-60 days but is a drop from the April level of 74 days. The financial health grade is Good.

KF reported that £80K has been assumed for investment in fixed assets during the year, and that both schools would like to purchase a school vehicle to add some flexibility to off-site activities. In addition, YPA are seeking to invest £20K in the IT suite to replace equipment nearing the end of its life.

KF flagged that the school was awarded a grant in May to replace a mobile classroom and is awaiting confirmation that a change of scope would be permitted.

PC thanked KF for her support in managing the school's budget.

(ii) The Skills Hub

KF confirmed that a break-even budget had been achieved, with the assumption that LB Hillingdon will fund 73 places for permanently excluded students, without seeking to clawback funding when the school is below that number, which it will be in the autumn term, with 48 students on roll. Governors noted that there had been no increase in numbers during the summer term due to the lockdown. The financial health grade is Good, with a projected 107 days' reserves at year-end.

KF advised that staffing would be closely monitored through the year, and no changes or additional posts have been included in the budget, but when student numbers increase, staffing will be reviewed accordingly. In addition, it is planned that £100K of the reserves will be spend on fixed assets including investment in IT, improvements to the perimeter fence and the vehicle previously mentioned.

Governors thanked all involved for their work in drafting the 20-21 budget.

Reports received.

9. SAFEGUARDING AND WELLBEING OFFER

RF presented the document circulated prior to the meeting and welcomed questions and comments.

LC suggested that the Covid 19 appendices to the Safeguarding Policy and the Local Offer should be circulated to all Governors after the meeting and IC undertook to send them to the clerk. KE asked if any practices or learning developed during the lockdown would be carried forward for the future and RF confirmed that they would, particularly the use of virtual / online learning platforms for those students who find attending school a challenge.

KE sought an update on support for staff wellbeing and RF confirmed that the survey circulated to staff at YPA was well received but no specific matters were raised. PC reported that staff at TSH belong to a WhatsApp group and have kept in touch through that, providing support and social activities such as a Friday Quiz. On-site, staff regularly get together for a range of activities and there is a daily check-in which is appreciated. In addition, staff receive the OHCAT weekly wellbeing emails sent by the Lead Nurse Practitioner, which are also shared on GovernorHub.

10. RELATIONSHIPS AND SEX EDUCATION

The clerk pointed out that since the agenda was circulated, the Government had extended the deadline for the statutory teaching of RSE to summer 2021. However, MH confirmed that both schools were on track to launch the new curriculum as evidenced by the documents circulated prior to the meeting. He presented the documents in detail and advised that consultation would take place with parents and stakeholders at the Families Day in September and through the schools' websites.

11. EQUALITY AND DIVERSITY REPORT

MH presented the report in detail and undertook to add to the report and re-circulate it to Governors. He emphasised the need to measure the impact of actions contained in the report and to ensure they are effective. He reassured Governors that both schools continually seek to continue to extend and review their practice in this area, for example by ensuring the admissions process is robust.

Noting that all of the school community should be included in the equality objectives, KE asked how staff are made aware of and encouraged to progress. MH responded that looking at career development is part of every staff member's performance management and the CPD calendar is very flexible, to ensure that training and learning can be added as and when individual and collective needs emerge. For new staff, all are paired with a buddy and any areas for development are identified through the probation process.

12. POLICES AND PROCEDURES

Governors noted the policies and procedures approved via authority delegated to the Chairs of the OHC&AT Board on 5 April 2020.

13. ANY OTHER BUSINESS

KE thanked everyone for attending the meeting, particularly in the context of the very challenging circumstances. It was agreed that induction training would be useful next term for all Governors, given the new members.

14. DATES OF FUTURE MEETINGS

The clerk undertook to consult with appropriate staff and Governors about dates and times of the LGB meetings in 20-21.

15. CONFIDENTIALITY

No items were deemed confidential.

The meeting ended at 1.45 pm.

Approved by (Chair): _____

Date: _____

Summary of Actions

Item	Action
3	Clerk to share a Declaration of Interest form with Michele Gibbons.
6iii	CN would receive a demo of MyConcern at his next portfolio meeting
8Ai	KF to update Governors on the outcome of negotiations with Surrey CC on out of borough place funding at YPA.
9	Clerk to circulate the Covid-19 appendices to the Safeguarding Policy and Local Offer.
11	MH to update and recirculate Equality and Diversity report.
13	Clerk to arrange induction training in the autumn term.
14	Clerk to consult Governors and staff about dates for LGB meetings in 2020-21.