

MINUTES
YOUNG PEOPLE'S ACADEMY AND THE SKILLS HUB
LOCAL GOVERNING BODY (LGB) MEETING ON
WEDNESDAY 17 MARCH 2021 AT 3 PM (VIRTUALLY)

Members present: Amy Thoreau, Chair (AT)
Kathrine Everett, Vice-Chair (KE)
Paul Chambers, Principal, The Skills Hub (PC)
Kayser Izard, Principal, Young People's Academy (KI)
Sarah Brooks (SB)
Isobel Callaby (IC)
Thomas Crowe (TC)
Michele Gibbons (MG)
Chike Nnalue (CN)

In attendance: Kayleigh Franklin, OHCAT Management Accountant (KF)
Chiara Lane, Deputy Principal, The Skills Hub (CL)
Robert Wilshire, Assistant Principal, The Skills Hub (RW)
- Susanne Wicks, Clerk (SW)

1. WELCOME AND INTRODUCTIONS

AT opened the meeting and welcomed all present. Everyone introduced themselves.

2. APOLOGIES FOR ABSENCE

There were no apologies for absence. Melissa McLean was not present at the meeting.

3. DECLARATIONS OF INTEREST

No declarations were made.

4. CONSTITUTION AND APPOINTMENTS

- i Governors noted that Sunny Kumar's term of office ended on 15th March 2021, which has led to a further parent governor vacancy (one for each provision). The clerk will liaise with the Principals about the recruitment of new parent governors.
- ii Governors recommended the reappointment of Kathrine Everett for a further three-year term commencing on 29 June 2021.

5. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 25 November 2020 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

There were no matters arising.

7. FINANCE AND FUNDING

Young People's Academy Management Accounts

KF introduced the management accounts report. She explained that the budget was set on the basis of 58 students, with 59 on roll with effect from the end of January which impacts positively on the budget.

£23K additional income has been received from the ESFA for the Covid Catch-Up fund and for the Teachers' Pay grant. In addition, local authority funding is £137K more than budgeted, largely due to funding for 1:1 support and increased student numbers.

Staffing accounts for 70% of expenditure compared to 75% set in the budget. Staff related costs are slightly underspent but are likely to be fully spent by the end of the year. Similarly, the curriculum budget is underspent by £14K, largely due the non-delivery of enrichment activities because of the pandemic, but it is anticipated that this will be spent by the end of the year. There has been a deviation from the budgeted spend for students accessing alternative provision

KF confirmed that the overall financial health grade is Outstanding.

The Skills Hub Management Accounts

KF introduced the management accounts report. She was pleased to report that a £161K deficit budget was set but at Period 5 the deficit has reduced to £38K with a full year forecast of £91K which is a significant reduction on the budgeted figure. KF explained that the deficit was caused by student numbers. LB Hillingdon are funding the school for 64 students but there are currently 48 on roll (up from 44). They have honoured the funding for this term and next.

The LA funding is showing a variance of £126K due to a drop in permanent exclusions income. However, there is some additional income through the SLA and through the ESLA Covid Catch-Up grant of £16,800.

Staffing accounts for 79% of expenditure against a budgeted level of 81%. KF gave a brief summary of other budget headings noting that most underspends or overspends are due to phasing. She confirmed that the financial health grade is Good.

Finance Portfolio Report

CN reported that he met with KF and she had summarised the schools' financial positions.

With regard to the use of agency staff for 1:1 support at YPA, CN asked if there were plans to recruit permanent staff. KI explained that she is working with KF to develop a staffing structure of one "general" LSA and one "1:1" LSA in each classroom which KF will model into the budget to compare with current costs. KI confirmed that if a student's EHCP includes the need for 1:1 support, that will attract additional funding but not enough to cover the cost of a full-time member of staff.

The Chair thanked KF for her reports.

8. PRINCIPAL'S REPORTS

The Skills Hub

PC gave a detailed introduction to his report, which was circulated prior to the meeting. He reported that the school remained open during the recent lockdown, even when average number in dropped to 12-14. Daily contact was maintained with those most at risk and the Safeguarding Team worked very hard to support all the students.

In January, the school set up a lateral flow testing facility, for which take up from students was low, but from staff was high. PC thanked KI for her help in setting up the testing system.

By January 2021, all teachers were qualified except one awaiting QTS. The qualified Maths teacher became a permanent member of staff in February. The overall TES grade moved to 2B in the spring term

The enrichment offer continued to be delivered during the lockdown, and students were able to access a timetable tailored to meet their needs. Academic subjects continued to be taught onsite, supplemented by sessions delivered by skills coaches to support personal and social development, including their mental health. All of the work done at home was tracked and monitored and staff used the delivery of lessons virtually to develop their knowledge and skills of using technology.

During this period, although not able to track progress in its usual format the school held Year 11 mock exams, marked returned work from students' home learning, held functional skills exams and tracked student engagement contributing to an 'attitude to learning grade' over the Spring Term. Attendance in mock exams was very good.

Behaviour on-site has been good, with contact made daily with those not on-site with a focus on engagement, so staff were aware of what the students were doing. PC particularly paid tribute to the Skills Coaches during this period and noted that this has been an opportunity to develop relationships with families. For those on-site, PC described the school as a safe place for students coming into the building and it continues to be perceived as so now, with most being very glad to be back.

PC praised his staff for their resilience during this time and described the team approach throughout the lockdown which has kept learners engaged and ensured a seamless transition out of lockdown. He acknowledged that there were some anxieties about larger numbers coming back on-site but staff have been supported appropriately to help them move forward, with a shift in focus to the future next steps and how the school will move to Outstanding.

PC described plans for the future of the school and was delighted to inform the LGB that CL has been appointed Deputy Principal. He was also sorry to announce that RW will leave the Skills Hub at the end of term and described his input and impact to the school. PC gave a brief outline of some changes to the staffing structure to come and undertook to share more with Governors in the future.

AT thanked PC for his report and asked him to pass on Governors' thanks to the staff team for their dedication and flexibility. Governors also wished RW well for the future and thanked him for his hard work.

KE asked about destinations for current Year 11 students and PC described the hard work of the Careers Lead to support students' college applications and to encourage them all to think about next steps for their future. He also noted that the Careers Fair will take place in the following week.

Young People's Academy

KI presented her reports and attachments which were all circulated prior to the meeting and welcomed comments and questions. She described the comprehensive remote learning offer for students during the recent lockdown whilst the school remained open. She highlighted the positive feedback received from families which had been circulated with the papers for this meeting.

KI explained that despite some teething problems, Covid-19 testing has gone very well, and she has been able to share her experiences to support colleagues in other schools.

Since 8th March, there have been 45 students on site. There is evidence of the trauma and bereavement some have experienced but the staff team have worked hard to focus on bringing the school community back together.

AT thanked KI for her comprehensive report.

Reports received.

Teaching & Learning Portfolio Reports

At the invitation of the Chair, MG introduced her reports which had been circulated prior to the meeting. She also extended thanks to RW for his hard work and wished him well for the future.

MG commended both schools, noting that visits to both was extremely positive.

MG expressed the view that, in order to encourage excellence in teaching, the system should be expanded beyond the numerical grading system awarded through the TES. IC supported this view, noting that students' unpredictability in an observed lesson could impact on a teacher's grade, perhaps unfairly.

In response, KI advised that the 'lesson review and reflect' model works well and encourages staff to take ownership of their own performance. She reported that next year further work will be done on identifying where support is needed. PC also agree that the award of a numerical grade can cause stress and anxiety to staff and emphasised the need to develop a more reflective approach. MG offered to discuss this further with both KI and PC outside of the meeting.

9. GOVERNOR VISITS, DEVELOPMENT AND TRAINING

i Portfolio Reports

AT welcomed reports from those areas not already covered.

Ethos, Vision & Strategy

AT confirmed that she had been able to meet with KI at the school and undertook to send her report to the clerk to share on GovernorHub. AT reported that when she and KI met, she was pleased to receive feedback on KI's achievements so far and plans for the future. She noted how clearly KI sets out her vision for the school and was glad to hear that KI had appointed a Deputy Principal to support her and add some capacity to the structure.

AT would arrange a visit to meet PC at the Skills Hub as soon as possible

Health and Safety, Child Protection and Safeguarding

IC confirmed she and SB had met and a report would be shared with Governors.

HR and OD

KE gave a brief introduction to her report which had been shared prior to the meeting.

ii Training and Development

AT confirmed that an induction session would be arranged at the earliest suitable date, ideally in one of the two schools

10. POLICES AND PROCEDURES

Governors noted the policies and procedures approved by the OHC&AT Board on 22 January 2021, all available to view on [GovernorHub](#).

11. OHC&AT GOVERNANCE DOCUMENTATION

Governors noted the governance documentation approved by the OHC&AT Board and available to view on [GovernorHub](#).

12. OHCAT STATUTORY ACCOUNTS

Governors noted that the 2019-20 Statutory Accounts were submitted by the deadline of 31.01.21 and are available to view on the [OHCAT website](#).

13. ANY OTHER BUSINESS

No items were raised.

14. DATES OF FUTURE MEETINGS
Wednesday 16 June 2021 at 3 pm

15. CONFIDENTIALITY
No items were deemed confidential.

The meeting ended at: 4.20 pm

Signed: _____ **Amy Thoreau, Chair**

Date: _____

Summary of Actions

Item	Action
4i	Clerk to send documentation to KI and PC for the recruitment of a parent governor for each school.
9i	AT to conduct a portfolio visit to the Skills Hub as soon as possible.
9i	AT to share her portfolio report with the clerk for uploading to GovernorHub.
9i	SB to share her portfolio report with the clerk for uploading to GovernorHub.
9ii	Clerk to arrange an induction session for the summer term.