

MINUTES
YOUNG PEOPLE'S ACADEMY AND THE SKILLS HUB
LOCAL GOVERNING BODY (LGB) MEETING ON
WEDNESDAY 20 JUNE 2021 AT 3 PM (VIRTUAL)

- Members present:** Kathrine Everett, Vice-Chair (KE)
Paul Chambers, Principal, The Skills Hub (PC)
Sarah Brooks (SB)
Isobel Callaby (IC)
Thomas Crowe (TC)
Michele Gibbons (MG)
- In attendance:** Laurie Cornwell, OHCAT Deputy CEO/Executive Principal (LC)
Kayleigh Franklin, OHCAT Management Accountant, NW London Hub (KF)
Chiara Lane, Deputy Principal, The Skills Hub
Susanne Wicks, Clerk (SW)

1. WELCOME AND INTRODUCTIONS

KE opened the meeting and welcomed all present. All present made introductions.

2. APOLOGIES FOR ABSENCE

Apologies were received from Kayser Izard, Principal, Young People's Academy, Amy Thoreau and Chike Nnalue.

Melissa McLean was not present at the meeting.

3. DECLARATIONS OF INTEREST

KE declared that she is an employee of Surrey CC

4. CONSTITUTION AND APPOINTMENTS

The clerk updated the LGB on the recruitment of parent governors.

5. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 17 March 2021 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 and flagged the positive variance in income, largely due to an increase in student numbers and a rise in students allocated 1:1 funding. Governors were pleased to note the improved forecast year-end position of a £21K surplus against a budgeted deficit of £99K.

KF reported that there continues to be a forecast decrease in the reserves, but it will be lower than budgeted which is very positive as the school prepares to move into the new free school building.

Young People's Academy Budget 2021-22

KF presented the draft budget for 2021-22 which will remain draft until approved by the Board of Trustees in July. She flagged that the budget is based around 64 students (44 in-borough and 20 out-borough), increasing to 72 in April 2022 when the Free School opens.

KF reported that in-borough students are funded £22K each, and out of borough students' rates are £26K. In addition, a project development grant of £35K has been awarded.

Staffing costs will account for 71% of the total budget allocation and includes six additional posts needed to provide 1:1 support, one additional teacher and teacher support post to reflect increased numbers from April 2022, and an additional receptionist/admin officer.

In summary, KF advised that:

- Operationally the budget is £74k surplus. After depreciation, the school budget is a deficit of £19k.
- General reserves in the period decrease by £218 after investment in fixed assets, LGPS deficit repayment and the contribution to the MAT reserves.
- Total general reserves at August 2022 are £482k, or 71 days of expenditure (target: 45-60 days).
- While there is no financial health grade (FHG) indicator requirement for academy trusts, the FHG calculation applied to Orchard Hill College is being adopted across the MAT; for YPA, this budget delivers a FHG of Good for 2021-22.

KE asked if Covid funding has had an impact on the school's financial position and KF reported that it has had a positive effect.

The Skills Hub Management Accounts

KF introduced the management accounts report for period 8 and highlighted the improved position, largely due to the increase in numbers, continued funding from LB Hillingdon for 73 permanently excluded students and Covid grants. She highlighted the forecast year-end position of £8K surplus against a budgeted deficit of £107K, with 141 days in reserves.

Governors noted the scale of this achievement and thanked everyone involved for their hard work.

The Skills Hub Budget 2021-22

KF introduced the draft budget for 2021-22 and noted the assumption that LB Hillingdon will continue to fund for 73 permanently excluded places, with 20 medical places and 20 interim places. She noted that numbers from September are likely to be higher than those in the budget. In addition the

budget assumes £10,000 revenue to provide additional motor mechanic courses to external stakeholders within the Hillingdon Borough and includes a project development grant for the Free School of £17,572.

KF reported that staffing costs account for 75% of total expenditure and includes two new teaching posts.

In summary, KF advised that:

- After depreciation, the school budget is a deficit of £69k which is the current cost of the BST provision. This service will transition to the new free school site.
- General reserves in the period decrease by £72k after investment in fixed assets, LGPS deficit repayment and the contribution to the MAT reserves. Total general reserves at August 2022 are £714k, or 116 days of expenditure (target: 45-60 days).
- While there is no financial health grade (FHG) indicator requirement for academy trusts, the FHG calculation applied to Orchard Hill College is being adopted across the MAT; for TSH, this budget delivers a FHG of Good for 2021-22 (from outstanding forecast at Aug-21 due to reduced profitability).

KE asked about the reduction in the training and development budget and KF explained that some staff will complete the DET this year, so it will not be needed.

KE thanked KF for her very thorough reports and noted the achievement in improving the financial position.

Reports received.

8A. PRINCIPAL'S REPORTS

The Skills Hub

PC presented his report in detail and invited comments and questions. Matters discussed are detailed below.

At the request of PC, CL gave further details of the process for setting this year's Centre Assessed Grades. She reported that the same procedure as last year was followed, with teachers completing a detailed tracking sheet, taking into account evidence from a variety of sources, including students' previous schools where appropriate. All grades were then scrutinised by PC and CL who also looked at books and progress data and met with all teachers to challenge their grades, making adjustments where necessary. The Exams Officer has input the grades and the next step will be for exam boards to request evidence they would like to see. PC reassured Governors that the process was fair and robust.

PC noted the scale of the challenge for some learners who have returned to a mainstream school during the pandemic and have had to move to remote learning. However, he flagged that there has been success in reintegrating learners back to the mainstream, partially due to the positive relationship

between the Skills Hub and the Managed Move and Inclusion Panel, at which he feels able to contribute with confidence.

PC emphasised his aim for the Skills Hub to work in partnership with other LB Hillingdon schools and noted that after a recent fatal stabbing of a young person in the borough, all LB Hillingdon school leaders came together to support the school involved.

KE thanked PC for his comprehensive report and, on behalf of the LGB, welcomed the positive work being done to support young people in the school.

Young People's Academy

In the absence of Kayser Izzard, LC presented the Principal's Report which had been circulated prior to the meeting. Matters discussed are detailed below.

LC stated that the Young People's Academy has been affected by the pandemic, but it must drive forwards regardless, particularly in terms of teaching and learning, ensuring the learners can access the curriculum safely. Staff are being supported to regain their confidence.

Governors noted the increased numbers of qualified teachers in school, and the challenge in recruiting the right person to fill the Deputy Headteacher vacancy, which has led to the post being backfilled internally, giving staff the chance to take on some senior leadership responsibilities/

LC advised that work is ongoing to identify and address the barriers to students' regular attendance. She flagged the need to find a new term for 'school refusers' and KE noted that in Surrey, the preferred term is 'school avoidance'.

LC explained that the Police are going to deliver some training to students on county lines and sexual exploitation. In addition, the school will continue to work with students to address knife crime.

LC flagged the need to ensure that teachers can confidently talk about their curriculum in the light of the current Ofsted framework, and articulate the three Is. There will be support from the Quality and Standards consultant.

Governors noted that there are some students in Year 11 still without a secure destination and staff are keen to ensure that places will be found for them, even if that work will continue in September.

LC confirmed that the new school building should be complete and ready for occupation by April 2022. Whilst the Young People's Academy move onto the new site, the current site will be demolished for parking, MUGA, playground and learning spaces. The Skills Hub can't move into the building at the same time due to insufficient external space, so they will move in January 2023 when the whole project is finished. LC noted that the

new building will enable the delivery of a wider curriculum and give learners the building they deserve, fit for purpose and made for them.

KE thanked LC for her thorough report.

Reports received.

8B DASHBOARDS

The Skills Hub

PC explained that the Skills Hub dashboard was being reviewed and undertook to share the latest version once that review was complete.

Young People's Academy

Dashboard received.

9. GOVERNOR VISITS, DEVELOPMENT AND TRAINING

Portfolio Reports

Governors received the reports that had been shared prior to the meeting and the following matters were discussed.

Teaching and Learning (Michele Gibbons)

MG described how impressed she had been during her visits by the feeling of safety and security on-site and suggested that the eight students of the Skills Hub who did not report as feeling safe in the recent survey might have been referring to the journey to and from school rather than how they felt once on-site. She also reported that a student from the Skills Hub had transferred to her partner's school and was doing really well.

Training and Development

LC encouraged everyone to attend the Annual Governors' Conference on 8th October 2021.

10. EARLY CAREERS FRAMEWORK

LC explained the forthcoming changes to the NQT system which, from September, will become the Early Careers Framework, a two-year programme of support for new teachers and noted that full details will be shared with Principals at their forthcoming away day.

Action: MG to share ECF resources from Harlington School with LC.

11. EQUALITY AND DIVERSITY REPORT

Reports received.

12. CENTRE ASSESSED GRADES

Governors noted that an update had been provided as part of the Principals' reports. KE asked about those learners who have moved from other schools, and LC confirmed that information and evidence had been sought from their previous settings where needed.

13. RSE CURRICULUM

PC undertook to share the RSE Policy and Curriculum outside of this meeting.

14. OHC&AT POLICIES AND PROCEDURES

Governors noted the policies and procedures approved by the Board of Trustees at their meeting on 26 March 2021.

15. ANY OTHER BUSINESS

No items were raised.

16. DATES OF FUTURE MEETINGS

i Governors agreed the following dates for meetings next year:

24 November 2021

16 March 2022

15 June 2022.

All to start at 3 pm.

ii The clerk would liaise with Principals and Governors to arrange a date for the Pay Committee meeting next term.

17. CONFIDENTIALITY

KE reminded all Governors of the need to ensure that matters discussed remained confidential.

The meeting ended at: 4.45 pm

Signed: _____ Amy Thoreau, Chair

Date: _____

Summary of Actions

MG to share ECF resources from Harlington School with LC	MG
PC to share RSE curriculum and policy with Governors.	PC
Clerk to ensure that a Pay Committee meeting is arranged for next term	SW