

**MINUTES OF THE YOUNG PEOPLE'S ACADEMY (YPA) / THE SKILLS HUB
(TSH) LOCAL GOVERNING BODY (LGB) MEETING HELD ON WEDNESDAY
13TH JUNE 2018 at 5pm**

Members: Mr Emlyn Lumley (Chair) – EL
Ms Kathrine Everett (Vice Chair) – KE
Miss Laurie Cornwell (Headteacher) – LC
Mrs Isobel Callaby – IC
Mr Peter Davis – PD
* Ms Tanya Oatway – TO
Miss Michele Gibbons – MG
Mr Chike Nnalue – CN
* Ms Joanne Mortimer – JM

* Denotes absence

Also Present: Ms Suzanna Challenger – Clerk – SC
Mrs Brenda Scott – Head of Finance (Academies) – BS

1. APOLOGIES

KE had given notice that she would be late. JM and TO did not attend.

2. WELCOME AND INTRODUCTIONS

EL welcomed everyone to the meeting.

3. DECLARATIONS OF INTEREST

There were no new declarations of interest. The Clerk confirmed that Declaration of Interest forms would be recirculated in September.

4. CONSTITUTION AND APPOINTMENTS

- i) Governors **NOTED** that KE's term of office as governor is due to end on 29th June 2018. KE is happy to stand again and governors **AGREED** to recommend to the OHCAT Board of Directors that she be reappointed on 29th June 2018.
- ii) Governors **NOTED** that PD's term of office as governor is due to end on 29th June 2018 and, following his stepping down as councillor for Hillingdon, he has chosen not to stand again. Governors thanked PD for providing such valuable expertise and support to both schools during his time as governor. There was discussion around how to fill the resulting Finance and Resources portfolio vacancy; PD suggesting contacting Cllr David Simmonds, who holds the LBH portfolio for education and children's services. The Clerk said that support with governor recruitment is also available via the OHC&AT Governance team.

Action: EL and LC decide on a recruitment strategy within the next two weeks.

Governors also **AGREED** to discuss possible redistribution of portfolios at the next LGB meeting.

Action: Clerk to add portfolio distribution to the Autumn term LGB agenda.

5. MINUTES OF LAST MEETING

Governors **AGREED** and the Chair signed the minutes of the last meeting held on 14th March 2018.

6. MATTERS ARISING

i) Further to minute 4 (Constitution and Appointments), governors **NOTED** that Sunny Kumar had again been invited to this meeting as an observer but had not attended nor given apologies.

Action: Clerk to follow up with Mr Kumar.

ii) Further to minute 7.1 (Principal's Report – Student Matters, YPA), governors **NOTED** that an update on the bid to the Hillingdon SEN Capital Funding stream would be provided under item 7a.

iii) Further to minute 7.6 (Principal's Report – Update on Additional Funding Streams, YPA), governors **NOTED** that the Year 7 Catch Up Funding report has now been uploaded to the school website.

iv) Further to minute 7.11 (Principal's Report – Staff and Personnel, TSH), EL and LC said they have resolved the placement issue separately but that they will continue to work together on future Assessment Only placements.

v) Further to minute 7.13, governors **NOTED** that the Innovating Minds social impact report is available to view on both school websites.

7. PRINCIPAL'S REPORT AND DASHBOARDS

YPA

LC thanked governors for all their support with the recent Ofsted inspection and the subsequent Good judgement, noting that the feedback on governance within the report is very positive.

7.1 Student matters

There are 71 students on roll, against a PAN of 60. LC said she is not concerned at the relatively low number of confirmed new starts in September; YPA continues to receive numerous placement referrals across all year groups, and the school is taking

a cautious approach to admissions in order to ensure that each placement is right for the student and the school.

Regarding YPA's bid to Hillingdon's SEN Capital Funding to expand and improve the current ASD provision, LC reported that she had met with the Head of SEN earlier today to show them the planned provision. There is high need within the borough. **EL asked whether YPA's reserves could cover the planned works.** BS said this decision would have to be made by OHCAT Budget Panel, but that there are sufficient funds. Governors discussed the risk inherent in spending money on a building that is likely to be vacated within a few years versus the reward of investing in local children and young people. PD proposed and IC seconded that a request be made to fund the ASD provision directly from school reserves. Governors **APPROVED** the proposal.

Action: LC and BS to put a costed proposal for expanded ASD provision to Budget Panel.

EL asked whether direct funding in this way would stop LBH from deciding to fund the expansion. LC acknowledged this is a possibility, but said it is more important to meet the current need.

IC asked whether LBH would have priority over the new ASD places if they funded the expansion. LC said no, that places would be allocated in the usual way.

7.2 Budget

BS said she would update governors fully during item 10. LC thanked BS for her continuing support during a particularly challenging financial time.

7.3 Personnel

Governors **NOTED** the successful recent recruitment drive and LC confirmed that she continues to work closely with OHCAT HR in order to manage recruitment and support staff with sickness absence.

7.4 School improvement

Governors **NOTED** that following the recent Ofsted inspection YPA's SEF is robust; however, LC is continually looking to improve this. Current areas of focus include enhanced training around autism and embedding of Dialectical Behaviour Therapy across the staff team.

7.5 CPD

In addition to the listed compulsory online modules for the summer term, governors **NOTED** that all staff will receive CSE training within the next week.

7.6 Update on funding streams

Governors **NOTED** that YPA continues to work with the Local Authority to deliver mental health training as funded by the National Lottery. So far one 2 day course has

been delivered, to staff members, and the next course will focus on community stakeholders.

7.7 Leavers' destination update

Governors **NOTED** that destinations for year 11 leavers are largely positive, particularly in comparison to whole borough statistics. Regarding the three potential NEET students, LC said that these are all prolific non-attenders and that YPA continues to work cross-organisationally to try and secure destinations for them.

7.8 School events

Governors **NOTED** the upcoming school events and Mr Lumley encouraged them to attend where possible/appropriate.

Governors **RECEIVED** the YPA Principal's report.

The Skills Hub

LC began by praising Paul Chambers, the Deputy Principal at TSH, whose unstinting support and music business connections had enabled the complete refit of the music room as well as high profile support from within the music industry. Students have responded very positively to the new room and have been using the equipment in a variety of ways, including to record messages to one of their peers who is currently in hospital.

The 'smoothie bar' enterprise initiative has also proven very successful; LC noted one student in particular who has grown hugely in confidence and taken real ownership of the enterprise. LC said she had also seen this improvement in engagement through the student's attendance at Student Council meetings.

7.9 Student matters

The year 11 examination season has gone smoothly with great engagement and attendance from students. LC said SLT had run a comparison of participation in this and previous years, which made interesting reading.

Action: LC to circulate participation comparison document to governors.

7.10 Budget

Governors discussed the vagaries of AP funding. TSH has 50 Permanent Exclusion (PEX) places and 20 Pupil Support Team (PST) places which are pre-funded by LBH; all other placements are counted daily. This makes funding difficult to predict; BS noted that there is now a retrospective positive variance of £224k for the autumn and spring terms which, while good news, would have been more useful to have at the time so that well informed budgeting decisions could be made.

Governors also discussed the Behaviour Support Team. While this service is highly regarded by schools, buy back is reducing due to falling budgets throughout the sector.

LC predicted that the service will need to be offered differently in the future and said she is looking at a range of options. She is keen to retain the team's expertise in house, particularly around primary provision due to the new free school.

7.11 Personnel

Governors **NOTED** the recent successful recruitment drive at TSH, as well as changes to the staffing of the Pupil Support Team due to retirement of two staff members.

7.12 School improvement

TSH remains in the window for Ofsted inspection. LC said the school is in a strong position overall and that she is keen for the inspection to take place, particularly with the move to the new free school on the horizon – governors **AGREED** that it is important for staff and students to have their efforts recognised.

7.13 CPD

Again, there are compulsory online modules upcoming for the summer term. LC said these always receive good feedback from staff. Some CPD is delivered jointly with YPA and some separately, depending on focus and need.

7.14 Update on funding streams

LC updated governors on the motor vehicle and bicycle maintenance projects delivered by TSH using funding secured from Hillingdon Community Trust. These have been very well attended and well received by participants, and LC said she would like to continue providing these courses from the free school going forward.

7.15 Leavers' destination updates

Governors **NOTED** the excellent destination data for TSH, with all but one student having a confirmed destination. LC said that the current cohort of year 11 students are very switched on and eager to progress their lives, noting examples of focus and resilience in individual students. LC said that this group of year 11s has been very stable, with some attending TSH since year 10, which she feels has helped them to build stable relationships within the year group as well as with staff. EL said that students clearly view TSH as a safe place where they are well supported by staff, and congratulated LC on the very low rate of NEET students.

7.16 Health and safety and safeguarding

Governors **NOTED** the listed H&S updates in the Principal's report. Additionally, LC said it is important to acknowledge the very high levels of safeguarding needed at both schools, and praised staff for their ongoing management of situations which are often complex and distressing.

Governors **RECEIVED** the TSH Principal's report.

Miss Cornwell gave a brief update on the progress of the free schools: LBH has given planning permission for a three storey new build all on one site. There is a meeting next Thursday to finish off the feasibility study, after which the Trust hopes to begin looking at contractors for the work. Miss Cornwell said that while she has concerns about the opening date being pushed back to 2021, overall she is pleased that progress is being made towards securing the learning environment that YPA and Skills Hub students deserve.

Action: Miss Cornwell to update governors on free school progress at next LGB meeting.

7.17 Dashboards

YPA

LC said Ofsted had looked closely at attendance data during the inspection visit and that staff had effectively triangulated the data to demonstrate strands of improvement e.g. that attendance is better now than in previous years and that attendance improves over time.

Governors discussed behavioural trends. LC acknowledged that bullying is an issue within YPA at present, saying that young people with SEMH needs often lack understanding of emotional context which can lead to them construing upset as weakness. SLT will embed a strong focus on anti-bullying throughout 18/19.

Action: LC to report back on anti-bullying strategy at Autumn term LGB meeting.

Regarding staff typicality, LC thanked MG for her ongoing support with unqualified teachers. There was discussion around the importance of holding all teaching staff to high standards in order to support vulnerable learners at the school.

While YPA continues to operate a policy of no fixed term exclusions (FTEs), occasionally circumstances dictate that there is no other option and this is reflected in the dashboard data. Miss Cornwell acknowledged there is a need to balance protecting the whole school community and ensuring that intervention is constructive for the student.

TSH

Attendance remains good for an alternative provision cohort. LC drew governors' attention to Mick Hore's recent comparison of TSH data with national AP attendance data, as recorded in the SEF, which confirms TSH's strong performance.

Again, LC acknowledged some bullying in the school and said that while this is minimal compared to YPA, it remains an area of focus for the next year.

Governors **NOTED** the excellent data around fixed-term exclusions. IC said that the culture change around exclusions has finally bedded in at TSH, with staff now understanding that behaviour can be managed in other ways. LC noted that that one

student who had been involved in a major exclusion incident has now positively re-engaged with TSH and attended well for exams.

Governors thanked Miss Cornwell for her reports and the dashboard data.

8. EQUALITY AND DIVERSITY REPORT

Governors discussed the E&D reports for both schools. LC said that in order to ensure follow up on actions and capture of achievements, she has created a SMSC Coordinator role. This will offer a development opportunity for a particular member of staff who will act as coordinator across both schools from September 2018. LC said she expected this would impact positively on the RAG ratings for each action point.

Additionally, governors **NOTED** that IC will be the Designated Safeguarding Lead across both schools from September 2018.

LC said she is working on a SMSC Policy for both schools which she will be happy to share with other Trust schools once finalised.

Action: LC to put SMSC Policy for LGB review at the Autumn term meeting.

9. PORTFOLIO GOVERNOR VISITS

Governors **RECEIVED** the portfolio visit reports. Particular points of discussion included:

Ethos Vision & Strategy: EL apologised for the lack of report, explaining that this visit could not take place due to some extremely disruptive behaviour from a student.

Teaching & Learning: governors **NOTED** that MG has visited the schools again since these reports. MG praised Chiara Lane for her exceptional teaching, with consistently high expectations and engagement with students. Regarding YPA, MG said she will be working with the Science teacher on planning for practicals. Governors **NOTED** MG's recommendation for unqualified staff to participate in joint planning with lead practitioners.

Health & Safety, Child Protection & Safeguarding: CN reported on his initial portfolio meeting with Michelle Stephenson at YPA. Attendance procedures are strong, including a good working relationship with local police. Governors **NOTED** that the action around raising awareness among staff of CSE has been completed. **CN asked whether there has been a reduction in students climbing onto the roof.** LC said that incidents have lessened but not stopped entirely, and that staff take a calm discursive approach to talking students down. **Regarding health and safety, ML asked whether YPA has CLEAPSS access.** LC said that it does, but that further input would be helpful. EL said he would share Park High School's health and safety training around science.

Action: EL to discuss health and safety training around science with LC.

Regarding TSH, EL and IC had visited the Pupil Support Team who operate out of Ruislip Young People's Centre. EL praised staff for creating a calm and purposeful

learning environment with a very mixed and transient cohort. IC added that PST staff are very skilled in safeguarding and urged all governors to visit the provision.

Finance and Resources: PD said that as always, the crux of accounts is income and this is very strongly managed by BS and LC. The actual is always very close to what is set in the budget, with the less controlled areas being due to factors outside both schools' control.

HR and Organisational Development: governors **NOTED** the lack of capability proceedings or teacher support plans across both schools, which speaks to strong management and a positive staff culture.

Business Development & Marketing: there is currently no portfolio holder for this area, and governors **AGREED** to discuss this under next term's potential reallocation of portfolios.

Governors also detailed any recent training they have undertaken. KE has undertaken Signs of Safety training as well as online GDPR and safeguarding. EL has undertaken GDPR training and refreshed his Safer Recruitment training, as well as attending the OHC&AT Chairs' Committee which he said had been a very positive session. The Clerk highlighted the upcoming OHC&AT Governor Conference on 12th October 2018, to which all governors are invited.

Action: Clerk to circulate finalised details for the Governor Conference as they become available.

10. FINANCE AND FUNDING

- i) There were no contracts/SLAs to approve.
- ii) Mrs Scott updated governors on the management accounts and 2018-19 budgets for both schools.

YPA – Management Accounts/2018-19 Budget

Although YPA is currently over PAN, the budget was set on the assumption that Small School Weighting would be reinstated by LBH. This did not happen, with the result that £150k of income has had to be written off, against £27k income from the extra students. Governors **NOTED** that a year end negative variance of £180k is predicted, largely due to the lack of Small School Weighting plus the necessary spend on reorganisation of YPA's layout.

Next year's budget has been set on an assumption of 80 students (taking into account the bid to increase ASD provision), which BS acknowledged was a calculated risk. A small surplus of £6k is predicted.

PD asked whether more influence could be brought to bear within LBH regarding the harsh funding environment, suggesting that EL could write to Cllr Simmonds on behalf of the LGB. Governors discussed this proposal, noting that problems with funding run deep within Local Authorities at present. PD suggested making a

link with social care in order to increase the impact of any correspondence. Governors **APPROVED** a letter in principle, with BS saying she would like to discuss it with the OHC&AT Executive Director of Finance before any action was taken.

Action: BS to discuss with Corrina Jenkins (OHC&AT) and let EL know the outcome.

TSH – Management Accounts/2018-19 Budget

As noted earlier, TSH has a positive variance of £224k; however, this is set against approx. £150k that has had to be written off due to lack of commissioning for the PST and BST. Hillingdon is looking at routes to directly fund PST and BST places. Governors discussed issues around referrals for medical PST places on sometimes flimsy evidence, and the associated difficulties in securing funding from the appropriate organisation.

Staffing is necessarily over budget due to numbers over capacity. TSH is forecasting a deficit, although there is one more term of over numbers still pending. IC noted that TSH is receiving multiple referrals for Year 10 students at present.

Regarding the budget for 2018-19, LC and BS have requested that LBH increases its funded PEX places to 70 on the basis of current need. LBH has agreed this from September 2019, however LC and BS would like it to start from September 2018.

A small surplus of £6k is forecast, which BS noted was on the basis of 70 PEX and 20 medical PST places.

Governors **RECEIVED** the management accounts and budgets for both schools.

11. OHC&AT POLICIES AND PROCEDURES

Governors **NOTED** the listed policies and procedures approved by the OHC&AT Board on 16th March 2018 and available to view on the governor portal.

12. GDPR UPDATE

Governors **NOTED** the update from the Trust on progress with GDPR compliance, including a reminder that from September 2018 the OHC&AT Governance team will be moving to paperless meetings along with communication via governors' Trust emails rather than home email addresses.

13. ANY OTHER BUSINESS

KE informed governors that as of Monday 25th June 2018 her job title will be School Commissioning Officer (Special) at Surrey County Council.

Governors **AGREED** to write to both staff teams thanking them for their continued dedication and hard work throughout a very busy year.

Action: EL to write letters of thanks to YPA and TSH staff on behalf of governors.

14. DATES OF FUTURE MEETINGS

Governors discussed changing the times of meetings in order to strike the right balance between experiencing the life of the school and convenience for attendees, and **AGREED** that the next meeting would be held at 11am, with future dates and times to be confirmed. Governors also **AGREED** to vary the days of the week on which meetings were held.

The following date was therefore confirmed, with future dates tbc:

Wednesday 7th November 2018 at **11am**

15. CONFIDENTIALITY

None.

The meeting closed at 7.20pm.

CHAIR-----

DATE-----