

Graham School and George Pindar School

Joint Local Governing Committee meeting Held virtually via Zoom on Tuesday 6th June 2020 at 11:30am

Present: Mrs Helen Dowds (Executive Principal) Mr Brian Crosby (CEO of HLT)
Mr Malcolm Dawson (Chair) Mr Marcus Towse
Mr Gerry Swain Ms Mandy Gething
Mr Richard Benstead

In attendance: Ms Tracey Shaw (Finance Manager) *[until 12:37pm]*
Ms Emma Robins (Principal Graham School)
Mrs Lesley Welsh (Principal George Pindar)
Miss Isabella Kvist-Hansen (Governance Support Officer and Clerk)

		Action
1.	<p><u>Welcome, apologies for absence and declarations of interest</u></p> <p>The Chair welcomed everyone to the meeting. Apologies for absence were received with consent from Mr Philip McElwee. Rev Samantha Taylor was absent and consent was given. There were no declarations of interest.</p>	
2.	<p><u>Minutes of the Last Meeting Held on 4th February 2020 – Previously Distributed</u></p> <p>The minutes were agreed to be a true and accurate record of the meeting and would be signed by the Chair at the earliest opportunity.</p>	
3.	<p><u>2020/21 Start Budget – Previously Distributed</u></p> <p><u>George Pindar</u></p> <p>The Finance Manager outlined that an in-year surplus of £14k was forecasted in 2020/21. By 2023/24 the outturn would change into a deficit position. The Trust's reserves policy of 4% of public funding would be met throughout the five years cycle.</p> <p>The Finance Manager highlighted the following assumptions in the start budget:</p> <ul style="list-style-type: none"> • 3% increase for teachers pay award and 2.75% for support staff • The September pupil intake was in line with information received from NYCC with a stable intake anticipated. Smaller year-groups would be leaving so there was a potential for a slight increase in pupil numbers • Core pupil funding was forecasted to include an estimated increase of 0.5% • Opportunities Area funding was not included going forward as this would depend on future initiatives and projects • PP funding was estimated as the DfE did not update this until July. They would only then know the exact allocation for 2020/21. The included PP income was based on numbers from 2019/20 • There were six EHCPs currently and the TA levels were based on these. If the number of EHCPs dropped or increased they would have to adjust staffing accordingly • Medical needs funding from NYCC was currently received for four students. Only one would be running into 2020/21 but could be subject to change • All vacancies were expected to be filled by September 	

- The leadership restructure was initially expected to take place in September but had now been deferred to January 2021. The budget was based on the worst case scenario
- The Parental Support Worker role was funded by the Opportunities Areas as a fixed-term post until August 2021
- Roles shared between the two schools included the Parental Support Worker, Executive Principal, Support Services Manager, Facilities Manager and Capital Project Lead
- Supply staff levels were expected to reduce from previous years with Cover Supervisor in place
- The AP Unit costs were included in the current and all forecasted years. They did not know currently what the contract with Aspire would look like beyond year 2 but it was prudent to include the costs
- The IT Manager contract was included
- Staff Absence Insurance for teaching staff would only be from day 11 to mitigate any long term illness costs
- The teacher FTE levels were within expectations and the allowance of teaching time in the AP unit was also included in this figure
- In terms of capital expenditure, this involved fire alarms and fire doors at both schools which was being funded by the DfE grant. The Finance Manager was not sure where they were at in the capital budget as such spending went through a separate budget

A Governor asked if fairly conservative estimates were included and if the outlined risks were fully reflected.

The Finance Manager replied that this was included in the assumptions. It was however, unpredictable what would happen in terms of funding due to the coronavirus situation. She added that it was best to be prudent and cautious currently.

Resolved: the LGC approved the presented start budget for 2020/21 and agreed to recommend it for final approval by the Trust Board.

Graham School

The Finance Manager reported that the main assumptions were the same as reported for George Pindar.

A Governor asked about the admission numbers.

The Finance Manager reported that the LA had announced that they wanted to assure spaces for 240 students, but this would drop to 224 in later years. They were expecting rising pupil numbers overall due to smaller cohorts leaving and year 7 intakes remaining stable. The Executive Principal added that NYCC had been uncomfortable with the proposed PAN due to rising demographics and NYCC expecting the spaces to be filled at both schools.

A Governor asked about the expected student losses to the UTC.

The Finance Manager replied that they had modelled in about eight students moving to UTC from Graham School, but she did not know the figure for George Pindar so this had to be based on the estimates from NYCC. The Executive Principal added that the curriculum offer at George Pindar resulted in lower movement compared to Graham Schools.

The Finance Manager outlined that the start budget forecasted an in year surplus in 2020/21 of £107.9k which would turn into a deficit in-year by 2023/24. The Trust's reserves policy of 4% of public funding would be met throughout the five years cycle.

The Finance Manager highlighted the following:

- They expected the vacant posts to be filled by September
- A Leadership restructure was expected to be completed for September. A worst case scenario was assumed in the budget
- There were three supply supervisors and one role being advertised. A teacher would be going on maternity leave and it was expected that this would be covered by supply
- There were currently nine EHCPs and the TA levels reflected this

The Graham School Principal reported that the SENDCo had reviewed the SEND cohort and they were now looking at 13 EHCPs. They were further looking to get year 6 transition support for seven students.

A Governor asked about the teacher ratios and noted that they were similar at both schools. He asked how they compared to other secondary schools within the Trust.

The Finance Manager replied that the levels at both schools were within the expected levels as outlined by the Trust's Finance Director.

A Governor praised the robust financial positions and asked whether the growing pupil numbers would generate additional staffing needs.

The Finance Manager replied that the numbers were based on an eight form intake at Graham School so any changes in staffing would be down to options and curriculum delivery. The Executive Principal added that there was flexibility within the budget to increase staffing should it be needed. She advised that the cooperation between the two schools made them very efficient.

Governors thanked the Finance Manager for the comprehensive reports submitted for scrutiny prior to the meeting. They were pleased about the overall positive financial positions of both schools.

Resolved: the LGC approved the presented start budget for 2020/21 and agreed to recommend it for final approval by the Trust Board.

[Mrs Tracy Shaw left the meeting at 12:27pm]

4. Principals' Reports – Update on the Current Situation in School

Graham School

The Principal reported that they had seen a growing number of keyworker and vulnerable children, which was now at 20 students compared to just six to eight initially. They continued to work collaboratively with Social Workers and parents to get the right children into school. They also continued to make weekly calls to the children and made sure not only to speak to adults in the household. She further advised that the school was represented by the Pastoral Support Officer at external meetings and any concerns were duly recorded on CPOMS. The Family Support Worker was further doing home visits and the SENDCo was working with EHCP children. Vouchers were being issued to FSM eligible children, but they were still awaiting laptops through the government scheme.

The Principal further reported that they were doing enrichment activities for children attending the provision in school e.g. taking care of the allotment. They were adhering to social distancing at all times. The Heads of Year were posting engagement activities to their year groups to address mental health and wellbeing. The uptake on Google Classrooms was variable and teachers were tracking and ranking children to understand who was not engaging. This was then followed up phone calls.

A Governor raised engagement in remote learning and that it was the picture nationally that disadvantaged students were less likely to engage. He asked if it was the picture at the school.

The Principal replied that they had analysed engagement and looked at individual classes. She added that it was unfortunately the pattern that the crisis was likely to hit disadvantaged children harder than their peers.

A Governor raised that uptake of disadvantaged students in online learning was worrying and asked what would happen in terms of teaching and implementing a catch up strategy to address this.

The Principal replied that the quality of teaching was imperative once the students returned. She advised that online learning was likely to continue and that 'blended learning' with some face-to-face provision and remote learning would continue from September. She added that online learning policies from the Trust were key as well as new teaching strategies by Curriculum Leaders.

A Governor asked if there would be initial assessments to understand the children's level upon return and whether additional resources would be available to support catch up.

The Principal answered that she was not sure about this yet. She added that they had to address additional needs in classrooms and provide additional support where required. Teachers would further have to be creative and deliver the best possible learning and adapt to the situation. They would be working with other schools and professional associations as well as the Trust to address this.

A Governor asked if the Trust would take a strategic view on how to accelerate children and noted that this might be more pertinent in schools with more disadvantaged children.

The CEO of HLT replied that good work had been carried out in both schools to reach out to disadvantaged pupils. He added that programmes for disadvantaged children to catch up had to be structured around the mainstream learning and that this was in the forefront of planning for September.

A Governor asked about the information collected about engagement in online learning and suggested that the more detailed information was collected before September the better. Facilitating online assessments before September was further suggested as well as considering vertical grouping and organising children based on catch up needs.

The CEO answered that the most vulnerable children from unstable families would not benefit from more online learning as they needed support in school. He further advised that the government's laptop scheme would not benefit these students and that it was imperative to have catch up programmes ready for them once they returned. He reiterated that the best way to supported disadvantaged children was to get them back in school. The Principal added that they could see how many children accessed the online learning and for how long. She emphasised that they had seen an increase in uptake across year-groups. The Executive Principal further reported that three sets of surveys had been distributed to the children and that they were ranking children to track their engagement. The children on the 'red list' were flagged up and calls made to the families. Wellbeing surveys had likewise been completed and both would help to shape the provision offered. She further advised that the weekly Form Tutor calls enabled them to identify children but some households were however, hard to reach despite their efforts. She finally informed governors that potential models for delivery for September would be discussed with new the CEO, who would start on 22nd June.

George Pindar

The Principal reported that the keyworker and vulnerable group had initially been 18 to 20 students but had now increased to 30 plus. They had timetabled for up to 40 children per day. She advised that the two most vulnerable children were attending every day, while other vulnerable students were attending more sporadically. She added that it could at times be challenging.

	<p>She further reported that a new timetable would be in place from the following Monday and the students in the alternative provision unit would be in school one day per week. There had been very little engagement with online learning amongst these students so it was key to get them back into school and reintegrate them into learning routines. The vulnerable and keyworker group would receive three hours of IT online learning, one hour of PE and one practical assignment to give a break from online learning. They would be mindful of social distancing rules at all times. She advised that only 18 children could be in the dining hall currently so they had introduced staggered lunch times.</p> <p>Online learning was available on Google Drive and a checklist for different subjects was refreshed weekly. They had identified children not engaging with the online learning and calculated that 88% of students in years 7 to 10 were accessing the online learning regularly. They had hence focussed phone calls to the 12% not accessing the learning, but they were also mindful not to cause conflicts in households where the situation was already delicate as well as not to put additional stress on parents. The Principal outlined that 28 laptops had been given out to students by the school and that the government laptops had been requested but not yet received. She added that 15 laptops had been delivered from a private company and some other local companies would support with laptops as well.</p> <p>It was reported that the building works had been ongoing throughout this period and the Site Supervisor had done very good work to prepare the classrooms. The Principal advised that the school had truly been transformed. The building works were to be progressed further and they would have to make changes to the spaces used in school currently to accommodate.</p> <p>She further reported that the school was sending weekly letters to parents and support for parents was provided on how to access online learning and how to support their children. They had also included links to DfE guidance in these letters. She raised that they had received a vulnerable children tracker from NYCC but two children on the list were not known by school. This had been flagged up but they were still awaiting a reply from NYCC. There were 28 children on the list in total but only five had been given a vulnerable child attendance plan, which was led by external agencies. They had subsequently asked NYCC where the remaining 23 plans were. She concluded that the school, at times, had to chase the social services for support and it was further a concern that the school was not informed about police referrals. The Principal of Graham School added that they had also received the list from NYCC but had not received any attendance support plans for vulnerable children.</p> <p>The Principal finally advised that they were informing the students of where they could get wellbeing and mental health support and that the FSM vouchers were now being printed out in school, which was working much better.</p> <p>The CEO praised that Principals for the very impressive work they had carried out throughout this period. He advised that the information from the DfE had been very confusing for all parties and schools had been unprepared, but the Principals had steered through this challenging period excellently. All Governors expressed agreement and thanked the Principals for their outstanding work.</p>	
5.	<p><u>Update on Safeguarding</u> Covered under item 4.</p> <p><i>The following has been recorded as a separate confidential minutes.</i></p>	
6.	<p><u>Student and Staff Wellbeing</u> Covered as part of item 4.</p>	

7.	<p><u>Reopening the Schools</u></p> <p>The Executive Principal reported that year 10 students would return in smaller groups and on different days. The students would be in school three hours per day and receive teaching in core subjects. The year 10 students would not be in contact with the keyworker and vulnerable children bubbles. The bubbles had been created to ensure as much isolation as possible and if a child in one bubble fell ill, only the students and staff in that particular bubble had to go into isolation. The George Pindar Principal added that online learning would remain the main provision but be supported by opportunities for students to ask questions and get support from staff once in school.</p> <p>A Governor asked what the approach would be if students did not comply with social distancing and the other new measures introduced.</p> <p>The Executive Principal replied that an appendix to the behaviour policy had been issued by the Trust. This included a warning system and then eventually a fixed-term exclusion and removal from site.</p> <p>Governors noted that a meeting had taken place for both schools on 4 June to review the risk assessment and reopening plan in detail. This meeting had been attended by the respective Principal, the Executive Principal, the Chair of Governors and the CEO. A health and safety walk had further been completed at both sites. It had been agreed that both schools had effective risk management plans in place which meant it was safe for them to re-open on 15 June.</p>	
8.	<p><u>Any Other Business</u></p> <p>The CEO reported that it had been announced that Hope Learning Trust was hoping to merge with Sentamu Academy Learning Trust (SALT) in Hull. He advised that the formal arrangements would be for SALT to close as a Trust and Hope would then take on the five schools. The Regional Schools Commissioner (RSC) was supportive of the merger and so was the Diocese of York. Both Trust Boards had voted to go ahead but it was not yet reviewed and approved by the RCS. The merger date was likely to be January 2021. He further advised that the Aspire Team would then be employed directly by the Trust.</p> <p>A Governor asked about the impacts on the schools.</p> <p>The CEO replied that the Executive Principal was to work with the schools in Hull and support the new CEO. Her time would be split between Hull and Scarborough. The two Principals had already been consulted about this.</p> <p>It was reported that the overall student count in HLT was currently 5000 students and would increase to 7500 students after the merger.</p>	
9.	<p><u>Date of future meetings</u></p> <p>Tuesday 7th July 2020 time TBC</p>	

The meeting ended at 1:36pm.

Signed _____
Chair of Governors, Mr M Dawson

Date _____