

**Graham School and George Pindar School  
Joint Local Governing Committee Meeting  
Held via Zoom on Tuesday 1st December 2020 at 5.00pm**

**Present:** Emma Robins (Principal, Graham School) Samantha Taylor [from 5.05pm]  
 Lesley Welsh (Principal, George Pindar School) Mandy Gething  
 Alan Richards (Chair) Gerry Swain  
 Marcus Towse (Vice Chair) Phil Rumsey

**In attendance:** Helen Dowds (Executive Principal, Hope Learning Trust)  
 Tracey Shaw (Finance Manager, Hope Learning Trust)  
 Samantha Vince (Governance Advisor, Clerk)

		Action															
1.	<p><b><u>Welcome, apologies for absence and declarations of interest</u></b>            The Chair welcomed everyone to the meeting and introductions were made. Mr Rumsey (Principal of Scarborough 6<sup>th</sup> Form College) was introduced as a new governor. Apologies were received, with consent, from Richard Benstead.</p> <p>There were no declarations of interest.</p>																
2.	<p><b><u>Minutes of the previous meeting held on 29<sup>th</sup> September 2020, action plan and matters arising</u></b>            Previously distributed. The minutes were agreed to be a true and accurate record.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th></th> <th>Action</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>The Chair agreed to discuss the best way of linking governors to SLT members with the Principals and bring back to the next LGC for further discussion and agreement.</td> <td>Carried forward.</td> </tr> <tr> <td>2.</td> <td>The Chair advised that he would arrange a visit to both schools to review the Single Central Record</td> <td>Closed – on this agenda.</td> </tr> <tr> <td>3.</td> <td>Rev'd Taylor and Mr Towse agreed to liaise with Mrs Welsh to ensure all required DBS checks were in place</td> <td>Completed.</td> </tr> <tr> <td>4.</td> <td>Governors were asked to provide Mrs Welsh with a pen portrait to be uploaded to the website by 9th October.</td> <td>Completed. The new governor was asked to provide this.</td> </tr> </tbody> </table>		Action	Status	1.	The Chair agreed to discuss the best way of linking governors to SLT members with the Principals and bring back to the next LGC for further discussion and agreement.	Carried forward.	2.	The Chair advised that he would arrange a visit to both schools to review the Single Central Record	Closed – on this agenda.	3.	Rev'd Taylor and Mr Towse agreed to liaise with Mrs Welsh to ensure all required DBS checks were in place	Completed.	4.	Governors were asked to provide Mrs Welsh with a pen portrait to be uploaded to the website by 9th October.	Completed. The new governor was asked to provide this.	PR
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3.	<p><b><u>Principals' Updates</u></b> – previously distributed            The Chair noted that responses to the questions he raised prior to the meeting were available to view on Decision Time. Questions were invited on the Principals' reports.</p> <p><b>The Chair asked the Principals how they felt about receiving questions prior to the meeting.</b>            They were supportive of this approach but requested a deadline for questions to be received by to enable them to undertake any relevant investigations required.</p> <p><b>A governor asked what the attendance figures were at both schools (putting Covid-related absences to one side).</b> The Executive Principal explained absence was not recorded or reported</p>																

<p>in that way by the DfE and that in terms of reported data, both schools had better attendance than the 88% national figure.</p> <p>It was noted that when students were not in school, they had access to remote learning and that a Covid related absence marked with an X was not classed as an absence because of the availability of the remote learning. The schools had been tracking how many days had been lost at school due to Covid and the Principal of George Pindar School noted for their school 849 days had been affected by Covid absence against 33,000 days of students being in school, so the overall percentages were small in comparison. The Principal of Graham School advised that she had two year groups currently isolating.</p> <p><b>A governor noted the attendance and behaviour figures were encouraging and asked whether improvements in behaviour were linked to students not being in school.</b></p> <p>The Principal of Graham School noted it was more likely linked to students being separated into bubbles without the opportunity to inter-mingle and that there were learnings to be taken from the experience of the pandemic.</p> <p><b>A governor asked how progress was benchmarked as they were concerned about the accuracy of predicted grades, given all areas were disappointing in Year 10.</b></p> <p>The Executive Principal confirmed the last published data set from 2019 was being used as the benchmark.</p> <p>The Principal of Graham School acknowledged the disappointment with the results and noted she was concerned that the teachers were not projecting correctly, so she had made this a focus and had allocated time on the training day for this, as well as introducing more rigorous monitoring and holding staff to account for the grades before they were published. She confirmed she still held a degree of nervousness about year 11, given they had already been out of school for six months and were due to return from another two week isolation. Uncertainty about the exams next summer also contributed to this.</p> <p>The Principal of George Pindar School added that the data was only as good as the evidence which sat behind it and it was very important that staff understood what they inputted. She confirmed Covid had not had as much of an impact on George Pindar School as Graham. It was agreed that the schools would report to the next meeting when more informed data had been received.</p> <p><b><u>3.1 Update on recovery plan</u></b></p> <p>Questions were invited from the governors.</p> <p><b>A governor asked for clarification as to what the Covid catch-up grants were being spent on as it wasn't clear.</b></p> <p>The Executive Principal confirmed to governors that the year 7 catch up premium, which was already included the budget, was removed by the government and was now included as part of the Covid catch up grants. She also confirmed that the detailed accounting for how the Covid catch up grants were to be spent would be published on the school website shortly, as per government requirements and suggested this be reviewed at the next meeting.</p> <p>The Finance Manager confirmed the differential in the accounts between the tuition costs and year 7 catch up was shown under the category 'teaching staff overtime' as it wasn't confirmed at this stage where all of the costs would sit.</p> <p>The Principal of George Pindar School confirmed detail of catch up plans already scheduled was in the recovery plans, but the immediate issue was the lack of availability of academic tutors.</p> <p><b>Governors asked the problem to be explained and for confirmation as to whether the extra funding provided opportunities to be more imaginative with solutions.</b></p>	<p>ER &amp; LW</p> <p>Agenda</p>
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	<p>The Principal of Graham School confirmed the tutors from Teach First who were available were not in their geographical area and confirmed the situation would be reviewed in January to ensure the money could be spent. She also confirmed it was possible to nominate people for academic tutor roles and she had appointed three people as part of the tutoring programme which the school had begun.</p> <p>The Principal of George Pindar School explained that schools had to wait for the launch of the list of partners for the national tutoring programme to be released and then also had to wait to see if they got an academic mentor before they could allocate students to a programme. The Partner list had only been received a couple of weeks ago. She confirmed George Pindar had already recruited a trained primary school teacher to work with year 7 students from January. <b><i>The governors noted they were pleased the Principals were finding alternative ways of providing tutoring despite the issues with the national tutoring programme.</i></b></p> <p><b>A governor noted the schools having 73 devices did not seem to be enough and asked what the plans were in regards to provide more.</b></p> <p>The Principal of Graham School confirmed the school could only apply for 23 additional devices as the school had had no cases prior to half term when the allocation rules were different. She confirmed some devices were bought in the previous year, some had been accessed from North Yorkshire County Council and there was also some money allocated in the budget to buy more, but they were still some way away from providing every student with a device. The school had implemented a loan system where devices were borrowed whilst students were isolating. The Executive Principal also confirmed Helen Winn would make funds available for additional devices if needed.</p> <p><b>A governor asked whether there were any students unable to work due to lack of access to a device.</b></p> <p>The Principal of Graham School acknowledged that this did happen sometimes so staff were also setting work on paper although the school had managed to provide a device to all of those who had self-isolated. She also confirmed that she had applied for free SIM cards offered by Vodafone, which devices could be attached to, and was waiting to see how many they would receive.</p> <p><b><u>3.2 Remote Learning</u></b></p> <p>It was noted that this had been already discussed as part of the Principals' updates.</p>	
5.	<p><b><u>Resources - Finance Update</u></b></p> <p>The Finance Manager provided a brief update on the Period 2 reports, which had been previously distributed with explanatory notes. She confirmed that both schools had similar issues which were Covid-19 related.</p> <p><b><u>George Pindar School</u></b></p> <p>It was re-confirmed that of the £51,000 Covid catch up budget, £15,000 had already been allocated to year 7 catch up and the remaining £35,000 had been added to 'teaching staff' as it was felt it was likely to be spent in this area.</p> <p>Savings were noted in educational support staff as the cost of the living pay award was approved and an accrual from last year had been higher than it needed to be.</p> <p>Additional costs in staffing were explained as being due to needing extra Midday Supervisors to staff the changed lunchtimes at both schools. A big over-spend was noted in agency costs due to long term sickness of staff. Cleaning costs had also increased as the eight new classrooms had been added to the contract but discussions were on-going as some classrooms were not being used so there was a potential for a reduction in costs. Covid-19 had also meant that additional</p>	

cleaning was required. The Finance Manager confirmed extra cleaning costs for Covid had only been included to the end of December and there was a concern there may be additional costs in 2021 for this which had not been budgeted for.

Approximately £8,000 of costs were used to support off-site behaviour and SEN requirements, but there was a possibility some funding may be received from the Local Authority towards this.

Catering costs had also increased with there now being three sessions for lunch and the management fee for the caterers had also nearly doubled. The Finance Manager confirmed the Trustees had agreed the management fee increase with the caterers.

Overall the Finance Manager confirmed the budget was forecasting a £10,000 surplus against a £14,000 surplus originally. She noted the Leadership staff re-structure had generated savings which had helped the position.

### ***Graham School***

The Finance Manager confirmed there were more concerns regarding this budget as of the £107,000 carried forward, the school was forecasting to lose £82,000 of this.

However, she noted the Support Services Manager had found that approximately 30 Pupil Premium students were not showing on the system, which was why less funding than expected had been received (£40,000 less). The Support Services Manager was investigating the issue and initial thoughts were that primary schools had deleted some of the students from the system in error.

The school had received £80,000 for Covid catch up funding but £29,000 of this had already been allocated to the year 7 catch up funding.

Lettings were less than expected due to Covid but the loss was only £3,900. The previous income surplus of £10,000 in catering was also unlikely to be retained due to higher catering costs.

The Finance Manager also noted an overspend on support staff, specifically for learning mentors, as the additional EHCP students were at different levels and the allocated funding was not enough to pay for the support.

Another overspend on midday supervisors was also noted due to the employment of supervisors and because the leadership restructure changes now meant some staff could claim for MSA duties where they previously hadn't been able to.

Additional cleaning costs arising from the new building and enhanced Covid-19 cleaning were also highlighted.

The Finance Manager confirmed that the school currently had £50,000 in their budget which was ear-marked to be transferred to capital but she planned to ask the Trust if the reserves could be used for the capital to stay within the revenue surplus.

In summary, the Finance Manager confirmed the majority of additional costs in both schools was due to Covid-19 and both had quite good capital and revenue reserves.

### **The Chair asked if Graham School would get the missing Pupil Premium funding back.**

The Finance Manager stated it was 'doubtful' as the census figures had already been taken which the budget was based on. It was recognised that even if the school could not retrieve the missing money then at least they could prevent it from happening again. The Chair agreed to review progress on this issue with the Finance Manager outside of the meeting.

The Chair also noted the highlighted report was useful and requested this be provided going forwards.

*[The Finance Manager left the meeting at 6.04pm]*

**Chair**

**Fin Mgr**

<p>3. (cont )</p>	<p><b><u>Principals' Updates (continued)</u></b>  <b>The governors returned to section 3 following the Finance updates.</b></p> <p><b><u>3.3 Preparation for mock exams</u></b>  <b><u>3.4 Behaviour &amp; Attendance report</u></b>  <b><u>3.5 Outcomes</u></b>  <b><u>3.6 Quality Assurance</u></b></p> <p>The Principal for George Pindar School noted that the remaining sections were covered by the Principals' reports which had been previously distributed and there were no more comments or questions from the governors.</p>	
<p>4.</p>	<p><b><u>Executive Principal Update</u></b>  The Executive Principal was invited to explain the change to her role. She confirmed the Trust had agreed Graham and George Pindar Schools were now in a position to manage without the full-time oversight of the Executive Principal. Her role would be a more strategic leadership position with one day a week allocated to each school and the remaining time allocated to support the move of the Sentamu Trust into Hope.  The Executive Principal confirmed the termly triumvirate meeting would continue to share best practise across the schools but it was important they also retained their individuality.</p> <p><b>A governor asked for clarification whether funding for the Executive Principal's time was held centrally or whether it sat within individual school budgets.</b>  The Executive Principal confirmed her time was pro-rated across the schools she supported so Graham and George Pindar would benefit financially from the reduction of her time allocated to them.</p>	
<p>6.</p>	<p><b><u>Governance Update</u></b></p>	
	<p><b><u>6.1 Link Governor Alignment with schools</u></b>  The Chair confirmed the intention was to link governors with Vice-Principals and the Chair with the Principals to enable a full view of school through the Senior Leadership Team (SLT), but he had not allocated people to those roles as yet. The Chair asked the governors to confirm if they had an interest in a particular area. He also noted NGA guidance was for Link meetings to continue virtually.</p> <p>The governors confirmed their areas of interest:  GS - teaching and learning, assessment, behaviour management, but happy to pick any area up.  MT - teaching and learning (as he was previously the Link Governor) and curriculum.  MG - teaching and learning, behaviour management, attendance, but willing to be flexible. She noted she had experience from previous employment of developing employability skills, work experience organisation and engaging weaker learners.  ST - trust values and ethos and well being  PR - curriculum, data, stretching more able students and safeguarding, but also willing to be flexible.</p> <p>The Chair thanked the governors for their input and confirmed once he had met with the Principals to agree role allocation, he would confirm roles to the governors (carried forward action 1). The Principal of George Pindar School also requested a governor be allocated specifically to Health &amp; Safety. The Chair agreed to report back to the next meeting.</p>	<p><b>Agenda</b></p>

	<p><b>6.2 Link Governor reports</b> There were no updates to report.</p>	
	<p><b>6.3 Governor Training &amp; York Education access</b> The Chair reminded the governors to review the courses on offer, book any training which was relevant to their needs and confirm at the next LGC if they had attended any courses.</p> <p><b>The Clerk asked the governors to provide their permission to be set up on York Education and all governors provided this.</b></p>	
7.	<p><b><u>Policies to note/approve</u></b> <b><i>The following policies had been reviewed and approved by Trustees for adoption trust-wide:</i></b></p> <ul style="list-style-type: none"> <li>* Health and Safety Policy and Procedure</li> <li>* Assets and Disposals Policy</li> <li>* Data Breach Policy and Procedure</li> <li>* Photography and Videos at Schools Policy</li> <li>* E-Safety and Acceptable Use Policy – Staff and Authorised Users</li> <li>* E-Safety Policy and Acceptable Use Agreement for Students</li> <li>* Risk Management Policy and Strategy</li> <li>* Attendance Management Policy</li> </ul> <p><b><i>The following procedures were to note only:</i></b> GPS Lockdown</p> <p><b><i>The following procedures were for approval:</i></b> GPS Supporting pupils with medical conditions GS Supporting pupils with medical conditions GPS First Aid GS First Aid GPS Premises GS Premises GPS Working at Heights GS Working at Heights GPS Lone Working GS Lone Working GPS Manual Handling GS Manual Handling Minibus policy GS RSE and Health Education Policy</p> <p><b>A governor noted that in the First Aid policy for both schools, section 6.4 (Death) that the Family Agency and the Chair of governors should be informed if a death occurred.</b> The Executive Principal was requested to clarify whether the policy was provided by the Trust or from School Bus.</p> <p>The Principals were asked to check that the school names were on all policies.</p> <p><b>A governor asked whether they were responsible for reading all of the documents supplied in detail and if they had been reviewed (and if so, by whom) prior to the governors seeing them.</b> The Executive Principal confirmed eventually all policies would be supplied by the Trust so responsibility for the LGC in regards to this would reduce over time, but ultimately the Trust was</p>	<p><b>Exec Princ</b></p> <p><b>ER &amp; LW</b></p>

	<p>still responsible for all policy wording. She confirmed the model policies were from trusted sources such as the School Bus and NYCC and that all policies had been externally scrutinised and also reviewed by Principals and the SLT prior to the governors receiving them.</p> <p><b>The governors approved all policies submitted to this meeting.</b></p>	
8.	<p><b><u>Safeguarding (Standing Item)</u></b> Cases to note were highlighted to the governors.</p> <p>The Principal of George Pindar School confirmed they had a number of complex cases they were dealing with and that they were receiving really good support from a number of agencies. She noted there was a severe lack of suitable alternative provision for girls in this area. She also noted for information that there was the potential for a complaint from parents of students who had been assaulted by another student, as they felt the school had not been supportive.</p> <p>There was nothing to report from Graham School.</p>	
9.	<p><b><u>Ethos &amp; Wellbeing Update</u></b> It was noted that this update had been covered through the recovery plans.</p>	
10.	<p><b><u>Items and questions to raise with the Trust Board</u></b> No items were raised for the Trust Board.</p>	
11.	<p><b><u>Any Other Business</u></b> <b><u>Knife Awareness Week – raised by a governor</u></b> A governor stated that she had been approached by the Police and asked why the Knife Awareness week at George Pindar School had been cancelled by Helen Winn and if there were any plans to move forward with this. The governor had told the Police she would consult with the LGC and confirm the situation to them. It was confirmed that the Trust had felt it was inappropriate for the police to conduct random searches of students as part of the Knife Awareness week and suggested intervention activities instead. They had not cancelled the whole week, only the random search aspect. However, despite Helen Winn contacting the police to explain the Trust’s standpoint in relation to the risk of increasing anxiety among students, the Police had responded by stating they could legally undertake stop and search activity and no more communication had been received. The LGC agreed the governor should work on a response with the Chair to reinforce the views of the Trust with the Police Inspector who contacted her initially.</p> <p>The Chair thanked all staff and governors for their support over the last year.</p>	<b>Chair</b>
12.	<p><b><u>Dates and Times of Next Meetings</u></b> * Tuesday 26<sup>th</sup> January 2021 at 5pm * Tuesday 20<sup>th</sup> April 2021 at 5pm * Tuesday 15<sup>th</sup> June 2021 at 5pm</p>	

*The meeting ended at 18.46pm*

Signed Alan Richards  
Alan Richards, Chair of Governors

Date 26th January 2021

**Action Plan from the Graham-George Pindar Joint LGC Meeting Held on 1<sup>st</sup> December 2020**

	<b>Action</b>	<b>Item</b>	<b>Responsible</b>	<b>Date</b>
1.	The Chair agreed to discuss the best way of linking governors to SLT members with the Principals and bring back to the next LGC for further discussion and agreement. <i>Carried forward.</i>	2	<i>Chair (AR)</i>	<i>By 26<sup>th</sup> Jan 2021</i>
2.	Provide Mrs Welsh with a pen portrait to be uploaded to the website	2	<i>Phil Rumsey</i>	<i>By 26<sup>th</sup> Jan 2021</i>
3.	Report predicted grades following the receipt of more informed data.	3	<i>Principals of Graham &amp; George Pindar (ER &amp; LW)</i>	<i>At the next meeting on 26<sup>th</sup> Jan 2021</i>
4.	Review progress of the missing Pupil Premium funding with the Finance Manager	5	<i>Chair (AR)</i>	<i>By 26<sup>th</sup> Jan 2021</i>
5.	Provide a highlighted Finance report for all meetings	5	<i>Finance Manager</i>	<i>By 26<sup>th</sup> Jan 2021</i>
6.	Confirm whether the First Aid policy originated from the Trust or from School Bus	7	<i>Executive Principal (HD)</i>	<i>By 26<sup>th</sup> Jan 2021</i>
7.	Check school names were on all policies	7	<i>Principals of Graham &amp; George Pindar (ER &amp; LW)</i>	<i>By 26<sup>th</sup> Jan 2021</i>
8.	Agree a response with ST to the Police in regards to the Knife Awareness week cancellation	11	<i>Chair (AR)</i>	<i>By the end of the Autumn term</i>

**Future Agenda Items:**

- Review detailed accounting of Covid catch-up grants
- Confirmation of Link governor roles