

**MINUTES OF THE YOUNG PEOPLE'S ACADEMY (YPA) / THE SKILLS HUB
(TSH) LOCAL GOVERNING BODY (LGB) MEETING HELD ON WEDNESDAY
14TH MARCH 2018 at 5pm**

Members: Mr Emlyn Lumley (Chair)
Ms Kathrine Everett (Vice Chair)
Miss Laurie Cornwell (Headteacher)
* Mrs Isobel Callaby
Councillor Peter Davis
Ms Tanya Oatway
Miss Michele Gibbons
Mr Chike Nnalue
* Ms Joanne Mortimer

* Denotes absence

Also Present: Ms Suzanna Challenger – Clerk
Mrs Brenda Scott – Head of Finance (Academies)
Mr Ken Cowdery – Observer
Mr David Scott – standards and quality consultant

The meeting began with a presentation from David Scott on the role of the LGB in preparing for an Ofsted inspection.

The following recommendations were discussed:

- Governors must be able to speak knowledgably about spending, impact and evidence, based on robust and timely data reporting. Portfolio visit reports should be strongly worded, including evidence that governors are ensuring that the curriculum meets students' needs and improves their life chances. Inspectors will formulate lines of enquiry based on their initial observations about the school e.g. progress, quality of teaching and learning, the effectiveness of governance, compliance measures (policies etc.)
- Inspectors will expect to see evidence of challenge, including interrogation by governors of such areas as strengths and weaknesses, the impact of interventions and any disparity between groups such as FSM/non-FSM students.
- Safeguarding is a key area of governance. Governors should be able to demonstrate the impact of safeguarding systems and training, including any specific achievements e.g. YPA's strong link with the local Prevent officer, as well as an understanding of local as well as national safeguarding issues. Governors should ensure that schemes of work have safeguarding embedded within them, and this should be minuted.
- Given the individualised nature of special school provision, inspectors will seek evidence of progress and attainment in multifarious way. Miss Gibbons asked whether the school would be expected to benchmark against other similar schools. Mr Scott confirmed that this is not an expectation for special schools due to the individuality of their assessment systems, but that schools must

ensure there is a clear vision of what progress and attainment look like, and that this is visible throughout the school.

- Governors discussed questioning and ways of evidencing the impact of provision and intervention on student outcomes. Mr Scott suggested identifying a core team of governors who would be available for any inspection call and making sure information is available in advance.
- It is crucial to recognise and showcase the impact of all the innovation that has already taken place at YPA. Ms Everett noted that during her tenure as governor she has seen huge strides made in student aspiration from the point of conversion to now.

Governors **AGREED** to continue this discussion outside of the meeting.

Action: Governors and Miss Cornwell to further discuss Ofsted preparation via email.

Action: Clerk to add Mr Scott's presentation to the governor portal.

Mr Scott left the meeting at this point.

1. APOLOGIES

Apologies for absence were received from Mrs Callaby. Ms Mortimer did not attend.

2. WELCOME AND INTRODUCTIONS

Governors welcomed Mr Cowdery to the meeting and introduced themselves. Mr Cowdery is Chair of Governors for another federated OHCAT LGB (St Dominic's School, Brantridge School and Grafham Grange School) and had been invited to attend the meeting in order to observe how a federated LGB might work.

3. DECLARATIONS OF INTEREST

There were no new declarations of interest. Ms Challenger circulated declaration of interest forms to governors who had not yet completed one.

Action: Clerk to follow up outstanding declarations of interest.

4. CONSTITUTION AND APPOINTMENTS

- i) Governors **NOTED** that the OHC&AT Board of Directors ratified Miss Gibbons and Mr Nnalue's appointments on 15th December 2017.
- ii) Governors **APPROVED** Ms Mortimer's appointment as staff governor for YPA, subject to ratification by the OHC&AT Board of Directors on 16th March 2018.

- iii) Governors **NOTED** that, following several unsuccessful attempts to fill the parent governor vacancy at The Skills Hub, Mr Sunny Kumar has been nominated for the role. Mr Kumar is the parent of a child at a local secondary school. Ms Challenger said he had been due to attend this meeting as an observer but unfortunately had to cancel due to unforeseen circumstances. Governors **AGREED** to invite Mr Kumar to the summer term meeting as an observer.

Action: Mr Lumley and Miss Cornwell to meet with Mr Kumar prior to the next LGB meeting.

5. MINUTES OF LAST MEETING

Governors **AGREED** and the Chair signed the minutes of the last meeting held on 14th June 2017.

6. MATTERS ARISING

- i) Further to minute 5iv (Constitution and Appointments), governors **NOTED** that a prospective parent governor has been identified.
- ii) Further to minute 7ii (Matters Arising), Mrs Callaby was absent and thus unable to provide an update.
- iii) Further to minute 8.5 (CPD), governors **NOTED** that Inside the Box training can be accessed via www.theboxtraining.com/our-training/e-learning
- iv) Further to minute 9 (Portfolio Visit Reports), Cllr Davis said had not yet been able to instigate a discussion with LBH around greater Health involvement in the EHCP process.

Action: Cllr Davis to update governors in the summer term on discussions with LBH around EHCP processes.

- v) Further to minute 12ii, governors **NOTED** that the Mental Health and Wellbeing Policy will be uploaded to both school websites and the governors' portal, pending minor amendments.

7. HEADTEACHER'S REPORT AND DASHBOARDS

Governors **NOTED** the additional data circulated with Miss Cornwell's reports. Miss Cornwell said this was to give an overview of how data is collated and interpreted, also to give governors a clear oversight of each school. The data and reports are produced on a half termly basis.

YPA

7.1 Student matters

There are 68 students on roll, with a constant stream of referrals including many out of borough students and complex cases requiring bespoke packages of support. YPA continues to offer an intensive, student-centred approach to each referral.

Numbers for September look good – there are 15 Year 11 leavers and Miss Cornwell anticipates at least equal numbers of new students in Year 7 as well as other year groups.

YPA has submitted a bid for Hillingdon's SEN Capital Funding in order to expand and improve the current ASD provision, including creating an ASD-specific admission stream and improving training and development around ASD. A successful bid will see student numbers increase.

Action: Miss Cornwell to update governors on the ASD bid at next LGB meeting.

Governors discussed the behaviour data, including cross referencing subgroups to look at possible trends e.g. Pupil Premium/non-Pupil premium students, where and when incidents take place. This allows staff to develop and deliver targeted interventions as and when necessary.

7.2 Budget

Mrs Scott said she would update governors fully during item 9.

7.3 Staff and personnel

Miss Cornwell reported that as previously discussed, the Skills Coach role has been imported from the Skills Hub and is bedding in well, with Skills Coaches providing strong pastoral support, family liaison and a programme of extracurricular activities that has noticeably reduced behaviour incidents during break and lunchtimes. The role includes Level 3 safeguarding training so that Skills Coaches can effectively support students and families as well as working in support of the DSL.

Governors **NOTED** the progress of several unqualified teachers towards gaining qualified teacher status. Miss Cornwell said the support of the OHCAT Training School has proven invaluable in terms of providing qualification pathways and sharing best practice.

Governors **NOTED** that further to an unsuccessful round of recruitment, Miss Cornwell has reconsidered the second Senior Deputy Head post. The Skills Hub SLT is strong and she intends instead to recruit another Assistant Head to support Paul Chambers as Deputy.

Governors **NOTED** the Spring 1 lesson observation and learning walk summaries. Miss Gibbons asked about the teaching load for senior staff. Miss Cornwell said that at YPA, two of the three Assistant Heads teach approximately 12 out of 25 lessons; at the Skills Hub, both Assistant Heads teach 12-16 lessons per week. This is fairly heavy for SLT but necessary in current circumstances.

7.4 School improvement (action planning and self-evaluation)

Governors **RECEIVED** the updated School Development Plan, agreeing that it is very thorough and focused on relevant areas. Governors also agreed that Mr Scott's Health Check Report provided an accurate reflection of the school and highlighted useful areas of focus.

7.5 CPD

The CPD programme continues to support school development, with training for all staff linked to performance management. Funding has been secured from the Hillingdon Virtual School to run an 'Attachment Leads in School' course for three staff; this is a seven month course that will enhance outreach work as well as working with students in school. Mr Lumley asked whether the full course cost has been met by the Virtual School and Miss Cornwell confirmed that it has.

Mr Nnalue asked how many looked after children (LAC) currently attend YPA. Miss Cornwell said there are three, only one of whom has formally been diagnosed with an attachment disorder; however, she observed that most students at YPA have issues linked to attachment and this course will help staff to support the whole student body.

'Sign along' tutor training has been delivered and the staff member in question can now cascade to other staff. This should enhance communication in order to better support students e.g. during non-verbal episodes.

7.6 Update on additional funding streams (Pupil Premium and Yr 7 catch up)

Miss Cornwell presented the Pupil Premium Grant action plan 2017-18 for governor approval, saying that in future she would like to include individual action plans for each student. Mr Lumley asked whether having 48 lines of spend and tracked actions might limit the SLT in their use of the funds. Miss Cornwell acknowledged this but said it is important to demonstrate that the school is planning and delivering individual packages of support as an extension of provision maps. Ms Everett asked whether some blocking would be involved. Miss Cornwell said that initial blocking would be broken down at a bespoke level.

Governors **APPROVED** the Pupil Premium Grant action plan 2017-18.

Miss Cornwell said that YPA's Year 7 catch up funding amounts to £356, which is proving hard to report on. Governors requested an update at the next meeting.

Action: Miss Cornwell to report on Y7 catch up funding at next LGB meeting.

7.7 Health and safety / safeguarding

David Charles recently conducted a stringent audit of both sites. Governors **NOTED** the updates to required actions that were circulated along with his report.

Mrs Callaby has found a Prevent audit and working party, and will be curating that for both schools with a view to taking it Trust-wide.

7.8 School events

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

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

The Skills Hub

7.9 Student matters

Governors discussed the breakdown of numbers at the Skills Hub. There were 130 students on roll at the time of producing the report; this changes daily, which means the funding picture also changes daily. Mr Lumley asked whether all students were from London Borough of Hillingdon. At time of reporting, this was so.

Governors considered the Spring 1 behaviour data, asking why there is a positive variance in the Skills Hub's data compared to YPA's. Miss Cornwell said it was important to remember that despite sharing some aspects of delivery, the two schools are very different, with different cohorts of students, and that systems are more embedded at the Skills Hub than at YPA.

7.10 Budget

Again, Mrs Scott said she would update governors fully during item 9.

7.11 Staff and personnel

Miss Gibbons asked whether the Assessment Only candidate has completed their second placement. Miss Cornwell said not yet, as it is proving difficult to find cover for a block placement. Mr Lumley said he would be happy to organise a placement at Park High School.

Action: Miss Cornwell and Mr Lumley to arrange AO placement.

Governors **NOTED** the Spring 1 lesson observation and learning walk summaries.

7.12 School improvement (action planning and self-evaluation)

Governors **RECEIVED** the School Development Plan, again acknowledging its effectiveness as a tool for continuous improvement. Miss Cornwell had previously circulated Mr Scott's Health Check report. Governors agreed that his assessment of the school was both thorough and fair. Miss Cornwell said she felt that it validated the restorative and reflective approach, which will be a boost to staff who have worked hard to embed this approach across the school.

7.13 CPD

The Skills Hub attended OHCAT's inaugural joint INSET day for academies in January, delivering the keynote address and leading on some of the discussion groups. This was a great opportunity to showcase the work being done around embedding a restorative and reflective culture as well as to learn from colleagues and enrich their own practice. Ms Everett asked about the school's response to the Green Paper on mental health. Miss Cornwell said that in many respects the Skills Hub is ahead of the curve e.g. all staff receive training in mental health first aid.

Miss Cornwell said she would circulate the social impact report from Innovating Minds as both schools are mentioned.

Action: Miss Cornwell to circulate Innovating Minds social impact report to governors.

Otherwise, the CPD programme outlined in Miss Cornwell's report continues to support school development as at YPA.

7.14 Update on additional funding streams (Pupil Premium and Yr 7 catch up)

As for YPA, Miss Cornwell presented the Skill Hub's Pupil Premium Grant action plan 2017-18 for governor approval and said she intended to move towards individual action plans for each student. The Skills Hub does not receive Year 7 catch up funding.

Governors **APPROVED** the Pupil Premium Grant action plan 2017-18.

7.15 Health and safety

This item was covered under item 7.7.

7.16 School events

Governors **NOTED** the upcoming school events and Mr Lumley encouraged them to attend where possible/appropriate. Governors also **NOTED** their thanks to Paul Chambers for enabling, via his music industry contacts, the complete fitting out of the new music room with high spec equipment and a grand opening by Heather Small of M People. Miss Cornwell said that students at the Skills Hub are very excited about using this new facility.

Governors **RECEIVED** the TSH Headteacher'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

Attendance remains a constant issue, even with high levels of ongoing support including daily phone calls, visiting students' houses, arranging transport etc. Miss Cornwell noted that resolving transport issues for out of borough students can add significantly to the workload.

Governors **NOTED** the decrease in overall and high level behaviour incidences. Mr Nnalue requested clarification around what constitutes a high level incident. Miss Cornwell said this would be very extreme behaviours such as physical aggression to staff or directed/deliberate verbal abuse. Ms Everett asked whether the change in school layout had affected behaviour. Miss Cornwell said that having everything in one place has had a positive impact, and she hoped the continued work to improve the curriculum offer will lead to a further decrease in behaviours.

Staff typicality is improving and work is ongoing in this area.

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.

Data drops are every six weeks. Subject teachers meet with SLT at every data drop to interrogate attainment data, consider 'now and next' questions and how to move students on.

Safeguarding data does not include students 'around the edges' e.g. known to social services/youth offending teams etc. Discussions with OHC&AT MIS services to further personalise the data are ongoing.

TSH

Attendance is quite good for an alternative provision cohort and there is strong evidence as with YPA for the ongoing work to support student attendance.

Behaviour data is also good. Miss Cornwell said that a lot of the medium level incidents are due to smoking; the Smoking Cessation Team had come into school today to speak with students, which she hopes will have some positive effects.

Governors **NOTED** the decrease in staff sickness absence across both schools. Miss Cornwell said this is reflective of the importance placed on staff wellbeing.

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

8. PORTFOLIO GOVERNOR VISITS

Due to pressure of time, governors **RECEIVED** the portfolio visit reports and **AGREED** to take any questions via email.

Regarding the Governor Training Programme, Ms Challenger informed governors that they should now be able to access Educare – login details have been sent to each governor's Trust email address. NGA access is in process.

9. FINANCE AND FUNDING

- i) There were no contracts/SLAs to approve.
- ii) Mrs Scott updated governors on Management Accounts for both schools.

YPA – Management Accounts

Although YPA is currently over PAN, the budget was set on the assumption that Small School Weighting would be reinstated, which did not happen. LBH is working to manage its overspend on high needs funding, creating uncertainties that are difficult for Miss Cornwell and Mrs Scott to work around. Additionally, Hillingdon's Resource Allocation algorithm does not recognise SEMH as a need, so in borough students at YPA are automatically underfunded. Out of borough students are fairly funded and their funding is fixed and knowable. Miss Cornwell is now managing admissions directly and arguing each time for fair funding from LBH.

Mr Lumley suggested that governors may need to write to LBH in order to productively reopen lines of communication.

Staffing is under budget and should remain so. There is a slight overspend on premises, as approved at OHCAT Budget Panel.

TSH – Management Accounts

As ever, the Skills Hub funding is more complex due to shifting student numbers and multiple conditions of funding, and thus requires constant management. Mrs Scott said she is expecting a decrease in funding over the next few months. However, the budget is set with these challenges in mind and overall the school is in a healthy position.

Cllr Davis said that he always observes well informed and controlled budget planning during his portfolio visits. Miss Cornwell said there is always more that can be done, e.g. an extra music teacher working across both sites is more manageable than one for each school.

10. OHC&AT POLICIES AND PROCEDURES

Governors **NOTED** the listed policies and procedures approved by the OHC&AT Board on 15th December 2017 and available to view on the governor portal.

11. OHC&AT GOVERNANCE DOCUMENTATION

Governors **NOTED** the listed governance documentation approved by the OHC&AT Board on 15th December 2017 and available to view on the governor portal.

12. GDPR

Ms Challenger gave a brief update on progress towards compliance with incoming legislation. Governors **NOTED** that from September 2018, all OHC&AT LGB meetings will be paperless, with papers disseminated via the governor portal. Governors will also be expected to use their OHC&AT email addresses for all governance communication from September 2018. Ms Challenger said that anyone having access issues should contact her directly.

13. ANY OTHER BUSINESS

There was none.

14. DATES OF FUTURE MEETINGS

The following dates were confirmed:

- Wednesday 13th June 2018 at **5pm**
- Wednesday 7th November 2018 at **5pm**

15. CONFIDENTIALITY

None.

The meeting closed at 7.20pm.

CHAIR-----

DATE-----