

**MINUTES  
YOUNG PEOPLE'S ACADEMY AND THE SKILLS HUB  
LOCAL GOVERNING BODY (LGB) MEETING  
WEDNESDAY 13 MARCH AT 11.00AM**

**Members present:** Emlyn Lumley [Chair] (EL)  
Isobel Callaby (IC) [Items 1-9]  
Michele Gibbons (MG) [Items 1-9]  
Joanne Mortimer (JM)  
Chike Nnalue (CN)

**In attendance:** Mick Hore [Deputy Principal] (MH)  
Brenda Scott [Head of Finance, OHCAT] (BS)  
Susanne Wicks [Clerk].

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Kathrine Everett and Laurie Cornwell. The LGB consented to their absence.

Sunny Kumar and Tanya Oatway were not present.

**2. WELCOME AND INTRODUCTIONS**

The Chair welcomed all present, particularly MH.

**3. DECLARATIONS OF INTEREST**

There were no new declarations of interest made.

**4. CONSTITUTION AND APPOINTMENTS**

Governors noted that Isobel Callaby will be appointed for a further three year term by the Board of Trustees at their meeting on 25 March 2019.

**5. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 7 November 2018 were **agreed** and signed by the Chair.

**6. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA**

- (i) Governors noted that Kathrine Everett had been reappointed to the LGB by the Board at their meeting held on 29 June 2018.
- (ii) MH confirmed that the staff absence data reported to the November meeting was correct.

- (iii) MH confirmed that LC had sent John Prior (Deputy CEO, OHCAT) the requested information about the Behaviour Support Service.

## **7A. PRINCIPAL'S REPORT**

### **(i) The Skills Hub**

MH presented the report which had been circulated prior to the meeting and matters discussed are detailed below.

#### Staffing

Due to the difficulty in recruiting a permanent caretaker, an agency staff member is now in place.

#### Behaviour

The new anti-bullying policy launched last term has had a very positive impact, partially due to the involvement of all stakeholders in drafting the policy. However, smoking remains a concern, so data on smoking related incidents has been collected separately. The focus remains on encouraging students to stop smoking rather than taking a punitive approach.

There has been an increase across Hillingdon in incidents of knife crime, which has affected some of the students at The Skills Hub, both as victims and perpetrators. This has become a very serious safeguarding concern and a lot of work is being done to address it. IC explained that there are a number of gangs active in this and neighbouring boroughs which have contributed to the drug and knife related problems.

IC described the approach being taken to tackle this issue by LB Hillingdon. She explained that an Adolescent Team has been created to provide a wraparound service for the young people affected by these issues, which has access to some funds to spend on things that interest the young people and divert them from gangs and violence. A High Risk Panel Operational Group has been created to identify the support needed, which reports up to a High Risk Panel Strategic Group, comprising officers at a higher level.

MH reported on the positive impact of moving academic lessons to the morning for Year 11, and advised that once the Year 11s start preparing for exams, some of the Year 10 academic classes will move to the morning.

#### Attendance

MH explained that the drop in rates of attendance is partially due to the increased gang activity previously mentioned. Fear of gang related activity has led to some students refusing to attend school, and where necessary SLT have made arrangements to educate students off-site to ensure their safety through the Pupil Support Team.

EL asked if those students refusing to attend school due to fear of gang violence are new students or those who have been previously attending with no problems. IC responded that it is mainly new students and advised that for some, the fear is justified as their lives may be at risk.

MH reassured Governors that attendance is high on the agenda for all staff with everyone working to get non-attenders back to and engaged in school.

## Moving Forward

MH highlighted the range and number of GCSEs to be taken this year, and advised that the majority of students will sit three or more exams. The study programme has been set and is ready to roll out to students.

More than 80% of students have made applications for further education or apprenticeships, with some considering joining the sixth form in a mainstream school.

### **(ii) Young People's Academy**

MH presented the report which had been circulated prior to the meeting and matters discussed are detailed below.

#### Student Matters

MH advised that out of borough applications are increasing and noted the challenge in building home/school liaison and support when a student lives some distance away from the school. He gave details of two young people who have recently joined the school having moved from other parts of London for their own safety. MH advised that the cohort at YPA are also being impacted by gang related activity.

Governors noted that attendance at the school is almost as high as good levels of attendance in mainstream schools and congratulated the staff on this phenomenal achievement.

Governors noted that the cohort at this school will be taking a narrower range of qualifications than at the Skills Hub, focussing largely on employability and life skills. The Key Stage 4 Co-ordinator has been working with students on their transition plans to identify their next steps, and most are looking to apply for mainstream further education. In particular, Langley College offers a range of courses that do not require formal qualifications to join.

The new anti-bullying policy has had a positive impact at this school as well, with some students now back in school after having refused to attend due to bullying.

MH advised that levels of damage being to property by students are still a concern and impact on the school's budget. He reported that at the Families Day in January, parents were asked to agree to contribute an agreed amount towards the cost of damage caused deliberately by their child. He confirmed that only two parents present refused to agree, and invoices have since been issued, some of which have been paid.

#### Safeguarding

Governors noted the high percentage of the cohort in receipt of varying levels of social care support. EL asked why the numbers of students classed as a Child in Need" had dropped whilst those on Child Protection Plans had increased and IC explained that was due to them moving from the former category into the latter, often due to challenge from the school to ensure that social care were offering appropriate levels of support.

IC reassured governors that staff were aware of the need to report any safeguarding concerns, and were not expected to make any judgement, simply to record and pass them on to senior colleagues. She advised that the school would like to introduce the CPOMS software to record and monitor safeguarding incidents, and highlighted

how much time would be saved from using an electronic rather than a manual system, particularly when collating and presenting data.

Governors **received** the Principal's report for both YPA and TSH.

## **7B. DASHBOARD**

### **(i) The Skills Hub**

Governors noted that much of the data supported what they had already read and heard in the Principal's report.

### **(ii) Young People's Academy**

CN raised concern about the spike in staff sickness absence. Whilst expressing confidence that the rates would decrease in the next half-term, MH acknowledged that levels were high and attributed them to both mental and physical ill-health. He described the range of support available to staff, and reassured governors that when recruiting, SLT are very honest about the pressures facing staff in this school.

Governors **received** the dashboard for TSH and YPA.

## **8. GOVERNOR VISITS, DEVELOPMENT AND TRAINING**

### **(i) Portfolio Management**

#### Ethos Vision and Strategy

EL presented his report which had been circulated prior to the meeting and thanked all staff for their hard work.

#### Teaching and Learning

MG presented her report which had been circulated prior to the meeting.

MG raised her concern about the number of non-qualified teachers in the school, and the lack of opportunity for them to observe and learn from qualified teacher colleagues. She added that many of the qualified teachers are part of SLT and do not teach regularly, as they spend the majority of their time managing behaviour.

Governors noted the challenge for all schools, regardless of setting or location, in recruiting and retaining qualified teachers, and asked the school leadership to consider and explore other ways to ensure that unqualified teachers regularly observe qualified teachers.

MG suggested that there should be more opportunities for parents to meet governors the clerk reminded governors of the strategic nature of their role and the need to avoid becoming involved in operational matters, other than when appropriate and in accordance with policies and procedures. IC suggested that feedback from parents should come through parent governors.

#### Child Protection, Health & Safety and Safeguarding

CN presented his report in detail. He advised that he had met with IC and had discussed staff training, parental engagement, attendance and record keeping. Whilst noting that he had been reassured that safeguarding records on both sites were very securely stored, with access highly restricted, CN supported the purchase and use of CPOMS to store and track safeguarding data securely.

## Business Development & Marketing

JM tabled her portfolio report and suggested that there should be increased engagement with the local community which could be achieved by developing the use of social media. SW suggested that she contact the OHCAT Marketing Team for advice and support in this area.

The Chair noted that portfolio reports had not been received for Finance or for HR and asked the clerk to ensure that visits were arranged for next term.

The clerk also undertook to remind all Governors to ensure that personal information on staff and /or students was omitted from future portfolio reports.

**Action: Clerk to remind all governors to arrange portfolio visits next term.**

**Action: Clerk to remind all governors to exclude personal information from portfolio reports.**

(ii) Other visit reports

No reports delivered.

(iii) Governor training and development

None.

## **9. FINANCE AND FUNDING**

BS presented the management accounts up to end January 2019.

(i) Young People's Academy

BS advised that that income is lower than budgeted at YPA due to a lower uptake from LB Hillingdon students and the slow rate of progress of referrals. She reminded governors that LB Hillingdon had agreed guaranteed funding of £22.5K per child, and had finally agreed to a holding fee of £5K per place (against the £10K suggested by OHCAT). The projected year-end surplus of £67K had dropped to £60K.

BS advised that some tough decisions on staffing had been made, with some vacant posts not filled and that SLT were working exceptionally hard to balance the budget in very challenging conditions.

(ii) The Skills Hub

BS advised that a proposal to LB Hillingdon has been made to increase the guaranteed funding which would be discussed at Schools Forum later in the day. In the meantime, the school is required to count the students in and out on a daily basis.

BS advised that a year-end surplus of £27K had been estimated, and at the end of January there was a deficit of £67K, which is a £95K swing by month five. She described the challenges brought upon the budget by the transient nature of the school population, and confirmed that the school had reduced spending to meet those challenges.

EL offered assistance in negotiations with LB Hillingdon and BS advised that the Executive Director of Finance at OHCAT is now involved. She reported that LB Hillingdon have asked the Principal to provide costs for EAL provision in addition to the current provision.

Governors **received** the management accounts for both TSH and YPA.

#### **10. OHC&AT POLICIES AND PROCEDURES**

- (i) The LGB noted the policies and procedures approved by the OHC&AT Board and available to view on the governors' portal.
- (ii) The LGB noted that the admissions procedure was compliant with the OHCAT admissions policy.

#### **11. OHC&AT GOVERNANCE DOCUMENTATION**

Governors noted the updates to the Scheme of Delegation and Schedule of Responsibility.

#### **12. CONSULTATION ON REVISED OFSTED INSPECTION FRAMEWORK**

EL gave a summary of the consultation and the clerk circulated a briefing from The Key on the proposed changes

#### **13. ANY OTHER BUSINESS**

No matters were raised.

#### **14. DATES OF FUTURE MEETINGS**

12 June 2019 at 11 am.

#### **15. CONFIDENTIALITY**

No items were deemed confidential.

The meeting closed at 1.30 pm.

**Signed** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Emlyn Lumley, Chair of the LGB**

<b>SUMMARY OF ACTIONS</b>		
<b>Agenda item</b>	<b>Action</b>	<b>Who</b>
8i	Clerk to remind all governors to arrange portfolio visits next term.	Clerk
8i	Clerk to advise all governors to exclude personal information from portfolio reports.	Clerk