

Vale of York Academy
Minutes of the Meeting of the Local Governing Committee
held via Zoom on Wednesday 3rd June 2020 at 2:00pm

Present:	Patrick Looker (Chair) Toby Eastaugh (Principal) Jenny Smailes Miriam Zulkarnain,	Matt Halifax (Vice Principal) Andy Thirlwell Helen Todd
In Attendance:	Liz Hardy (Assistant Vice Principal) Sara Simpson (Finance Manager) 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. David Seddon was absent and consent was given. There were no declarations of interest.</p>	
2.	<p><u>Update on Calculated GCSE Grades</u></p> <p>The Assistant Vice Principal reported that there were normally three reporting points during year 11 and advised that the summer PPG had been completed by all teachers in April.</p> <p>The Assistant Vice Principal further reported that the final calculated GCSE grades for year 11 would be based on all the available data and assessments from mock exams, tests and class and course work. Teachers had to rank order students within each grade in all classes and Curriculum Leaders were then responsible for whole subject ranking. Spreadsheets with the collated data were then reviewed by the SLT. If the assessments and ranking of the grades looked higher or lower than expected questions could be raised at each level to allow additional clarification between teachers and their Curriculum Leaders and between Curriculum Leaders and the SLT. The data would then be submitted to the Exam Board for moderation. The grades might be changed following this moderation. The Assistant Vice Principal added that the calculated grades were evidence based, which was important to be able to justify the grades to students and parents.</p> <p>Benchmarking would also be done against results from previous years and the data was inputted to SISRA to analyse what the P8 score would have looked like and how it compared to outcomes from previous years. It was emphasised that it had been a very thorough and fair process and the results generated were similar to those of the previous year. The Vice Principal raised the attainment of this year's year 11 cohort and whether it was line with the levels from last year. The Assistant Vice Principal replied that attainment was slightly lower this year, which matched with the students' key stage 2 results. Progress was however comparatively higher this year.</p> <p>The Assistant Vice Principal agreed to share a guidance document on calculated grades with governors after the meeting.</p> <p>Governors thanked the Assistant Vice Principal for the informative update and the comprehensive work undertaking to complete this procedure.</p>	AVP/ Principal
3.	<p><u>2020/2021 Start Budget</u></p> <p>Period 8 management accounts and 2020/21 Start budget report had previously been distributed.</p>	

Period 8

The Finance Manager highlighted the following from the management accounts:

- There were surplus income of £37.8k due to additional GAG funding in form of the teacher pay award, pension pay grant and the successful YSAB bid. Letting income was under budget due to the coronavirus crisis.
- There was a deficit of £1.4k on staffing expenditure. The £49k variance on teaching staff was due to the YSAB bid, Educational Support Staff was £48k under budget and there was also an underspent on Premises Staffing due to coronavirus. Redundancy costs of the SBM also impacted on staffing expenditure.
- Other expenditure showed a deficit of £35k due to additional costs on buildings and repairs, £8k increase in utility costs and a nearly £8k deficit on Other Supplies and Services related to FSM charges during coronavirus. Staff development was £3k underspent.

A Governor asked about the entry 'Educational Supplies and Services' which was underspent by £3.6k.

The Finance Manager replied that this was expenditure on off-site alternative provision.

The Finance Manager outlined that there were room in the budget to spend additionally on hand-sanitiser and other coronavirus related necessities. She added that savings from recruitment benefitted the budget as this had been postponed to September.

The Finance Manager reported that the positive variance on capital income was DFC funding and the £38k overspent on capital was related to the Trust-wide IT lease. Some costs related to this was managed by the Trust and had come out higher than expected. The Principal added that the period 2 management account in October had showed a higher deficit so they were aware of the additional costs related to the move to Vital as IT supplier as this had been reflected in the budget earlier in the year. The Finance Manager explained that they had transferred funding from revenue to capital to cover and suggested that if they saw an increase in surplus by period 12, this was transferred to capital to cover the deficit as well.

The Finance Manager summarised that the outturn at period 8 was a £12.2k deficit, which was a negative variance of £18k compared to the start budget that had been set with a surplus of £5.8k.

2020/21 Start Budget

The Finance Manager presented the bottom line figures from the report.

2020/21: in year position £57.2k, balance brought forward -£165k and balance carried forward £107.8k. 2021/22 also projected a surplus in year position, which would the next three years turn into deficits.

A Governor asked why they predicted a surplus the first two years and then deficits.

The Finance Manager replied that it was due to the level of inflation, pupil numbers and funding and incremental drift in staffing expenditure.

The Principal reported that in terms of pupil numbers they were predicting 130 students starting in 2021/22, 150 the following year and then a drop to 135 in 2023/24 and 2024/25. He advised that they were now Ofsted good and the reputation of the school continued to rise, but they had still included cautious pupil numbers in the forecast. He added that it was always difficult to make budget assumptions beyond the third year.

The Finance Manager outlined that the Trust had wanted the school to reach a £50k surplus position in year and they were therefore not expecting a lot of challenge on the start budget from the Trust Board, as this requirement had been met.

	<p>The Chair reported that the school was now progressing financially as well as academically, which was clearly reflected in the very positive start budget forecast. He added that they had to be mindful to balance making savings and the continued development of the school.</p> <p>The Principal responded that some proposed changes, presented to governors at the LGC meeting back in February, would be re-visited when the Covid-19 situation was over.</p> <p>The Finance Manager invited governors to email her any further questions that might arise.</p> <p><u>Resolved: the LGC unanimously approved the presented 2020/21 start budget and agreed to recommend it for final ratification by the Trust Board.</u></p>	
4.	<p><i>Plans for wider Re-opening the School</i></p> <p>The Principal updated governors on the keyworker provision and reported that there would be changes moving forward following updated guidance from the government, which meant that the number of students in this group would increase. This group would therefore be moved from the library to classrooms to ensure continued social distancing.</p> <p>The Principal further reported that students would be back in their uniforms but without jackets and ties. He emphasised that social distancing would be adhered to at all time and that there would be staggered start times to prevent gatherings.</p> <p>There would be induction briefings for staff to talk them through changes and the risk assessment. Staff would be placed in either the keyworker or year 10 groups and students would be divided into separate bubbles.</p> <p>Year 10 provision would be three hours per day Monday to Thursday, with teaching in core subjects for all students by subject specialists. The school days would be from 9:15am to 12pm.</p> <p>A Governor asked how many students would be in school on each of the four days. The Principal reply that there would be a maximum of 28 students and the year 10 cohort of 70-80 students would be divided into 4 groups.</p> <p>A Governor asked if all teachers would be in each day. The Principal replied that they had developed a rota to allow teachers to follow a group of students. When teachers were not in school, they would be working on the online learning provided to other year-groups. He advised that they were working on a model that would allow teachers to provide live chat support and make them available for questions in option subjects.</p> <p>The Principal outlined that all members of staff had been asked to complete a staff declaration form to identify vulnerable individuals as well as any anxieties amongst staff in terms of returning to work. He advised that he had had conversations with some members of staff about their individual needs and some would not be expected to return immediately. He outlined that a small number of staff had expressed that they felt anxious and he hoped that the thorough induction of the new measures would help to reduce any anxieties. A small number of staff had further flagged up difficulties with child care arrangements, which they also had addressed.</p> <p>The Principal informed governors that one member of staff had suffered a bereavement. Admin staff would be in the school office each day but not permanently in the reception. First aiders would also be in school each day as well as a SLT member on site or on call.</p> <p>The Principal further reported that a parental survey had been distributed before half-term with 128 responses, which equated to a response rate of 30%. The feedback from parents had been very constructive, and not critical, and had showed good understanding from parents as well as very reasonable expectations.</p>	

The Principal would write to year 10 students and make a video for all students. A health and safety video would further be made with detailed information on the new measures in place and how to make the return to school safe for all. Before students could return to school a letter of consent would be sent to parents and they had to sign a code of conduct.

A Governor raised a question about how they would manage students breaking social distancing rules.

The Principal replied that students would get a warning and as a last resort be removed from site. He emphasised that he would not send any students home without issuing a fixed-term exclusion as this would never happen in normal times.

A Governor asked if it would be clear in the code of conduct what the result was of breaking the new rules.

The Principal assured that this would be clearly articulated.

A Governor asked about particular support for SEN students.

The Principal replied that they had been in contact with students with additional needs throughout the period of partial closure. He added that they could going forward use Fridays for provision for students with additional needs, or the hardest to reach students, but they had to be mindful that the re-opening needed to be gradual and safe for all parties.

A Governor asked if a clear cleaning routine had been articulated.

The Principal replied that hand sanitising routines would be in place before students entered the buildings as well as plans for additional cleaning of all classrooms.

A Governor asked about plans for safe use of toilets.

The Principal replied that there would be designated toilets for students to use. A cleaner would be on site to ensure appropriate cleaning.

The Principal outlined that if a child showed Covid-19 symptoms, a designated room had been identified where the child could be isolated and eventually exit the school via a fire door. He added that social distancing must only to be compromised if a member of staff needed to perform first aid or intimate care. It was noted that this as not a big risk with older students.

The Principal then outlined for governors the detailed curriculum provision offered for year 10 students once they returned to school.

A Governor expressed that a lot of care and consideration were clearly given to staff wellbeing and asked about the wellbeing of SLT members.

The Principal replied that it was a very supportive team and that steering the school through this challenging period had been a great team effort. He added that they had all been working extremely hard.

In response to a question the Principal outlined involvement from Unions in terms of risk assessments and reopening procedures. He further advised that not doing live-teaching was recommended by the Unions and that it would be good for the Trust to introduce a protocol on how to provide online tuition and support.

The Chair asked governors if they had any further questions or concerns in relation to the re-opening plans. Governor expressed that they supported the outlined plans and thanked the Principal for the detailed information provided. A Governor raised that points for regular reviews should be ensured.

It was further reported that there would be a meeting between the Trust's CEO, the Chair and the Principal to finally agree and sign off the risk assessment and the wider reopening plans. They would

	further complete a health and safety walk of the school site prior to reopening. The Principal finally outlined that the liability after approval lied with the Trust.	
13.	<u>Any Other Business</u> Nothing further.	
14.	<u>Dates of future meetings</u> Meeting dates for the next academic year to be agreed.	

The meeting closed at 3:11pm

Patrick Looker
Patrick Looker, Chair of Governors

21st September 2020
Date

VALE OF YORK ACADEMY ACTION POINTS
From the Meeting of the Local Governing Committee held on 03/06/20

	<u>Action Point</u>	<u>Item</u>	<u>Responsibility</u>	<u>Timescale</u>
1	Distribute document on calculated GCSE grades to governors.	2	Assistant Vice Principal/ Principal	Immediately after meeting.