

**Minutes of Community Schools Trust
Cumberland Local School Board**

Virtual Meeting held on Thursday 4 February 2021 at 6.00pm

Local School Board Members

Present:

Omar Deria	(Head of School)
Abdus Chowdhury	(Parent Representative)
Julian Geoghegan	(Co-opted Representative appointed by LSB)
Nicola Manners	(Co-opted Representative appointed by LSB)
Joseph Silverman	(Co-opted Representative appointed by Trustees)
Zaakir Akhtar	(Co-opted Representative appointed by Trustees)
Tony Scawthorn	(Co-opted Representative appointed by Trustees)
	- Chair
Shaamil Sedani	(Co-opted Representative appointed by Trustees)
Amy Taylor Saunders	(Co-opted Representative appointed by LSB)
	- Vice Chair

Non attendance:

Simon Elliott	(Co-opted Representative appointed by LSB) - CEO
Elizabeth Millward	(Staff Representative) – maternity leave

In attendance:

Eldon Chudley- NPW Clerk
 Delia John – Finance Officer (part attendance)
 Aminul Islam – Deputy Headteacher
 Ekhlal Rahman – Deputy Headteacher
 Christina Raines – Deputy Headteacher

Questions are in italics

Table of Actions

Ref	Action	By whom	Date to complete
220a	1. Amy Taylor Saunders to re-send the KSIE to the Head of School's PA.	Amy Taylor Saunders	Two weeks of meeting
220b	1. Amy Taylor Saunders to re-send the Skills Audit update to the Head of School's PA.	Amy Taylor Saunders	Two weeks of meeting



221	1. Head of School would update the LSB once the parent representative had been determined.	Head of School	Next LSB
222	2. Head of School to monitor the use of the school website.	Head of School	Two weeks of meeting
223	1. Finance Officer would report back to the next LSB on "Income from other goods and services ((I08)". 2. The Finance Officer would look into the tolerance variable for each cost centre and report back to the next meeting.	Finance Officer Finance Officer	Next LSB Next LSB
226a	1. Head of School to add the review date to the Physical Intervention Policy.	Head of School	Two weeks of meeting

218. APOLOGIES FOR ABSENCE

The Chair welcomed the LSB to the virtual meeting.

It was noted that Joseph Silverman would be arriving late to the meeting.

219. DECLARATIONS OF INTEREST

No declarations of interest were reported.

220. ACTIONS

a) KSIE signed confirmations update

ACTION:

1. Amy Taylor Saunders to re-send the KSIE to the Head of School's PA.

b) Skills Audit update

ACTION:

1. Amy Taylor Saunders to re-send the Skills Audit update to the Head of School's PA.

c) Pecuniary Interests Forms – 2020/21 update

The meeting noted an update on pecuniary interests Forms – 2020/21.



221. MEMBERSHIP

The Head of School reported that 9 parents had expressed an interest in parent representative vacancy and would re-send and extend the deadline for the vacancy.

ACTION:

1. Head of School would update the LSB once the parent representative had been determined.

222. MINUTES OF THE MEETING HELD ON 12 NOVEMBER 2020 (ENCLOSURE A)

The minutes of the meeting of the 12 November 2020 were agreed and would be signed as a true record of the meeting.

Review of Actions:

Minute 206 – Action 1 – On agenda.

Minute 208 – Action 1 – Complete.

Minute 209 – Action 1 – Complete.

Minute 210 – Action 1 – On agenda.

Minute 212a– Action 1 – Head of School to monitor the use of the school website.

Minute 212c– Action 1 – Complete.

Minute 212d– Action 1 – Complete.

Minute 213 – Action 1 – Complete.

Minute 213 – Action 2 – Complete.

Minute 216a –Action 1 – Complete.

ACTION:

1. Head of School to monitor the use of the school website.

223. TERMLY BUDGET MONITORING (ENCLOSURE B)

The meeting was provided with the TCS revised Budget Monitoring report summary report for period 4 (enclosure B), the TCS School Budget Monitoring report 2021 (enclosure Bi) and the TCS Cash Flow Forecast updated on the 8 January 2021 (enclosure Bii) and the Finance Report (enclosure Biii).

The meeting noted the notable variances within the Finance Report and explanations provided. LB Newham had changed the allocation banding to fall in line with all other boroughs. Therefore the allocation received had been reduced.

It was noted for planned works for 2020/21 the reception area was to be renovated and costing figures were awaited.

Current position regarding finances was noted as follows:

- Revenue balance carried forward from 2019//20 £320,639 (credit)
- Total revenue income 2020/21 £12,259,469 (credit)
- Total revenue expenditure 2020/21 £12,250,585 (debit)
- In Year balance remaining £8,884 (credit)
- Capital balance carried forward 2019/20 £82,719(debit-overspend)
- Planned capital spend 2020/21 £211,869 (debit)
- Year-end position – Year End balance remaining £34,935 (credit)



Local School Board Questions

1. *What was income from other goods and services?* The Finance Manager would report back to the next meeting.
2. *What was the catering overspend for?* Due to the kitchen being closed Olive Dining had not been able to make additional income and within the contract the school would need to contribute towards the loss of income. Whilst the CFO was trying to negotiate this figure downwards it was not hopeful that this could be achieved.
3. *Could the catering overspend of £42,000 be claimed back from the government?* It was not possible to claim this back.
4. *What would happen regarding the overspend on conversions/renovation?* This would be covered from the trust.
5. *Was the new budget monitoring reporting being used across the trust?* The new budget monitoring report was being used across the trust.
6. *What was the tolerance variable across each cost centre?* The Finance Manager would look into this and report back to the next meeting.

ACTION:

1. **Finance Manager would report back to the next LSB on “Income from other goods and services ((108)”.**
2. **The Finance Manager would look into the tolerance variable for each cost centre and report back to the next meeting.**

224. REPORT OF THE HEADTEACHER (ENCLOSURE C)

The meeting received the Headteacher's report (4 February 2021- enclosure D).

The following was noted:

- **School Data**
 - The school had successfully started back remotely.
 - 90% of students had attended school on the 4 February 2021 with an overall attendance figure of 87%.
 - The commitment and desire shown by staff had been remarkable.
 - There were approximately 50-60 staff on site each day and about 40 students attending the school with around 75% attendance which was hoped to improve.
 - A level and GCSE exams would not be going ahead this summer.
 - The government announced that teachers' estimated grades would be used to replace cancelled GCSEs. It seemed that some form of externally set tests would take place for Year 11, marked by teachers in the school. The tests would be used to back up the teacher's final judgement of student progress.
- **Leadership Matters**
 - Aminul Islam, the current Deputy Headteacher for Teaching and Learning had successfully been appointed as the trust Curriculum Director and would



start his role in the summer term and the meeting thanked him for his dedicated work at TCS.

- o Currently, six adverts were in the TES for April 2021 start, some were to cover maternity and others to backfill for staff who had left.
 - o Four teaching staff on the Teaching Apprentice Programme (TAP) had been given a one-year contract to train as teachers.
 - o At the end of last term, eight teachers and one teaching assistant left and at the end of the spring term Lauren Brierly, Assistant Headteacher would be leaving to relocate.
 - o The meeting noted that staff wellbeing was paramount, particularly during lockdown. On-site, the school had arranged for free tea/coffee/biscuits and fruit in the staffroom and a free lunch in the dining hall.
 - o The school was in the second week of offering lateral flow testing (rapid testing) to all staff and students.
 - o 95% of the autumn milestones for the SDP had been met. The Leadership team was now working on the spring milestones and making good progress.
 - o The school had investigated holding the IGCSE exams, however, this now looked unlikely.
- **Behaviour and attendance**
 - o A safeguarding audit (appendix A) had been completed during autumn 1 and resulted with three small actions for development.
 - o Two safeguarding letters had been sent out this academic year which was noted (appendix B).
 - o Since the start of lockdown there had been an increased number of child protection concerns.
 - o Staff and students had responded positively to the rapid changes and attendance to live lessons had increased rapidly within the first two weeks of the term. The LSB noted the virtual attendance dashboard (appendix C).
 - **Teaching and Learning**
 - o A lot of work and CPD had been put in to increase students' engagement and submission rate through a revised EDI framework (appendix D).
 - o A temporary learning visit system had been set up and embedded to support teachers throughout the period of remote learning. The LSB noted the remote learning tracker (appendix E).
 - **Spiritual, Moral, Social and Cultural Matters**
 - o Assemblies had continued to be live-streamed each week as per the students' normal routine.
 - o So far this year teachers had awarded nearly 50,000 merits to students.

Local School Board Questions

1. How many parents attended the virtual parents evening? 62% attended and 75% had booked to attend.

2. How would the next mocks be held? The first mocks had been held just before lockdown. The next mocks would be held end of February/ March 2021 and it was not possible to say at present how these would be held.



3. *What thought had been given to re-opening and getting students back into school?* The school was awaiting a government announcement and would need to work with some students regarding returning to school. It was noted that nationally 750,000 students did not return to school in September 2020. The school had increased its counselling and students were more used to blended learning.

4. *How was lateral flowing testing operating in the school?* Testing was taking place on a weekly basis for approximately 40 staff and students and so far, there were no positive results.

5. *How would the school manage on the re-opening of school regarding lateral flow testing?* Two staff manage testing at present and if reopened would need many more staff and the school would be looking to the trust for support.

225. ENSURING EFFECTIVE RISK MANAGEMENT INFORMATION IS RECORDED (ENCLOSURE C)

The meeting noted the Risk Register report that was reviewed by the SLT.

Local School Board Questions

1. *Was there a specific risk for the school?* RG391 (there are insufficient staff or resources to deliver to the appropriate level) was currently a high risk during a pandemic. At one point 30 staff had been off or were self-isolating. It was noted that some schools had had to close due the pandemic. It was noted that the school had received good support from the trust central support team during the pandemic.

2. *How did the school manage with staff off sick or self-isolating?* Teachers who were self-isolating were able to teach online. Supply staff were used in classes where necessary. DPR and google classroom had worked well for the school.

3. *How are revisions made to the Risk Register?* The Head of School had overall responsibility and owners were allocated. Trackers were used to ensure that actions were followed up and to mitigate risk.

226. POLICIES FOR REVIEW

a) Physical Intervention Policy (enclosure E)

The Physical Intervention Policy was a new policy and was scrutinised by the LSB.

Local School Board Questions

1. *Was Behaviour Watch and Restraint google form two separate areas for recording physical intervention under recording physical interventions?* Behaviour Watch would be completed by staff and the restraint google form would be completed by the pastoral staff together with actions.

2. *When may a student be searched?* A student could be searched if the staff member had reasonable grounds to suspect that a student was in possession of an item, or items that contravene school regulations, for example a knife.

3. *What would happen if a staff member did not follow the correct procedure for a search?* The school would carry out an investigation following the appropriate procedures.

The LSB **AGREED** the Physical Intervention Policy subject to the next review date to be added.



Amy Taylor Saunders left the meeting at 7.15pm and thanked the school for the hard work and achievements through a very difficult period.

ACTION:

1. Head of School to add the review date to the Physical Intervention Policy.

b) Wellbeing Policy (enclosure F)

The Wellbeing Policy was scrutinised which was new policy.

It was noted that the school had a Wellbeing Ambassador and HR staff received wellbeing telephone calls. It was reported coffee mornings were held for staff on Friday morning and all NQT staff were assigned to a school leader.

The meeting commented that the school showed an openness of leadership and an environment where staff learn and improve which would help the retention of staff at the school.

Local School Board Questions

1. How was Wellbeing measured in the school? The CEO and Head of School had met with staff to discuss workload before Christmas. Staff had asked for a coffee machine to be provided which had been provided by the school.

2. Do staff know that Sharon Murphy was the HR person to contact at the school? Staff knew to contact Sharon Murphy who was also the Mental Health Ambassador. Sharon Murphy could help complete risk assessments for staff, for example, those that were shielding.

3. Does anyone contact Sharon Murphy regarding Wellbeing? Sharon Murphy would be contacted and it was noted that the Head of School had an open-door policy.

4. Should the policy be reviewed earlier than January 2024? This was the latest date for review and the policy could be reviewed earlier if required.

The LSB **AGREED** the Wellbeing Policy.

c) Assessment Policy (enclosure G)

The meeting scrutinised the Assessment Policy which was an existing policy.

The LSB **AGREED** the Assessment Policy.

227. GOVERNOR TRAINING

The item was noted and no requests were made for training at the meeting.

228. ANY OTHER BUSINESS

a) Joseph Silverman resignation

Joseph Silverman reported his resignation due to change of employment and congratulated the school for the positive changes that had taken place, the good systems in place and the sharp focus of the curriculum.

The LSB thanked Joseph Silverman for his contribution to meetings.



b) Thank you

The Chair and LSB thanked the school staff for their dedicated hard work during another period of lockdown and the support provided to students during a difficult period.

229. DATE FOR NEXT MEETING

The meeting **AGREED** the date for the next meeting as the 11 March 2021 at 6.15pm.

The meeting closed at 7.45pm

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