

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

Meeting held on Thursday 1 October September 2020 at the school at 6.00pm

Local School Board Members

Present: Omar Deria (Head of School)
 Julian Geoghegan (Co-opted Representative appointed by LSB)
 (Video link)
 Amy Taylor Saunders (Co-opted Representative appointed by LSB)
 - Vice Chair
 Nicola Manners (Co-opted Representative appointed by LSB)
 Simon Elliott (Co-opted Representative appointed by LSB) - CEO
 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)

Non attendance:

Abdus Chowdhury (Parent Representative)

In attendance:

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

Questions are in italics

Table of Actions

Ref	Action	By whom	Date to complete
193	1. LSB to return LSB Skills Audit to the school via a Google form. 2. Head of School's PA to send previous completed LSB Skills Audit to the Chair for reference.	LSB Head of School's PA	Two weeks of meeting Two weeks of meeting
195	1. Angela Moore to email Nicola Manners to arrange a visit to the school concerning safeguarding/SEN and Inclusion.	Angela Moore	Two weeks of meeting



	<ol style="list-style-type: none"> 2. Aminul Islam to email Amy Taylor Saunders regarding a CPD link visit. 3. Zaakir Akhtar to email Ekhlas Rahman regarding availability for a teaching and learning visit. 4. Shaamil Sedani to email Ekhlas Rahman regarding a curriculum visit. 5. LSB to read and confirm they had read Keeping Safe in Education to the Head of School's PA. 	<p>Aminul Islam</p> <p>Zaakir Akhtar</p> <p>Shaamil Sedani</p> <p>LSB</p>	<p>Two weeks of meeting</p> <p>Two weeks of meeting</p> <p>Two weeks of meeting</p> <p>Two weeks of meeting</p>
196	<ol style="list-style-type: none"> 1. CFO of Trust and Steve Gillatt to review recruitment costs across the Trust including the TES purchased service. 2. Steve Gillatt to investigate the DfE Teacher Vacancy service and Joseph Silverman to inform Steve Gillatt the contact in the DfE. 3. Finance Officer to provide to the next meeting with a Covid summary breakdown to show where spending had increased due to Covid and details of amounts and areas that had been re-imbursed. 4. The Head of School would examine and provide costs to the next LSB of the cleaning of the Literacy Zone due to Covid. 	<p>CFO and Steve Gillatt</p> <p>Steve Gillatt/Joseph Silverman</p> <p>Finance Officer</p> <p>Head of School</p>	<p>Next LSB</p> <p>Next LSB</p> <p>Next LSB</p> <p>Next LSB</p>
197	<ol style="list-style-type: none"> 1. Head of School to provide data on exclusions and detentions to the next LSB. 2. Head of School to provide internal data/external data validation to a future meeting. 3. CEO would create a one-page data summary sheet for the LSB showing top issues and risks. 	<p>Head of School</p> <p>Head of School</p> <p>CEO</p>	<p>Next LSB</p> <p>Next LSB</p> <p>Next LSB</p>
198a	<ol style="list-style-type: none"> 1. Head of School to add Chair of LSB school email address to the 	<p>Head of School</p>	<p>Two weeks of meeting</p>

	Child Protection, Early Help Policy, if an allegation was made to a member of staff concerning the Head of School (page 23, second bullet point refers).		
198b	<ol style="list-style-type: none"> 1. Head of School to add "Designated Safeguarding Lead to liaise with any agency/agencies of concerns" (page 3, paragraph 9, first bullet point refers) 2. Head of School to add a bullet point to page 2, paragraph 5, regarding how consent of parent was provided regarding a home visit and add bullet point to confirm that all staff had DBS check. 	<p>Head of School</p> <p>Head of School</p>	<p>Two weeks of meeting</p> <p>Two weeks of meeting</p>
198c	<ol style="list-style-type: none"> 1. Head of School would add a bullet point regarding remote meeting (page 2, "meetings" heading refers). 	Head of School	Two weeks of meeting
198d	<ol style="list-style-type: none"> 1. Head of School to add "physical intimidation" after the word "threats" (page 5, second bullet point after heading "Some Behaviour is highly unacceptable....."). 2. Head of School to add "including spitting" (page 5, fifth bullet point after heading "Some Behaviour is highly unacceptable....") and delete bullet 6. 	<p>Head of School</p> <p>Head of School</p>	<p>Two weeks of meeting</p> <p>Two weeks of meeting</p>
198e	<ol style="list-style-type: none"> 1. Head of School to amend the date policy reviewed to October 2020 and amend the review date to October 2021. 	Head of School	Two weeks of meeting
200	<ol style="list-style-type: none"> 1. Education Space to resolve charging when booking 	Education Space	Two weeks of meeting

	Education Space courses when an SLA was in place.		
201b	1. The Chair of the LSB would liaise with the CFO concerning a report on Covid expenditure and the inclusion of a cost centre for Covid expenditure within the Monthly Budget report.	Chair- LSB	Next LSB
201c	1. Chair of LSB/ Head of School to liaise regarding virtual attendance at future LSB meetings.	Chair LSB/Head of School	Next LSB
201d	1. CFO to liaise with the Head of School/Chair of LSB to provide a summarised report of the TCS budget to show particular trends in the budget for the next LSB.	CFO	Next LSB

191. APOLOGIES FOR ABSENCE

The Chair welcomed the LSB to the meeting at the school.

The meeting condoned absences to the meeting.

It was noted that Khadra Abdi (Parent Representative) had resigned from the LSB.

192. DECLARATIONS OF INTEREST

No declarations of interest were reported.

193. LSB SKILLS AUDIT

The meeting noted that the LSB Skills Audit was to be completed via a Google form.

ACTION:

1. LSB to return LSB Skills Audit to the school via a Google form.
2. Head of School's PA to send previous completed LSB Skills Audit to the Chair for reference.

194. MINUTES OF THE MEETING HELD ON 29 JUNE 2020 (ENCLOSURE A)

The minutes of the meeting of the 29 June 2020 were agreed and signed as a true record of the meeting.

Review of Actions:



Minute 181 – Action 1 – Complete.
Minute 181 – Action 2 – Complete.
Minute 186 – Action 1 – Complete.
Minute 187 – Action 1 – Complete.

195. LINK GOVERNORS

The meeting discussed link governor visits and it was noted that Nicola Manners had visited the school twice.

The meeting **AGREED** governor visits for the term.

ACTION:

1. **Angela Moore to email Nicola Manners to arrange a visit to the school concerning safeguarding/SEN and Inclusion.**
2. **Aminul Islam to email Amy Taylor Saunders regarding a CPD link visit.**
3. **Zaakir Akhtar to email Ekhlas Rahman regarding availability for a teaching and learning visit.**
4. **Shaamil Sedani to email Ekhlas Rahman regarding a curriculum visit.**
5. **LSB to read and confirm they had read Keeping Safe in Education to the Head of School's PA.**

Angela Moore left the meeting at 6.20pm.

196. TERMLY BUDGET MONITORING (ENCLOSURE B)

The meeting was provided with the TCS School Budget Monitoring Report – Period 12 August 2020 and a revised paper was tabled at the meeting. The meeting received a tabled Cost Centre report.

The meeting received a tabled Budget Monitoring Report – Summer 2020 which was printed on the 30 September 2020. This provided details of income/expenditure and a narrative into variances associated with cost centres which the LSB scrutinised and questioned.

It was noted that overspend for Covid within academic year 2019/20 re-imbursed costs were not included within the reports to the LSB.

Julian Geoghegan joined the meeting at 6.30pm by video link.

Local School Board Questions

1. *What did the £37,668 package for TES provide to the school?* It provided a premium package including advertising. The £80,000 on recruitment costs including agency fees paid before the TES package was purchased for the school.
2. *How were links being developed with Universities to recruit NQTs?* Links had been made to Universities.
3. *What were the additional Covid costs?* Extra staff were bought in through Pinnacle for additional cleaning.
4. *Where were the additional costs in the cost centre for ?* The additional costs were within E28b.
5. *Why was Oliver Dining overspent?* This was because Oliver Dining had raised its costs and the CFO was attempting to have some costs reduced.



6. *Why was E28a overspent?* There was a cost of £54,000 for alternative provision for staff. There was a £3,000 additional monthly cost for an EWO service that would no longer be paid for as the service was now in house. There was £1,400 cost for corridor patrol staff. Monies had been paid for alternative provision for a small number of students.
7. *Where were Covid costs within the Budget?* There were Covid costs within E19.
8. *How much in relation to Covid costs had been claimed back?* Claims received back included additional tutors, extra cleaning costs and extra equipment.
9. *Was it correct that last year's budget was overspent by minus £104,048?* That was correct. This year the in-year revenue balance was £281,531.

ACTION:

1. CFO of Trust and Steve Gillatt to review recruitment costs across Trust including the TES purchased service.
2. Steve Gillatt to investigate the DfE Teacher Vacancy service and Joseph Silverman to inform Steve Gillatt the DfE contact.
3. Finance Officer to provide to the next meeting with a Covid summary breakdown to show where spending had increased due to Covid and details of amounts and areas that had been re-imbursed.
4. The Head of School would examine and provide costs to the next LSB of the cleaning of the Literacy Zone due to Covid.

Delia John left the meeting at 6.45pm

197. REPORT OF THE HEADTEACHER (ENCLOSURE C)

The meeting received the Headteacher's report (1 October 2020) enclosure C.

The following was noted:

- **School Data**
 - There had been a good start back to the school year and students were keen to be back.
 - The school was extremely proud of the significant improvement it had made and it was noted the school was a markedly different school to 3 years ago.
 - The GCSE results represent the level of improvement anticipated. Throughout the year the projections were that the approximately half a grade improvement as a school compared to the previous year.
 - The target for the coming year was set at +0.5. The school would continue to focus on areas particularly Maths and Combined Sciences.
 - The meeting noted the Data Dashboard which was tabled.
- **Leadership Matters**
 - The wellbeing of all students was very important and the pastoral team had worked diligently intervening with students who required extra support.
 - A complex system had been devised to keep the students in bubbles. The school systems were being enforced well. It was noted that there was additional staff workload due to Covid procedures.
 - Engagement in lessons and the behaviour of students had been outstanding since the start of the academic year. This had been further



strengthened by the introduction of new engagement strategies of SLANT, SHAPE and STEPs which had been introduced this year.

- Engagement of the DPR by both staff and students had been outstanding during lockdown and since the beginning of term.
- It was noted that culture of the school had changed and the behaviour and discipline in the school had greatly improved. It was noted that students walked around the school in single file. The LSB congratulated the staff and students at the school in achieving a changed culture.
- It was noted that the LSB were invited to visit the school when appropriate.
- The meeting noted the Explicit Direct Instruction and Proactive Teaching Framework (PTF) (appendix 1).
- It was noted that a significant amount of time had been spent in the planning and preparation for the opening of the school in September 2020 due to Covid.
- The school was fully operational and was working in year group bubbles.
- As part of the INSET at the start of the academic year, all staff received Data Protection and GDPR training. Staff also completed an online training course.
- Staff also completed an online training course for GDPR, to ensure compliance across the school.
- The school had moved onto an online reporting system called Safeguard. All staff could now make an online referral to the safeguarding team if they were concerned about a student. To support the transition and to fulfil the whole school safeguarding responsibilities, an extremely comprehensive child protection training session took place.

- **Behaviour and Attendance**

- Attendance to the school had been disrupted by the national lockdown which took place in March 2020. Until then the attendance figure was 91.1%. This would have rapidly increased in the following two half terms to approximately 95% without a national lockdown.
- During lockdown, virtual attendance was impressive compared to other schools. Over half the students attended via virtual lessons daily with quality of work submitted being over 90% at a grading of “Good or Outstanding”.
- The Education Welfare Officer was back in the school this year and the school had implemented further rigour in the already robust systems.
- Rewards had a massive push last academic year with students being awarded over 60,000 merits.
- The Master Mission continued to be celebrated with Year 7 to 10.
- Last year there were 295 Fixed Term Exclusions (FTE) (compared to 410 in 2019), there were 9 Permanent Exclusions (PEX) (7 in 2019) and 743 internal exclusions (IE) (672 in 2019). The group with the highest number of IE’s was Year 8 and the lowest Year 7. The reduction of FTE by over 100 days could be attributed partly to the lockdown as students were not in school for the summer term.
- The school had a very positive start to the year building on the solid foundation established last year. The school was open to all year groups and were operating staggered arrival and dismissal times to ensure year group bubbles were maintained.

- The systems were in place to manage and promote positive behaviour and had been refined further: whole school training on 3,2,1 SLANT, SHAPE and STEPS had been delivered.
 - The meeting noted the Explicit Direct Instruction – A Proactive Teaching Framework (appendix 1).
 - For the second consecutive year, the school had opted to accept a bulge class of 330 and 12 tutor groups in current Year 7, a strategy to increase the roll. The school would have a full school roll for October 2020 census and the school would be able to support the borough with students without a place in Newham which was significant this year.
- **Teaching and Learning**
 - The school was almost fully staffed for the start of the academic year.
 - 5 middle/senior leaders had joined the school from Forest Gate.
 - There was a new innovative system of PMR that focussed on the quality of teaching as well as developing teachers to be outstanding practitioners.
 - **Spiritual, Moral, Social and Cultural Matters**
 - The school was continuing to run positive virtual assemblies in which students' work, engagement with DPR, attendance and merits were celebrated.

Local School Board Questions

1. *How did the school view the actual GCSE results given that grades were predicted?* Grades nationally were inflated. The standardised grades of students was an accurate reflection of the true grade.

2. *Could the LSB have more statistics on detentions?* There had been fewer exclusions now in the school and students were now far more engaged with learning. More details would be provided at the next LSB.

3. *How was BIR operating with Covid restrictions in place?* BIR was operating in the sports hall and divided into sections so that students did not mix.

4. *How were the subject areas that previously had areas of concern operating?* The vast majority of staff had embraced the new frameworks. The expectations of staff in the school had raised and a number of the staff who had been on long term sick leave had returned. Moral in the school was good. Staff who were self-isolating were using virtual learning to teach students.

5. *What subject concerns were there?* There was more confidence with triple science and combined science was being worked on. Pupil booklets had been introduced which were a good resource. The English Department had a new team and the school had confidence that the results would improve. The Maths Department needed to make large improvements and work was taking place. Bucket 3 had improved and a deep dive would take place.

7. *How many staff were self-isolating?* Two to three staff were self-isolating each day. Staff who were self-isolating were teaching from home and the TA was covering the class which was working well.

8. *How were students adapting to the new school environment?* Students were happy to have returned and had benefited from the teaching at home during lockdown. At the virtual parents evening, parents were very complementary regarding the school.

9. *What was the Covid position in the school? When a child was reported positive, they would stay at home and be set work.*

The LSB thanked the school staff for their excellent work and structures that had been put in place to deal with Covid.

10. *Was there any plan regarding the DfE and plans for next year regarding exams in relation to Covid? The school would have to wait and see what advice was forthcoming from the DfE.*

11. *What were the plans for exams for 2020/21? The school would be working towards external exams for 2020/21, however, further lockdowns could change what happened.*

12. *What was the baseline predictions following the return of students to school and catch up? Assessments in the school were taking place and the school was using DPR.*

13. *What would happen once the results of assessments took place? Action would be taken and more intervention clubs would be held. It was noted that it was a challenge operating a school with 1500 students with, however, the school was coping well.*

14. *How was the school moving forward in relation to student performance and the tracking of tracking of student data as previous data had shown discrepancies between internal school data and external data in trust schools in certain instances? Details would be provided to the next meeting.*

ACTION:

1. **Head of School to provide data on exclusions and detentions to the next LSB.**
2. **Head of School to provide internal data/external data validation to a future meeting.**
3. **CEO would create a one-page data summary sheet for the LSB showing top issues and risks.**

198. POLICIES FOR REVIEW

a) Child Protection, Early Help Policy 2020 (enclosure D)

The Child Protection, Early Help Policy was **AGREED** subject to minor amendment.

The next review date for the Child Protection, Early Help Policy was September 2021.

ACTION:

1. **Head of School to add Chair of LSB school email address to the Child Protection, Early Help Policy 2020 if an allegation was made to a member of staff concerning the Head of School (page 23, second bullet point refers).**

b) Home Visits Policy 2020 (enclosure E)

It was noted that the Home Visits Policy 2020 was a new policy. The policy was **AGREED** subject to minor amendment.

The next review date for the Home Visits Policy was September 2021.

Local School Board Questions

1. *How would any issues with home visits be raised with the Designated Safeguarding Lead?* Any concerns raised regarding home visits would be raised with the Designated Safeguarding Lead and action taken.
2. *How would staff initiate a home visit?* This would depend on each particular circumstance.
3. *What staff training did staff receive before carrying out a home visit?* The Designated Safeguarding Lead would brief staff before a home visit took place.
4. *How would communication take place prior to a home visit?* The school would establish the appropriate communication path between the parent.
5. *Which senior staff would conduct a home visit?* This may vary and it may not be senior staff, however, all staff would have a DBS check.
6. *What would happen if a parent/carer did not want a home visit?* It was up to the parent; however, the parent would have signed a consent form on admission to the school to agree to home visits.

ACTION:

1. **Head of School to add “Designated Safeguarding Lead to liaise with any agency/agencies of concerns” (page 3, paragraph 9, first bullet point refers).**
2. **Head of School to add a bullet point to page 2, paragraph 5, regarding how consent of parent was provided regarding a home visit and add bullet point to confirm that all staff had DBS check.**

c) Communications Policy (enclosure F)

The Communications Policy was **AGREED** subject to minor amendment.

It was noted that the school responding quickly to communications from parents and response times were monitored.

The next review date for the Communications Policy was July 2023.

ACTION:

1. **Head of School would add a bullet point regarding remote meeting (page 2, “meetings” heading refers).**

d) Behaviour Policy 2020 (enclosure G)

The Behaviour Policy was **AGREED** subject to minor amendment.

The next review date for the Behaviour Policy was September 2023.

ACTION:

1. **Head of School to add “physical intimidation” after the word “threats” (page 5, second bullet point after heading “Some Behaviour is highly unacceptable.....).**
2. **Head of School to add “including spitting” (page 5, fifth bullet point after heading “Some Behaviour is highly unacceptable....) and delete bullet 6.**

e) Curriculum Statement (enclosure H)

The Curriculum and Assessment Statement was **AGREED** subject to minor amendment.

The next review date for the Curriculum Assessment Statement was October 2021.

Local School Board Questions

1. Does the school receive destination data for students? The school received destination data, however, this was not included in the data dashboard.

ACTION:

- 1. Head of School to amend the date policy reviewed to October 2020 and amend the review date to October 2021.**

199. ENSURING EFFECTIVE RISK MANAGEMENT INFORMATION IS RECORDED (ENCLOSURE I)

The meeting reviewed and scrutinised the Risk Register report.

It was noted that TCS now had a waiting list to join the school and the school now had 70 more students in the school.

Local School Board Questions

1. When was the Risk Register reviewed? The Risk Register was reviewed in the second week of September 2020 and again in January 2021.

2. Could the risk within R389 that the academy premises are unavailable to occupation for a significant period of times also include a risk to remote learning? New ways of teaching remotely would also have a potential risk.

Julian Geoghegan left the meeting via video link at 8.05pm.

200. GOVERNOR TRAINING

It was noted where an LSB member had tried to book an Education Space online course the site had tried to charge even though the school had an SLA and should not be charged for an individual course.

ACTION

- 1. Education Space to resolve charging when booking Education Space courses when an SLA was in place.**

201. ANY OTHER BUSINESS

a) CST: Scheme of Delegation – September 2020

The meeting noted the Scheme of Delegation that was tabled.

b) Items for next LSB agenda

Item for LSB –

- Data from latest data drop
- Link Governor feedback
- Report back on Covid spend

- Departmental Head – presentation

ACTION:

1. **The Chair of the LSB would liaise with the CFO concerning a report on Covid expenditure and the inclusion of a cost centre for Covid expenditure within the Monthly Budget report.**

c) Option for Future Virtual Meeting attendance of LSB

The meeting discussed the possible option for virtual attendance of the LSB at meetings due to the onset of winter and Covid.

ACTION:

1. **Chair of LSB/ Head of School to liaise regarding virtual attendance at future LSB meetings.**

d) Budget Report

The LSB asked that more summarised report could be developed for the LSB to make it clearer to determine particular trends within the budget.

ACTION:

1. **CFO to liaise with the Head of School/Chair of LSB to provide a summarised report of the TCS budget to show particular trends in the budget for the next LSB.**

202. DATE FOR NEXT MEETING

The meeting **AGREED** the date for the next meeting as the 12 November 2020.

The meeting closed at 8.15pm



