



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

Virtual Meeting held on Thursday 12 November 2020 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)

Non attendance:

Simon Elliott	(Co-opted Representative appointed by LSB) - CEO
Nino Trentinello	(Staff Representative – maternity cover)
Amy Taylor Saunders	(Co-opted Representative appointed by LSB)
	- Vice Chair

In attendance:

Eldon Chudley- NPW Clerk
 Delia John – Finance Officer (part attendance)
 Aminul Islam – Deputy Headteacher
 Ekhlas Rahman – Deputy Headteacher
 Christina Raines – Deputy Headteacher
 Mohammed Ibrar – Assistant Headteacher/Head of Science – (part attendance)
 Amina Qureshi – Assistant Headteacher – (part attendance)
 Maznu Abdullah – Head of Interim Maths – (part attendance)

Questions are in italics

PART A – NON-CONFIDENTIAL MINUTE

Table of Actions

Ref	Action	By whom	Date to complete
206	1. Head of School would update the LSB regarding	Head of School	Next LSB

	the parent representative vacancy.		
208	1. Chair of LSB to raise with the CEO P8 (high, mid and low band) being broken down into three bands when providing future data across the trust as a useful piece of data.	Chair LSB	Two weeks of meeting
209	1. Head of School would send the Student Council video clip to the LSB.	Head of School	Two weeks of meeting
210	1. The Head of School would report back to the next LSB meeting regarding clarification of expenditure in relation to pupil premium expenditure within the Pupil Premium report of £955,000 and the budget report showed £734,000.	Head of School	Next LSB
212a	1. Head of School to monitor the use of the school website.	Head of School	Two weeks of meeting
212c	1. Head of School to add dyspraxia to the fourth bullet on top of page 4 and make clear that educational visits to the local community for students in the Resource Provision had been temporarily ceased due to COVID-19.	Head of School	Two weeks of meeting
212d	1. Head of School to add a sentence to the ICT Policy in relation to the provision of ICT equipment to students for use at home.	Head of School	Two weeks of meeting
213	1. Amy Taylor Saunders, Tony Scawthorn, Abdus Chowdhury and Julian	Amy Taylor Saunders, Tony Scawthorn, Abdus	Two weeks of meeting

	<p>Geoghegan to return the Skills Audit to the Head of School's PA.</p> <p>2. Amy Taylor Saunders, Julian Geoghegan and Abdus Chowdhury to read and confirm to the Head of School's PA that they had read the Keeping Children Safe in Education document.</p>	<p>Chowdhury and Julian Geoghegan.</p> <p>Amy Taylor Saunders, Julian Geoghegan and Abdus Chowdhury to read and confirm to the Head of School's PA that they had read the Keeping Children Safe in Education document.</p>	<p>Two weeks of meeting</p>
216a	<p>1. Chair to sign and return the Section 11 – Annual Safeguarding Report and sign and return to the Head of School.</p>	<p>Chair</p>	<p>Two weeks of meeting</p>

203. APOLOGIES FOR ABSENCE

The Chair welcomed the LSB to the virtual meeting.

Apologies were received and condoned for Amy Taylor Saunders.

The meeting **AGREED** to vary the agenda and discuss agenda item 4 after agenda item 9.

204. DECLARATIONS OF INTEREST

No declarations of interest were reported.

205. ACTIONS

This item was minuted under minute 213 (12 November 2020) refers.

206. MEMBERSHIP

It was noted that the Head of School was in the process of filling the parent representative vacancy on the LSB and would update the LSB at the next meeting.

ACTION:

- 1. Head of School would update the LSB regarding the parent representative vacancy.**

207. TERMLY BUDGET MONITORING (ENCLOSURE B)

The meeting was provided with the TCS, SIMS Cost Centre Summary by Cost Centre for financial year 2021. It was noted that the school had a new SIMS Finance system and the following points were highlighted.

- I0300 – High Needs Funding. Not as much funding had been received as a number of students had left the school.
- 10500 – Pupil Premium had reduced as they were not as many students in the school who were entitled to this.
- E05/E03 – funds would be transferred between the two costs centres.

- It was noted that in certain cases profiling across the 12 months did not match actual expenditure per month.
- It was noted that Shaamil Sedani was working on a financial report with the CFO to share across all three schools and this would be presented to the next meeting.
- The meeting was informed that that the budget was on target with a predicted £34,000 surplus at the end of the year.

The meeting received and scrutinised the TCS Cash Flow forecast updated on the 20 October 2020.

Local School Board Questions

1. *Where was Covid catch up shown?* Covid catch up was shown in I01 and £23K had been received.
2. *How useful was the catch-up funding?* The catch-up funding would be used for example, for Year 11 catch up.
3. *How was teaching staffing budget within the school?* Staffing costs had been reduced as in the past 60% of staff had been on the upper pay scale and this figure had been significantly reduced.
4. *How were posts being advertised?* Steve Gillatt was examining the DfE recruitment website and the DfE as part of a future recruitment strategy.
5. *What was the cost centre "Bought in professional services" used for?* Such expenditure would include behaviour support.
6. *What was the teacher grant for?* This was an annual teaching academy grant for new teachers.

Delia John left the meeting at 6.28pm

208. KEY DEPARTMENTAL REPORTS

a) Science

The meeting received a presentation from Mohammed Ibrar (Lead Practitioner/Head of Science) and the following was noted:

- The department was a young department with an average teaching experience of 5 years.
- Newly appointed specialists had been made to the department.
- The department was looking at increasing the triple science capacity to a target of 90 students next year.
- A curriculum booklet had been created for Year 7-10 which included the four pathways and it was noted that students were engaging well with the curriculum.
- The Science department main challenges were as follows:
 - The Covid gap needed to be closed and Catch up booklets had been produced to achieve this.
 - Students who were off school due to self-isolating could take the booklet home and catch up could take place via homework.
- Students were motivated and additional sessions were being run for Year 11.
- Flashcards had been purchased to assist Year 11 students.
- Year 7-10 were building experience in answering exam questions.
- The department was continuing to get students to complete homework as the completion of regular homework would increase P8 scores.
- The department had a target P8 of 0.5 and the current prediction of P8 of 0.3 was realistic.

Local School Board Questions

1. *What specialist teachers does the department have?* The department had Chemistry, Biology and Physics specialists and the department was working hard to recruit more specialists, though Physics specialists were hard to recruit. The department had visited Universities and encouraged specialists to apply to the school.
2. *What were the predicted grades for Science and was Science set?* Science was set and the current prediction of P8 currently of 0.3 was accurate and P8 at the end of the academic year of 0.5 was realistic.
3. *What was not working well in the department?* In order to improve outcomes students were being tutored online sessions in evening after school to improve P8.
4. *Were curriculum booklets for Year 7-10?* Curriculum booklets were for Year 7-10. For Year 11 each school in the trust was developing lessons for the school and teaching in small chunks.
5. *Was virtual tutoring by staff in the evenings being paid for?* Staff were paid for virtual tutoring from catch up funding. It was noted that the virtual catch up tutoring was very cost effective for the school and students and FGCS students were joining the sessions as well.
6. *How was it ensured that the prediction of P8 0.3 was moderated effectively?* Standardised tests were operated and a tolerance of three marks was used.

Mohammed Ibrar left the meeting at 6.47pm.

b) English

The meeting received a presentation from Amina Qureshi (Assistant Headteacher) and the following was noted:

- The department wanted to give students the best possible outcomes in English in order that students were well equipped for the future pathway they followed in life.
- P8 was 0.497 and for this academic year the P8 was predicted as 0.65 (high band 0.03, mid band 0.61, low band 1.19). The meeting noted it was useful P8 being broken down into the three bands.
- The meeting was informed of the challenges in the English department and work that was in place to improve the department. This included: changing the culture in the department, modelling of teaching, training staff and encouraging teamwork and a buddying system.
- Teaching and leadership inexperience was being improved by using coaching style conversations, providing more feedback to staff, holding leadership training and through briefings with staff.
- Underachievement with Year 11 was being challenged with learning visits, MAS lectures, post holder interventions and operating the Covid recovery plan. Holiday interventions were taking place for students and revision guides had been provided an exemplar material had been produced.
- It was noted that P8 data for English was moving in the right direction.

Local School Board Questions

1. *Was it usual that the low band outcome within P8 was higher than the high band for English?* In FGCS the lower band outcome in P8 for English was also greater than the high band for English.
2. *Was the positive school culture developed within the English department being shared across the school?* The positive culture was being shared across the school through the Middle Leadership programme and CPD sessions.
3. *How was oracy being developed across the school?* The English department was the lead across the school and this had included students learning poetry.

Amina Qureshi (Assistant Headteacher) left the meeting at 7pm.

c) Maths

The Interim Head of Maths (Maznu Abdullah) provided the meeting with an update of the department and the following was noted:

- Last year there were 7 NQTs in the department.
- This year 6 senior staff were teaching Maths to students.
- The current P8 was 0.03, and the target for P8 was 0.5. The department was confident that P8 would be raised as the year progressed.
- Interventions within the department included: specific postholder interventions for students who were underachieving, Maths had been awarded 2 morning and 2 lunchtime sessions for students, some members of the Maths department would begin virtual tuition. The Maths department was currently looking at external tutors to assist particular students. Trackers were kept updated to inform the intervention process.
- Weekly learning visits were taking place to ensure that lessons had challenging content for students. Weekly feedback scrutiny was provided to staff.
- Any teachers who are under timetabled had been allocated to support classes and given specific roles within the class.
- The online platform for Maths had been developed and was working well.
- The Maths department had a strong team in place with senior leaders in post.

Local School Board Questions

1. *What else was being undertaken to raise the quality of Maths teaching?* A booklet for Maths had been produced which was useful to use across the whole department.

Maznu Abdullah left the meeting at 7.08pm.

ACTION:

1. **Chair of LSB to raise with the CEO P8 (high, mid and low band) being broken down into three bands when providing future data across the trust as a useful piece of data.**

209. STUDENT COUNCIL

It was noted that Samantha Rodgers was unable to attend the meeting and due to technical problems, the sound for the video clip could not be heard. The Head of School would email the Student Council video clip to the LSB.

ACTION:

1. **Head of School would send the Student Council video clip to the LSB.**

210. PUPIL PREMIUM REPORT (ENCLOSURE C)

The meeting received and noted the Pupil Premium Grant Expenditure Report to Governors – 2020/21. It was noted there were currently 839 pupil premium students and the amount received was £801,245.

The meeting was provided with a pupil premium breakdown over 3 years and was informed that pupil premium received by the school was reducing.

It was reported that pupil premium progress was currently P8 -.0.3 (2019-20 – Sisra 25/10/20) and this year the gap would be narrowed further.

Local School Board Questions

1. *How were students entitled to pupil premium?* If a student had received free school meals in the last 6 years the student would be entitled to pupil premium.

2. *What was the trend for pupil premium in Newham and how was the budget set?* Pupil premium budget was based on the number of students attracting the funding and this was reducing. The funding was worth £955 per student and this was based on the number of students entitled to receiving pupil premium at the October census each year. The number of students receiving pupil premium funding in Newham was reducing.

3. *How was the "Magic breakfast" funded?* The school contributed additional funds to the "Magic breakfast" to provide more selection for the breakfast.

4. *Could it be clarified regarding the expenditure for pupil premium as the Pupil premium report showed total expenditure of £955,000 and the budget report £734,000?* The Head of School would clarify this

5. *How was it decided how to spend the pupil premium funding?* It was up to the school to allocated how pupil premium funding should be spent, for example, "Magic breakfast.

ACTION:

1. **The Head of School would report back to the next LSB meeting regarding clarification of expenditure in relation to pupil premium expenditure within the Pupil Premium report of £955,000 and the budget report showing £734,000.**

211. REPORT OF THE HEADTEACHER (ENCLOSURE D)

The meeting received the Headteacher's report (12 November 2020) enclosure D.

The following was noted:

- **School Data**
 - Good progress had been made with the SDP in the first half of the term (appendix A). The SDP was discussed at weekly line management meetings as a standard agenda item for all those who had a responsibility area.
 - For the Christmas Milestones, nearly half had already been achieved.
 - The meeting noted the SEF (appendix B) which had been rag rated (green – 50%, amber 39%, red 7% and awaiting response 4%).
 - The data dashboard (appendix C) projected progress data for 2020/21 indicated that students would achieve 0.5 grades higher than schools nationally. The English department was making sustained level of improvement, followed by Science and some important bucket 3 subjects, such as RE and Sociology. Maths still needed to make a significant improvement. The school was in a radically different place from this time last year.
- **Leadership Matters**
 - All staff had received face to face safeguarding training during term 1.
 - A new Family Support Worker had been appointed.
 - A government PREVENT training programme had been assigned to all permanent teachers, teaching assistants and administrative staff with a completion deadline of the 23 October 2020.
 - A safeguarding audit was carried out by an external assessor on the 29 September 2020 and a positive report had been received.
 - The meeting was informed of current child protection data.

- o The meeting noted the TCS Publicity Strategy (appendix D) and that the school was working hard to improve the image of the school in the community.

- **Behaviour and Attendance**
 - o The sanctions analysis for term 1 was noted. The school had a good start to the year. Attendance to detention was 93% and internal exclusions for missed detentions was very low.
 - o Fixed term exclusions in comparison to last year was significantly lower thanks to rigorous monitoring systems that have been put in place to oversee this.
 - o An item was minuted as a confidential item.
 - o The meeting noted the sanctions tracker (appendix E).
 - o Whole school attendance had been complex and difficult due to COVID-19. Daily attendance continued to be submitted to the DfE. Whole school attendance was 90.09%. 239 students had been absent due to self-isolation over the course of the half term for varying periods of time. A number of students had needed to self-isolate due to a number of cases in the school.
 - o Extra capacity had been created in the attendance team to deal with the challenges of COVID-19.
 - o The local authority had resumed penalty fines for persistent absentees from the start of the half term.

- **Teaching and Learning**
 - o A new learning visit system and monitoring process had been successfully launched which was introduced at the September 2020 INSET and 700 visits had been conducted compared to 177 at the same stage last year.
 - o Heads of Department and post holders had been empowered to visit lessons and model good practice. The meeting received data in relation to learning visits at TCS (appendix F).
 - o The school was working hard to improve provision for More Able Students (MAS). Traditionally, the high band students were the students who it was difficult to make the most progress with due to their high Key Stage 2 scores.
 - o The meeting received and noted the MAS Update to Governors (appendix G) and the MAS Departmental Plan (appendix H).
 - o The Head of School provided a staffing update to the LSB.

- **Spiritual, Moral, Social and Cultural Matters**
 - o In line with government guidelines, the school continued to run positive assemblies in which students' work, engagement with DPR, merits and oracy were celebrated.
 - o In order to raise whole school oracy standards, the school had introduced the "Weekly Appreciation" in which a number of students in each year group selected a member of staff and clearly articulated their gratitude and appreciation to their teacher.
 - o The school had re-launched the Politeness Policy and there was formal recognition of the politest students at TCS.
 - o There were fixed topics for every assembly to build consistency across the year groups.

- o 20,000 rewards had been issued by staff to students. 65% of these had been in class merits and 31% from the awarding of positive slips out of class.
- o Moving forward, the school intended to reintroduce the “Rewards Breakfast” (reformed to adhere to COVID-19 guidelines), an introduction of a live merit league table on the website and reform of the golden ticket system where golden tickets could be used to “buy” particular rewards.

212. POLICIES FOR REVIEW

a) Website Checklist (enclosure E)

The Website Checklist was received and scrutinised by the LSB.

It was noted that the Head of School was currently working on a new school logo.

The Head of School reported that a new promotional video was on the school web site.

The LSB **AGREED** the TCS Website Checklist.

Local School Board Questions

1. Were statistics regarding the use of the school website monitored? The Head of School would monitor the use of the school website. It was noted that short videos were a good way of promoting the school.

2. How were opening days for future students being held in the school? Virtual parents' evenings had taken place and parental tours could take place with virtual distancing when the school was able to do so. The school was looking at having a pre-recorded video tour of the school.

ACTION:

1. **Head of School to monitor the use of the school web site.**

b) SRHE Policy (enclosure F)

The SRHE Policy was **AGREED** following discussion.

The SRHE Policy would be reviewed in October 2023.

Local School Board Questions

1. How had parents been consulted regarding the SRHE policy? Parents had been consulted and approximately 20 parents attended the consultation. The next phase of the curriculum would be delivered from January 2021.

c) Local Offer/SEND Policy (enclosure G)

The Local Offer/SEND Policy was **AGREED** subject to dyspraxia being added to the to the fourth bullet on top of page 4 and making clear that educational visits to the local community for students in the Resource Provision had been temporarily ceased due to COVID-19.

ACTION:

1. **Head of School to add dyspraxia to the fourth bullet on top of page 4, and make clear that educational visits to the local community for students in the Resource Provision had been temporarily ceased due to COVID-19.**

d) ICT Policy (enclosure H)

The ICT Policy was provided with the new ICT Policy.

Local School Board Questions

1. How would the provision of laptops and dongles provided by the school due to COVID-19 be included in the ICT Policy? The Head of School would add a sentence to the policy regarding the provision of equipment to students.

2. What external agencies may the school access in relation to online safety and breaches of school policies? The school may refer to the Police and Social Services where appropriate.

ACTION:

- 1. Head of School to add a sentence to the ICT Policy in relation to the provision of ICT equipment to students for use at home.**

The ICT Policy was **AGREED**.

e) Library Policy (enclosure I)

The Library Policy which was a new policy which was **AGREED**.

The next review of the Library Policy would take place in November 2023.

213. MINUTES OF THE MEETING HELD ON 1 OCTOBER 2020 (ENCLOSURE A)

The minutes of the meeting of the 1 October 2020 were agreed and would be signed as a true record of the meeting subject to a minor amendment.

Review of Actions:

Minute 193 – Action 1 – Amy Taylor Saunders, Tony Scawthorn, Abdus Chowdhury and Julian Geoghegan to return the Skills Audit to the Head of School's PA.

Minute 193 – Action 2 – Complete.

Minute 195 – Action 1 – Nicola Manners visit to the school concerning safeguarding/SEN and Inclusion was postponed to later in the school year due to COVID-19.

Minute 195 – Action 2 – Complete.

Minute 195 – Action 3 – Complete.

Minute 195 – Action 4 – Complete.

Minute 195 – Action 5 – Amy Taylor Saunders, Julian Geoghegan and Abdus Chowdhury to read and confirm to the Head of School's PA that they had read the Keeping Children Safe in Education document.

Minute 196 – Action 1 – The TES gold package at £37,000 would not renew in January 2021 as the trust had purchased a package for £17,000.

Minute 196 – Action 2 – Steve Gillatt was continuing to investigate the DfE Teaching Vacancy service.

Minute 196 – Action 3 – Complete.

Minute 196 – Action 4 – The Head of School confirmed that the Literacy Zone cleaning costs were £14,000 and had a full breakdown of costs for the LSB if required.

Minute 197 – Action 1 – Complete.

Minute 197 – Action 2 – Complete.

Minute 197 – Action 3 – Complete.

Minute 198a– Action 1 – Complete.

Minute 198b– Action 1 – Complete.

Minute 198b– Action 2 – Complete.

Minute 198c– Action 1 – Complete.

Minute 198d– Action 1 – Complete.

Minute 198d– Action 2 – Complete.

Minute 198e– Action 1 – Complete.
Minute 200 – Action 1 – Complete.
Minute 201b– Action 1 – Complete.
Minute 201c– Action 1 – Complete.
Minute 201d –Action 1 – Complete.

ACTION:

- 1. Amy Taylor Saunders, Tony Scawthorn, Abdus Chowdhury and Julian Geoghegan to return the Skills Audit to the Head of School’s PA.**
- 2. Amy Taylor Saunders, Julian Geoghegan and Abdus Chowdhury to read and confirm to the Head of School’s PA that they had read the Keeping Children Safe in Education document.**

214. SCHOOL TERM DATES 2021/22 (ENCLOSURE J)

The meeting **AGREED** the term dates for academic year 2021/22.

215. GOVERNOR TRAINING

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

216. ANY OTHER BUSINESS

a) Section 11 – Annual Safeguarding Report

The Chair would scrutinise the Section 11 – Annual Safeguarding Report and sign and return to the Head of School.

ACTION:

- 1. Chair to sign and return the Section 11 – Annual Safeguarding Report and sign and return to the Head of School.**

b) Items for next LSB agenda

- Catch up spending plan
- GL PASS Assessment/Benchmark Data

c) Thank you

The Chair and LSB thanked the school staff for their dedicated hard work during the difficult school year due to COVID-19.

217. DATE FOR NEXT MEETING

The meeting **AGREED** the date for the next meeting as the 4 February 2021 at 6.15pm.

The meeting closed at 8.26pm

