



Minutes

Local Advisory Board Meeting

Monday, 20th April 2020, 5:30pm – via Microsoft TEAMS meeting

Present:	Dr John Storr (JS)	Chair
	Chris J McAree (CJM)	Headteacher
	Sheila Johnston (SJ)	LAB member
	Diane Harrison (DH)	LAB member
	James Porter (JP)	LAB member
	Gill McLean (GMCL)	Staff LAB member
	Matthew Aitchison-Rayson (MAR)	LAB member
	Lauren Graham (LG)	LAB member
	Jackie Kirsopp (JK)	LAB member
Together with:	Lucy M Hewson (LMH)	Clerk to WHS LAB
	Nick Polmear (NP)	Operations Director
	Carl Gibson (CG)	Finance Manager
	George Beveridge (GB)	Trust Board Chair
Apologies:	Lorrayne Hughes (LH)	CEO
	Steve Holliday (SH)	Lead Director, Trust Board
	Janine Maidwell (JM)	Parent LAB member
	Beverley Kent (BK)	LAB member

Minutes taken by Mrs L M Hewson, Clerk to WHS LAB

1	Welcome & Apologies	JS	Apologies received from LH, SH, JM and BK.	Action/ By who?
2	Declaration of Interest	JS	LG noted Armstrong Watson are involved with Due Diligence on Dearham School. This is separate work to CET.	
3	Minutes of meeting held on 27 January 2020	JS	The minutes were taken as a true and accurate record.	
4	Matters Arising	JS	JS noted that a role for BK on the SIP needs to be considered. All other actions from January LAB are on the Agenda or have been overridden by the school closures due to Covid 19.	
5	Latest Coronavirus Operational Update	CJM	CJM sent out an update last week. The students are engaging well. The Teaching staff have now got good systems in place. Support staff are working from home. There have been some issues with school meals for 5 families who don't have access to email. Getting vouchers to them has been problematic. The Brampton Medical Practice is using the WHS Reception area as a pharmacy which is working well. There has been a Staff briefing today with 116 staff members. Line management meetings are working well. Year 11 and 12 Assemblies	

			<p>have been very well attended. Year 10 has had the lowest uptake of 60% so follow ups are taking place for those students.</p> <p>Years 11 and 13 have finished their syllabus. However there are work programmes for them. Year 11 are taking bridging units to go forward to Year 12.</p> <p>Year 13 have 2 seminars a day from now until May half term with interesting topics and speakers such as the Marketing Manager from Adidas.</p> <p>Chair asked about supply issues with laptops. DfE have offered laptops for vulnerable students, though at present we do not know the parameters.</p> <p>Head noted that he will have more information on how many laptops the school will need to order and who they are for (ie FSM students/ PP students/Disadvantaged students) later in the week.</p> <p>IT Support team will then be able to set the laptops up quickly. There may be some issues physically getting the laptops to students.</p> <p>LAB member asked how student engagement was being tracked.</p> <p>Head noted it was tracked on work completion and also to check work is not being copied. All year group teams have mobile phones with unlimited minutes as they are talking to families constantly. Track completion is checked on Friday afternoon, as some families have issues with several children and not many electronic devices.</p> <p>LAB member asked about communications with vulnerable students.</p> <p>Head noted one vulnerable student has been referred to the Police and other channels which shows the system is working.</p> <p>CP and SEN students are being called daily. Students with EHCPs are phoned twice a week. Form tutors are in fortnightly contact with every student in their forms.</p>	
6	<p>Safeguarding Vulnerable Students</p> <ul style="list-style-type: none"> - Operational arrangements in place 	CJM	<p>Take as read.</p> <p>Forces students are also being contacted very regularly as some of the forces families are deployed.</p>	
7	<p>Educating students</p> <ul style="list-style-type: none"> - Operational system in place for staff and students (Full Home Working Policy) 	<p>CJM</p> <p>CJM</p>	<p>Staff are all joining the meetings we are holding and thinking of creative ways on how to engage students.</p> <p>LAB members mentioned the ‘tea bag challenge’ and Performing Arts videos on social media from the teachers which were very good.</p> <p>LAB member asked about mental health issues for students and staff.</p> <p>Head noted a couple of issues with 3 staff members. They are in regular contact with their line managers.</p>	

	- Student Expectations (Remote Learning for Students – Summer term)		<p>For students the school has highlighted ways to access help through letters and discussion in virtual Assemblies. The school is signposting information on the website.</p> <p>There was a discussion on phasing schools back in when they are allowed to re-open.</p> <p>A LAB member who is a parent is impressed by the work from staff for students and the quick response to help students.</p>	
8	Y11/Y13 Examination Assessment	CJM	<p>There are a series of meetings over the next few weeks with DfE and SLT as moderators to ensure the students receive grades. Students will be ranked within the grades.</p> <p>They will then get externally moderated (and we will know whether any have been moderated up or down.)</p> <p>There was a discussion re vocational courses/BTec as students are all in different positions within the courses. Ofqual is unsure of a way forward on this.</p> <p>DfE reminded Heads today that there will be no results published this Summer, and Ofsted will not get to see the data. Awarding grades will be between the school and the exam board. No summary data will be allowed to be compiled.</p> <p>Chair asked if a student doesn't receive the grade they want for University will they be encouraged to take the exam in the Autumn term or reassured that universities will have space due to fewer foreign students?</p> <p>Head noted that universities have been told not to increase guaranteed offers. He thought boys might be disadvantaged by reliance on teacher assessment as they tend to leave their main revision effort to immediately before exams. The Universities may have to offer places in a different way.</p> <p>LAB member asked about parents challenging results?</p> <p>Head noted that information from schools and exam boards is confidential until the point the results are published. A FoI request could then be made. An SLT member would be needed in the moderation meetings to be able to challenge rankings. The final decision has to be made from the mock exam results.</p>	
9	Finance Report	CG	<p>Year to date end of quarter 2</p> <p>The year to date (YTD) figures show a deficit of £190K compared to a forecast (RF1) deficit of £58K.</p> <p>YTD income is up on RF1 by £2K. Key points as follows:</p> <ul style="list-style-type: none"> • A rates rebate of £21K was removed as this was included in last years accounts. * 	

- Self-generating income is down on RF1 by £13K. *
- Transport income is up on RF1 by £11K. *

YTD expenses are above RF1 by £134K. Key points as follows:

- Staffing expenses are up on RF1 by £40K.
- Front loaded (beginning of term) expenses of £37K.
- Exam Fees are up on RF1 by £40K. **
- Utilities underspend of £16K. **

Full year forecast

The FYF figures show a deficit of £90K compared to a RF1 deficit of £71K.

FYF income is expected to be up on RF1 by £46K. Key points as follows:

- Some points noted in the YTD figures above (*) still apply.
- CLA funding is expected to be up on RF1 by £11K.

FYF expenses are expected to be up on RF1 by £65K. Key points as follows:

- Staffing expenses are expected to be up on RF1 by £21K. This is lower than the YTD figure above due to a future cost saving in relation to D Bones of £15K.
- Some points noted in the YTD figures above (**) still apply.

3. Coronavirus - financial considerations

The closure of all schools in England on Friday 20 March, one week before the end of the Spring term, will undoubtedly have a significant effect upon every schools finances.

The Government have confirmed all DfE and Local Authority funding will continue to be paid throughout the duration of the closures. However, all our schools will suffer from a loss of self-generated income; meal sales to pupils, income from formal and informal lettings, breakfast and after school clubs, holiday clubs and nursery fees. The Trust has insurance with the DfE recommended RPA scheme however, this does not cover loss of income due to business interruption. To date the Government have not agreed any support packages that would cover this loss of income.

Unfortunately, the Government job retention scheme is also not available to schools and other publically funded organisations, at the time of writing this report. For our schools this means we

		<p>cannot furlough (temporarily layoff staff on 80% or full pay, and claim 80% of their salary costs from the Government) any of our staff on permanent contracts. This has a particular impact on Longtown, the only school to run their own in house catering, so we stand to lose income from meal sales but we cannot at the current time reduce our staff cost commitments.</p> <p>We have sought to reduce our exposure by ending all agency supply staff arrangements and ceasing services from self-employed contractors e.g. peripatetic music teachers. These organisations and individuals are able to obtain support from the Government directly.</p> <p>The small number of formal contracts we hold with suppliers such as the catering and transport contracts have been reviewed in detail with the assistance of the Trust Operations Director. Legal advice has been sought where necessary and agreements have been reached with these organisations to minimise the costs to the Trust. In both cases, the on-going liabilities during the closure period are now less than the Trust was contractually obliged to pay.</p> <p>Within other consumable expenses we expect to realise some savings over the coming months on heat and light costs, educational supplies, travel expenses and exam fees for example. We will seek to accurately project the cost savings in future weeks and months as more information becomes available, not least the length of the closures.</p> <p>Unfortunately some schools trips have been cancelled and more are likely to be cancelled in the coming months. Work is underway to recoup funds from booking companies and our RPA insurance. Funds recovered will be repaid to parents as soon as possible.</p> <p>The Government announced a support package for schools on 7 April. However, this is limited to additional costs associated with closure or, additional costs associated with opening the schools for the children of key workers and vulnerable children. The scope of the claimable expenses is narrow and with limits. In addition, the Government has made it clear schools are not expected to add to their reserves this year and any claims should not add to a schools reserves.</p> <p>The March management accounts preparation is in progress. These accounts will be available to the Heads before the end of April. The end of March year to date figures will include all income and expenditure for the 7 months schools were open. Therefore, as part of the preparation of the management accounts this month we will begin to forecast the financial impact for a worst case scenario; September reopening of schools. For example, for self-generated income this means no further income this academic</p>	
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			<p>year. These forecasts will be updated as more information becomes available, as I write this report things are changing on a daily basis as all concerned grapple with the consequences of COVID-19.</p> <p>4. 20/21 financial planning</p> <p>DfE begun to release funding information for 2020/21 in late February. The General Annual Grant (GAG) statements have now been received for all the Trust schools. 16-19 funding and Year 7 catch-up funding has been confirmed for the secondary sector.</p> <p>In the coming weeks we will begin to prepare a first draft of forecasts for 2020/21.</p> <p>There was a discussion on exam costs now exams are not running. WHS will negotiate reimbursement of exam costs. Costs will rise for November when re-sits will take place.</p> <p>LAB member noted that it was a very well written report which is very easy to read.</p>	
10	Planning for September 2020	CJM	<p>Report as read.</p> <p>GAG income is £170k higher than last year. We are currently reviewing second version of SIP. We hope to hold the Transition day from the Primary schools on Friday, 3rd July. KS2 pupils will not receive teacher assessments or sit the Year 6 SATs. We hope that our good relationships with Primaries will give us some information on the levels the pupils are at when they come into Year 7. The calendar is being circulated. We will bring policies to ratify for the next LAB meeting.</p>	
11	Risk Register	CJM	<p>Original risks are still on the Risk Register (except school performance).</p> <p>There have been new risks added due to Covid 19 and these are highlighted in yellow.</p> <p>Staffing risk has been added ie recruiting the right candidates for the vacancies.</p> <p>Health and wellbeing of staff – we hope to avoid any long term absence due to mental health issues. There will be some students and teachers who will need support.</p> <p>Quality of Education is a high risk as not all students are accessing the materials.</p> <p>Cancellation of school trips – we are hoping to get most of the money back from RPA (around £120k).</p> <p>Brampton Medical Practice have extended their insurance to our site.</p> <p>We will be able to reclaim some funding for hosting the Pharmacy.</p>	

			<p>Failure to obtain a good Progress 8 score in the Summer results is now no longer a risk.</p> <p>LAB members noted thanks to Head and Operations Director on the work around contracts etc.</p>	
12	<p>LAB Business</p> <ul style="list-style-type: none"> - Feedback from Options Evening - Triangulation by the LAB - LAB Work Plan - Skills Audit 	<p>JS CJM/ JS CJM/ JS JS</p>	<p>Options evening – there were many positive comments (keeping in touch with parents, use of online portal). We need to increase the visibility of the LAB as some had not heard of the Local Advisory Board. The small number of negative comments were fairly random in subject matter.</p> <p>Triangulation by the LAB – tasked by the Governance Development Plan MIP via the Trust Board to reflect how we normally triangulate the work of the SEF/SIP – see paper. Head went through all the triangulation approaches. We will have to change the timescale this year going forward.</p> <p>LAB member would like the LAB to see more of students’ work.</p> <p>Action: Head to review and update this paper for next LAB meeting to approve for 2020-21.</p> <p>Work plan – again on the Governance Development MIP. In September the LAB will not be reviewing the outcomes from the Summer exams so there will be some time to examine other areas.</p> <p>Action: Student participation/pastoral element to be examined in September 2020. Head to update work plan.</p> <p>Skills audit – all have reviewed the evaluation summary. Chair noted that we are a strong team with a wide range of skills and experience.</p>	<p>CJM update Triangulation for approval at June LAB</p> <p>CJM update Work plan for 2020-21</p>
13	<p>Any Other Business</p> <p>Virtual meeting prior to June - tbc</p> <p>Date of next meeting – Tuesday, 16 June at 5.30 pm</p>	JS	<p>Monday, 11 May, 4.30 pm.</p> <p>Action: LMH to schedule meeting.</p> <p>Tuesday, 16 June, 5.30 pm (scheduled)</p>	<p>LMH schedule Teams meeting for May</p>

The meeting closed at 7 pm.



Signed
Dr John Storr, WHS LAB Chair

Date18.5.20.....