

**William Howard School**  
**Local Advisory Board Meeting – 16<sup>th</sup> June 2020**  
**5:30pm start via Teams**

**Safeguarding Level 1 training at 5 – 5.30 pm before LAB**

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

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

		<b>Minutes</b>	<b>Action/By who?</b>
1	Welcome & Apologies	<b>Safeguarding Level 1 Training session took place via Teams with Fiona Cruickshank-Hunter, DSL for WHS.</b>  Apologies from MAR, DH, GMcL and SH.	
2	Declaration of Interest Notice of AOB	BK works in the Procurement team for Cumbria CC. None.	
3	Minutes of meeting held on 18 <sup>th</sup> May 2020	The minutes were taken as a true and accurate record.	
4	Matters Arising	Completed and presented under item 12.	
5	Coronavirus: update a) Key Worker and Vulnerable students update	a) We were back on site on 1 June. The Government allowed us to expand the definition of 'vulnerable' to include 26 students in KS3 not engaging with their work. They now come into school one day a week on a rota. This is going well. There are	

	<p>b) Full documentation set which went to the Trust Board for approval</p> <p>c) Home Learning- an update</p>	<p>14 students who are off line. We phone them regularly and send them their work by the post but we are looking to also get them into school.</p> <p>b) The Government guidelines are that Schools are allowed to have 25% of Years 10 and 12 in school on rotation. There are 25 days left in term and we have students in school 24 out of 25 days.</p> <p>Year 10 attendance this week has been approx. 75% and Year 12 attendance was 86% yesterday and 91% today. We may scale back some of the overzealous safety systems in place. Transport is in place and working well (apart from Northumbria buses). We are limiting the financial hit on our bus routes. The bus companies are varying buses on routes which is keeping the costs down.</p> <p><b>LH joined the meeting.</b> She noted that there has been great feedback from parents and everyone was positive that the students were back in school and learning.</p> <p>c) Home learning – we have implemented everything we said we would. There were 120 online lessons delivered last week. WHS have put on live seminars so students can interact with staff. Year 9 have moved onto their options work. Year 11 bridging lessons continue. Year 11 will be very prepared for Year 12.</p> <p>Chair noted that there is better engagement than the national figures.</p> <p>Tier 1 students have done all the work that has been posted online, Tier 2 have completed 90% of the work. Tier 1 and 2 make up 86% of each of the year groups. Tier 3 have done some subjects not others (10% of year groups). There are 26 students in years 7, 8 and 9 who are not participating with online lessons and we are targeting them (see item 5a).</p> <p>CEO noted that working as a Trust in these difficult times has helped all schools. CJM and the SLT have done an amazing job. The opportunities the students have been given have been very good. There is going to be a media article to celebrate the good work being achieved by all the schools. Chair noted the LAB were all in agreement with CEO's comments.</p>	
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		Employees will be able to submit expenses forms and holiday forms online. Return to work interviews will be online and centralized.	
8	Finance Report	<p><b>Taken after item 6.</b></p> <p><b>Year to date end of period 8 – April 2020</b></p> <p>The year to date (YTD) figures show a deficit of £163K compared to a forecast (RF1) deficit of £59K.</p> <p>YTD income is down on RF1 by £8K. Key points as follows:</p> <ul style="list-style-type: none"> <li>• A rates rebate of £21K was removed in period 6 as this was included in last year's accounts. *</li> <li>• Self-generating income is down on RF1 by £15K. *</li> <li>• Transport income is up on RF1 by £7K. *</li> <li>• FSMSG income is up on RF1 by £7K.</li> <li>• SEN income is lower than expected by £6K. SEN income is difficult to budget for as things are constantly changing.</li> </ul> <p>YTD expenses are above RF1 by £96K. Key points as follows:</p> <ul style="list-style-type: none"> <li>• Staffing expenses are up on RF1 by £36K.</li> <li>• Front loaded (beginning of term) expenses of £33K.</li> <li>• Exam Fees are up on RF1 by £39K. **</li> <li>• Utilities underspend of £12K. **</li> <li>• Music overspend of £15K however it includes some upfront costs to the end of summer. **</li> </ul> <p><b>Full year forecast</b></p> <p>The FYF figures show a deficit of £82K compared to a RF1 deficit of £71K.</p> <p>FYF income is expected to be up on RF1 by £33K. Key points as follows:</p> <ul style="list-style-type: none"> <li>• Some points noted in the YTD figures above (*) still apply.</li> <li>• FSMSG income is expected to be up on RF1 by £12K.</li> </ul> <p>FYF expenses are expected to be up on RF1 by £44K. Key points as follows:</p> <ul style="list-style-type: none"> <li>• Staffing expenses are expected to be up on RF1 by £23K. This is lower than the YTD figure above due to a future cost saving in relation to DB of £15K.</li> <li>• Included within the £23K is Agency costs overspend of £15K.</li> <li>• Some points noted in the YTD figures above (**) still apply.</li> </ul> <p><b>2. Coronavirus - financial update</b></p> <p>Schools have remained fully closed for the first half of the summer term, which has clearly impacted on the individual school's and Trusts financial position. Although with the daily government announcements and uncertainty around the financial impact of phased re-opening during the summer term, pinpointing the likely financial outcome has been, and continues to be extremely challenging.</p>	

		<p>In the last LAB report it was indicated we would seek to accurately project the lost income and cost savings. We aimed to forecast the financial impact for a worst case scenario; September reopening of schools, but it's likely this will not now be the worst case scenario as the phased re-opening planned is likely to result in the loss of most of the self-generated income, except for reduced sums from catering and transport, but not all the potential cost savings will be realised. As we get closer to the end of term we'll be able to more accurately forecast the final position for the financial year.</p> <p>The Trusts primary concern was loss of self-generated income from meal sales to pupils, income from formal and informal lettings, breakfast and after school clubs, holiday clubs and nursery fees. The lost income is estimated to be just short of £200,000 for the Trust as a whole. The sums vary for each school, from just a few thousand pounds for some of the primaries; Yewdale, Caldew Lea and Tebay, to between £10,000 and £20,000 for all the other schools except William Howard. William Howard's lost income is forecast at just short of £120,000 but this may now be a little less with the re-opening for years 10 and 12 and resumption of some catering and transport provision.</p> <p>The Trust has been successful in reducing exposure to staff and non-staff expenses through the measures outlined in the last LAB report. The forecast reduction in expenses exceeds the lost income for every school. This means each school is expected improve upon their current full year forecast position by the end of the financial year and most (with the exception of Hensingham and Yanwath) will achieve their RF1 positions.</p> <p>Since the last LAB report the Government have clarified the availability of the Job Retention Scheme (JRS) to schools and other publically funded bodies. This introduced some flexibility in relation to staffing costs funded by self-generated income and enabled CET to furlough the catering staff at Longtown, the only school to run their own in house catering.</p> <p>However, as the Government has made it clear schools are not expected to add to their reserves this year, and any claims for government assistance should not add to a school reserves, we have held back claiming under the JRS until nearer the year end; 31 August 2020, when our reserves position will be more certain.</p> <p>In addition, whilst schools have used a cost centre set up within the accounts package to record costs that could potentially be claimed against the Government's support package for schools. At this time it's unlikely the Trust will be seeking to make a claim for additional costs associated with closure.</p> <p>Based on the Budget Forecast Return submitted to the DfE in July 2019, the Government would be expecting the Trust to add no more than the forecast (RF1) £170,000 to reserves during the year ended 31 August 2020.</p> <p>Unfortunately most school trips during the summer term have now been cancelled. Work is underway to recoup funds from booking companies and our RPA insurance. The RPA insurance covers us fully</p>	
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9	Risk Register	<p>There have been improvements on scores for the following:</p> <ul style="list-style-type: none"> <li>• Recruiting staff</li> <li>• Mental health (no member of staff has refused to come back to work)</li> <li>• Quality of education (Year 12 are where they would have been normally, Years 7, 8 and 9 are only lagging slightly. There has been great feedback from parents.)</li> <li>• School Trips (these have been sorted out by the Finance team and there are no risks)</li> <li>• Premises</li> <li>• School performance</li> </ul> <p><b>LAB member asked about mental health awareness for students.</b></p> <p>Students have been surveyed twice. Any concerns flagged up have been taken forward. There is a planned a Mental health awareness survey to parents asking them if they have concerns about their child going out this week. There has been a staff survey.</p>	

		<p>Assemblies have focused on mental health and pastoral support and there are tutor meetings at the end of term.</p> <p>CEO noted that there are mental health issues across the Trust and unfortunately safeguarding issues have increased since lockdown.</p> <p>Some deprivation on the West coast has meant that some students have had to take full time work to support their families. Free school meals have been extended throughout the summer holidays. More families will be facing difficulties in the next few months with likely redundancies.</p>	
10	What will September look like	<p>We would like Government guidance on what September would look like.</p> <p>There may be a 'normal' scenario or blended learning (one week in/one week out) until October half term. It might also be normal to an extent with no issues with numbers on school and on site. CEO discussed 1m/2m distance rule.</p> <p>In the Primary schools, teachers are teaching online and then using the tutorial in different ways.</p>	
11	<p>Policies for Approval</p> <ul style="list-style-type: none"> <li>- Health and Safety Part 3</li> <li>- Child Protection Policy Addendum for Covid19</li> <li>- Equality Policy Part 2</li> <li>- GDPR Policy</li> <li>- Literacy Policy</li> </ul>	<p><b>LAB member noted some name updates needed on the Health and Safety Policy.</b></p> <p>For next Policy approval, it was agreed that changes will be highlighted in a different colour or there will be a summary of changes.</p> <p>LAB member suggested sharing the policies out so each member had a certain policy to read.</p> <p><b>Decision: Policies were approved.</b></p>	
12	<p>Developing the LAB</p> <ul style="list-style-type: none"> <li>- Updated Triangulation Document</li> <li>- Updated Work Plan</li> </ul>	<p>Head suggested that LAB members contact their Assistant Head leads in the next two weeks for a Teams meeting on SIP/SEF. BK was assigned to Mental Health and JK will catch up with her.</p> <p>Agreed.</p>	
13	Any Other Business – meeting before the end of term?	<p>There was a discussion on LAB meetings in the future ie more meetings on Teams and/or more regular, shorter catch up meetings. This will be on the Agenda for the SHCT meeting on 14 July.</p>	

		LAB member suggested a projector in the conference room to project the papers.	
14	Date of Next Meeting: <b>Wednesday, 16 September at 5.30 pm</b>		

The meeting ended at 7 pm.



Signed ....., .....

Dr J Storr, Chair of WHS LAB

Date .....16.9.20.....