



Minutes

**Dysart Local Governing Body Meeting
on 17 June 2020 at 6 pm
(Remote Meeting)**

Governors present:

Thowheetha Shaah (Chair) [TS]
Jackie Van West (Vice Chair) [JVW]
Leigh Edser (Principal) [LE]
Heini Furrer (Staff) [HF]
Rosemary Jubraj (Parent) [RJ]
Tony Williams [TW]
Carly Skilton [CS]

Also present:

Sharyn Purewal (OHCAT Management Accountant) [SP]
Emmett Murphy (Deputy Principal) [EM]
Kelly Collett (Clerk)

GQ: Governor Question

GC: Governor Comment

Ref	Title	Action
1.	Apologies for Absence There were no apologies for absence.	
2.	Welcome and Introductions TS welcomed all present.	
3.	Declarations of Interest There were no new declarations of interest made.	
4.	Constitution and Appointments	
a	Governors noted the resignation of Ellie Capuozzo as Parent governor with effect from 28 April 2020.	
b	Governors noted recruitment for a parent governor will take place in the Autumn term. RJ asked if she could have sight of the advert and letter before it is distributed to parents as she felt there was some confusion last time over whether a parent is elected or appointed. KC will pass this information onto Susanne Wicks. RJ would also like to see that the parent is recruited based on skills that are missing within the current local governing body.	KC

5.	Minutes of Last Meeting The open and confidential minutes were agreed by governors and will be signed by the chair via email.		
6.	Matters Arising Not Covered Elsewhere on the Agenda		
	i	SP reported that £1.9K was spent on a Dell Latitude computer.	
	ii	SP reported that the accounts are broken down monthly in the termly reports.	
	iii	Governors to receive the SDP at the autumn term meeting.	
	iv	TS to report back on any ideas submitted by Governors on how the Board and LGB could work better together – carried forward to the next meeting.	
	v	LE to send KC the admission procedure to be shared on GovernorHub.	LE/KC
	vi	LE to send KC the Mental Health Award handouts to be shared on GovernorHub.	LE/KC
7.	<p>Finance and Funding</p> <p><u>Management Accounts</u></p> <p>Governors received the management accounts ahead of the meeting. SP presented to governors that the school is forecasting a surplus of £40k at the end of the year. The salary costs are on target with budget at 74% and all other costs are running in line with what they should be. There are some savings that the school are seeing regarding staff related costs and premises costs, but the accounts are going to be reviewed by SP and LE over the next couple of weeks, so if there is any premises work that LE feels is needed, then they should be accommodated within the budget.</p> <p>GQ: Have we seen any additional spending because of COVID-19?</p> <p>SP: We will be doing a review of any exceptional costs that have been incurred by the school. So, for example, if there are extra therapy costs, these will all be identified as exceptional circumstances.</p> <p>SP explained that the school have 71 days of general reserves. The Trust-wide target has been reduced to 45-60 days, so the school is above the target. The school is not discouraged to spend money from the reserves. There have been a few programmes where the reserves have been used to action some costs for the students.</p> <p>LE advised that there are some projects that she would like to undertake, but due to the current situation, they have been set aside as external workers cannot be on site. She has shared a wish list with OHCAT about certain projects she would like to do and to use some of the reserve's money.</p> <p>GQ: Due to COVID-19, have there been any financial losses for the school, for example have you had to cancel trips, and what has been the impact on the catering income?</p>		

LE: In terms of trips, there was only one planned for older students. The insurance company have agreed that we should get a refund due to the circumstances. The biggest actual spend has been PPE equipment and the additional cleaning equipment to protect staff and pupils. Income wise we have not been too affected, as most of our funding is generated by pupil funding. With regards to catering, this is something I have not drilled down on yet. But we did stop using our catering supplier, and when we had smaller numbers on site, our post 14-19 students cooked for the students. We now have our caterers back in on Monday, Tuesday, Thursday, and Friday.

GQ: There has been a lot of media attention around the Free School Meal vouchers and the difficulty with being able to get these from Edenred. What has been your experience and have families had the support they need at this time?

LE: Yes, we did have a few issues at the start, but because we were one of the few schools already using Edenred within the Trust for childcare vouchers for staff. So we already had an account, we started the free school meal vouchers before they became the approved supplier for the government, but that was quite slow to start, but the school were very proactive and pre-ordered vouchers right up until the half term. We have not had any negative feedback from our families. Staff have gone out their way for the families, for example shopping for those that needed it.

GC: Well done to the school for all the extra help they have provided to families during this time.

Draft Budget 2020-21

SP presented the draft budget which was circulated to all governors prior to the meeting. She reported that the budget is still in draft subject to the approval of Trustees on 3 July 2020.

SP reported that the budget is based on 135 students which includes an additional reception class. There will be a slightly increased staff cost for next year at 76%, everything else will be in line. The school is looking to break even with the budget at £2.5k. Using the March accounts, we are looking at 70 days closing in reserves. This school's financial health grade is 'outstanding'.

SP noted the impact of the increase in Teachers' Pension contributions upon the school's budget. For 2019/2020 the EFSA funded the additional costs, but for 2020/21 it is not known yet if there will be any further funding from the EFSA. So, to balance the budget we have covered 15% of that increase from the healthy reserves which will help carry the cost of that pension increase for the staff costs.

We have assumed teacher increments are 2-point increases across the board, with 2% increase for cost of living for next year. The school is looking at some additional posts next year, due to an increase in student numbers and the extra class for next year- 6 Teaching Assistant Posts and 2 Senior Teaching Assistant Posts.

SP pointed to the information about the Service Level Agreements which shows some of the additional services that the school will be buying into next year. The recharge has increased from 5.8% to 7%. Previously, the Finance Team used to

charge £25k for producing the accounts, that has now been taken out and has now become part of core. The school is looking to break even at £2k with 78 days in reserves at the end of the year.

GQ: Are administrative staffing levels appropriate to cope with the additional workload that will be created by extra students?

LE: Yes, we are confident that the admin support is sufficient. We have very versatile staff who have the ability to expand their role to accommodate the extra workload. We also have an apprentice who is also gaining experience and expanding her role. We would not have taken on or considered extra pupils if we did not have the capacity within the admin department.

GQ: Are we satisfied with the Service Level Agreements we receive? These are high costs, and I think we should be seeing an evaluation that shows that the level of service we are getting is adequate and effective.

LE: Digital school is going really well. IT support is good, and we have 2 days a week on site support. Finance support is the support we get from SP and they have been brilliant with budget support and helping us with ways we can be more creative with the budget. They are always very quick to answer questions. I do not have an assessment document to provide you, but the whole leadership team are happy with the services we receive through the SLA's.

GC: I feel it is the responsibility of the supplier (OHCAT) to provide those sorts of assessments, showing what schools can expect from the SLA's, and targets. This then enables the school to assess the performance.

LE: This is discussed during the regular meetings with the CEO and that is where I have the opportunity to raise any concerns. If we do have any minor concerns, these are rectified very quickly. There is SLA agreements that show what they provide, that is something we could share with governors.

SP: Part of my meeting with the Headteachers involves seeing if there are any issues being experienced. I meet with the CEO monthly and I raise if the schools feel there are any issues with SLA's that they are paying for. We raise issues if the SLA is being compromised as this has a financial impact. I will take this back to my meeting about the possibility of satisfaction surveys.

JVW: I think you will find that the Service Level Agreements are robust, they outline the service that is provided and the timescales that they set to deliver these.

LE: After you have seen them, you can give me any questions and I can take these back to OHCAT.

Emmett Murphy joins the meeting.

GQ: With regards to the apprenticeship levy, how does that work given that we have an apprentice?

SP: Any training and development needs for the apprentice is met through the apprenticeship levy.

SP

	<p>GQ: Are we paying a reduced amount of levy as we employ an apprentice? I would like confirmation that we are paying the levy at the correct level.</p> <p>SP: I will get back to you on that question.</p> <p>GQ: On the costs for the SLA's, is the academy trust recharge percentage the same for all academies within the trust?</p> <p>SP: Yes, it is.</p> <p>GQ: So, there is no reward for Dysart performing as an outstanding school, both financially and from an Ofsted perspective?</p> <p>SP: The same percentage is used across the whole trust.</p> <p>GQ: If there are other schools needing more support, should we be paying the same amount, when we need less support?</p> <p>SP: The recharge covers many layers of support for all the schools. The same service is being offered to all the schools.</p> <p>GQ: On the reserves paragraph, there is an addition of the academy contributing to the general reserves of the Multi Academy Trust. What is the rationale behind this? We feel that we have not had communication from the Board to help us understand the rationale behind this.</p> <p>SP: I will provide you with some rationale for this.</p> <p>GQ: If everyone is paying one day of reserves, the fact that we have a higher amount of reserves means we are being penalised, aren't we?</p> <p>SP: Once I have confirmed the rationale, that should hopefully answer that question for you.</p> <p>GQ: Are all the school's funds kept separate?</p> <p>SP: That is still the case, the funds and reserves that belong to Dysart will remain with Dysart. No school financially benefits from another.</p>	SP
8.	<p>Principal's Report</p> <p>Governors received the report ahead of the meeting and LE welcomed comments and questions.</p> <p>GQ: Has staff sickness levels been affected by COVID-19?</p> <p>LE: Rates of sickness absence have improved. We introduced a rota system for staff to support their wellbeing which has had a positive impact on general sickness absence. We did have a couple of staff members with COVID related symptoms who were tested but the outcome was negative.</p> <p>At the request of governors, LE gave a detailed explanation of the 'bubble' system, noting that it has reduced staff anxiety and that it works very well across the school.</p>	

	<p>GQ: As staff are not working their full hours on site and working from home some of the time, are they being encouraged to upgrade their CPD and upskill themselves?</p> <p>LE: Training modules have been suggested to them via Educare for them to complete. They are also on standby, should they be needed in school. Plus, where possible they are creating resources at home. We are providing home learning for children, but we do not put pressure on children or parents to complete this. We are focused on their mental health and wellbeing and staying positive. Parents are not teachers and it is their job to parent and be happy and keep their children happy. There are no expectations put on the parents. Our curriculum lends itself really well to basic skills being continued at home. I want the parents to focus on that if the more academic stuff is proving difficult to do at home.</p> <p><i>Please see confidential minutes for discussion around the future for Dysart.</i></p> <p>School Development Plan</p> <p>LE and the Senior Leadership Team undertook to meet with TS and RJ to review the SDP</p>	LE/RJ/TW
9.	<p>Safeguarding and Wellbeing Offer</p> <p>Governors received this document ahead of the meeting.</p> <p>JVW reported that all Covid-19 annexes to the Offer have been audited so that she may report back fully to the Board on 3 July 2020. She also noted that the document is subject to continual review and update</p>	
10.	<p>Relationships and Sex Education (RSE)</p> <p>LE reported that the school has appointed a lead for RSE. What we are developing is very much in line with the safeguarding and wellbeing offer. We are creating a universal package, with information around what we do, every day for every child. It will also specify appropriate language used. There will be a targeted offer around what specific lessons we deliver, and then there will be a very specialised offer that will specify bespoke offers.</p> <p>GQ: Is there a requirement to consult with parents around the policy?</p> <p>LE: Yes, we are looking at different ways to consult with parents with the current restrictions in place, but a letter will be sent.</p> <p>GQ: Maybe we could ask parents about the terminology that will be used for body parts?</p> <p>LE: We will share with parents what language we will be using, but also welcome feedback from parents about the language that may be used in different cultures and backgrounds.</p>	
11.	<p>Equality and Diversity</p> <p>Governors received the report ahead of the meeting.</p> <p>GQ: There were no job applications from Black African/Caribbean applicants. Are we advertising in various areas?</p>	

	LE: We are looking at different advertising routes going forward.	LE
12.	Governor Visits None undertaken due to COVID-19.	
13.	Portfolio Governor Reports None undertaken due to COVID-19.	
14.	Governor Training and Development The Chair advised governors to look at GovernorHub and Educare to see what options there are for training. LE advised governors to look at the Safeguarding, Child Protection, Staff Wellbeing and FGM training on Educare. Governors advised to email LE or KC for any advice if needed.	KC/LE
15.	Policies and Procedures Governors noted the OHC&AT policies and procedures that had been approved by the board.	
16.	Any Other Business	
	i <u>School Term Dates</u> Governors approved the Dysart School term dates for the academic year 2021-22.	
	ii <u>School Vision Statement</u> Governors received this document ahead of the meeting. LE advised this will go to staff for reviewing and updating in the autumn term. There is more work that the school want to do around this. Governors agreed that they should discuss the vision statement when they meet to review the SDP in July. The clerk undertook to establish the LGB's remit with regard to the vision statement as set out in the Scheme of Delegation.	LE/RJ/TW KC
	iii <u>Mental Health and Wellbeing Strategy</u> Governors received this document ahead of the meeting and LE sought their feedback by 24 June 2020. Governors suggested that it should link into the vision statement. GC: All documentation that was provided to governors for this meeting, was impressive. The documents were very comprehensive, and I would like to say well done for what has been achieved in an exceedingly difficult time. The school have been amazing. The governors expressed they are thanks to LE and her team for all their hard work.	
17.	Dates for Future Meetings	

