



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

Virtual Meeting held on Thursday 6 May 2021 at 6.15pm

Local School Board Members

Present:

Omar Deria	(Headteacher)
Abdus Chowdhury	(Parent Representative)
Kai Kargbo	(Parent Representative)
Julian Goeghegan	(Co-opted Representative appointed by LSB)
Amy Taylor Saunders	(Co-opted Representative appointed by LSB) - Vice Chair
Nicola Manners	(Co-opted Representative appointed by LSB)
Tony Scawthorn	(Co-opted Representative appointed by Trustees) - Chair
Shaamil Sedani	(Co-opted Representative appointed by Trustees)
Raza Ali	(Co-opted Representative appointed by Trustees)
Elizabeth Millward	(Staff Representative)

Non attendance:

Simon Elliott	(Co-opted Representative appointed by LSB) - CEO
Zaakir Akhtar	(Co-opted Representative appointed by Trustees)

In attendance:

Eldon Chudley - Education Space Clerk
Delia John - Finance Officer (part attendance)
Pat Collins - Trust Director Vulnerable Students (part attendance)
Ekhlas Rahman - Deputy Headteacher
Kabir Jagwani - Assistant Headteacher
Kalsoom Iqbalk - Lead Practitioner - Maths
Sophie Morelle - Lead Practitioner - BTEC
Jillur Rahman - Lead Practitioner - Whole School MAS
Sajid Adams - Lead Practitioner - Science
Alina Khan - Lead Practitioner - Standards/NQTs

Table of Actions

Ref	Action	By whom	Date to complete
247	1. Delia John would find out how much the school would receive back in exam fees and report back to the next LSB.	Delia John	Next LSB
	2. Chair of LSB to raise representations to the DfE regarding claiming back COVID-19 costs.	Chair LSB	Next LSB
250	1. Chair of LSB would check the outstanding trust policies for the next LSB.	Chair LSB	Next LSB
251	1. Headteacher would provide persistent absence data to the next meeting.	Headteacher	Next LSB
252a	1. Headteacher to add additional bullet points to be added to paragraph 5 relating to inappropriate cyberbullying or inappropriate online conduct outside school and review dates added to the policies.	Headteacher	Two weeks of meeting
252b	1. Headteacher to add additional bullet point to paragraph 4 relating to cyberbullying of staff and how to report this. Add to bullet point 5 at the end of bullet point "care should be taken with the content of emails - add "in relation to possible Freedom of Information requests."	Headteacher	Two weeks of meeting

PART A - NON CONFIDENTIAL

244. APOLOGIES FOR ABSENCE

Apologies for absence were received and condoned for Zaakir Akhtar.

245. DECLARATIONS OF INTEREST

No declarations of interest were reported.

246. MEMBERSHIP

The Chair welcomed Kai Kargbo and Raza Ali to the meeting and Elizabeth Millward who had returned from maternity leave.

247. TERMLY BUDGET MONITORING (ENCLOSURE B)

The meeting varied the order of business as set out on the agenda and discussed agenda number 6 after agenda item 3.

The meeting was provided with the TCS Budget Monitoring Report for period 7(enclosure B3), TCS Cash Flow Forecast updated on 6 April 2021 (enclosure B2) and Finance Report (enclosure B1).

The meeting noted the notable variances with the Finance Report and explanations provided including: additional COVID-19 costs, extra I.T. needing to be purchased, reduced high needs funding (I03) due to less pupils, invoices paid for last financial year's work paid this year and 2 extra support staff recruited who had not been budgeted for.

It was noted that whilst the projected year end overspend was £72,671 this may be less at year end and that the school was in a good financial position.

Current position regarding finances were noted as follows:

● Total revenue income 2020/21	£12,259,469 (credit)
● Total revenue expenditure 2020/21	£12,268,845 (debit)
● In year revenue balance	£9,376 (debit)
● Revenue balance B/Fwd from 2019/20	£164,032 (credit)
● Revenue balance C/Fwd from 2019/20	£154,656 (credit)
● Total Income	£28,131 (credit)
● Capital Balance C/Fwd 2019/20	£82,719 (debit)
● Total Capital Expenditure 2020/21	£240,000 (debit)
● In Year Revenue	£115,918 (overspend)
● Year End position	£72,671 (overspend)

Local School Board Questions

1. *When would the school find out how much the school would receive back in relation to exam fees?* It was not yet known how much the school would receive back. There would still be some costs to the exam boards for the issuing of certificates.

2. *What was happening regarding the catering contract and the additional payments that had been paid?* There had been some discussions regarding the catering contract, however, the additional payments had been made.

3. *Would the same contractor be used again for catering?* The catering contract was arranged centrally. When renewing the contract it was important that lessons were learnt from the current contract.

4. *Would the school receive any support from the trust regarding costs towards E03 (Education Support Staff) and E05 (Administration and Clerical costs)?* The school would not receive additional support, however, the Headteacher had had discussions with the CFO. The school had approximately 5 teaching apprentices and the school received £30,000 from the trust and the cost of the apprentices was virtually zero cost to the school.

5. *Would the school receive funds from the DfE in relation to COVID-19 costs and if so how much?* The school would only receive a fraction back from the DfE in COVID-19 costs.

6. *Could the trust make representations to the DfE regarding COVID-19 costs?* The Chair could raise this through the trust.

7. *Should the school pay for certain COVID-19 costs as due to PFI, the school rents the building?* This had been referred to the DfE, so it was possible that the school may receive some funds back.

ACTION:

1. Delia John would find out how much the school would receive back in exam fees and report back to the next LSB.

2. Chair of LSB to raise representations to the DfE regarding claiming back COVID-19 costs.

Delia John left the meeting at 5.43pm.

248. LEAD PRACTITIONERS UPDATE

The meeting received presentations from a number of lead practitioners and the following was noted:

a. Maths

The meeting noted that work had taken place to provide students with curriculum booklets for Maths and Statistics. Over 150 Maths booklets had been created and 80 statistic booklets.

The meeting was informed that once the booklets had been issued, the use of the booklets would be monitored and performance measures were in place to support staff.

There was a MAS excellence club for Maths which was well resourced and used well.

b. BTEC

The meeting was informed that in Year 10, there would be 5 subjects next year and much work had taken place in the development of the BTECs.

It was important that BTECs record tracking was good and a clinic was held once per week on data tracking.

Rewards was an important area and the golden ticket could now be converted to currency to enable students to be able to gain items with their rewards. It was noted that "Pizza Friday" had been introduced whereby a student would be selected to have a pizza for themselves and their family. The school was currently trialling a new way of rewarding with Year 7 and if successful would be used across the school.

c. Whole School MAS

It was noted how MAS for Pathway X and A was delivered in the school in order to provide a challenging curriculum for students and regular liaison took place with the Heads of Department.

There were Excellence Clubs held for Year 7,8 and 9 and LG mentoring for Year 10. Interim results and targets for students were scrutinised with interventions provided as appropriate.

d. Science

It was noted that the Lead Practitioner oversaw MAS in Science for Year 7 to 10 and that Science booklets had been developed.

An Excellence Club was run and staff tracked students to ensure that higher level students were challenged.

A Biology curriculum booklet across all pathways had been developed and would shortly be circulated across the school.

e. Standards/NQTs

It was noted that standard booklets and powerpoints were regularly quality assessed.

Team meetings were held twice per week to ensure consistency across the school.

The role oversees NQTs across the school and issues would be addressed as these arose and mini CPD sessions would be provided if required.

Local School Board Questions

1. *How would the standardisation of subject booklets work?* The standardisation of booklets commenced with the new curriculum at FGCS. Good practice was examined in the school and at other schools. The booklets were a way of capturing ways to teach, for example, helping to focus science teachers whereby less of the lesson comprised of the teacher talking. Standardisation had helped to create a course outline and provide a resource for high quality teaching.
2. *How has the subject booklets been implemented to the wider teacher group?* The booklet ensures that teachers have a good quality teaching resource to use.

The Chair thanked the Lead Practitioners for their presentations who left the meeting at 7.05pm.

249. RP UPDATE

The meeting received an TCS Inclusion report from Pat Collins (Trust Director Vulnerable Students) and the following was noted:

- The meeting noted the Vulnerable Student Data Dashboard. Progress 8 for K students was -0.2 and for EHCP students was +0.25 which were good results.

- It was noted that the school was moving to become an outstanding school.
- It was reported there was a slight decrease in the Authority funding levels and a reduction in the number of ECHPs.
- There were some ongoing issues with regard to the TA support provided which was being addressed and that all parts of the ECHP needed to be addressed.
- The RP was deemed as inadequate in terms of outcomes, curriculum and teaching and learning by two independent inspections from experts. There had been historic issues around Local Authority placement to the provision and the school had appealed to the Secretary of State and met with members of SEND and Education Boards to raise concerns. It was noted that the Local Authority had been judged to be inadequate at its most recent inspection.
- The RP provision was being revamped with new team members, creating an outstanding curriculum and ensuring the appropriate students were on roll. Students within RP would become more involved with school
- There were 20 students in RP, 15 who had an EHCP and 5 were in the process of gaining an EHCP. There were 16 staff members in the RP.
- The meeting noted that all students were Pathway S and could not follow the national curriculum.
- A number of outstanding schools had been consulted and kindly shared their resources and methods for curriculum development.
- KOs were tailored for each student from a list of highly developed KOs that run from K1 - national curriculum. The meeting noted personalised key objectives.
- The meeting noted that the next steps included: staffing, training and the curriculum.

Local School Board Questions

1. *Were ECHP being processed slower due to COVID-19?* There was a new Head of SEND and Education in LB Newham and ECHPs were now being completed faster.
2. *Should all students commence secondary school with an ECHP if the student needed one?* This was happening more now with students transitioning from primary to secondary. It was noted that another specialist school was in the pipeline for Newham. The meeting was informed that the RP at TCS was not a special school and the trust and Pat Collins were ensuring that the Authority understood this and did not send students with a higher level of needs to the RP.

The Chair thanked Pat Collins for his presentation who left the meeting at 7.30pm.

250. MINUTES OF THE MEETING HELD ON 11 MARCH 2021

The minutes of the meeting held on 11 March 2021 were agreed and would be signed as an accurate record of the meeting.

Review of Actions:

Minute 232 - Action 1 - Complete.

Minute 234 - Action 1 - Complete.

Minute 234 - Action 2 - Complete.

Minute 234 - Action 3 - Complete.

Minute 236 - Action 1 - Complete.

Minute 236 - Action 2 - Complete.

Minute 237 - Action 1 - Complete.

Minute 239 - Action 1 - Chair of LSB would check the outstanding trust policies.

Action: Chair of LSB would check the outstanding trust policies for the next LSB.

251. RECEIVING THE HEADTEACHER'S REPORT (ENCLOSURE C)

The meeting received the report of the Headteacher which included updates on: Year 11 final teacher assessments focused for half term, new classroom layout, SDP Update, staff update, school calendar and handbook update, pastoral update, exclusion update, quality of teaching and learning assemblies which was noted.

An item was reported as a confidential item.

Local School Board Questions

1. How were teaching staff finding the return to school from remote learning? It had been a challenging period for staff delivering remote learning and it was noted that DPR had proved very successful over this period to support online learning. Staff had adjusted well to being back at school.

2. Had remote learning ceased for all groups now that students had returned to school? Students who were isolating in the UK could join remote lessons and use DPR. Countries that were on the red lists with students did not access remote learning and were marked as unauthorised absence.

3. Was there any particular theme for staff leaving the school? There was no particular reason and staff left for a variety of reasons.

4. How was attendance at the school now that students were back in school? For Spring 2 attendance was 92.62% which was lower and showed that COVID-19 had impacted. Online attendance had been between 85-90%. Some students were still abroad in red list countries and could not be taken off roll.

5. What was TCS capacity to teach students following the re-opening of schools? The school was able to take all students and it was noted some were self isolating.

6. Would changes be made to the school attendance policy following COVID-19? The Authority was currently not fining parents regarding poor attendance. Home visits to students were still taking place to students where appropriate.

7. Could the Headteacher provide more data regarding persistent absence to the next LSB? The Headteacher could provide persistent absence data to the next meeting.

ACTION

1. Headteacher could provide persistent absence data to the next meeting.

252. POLICIES

a) E Safety Policy (Students) - (enclosure d)

The E Safety Policy (Students) was scrutinised by the LSB which was a new policy.

Decision: The E Safety Policy (Students) was agreed subject to an additional bullet point to be added to paragraph 5 relating to inappropriate cyberbullying or inappropriate online conduct outside school and review dates added to the policies.

ACTION:

1. **Headteacher to add an additional bullet point to paragraph 5 relating to inappropriate cyberbullying or inappropriate online conduct outside school and review dates added to the policies.**

b) E Safety Policy (Staff) - (enclosure e)

The E Safety Policy (Staff) was scrutinised by the LSB which was a new policy.

Local School Board Questions

1. How did the E Safety Policy (Staff) link to staff sanctions and disciplinary policy?

It is linked through the Staff Code of Conduct.

2. How would for example, it be picked up if a staff member had access to a student's personal mobile number or email? The school had software that ran in the background which would flag up safeguarding issues.

Decision: The E Safety Policy (Staff) was agreed subject to minor amendment.

It was noted that the next review date was May 2024.

ACTION:

1. **Headteacher to add an additional bullet point to paragraph 4 relating to cyberbullying of staff and how to report this and add to bullet point 5 at the end of bullet point "care should be taken with the content of emails" - add "in relation to possible Freedom of Information requests."**

253. GOVERNOR TRAINING

No governor training was reported.

254. ANY OTHER BUSINESS

No any other business was reported.

255. DATE OF NEXT MEETING

The next meeting would take place on the 24 June 2021 at 6.15pm to be held remotely.

Meeting closed at 8.07pm.