



## The Blue Tangerine Federation

7.00pm Thursday 21 May 2020 via Zoom

### Full Governing Body MINUTES

**Present:** Rachel Andrew (RA), Anthony Bruton (AB), , Poppy Choudhury (PC), Parris Williams (PW), Debbie Dorman (DD), Ruth Hammerson (RH), Claire Kelvin (CK), Stephen Houlton-Allen (SHA), Josh Pollard (JP), Andy Summerskill (AS), Ros Wood (RW, Chair)

**Not Present:** Paul Morgan (PM).

**In Attendance:** Huw Bucknell – HB, Head of School, Forest House Education Centre  
 Jamie Caple – JC, Head of School, St Luke’s  
 Manda Sides – MS, Head of Operations, St Luke’s  
 Pam Stocks - PS, Head of School, Collett  
 Tracey Norris – HfL Clerk

**Due to the recent school closure enforced by the government in response to the coronavirus outbreak, this meeting was held remotely via Zoom**

Agenda item		Action
1.	<b>To receive apologies and approve absences</b> The chair welcomed everyone to the meeting. PM was not present.	
2.	<b>To declare any conflict of interest</b> None declared.	
3.	<b>To approve the minutes of the previous meeting</b> The minutes of the previous meeting held on 18 March 2020 were approved as an accurate record of the meeting and would be signed and filed in the school office at the earliest opportunity.	
4.	<b>To consider matters arising from the minutes</b> a. Draft letter to Simon Newland: sent	
5.	<b>To note any other business</b> There were no items of other business.	
6.	<b>Resources Update</b> MS had uploaded the following documents in advance of the meeting and had taken questions separately from the finance link governor who had scrutinised the reports: <ul style="list-style-type: none"> <li>▪ Budget summary for each school (what was predicted at the beginning of the year, revised in January and then final)</li> <li>▪ Budget profiles</li> </ul>	

- Budget summary report prepared by SBM
- Proposed budget for each school (CFR: 20120/21 – 2024/25)

a. **Year-end outturn 2019/20: COLLETT**

- Predicted in year deficit of £30,895 was revised in January to a predicted in year deficit of £36,506 but the actual year end position was a carry forward of £156,104.
- There are some committed expenses which have been accrued into 2020/21 which leave a variance of £119,598.
- A meeting had been arranged with FSS Manager, Cheryl Faint, to understand why this had happened, and whether it was possible to more accurately predict HCC funding going forward. This scenario had happened last year.
- Additional income had been received from:
  - Additional LA funding: £46,607
  - Additional PP funding: £9,941
  - Other grants and payments: £94,034
  - Redundancy payment reimbursement: £15,783.
- Underspend of some R&M projects. These projects are now taking place in May half term (toilet refurbishment, fire system upgrade).
- More income from staff absence insurance.
- Overspend on agency staff £16,500 against budget of £16,000.
- Long term sick, TA left so covered with agency staff.
- **Q Has the agency budget been increased in 2020/21 to reflect this?** No but the staffing budget has increased (higher headcount) which should mean that cover can be provided in-house
- The school was in a far more secure financial position than had been expected, the fluctuations in income made financial budgeting virtually impossible.
- Some staff had left in January and were not replaced thereby reduced staffing costs.
- FSS had identified some issues with coding but this would not affect the bottom line.
- Last two weeks of school's financial year was closed because of Covid-19.
- MS expected that she would have to do more monitoring than she currently undertook to support the FSS function. The FSS adviser had been absent for much of last year.

**St Luke's (including FHEC)**

- Predicted in-year deficit had originally been £67,138, the revised estimate in January was for a lower in-year deficit of £7,744 and the actual position was an in-year surplus of £54,370. Committed funds/accruals amounted to £8,000 leaving a variance of £46,626.
- Cheryl Faint (FSS) had been asked to look into this as well. Her report had not yet been received.
- Additional unbudgeted income (since January 2020) included:
  - Additional LA funding £149,396
  - Additional PP funding: £12,000
  - Additional staff insurance income: £12,500.
- CLA numbers – were not included in budget share but we do have them.

- Some spending didn't happen because of Covid-19 closure.
- Additional FSM grant not expected.
- **Governors stressed the increased risk for the school having unknown income. It was hoped that the FSS review might provide some reconciliation, and some lessons learnt to prevent this happening again in future years.**
- SHA expressed his ongoing frustration, as executive head, difficult decisions had been made last year and money hadn't been spent on certain projects/resources/staffing which could have supported T&L/pupil experience.
- Some R&M projects planned at Easter have been put back to May half term.

**b. Proposed budget 2020/21**

**Collett**

- Capital projects have been put straight into capital budget to simplify report.
- Have to submit two years to HCC.
- Assumptions made:
  - Electricity and gas, inflationary increase included.
  - Pupil numbers: not set to increase.
  - Teachers' pension grant and pay grant: only in for one year.
  - Estimate of teachers pay (2.5%) /non teachers' pay rate increases (3%)
  - All teachers must be on minimum pay grade of £30,000 by 2025.
  - Capital Bid to HCC for boiler and water pipes: turned down in 2019, re-submitted in March 2020. There was a temporary boiler in place. The school would need to start saving for this: £300,000. Putting aside £75,000 per annum.
  - Projected c/f 23,000 for 2020/21 (at safe staffing levels)
  - Into deficit in 2021/22.
- **Q staff absence insurances?** Long term absence 5days+ in place and then self-insure for any other short term absence.
- Other schools do a mixture of insurance policy and self-insure.
- **Q legality of governors approving a deficit budget?** Advice had been taken from HfL Governance team.

**Governors approved the proposed budget for Collett** and thanked MS for her detailed reports.

**St Luke's (including Forest House Education Centre)**

- MS explained the budget assumptions, a two year budget proposal was required to be submitted to HCC:
  - Pupil numbers were not set to increase.
  - Teachers' pension grant would continue in 2020/21 only.
  - Teachers' pay grants would continue in 2020/21 only.
  - Worse case (most expensive scenario) for teacher's pay scales/pay rises has been included (ie assume all teachers move up the pay scale that can and that the requirement that all teachers achieve minimum wage of £30,000 is met).
  - Teachers' pension rate of 23.68%
  - Support staff pay awards of 3% in 2020, 2.75% in 2021, 2.5% in 2022.
  - Support staff pension rate 24.3%
  - Utility inflation rates applied to E16 (energy) of 12.38% in 2020/21,

	<p>6.06% in 2021/22 and 5.21% applied in 2022/23.</p> <ul style="list-style-type: none"> <li>▪ Predicted in year deficit in 2020/21 of £390,000 to fulfil safe staffing ratios.</li> <li>▪ At the previous meeting, governors had agreed that safe staffing levels at St Luke’s was a matter of priority and that 18 more TAs should be recruited.</li> <li>▪ Another teacher was required at Forest House Education Centre.</li> <li>▪ MS explained that even if no changes were made to the current staffing structure the school would still have a deficit budget.</li> <li>▪ FHEC was running at a £101,000 annual deficit (it was funded directly by HCC through St Luke’s budget shared to a value of £294,000).</li> </ul> <p><b>Governors were unanimous that safe staffing needed to be achieved and were prepared to apply for a deficit license on this basis.</b></p> <ul style="list-style-type: none"> <li>▪ The fragility of the school’s budget position had been well documented and the chair of governors had written to Simon Newland, HCC in October 2019 and April 2020 to alert him to the situation.</li> <li>▪ The lack of financial sustainability was an on-going topic of discussion at the school’s Finance Action Group which had been set up by HCC.</li> </ul> <p>c. <b>MTFP (Medium term financial plan)</b></p> <ul style="list-style-type: none"> <li>▪ Noted.</li> </ul>	
7.	<p><b>Bank Mandate</b></p> <p>The governors considered the Barclays Corporate Customer Agreement and any other documentation which the Bank has provided and <b>resolved</b> that it will:</p> <ul style="list-style-type: none"> <li>▪ Re-confirm the appointment of Barclays as the school bankers; and</li> <li>▪ Cancel the School’s existing mandates to the Bank (except in relation to cheques and other instructions given before the Bank receives this resolution).</li> </ul> <p><b>For St Luke’s School</b></p> <p>The Governors authorise any individual named in section 2 of the Mandate (<b>namely; Stephen Hoult-Allen, Manda Sides, Jamie Caple</b>) (an “authorised person”) either individually or, if relevant with other authorised person(s) in accordance with Section 3 of the Mandate to:</p> <ol style="list-style-type: none"> <li>i) Enter into any transaction or agreements with the Bank whatsoever, subject to the Bank’s right to request separate evidence of due authorisation in respect of any specific transaction or agreements as determined by the Bank;</li> <li>ii) Give instructions concerning the operation of the School’s Bank Accounts and otherwise communicate with the Bank in each case in writing or verbally, in accordance with the Barclays Corporate Customer Agreement; and</li> <li>iii) Register the School for the Bank’s online and telephone banking services.</li> </ol> <p><b>For Collett School</b></p> <p>The Governors authorise any individual named in section 2 of the Mandate (<b>namely; Stephen Hoult-Allen, Manda Sides, Pam Stocks</b>) (an “authorised person”) either individually or, if relevant with other authorised person(s) in accordance with Section 3 of the Mandate to:</p> <ol style="list-style-type: none"> <li>i) Enter into any transaction or agreements with the Bank whatsoever, subject to the Bank’s right to request separate evidence of due authorisation in respect of any specific transaction or agreements as determined by the Bank;</li> </ol>	

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8.	<p><b>HCC Commissioned Reports re pupil banding</b></p> <p>A review was undertaken by HCC in November 2019 and the reports had finally been received by the school in April 2020 and had been circulated in advance of the meeting. The reports supported the school's view that per pupil banding which the school's received was not adequate to meet the needs of the pupils which were now more complex than had previously been the case:</p> <ul style="list-style-type: none"> <li>▪ More support was needed on SLD band</li> <li>▪ The school was underfunded on average by 1.5 bands per pupil.</li> </ul> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>▪ Tania Rawles (HCC) had suggested another peer review for FHEC. SHA was concerned that this would be more focused on the lease/rental arrangements with NHS England than on the educational provision for the pupils. This was currently on-hold due to the Covid-19 lockdown.</li> <li>▪ There was no date in the diary for the next Finance Action Group meeting.</li> <li>▪ Governors were awaiting HCC's direction.</li> </ul> <p><b>Governors agreed to continue with recruitment to ensure safe staffing levels</b> and noted that interviews would take place next week for a head of lower school at St Luke's, and that adverts were live for a one year temporary placement at Collett and a teaching post at FHEC.</p>	
9.	<p><b>Heads of School Update</b></p> <p><b>Collett School: Pam Stocks provided the following update:</b></p> <ul style="list-style-type: none"> <li>▪ 11 x key worker children currently in school.</li> <li>▪ Skeleton staff in place.</li> <li>▪ 4 x teachers had been tested positive for Covid-19 and been very unwell, 1 x still recovering.</li> <li>▪ There was pressure from external agencies to take on more children.</li> <li>▪ Daily updates coming in from HCC/Government.</li> <li>▪ Meal vouchers scheme had been time consuming and difficult to process.</li> <li>▪ Home learning was a mixture of daily Zoom sessions and on-line work.</li> <li>▪ Some Collett parents were really struggling.</li> <li>▪ Transition problems were being encountered for Y11 moving on to college.</li> <li>▪ Government plans to re-open schools on 1 June for Reception/Y1/Y6 applied to mainstream schools only. SEN settings had more flexibility.</li> <li>▪ HCC risk assessment had been received by school today. PS expected to continue to offer key worker children spaces from 1 June.</li> <li>▪ Expectation that staff would begin to return to work from this date.</li> <li>▪ A survey had been sent to staff today – to establish their personal position. The</li> </ul>	

school would ask for medical evidence from staff who were not able to return to work.

- A survey had been sent to parents about when they would like pupils to start. The initial indication was that 39 children were ready to return to school (c30% of the school).
- PS was working on a rota to support secure “bubbles” of 3/4 pupils.
- Transport issues had not yet been addressed.
- Staff meeting was planned on 1 June.
- **Q why only 3 or 4 in a bubble?** This was the recommendation from Government. With older children it might be possible to increase size. Intimate care issues.
- **Q waiting for announcement at end of May?** 1 June staff will be back, having 11 key workers back and planning to expand the following week.
- **Q were cleaning resources in place?** Yes and risk assessment done. High frequency areas will be priority. Cleaners have adapted the cleaning schedule, surfaces/light switches etc. Deep cleans in areas not recently used. Wipes in every classroom/toilets. PPE equipment had been purchased.
- Guidance updates were being received daily.
- Unions were also in discussions with HCC/DfE about staff conditions.
- Risk assessment was being followed which made the school look very different.
- There was some building work on-going, these logistics would need to be addressed.
- Unions were encouraging staff to refuse to participate in planning. School leaders confirmed the expectation that staff should return to school once risk assessment in place (unless they were in a vulnerable group).
- **Q Transport at Collett?** Some pupil have been given one to one transport, depends on areas and area leads.

**St Luke’s School: Jamie Caple provided the following update:**

- Plans were in place to open from 1 June.
- The change in hours (as per the consultation) had been introduced, 9-3pm.
- 5 zones within site had been created each with a different drop of site/toilets/outside areas. Keeping doors propped open.
- Bubbles of not more than 10 pupils would be maintained. 40 children were expected on 1 June.
- Rota in place by tomorrow. Staff were happy with risk assessments and steps put in place to protect them and were positive about returning to work.
- Transport: County will work with school to devise new transportation groups (to mirror bubbles).
- No crossover in corridors/dining room. Meals will be eaten in the classroom.
- Risks: minimized as much as possible.
- JC has cross referenced his risk assessment plans with that sent out by HCC.
- Individual resource packs were being prepared for each pupils. It would not be possible to keep the children 2 meters apart but they will be as far apart as possible. .
- PPE would be available in each zone.
- Staff training would take place.
- The school plan would reflect and adjust in response to changing guidance.
- **Q what were the isolation protocols if there was a case?** Would contact PH England and follow their advice. Lots of practical guidance already.
- **Q were there enough toilets for each bubble?** 5 areas each with own toilet

	<p>facilities.</p> <ul style="list-style-type: none"> <li>Phase two: the school could expand to 10 bubbles and still provide a separate toilet for each bubble.</li> </ul> <p><b>Forest House Education Centre: Huw Bucknell provide the following update:</b></p> <ul style="list-style-type: none"> <li>Zoom lessons were being offered for day patients.</li> <li>Preparations were in place to return to site.</li> <li>Science had been ok.</li> <li>Phone call every day to pupils.</li> <li>Enough information had been collated to ensure assessment data could be sent to the exam boards.</li> <li>The school would be split into day pupils' space and unit children.</li> <li>Staffing was low: One is shielding and one is self-isolating which leaves only HB.</li> <li>HB was able to support maths and humanities.</li> <li>9 pupils were expected from the unit and they would attend in the mornings and HB was hopeful that a generalised curriculum offering could be maintained.</li> <li>Day pupil would attend in the afternoon.</li> <li>May need an additional pair of hands – supply.</li> </ul>	
10.	<p><b>Safeguarding Matters</b></p> <p>Josh Pollard provided the following safeguarding update:</p> <ul style="list-style-type: none"> <li>HCC had reviewed school procedures and were happy with processes in place, see email from JP circulated to governors in advance of the meeting.</li> <li>JP was in regular contact with all parents. These calls were being logged.</li> <li>Sharing information with HCC.</li> <li><b>Q were there any concerns?</b> Social care have been inundated during this time, but receptive. Had to demand support.</li> <li>All pupils in need were receiving support.</li> <li><b>Q Longer term: would it be possible for CP team to report about the provision in place?</b> Will ask CP liaison officer to prepare something.</li> <li>Safeguarding policy was approved via email.</li> </ul>	
11.	<p><b>Policy Review</b></p> <p>None due at this time.</p>	
12.	<p><b>Governor Matters</b></p> <p>Governors would continue to have individual conversations with staff. Any questions could be posted on Governor Hub or sent directly to SHA/MS. RW would visit the school after 1 June. Governors were invited to support the interviews planned for next week: SHA Would send out the timetable.</p>	
13.	<p><b>Any other business</b></p> <p>RW thanked all members of the Blue Tangerine Federation for their continuing support and enthusiasm for the individual schools during this time.</p>	
14.	<p><b>Date of next meeting</b></p> <p>Monday 29 June: either via Zoom or at school.</p>	