

RAINHAM MARK EDUCATION TRUST - Company No. 07654628

MINUTES OF TWYDALL INTERIM ADVISORY BOARD
HELD ON 8 JULY 20 AT 4PM

PRESENT:

A Bovis	Trustee
S Decker (CEO)	Trustee
N Goodall	Trustee
C Lane	Trustee
T Whittaker (Chair)	Trustee
C Logan	Twydall Headteacher
M Horton	Twydall Vice Chair
M Prenter	Twydall Co-opted Governor

IN ATTENDANCE:

M Brighton	Chief Financial Officer
C Collyer	Clerk

Item	Main discussions and agreed actions	Action by/when
Procedural- Part 1		
1	Welcome and Apologies The Chair welcomed everyone to the meeting. Apologies had been received from S Mason (work). M Prenter & C Lane advised they would be joining later (work) and post meeting apologies received from R Lawrence (work) & M Green (personal).	
2	Declarations of interest There were no new declaration of business interests	
3	Notification of items to be discussed under AOB	
	1. Meeting dates & times 2. Statement on website	
4	Minutes of previous meeting	
	4.1 The minutes were agreed as a true and accurate record and Chair would sign the minutes when he was able to visit school.	
Business Management		
5	Income & expenditure	
	5.1 The Finance monitoring pair had met with the CFO and HT to review costs and the CFO presented the highlights: <ol style="list-style-type: none"> 1. There was a £109k overspend of which £30k were Covid related expenses such as additional software. 2. 30 laptops had been purchased for families in need and would be returned to the school for refurbishment and the IT suite. 3. The HT and CFO would submit a claim for reimbursement from the Education & Skills Funding Agency (EFSA). This brought overspend down to the expected level £79k. Trustees asked what the £79k related to and the CFO explained it was for support staff costs to support children in need as top up funding from the Local Authority (LA) had been withdrawn. The HT advised that many activities previously paid for by the LA had now been cut. Trustees asked if 	HT, CFO

SIGNED _____

DATED _____

MINUTES OF TWYDALL INTERIM ADVISORY BOARD
HELD ON 8 JULY 20 AT 4PM

		<p>this had been accrued for and the CFO explained that they had only accrued for what they thought they would receive. Trustees asked if the LA had a formula for reimbursement and the CFO advised they were very rigid about what they would fund and cover during break time wasn't eligible. The HT advised this reduction in funding was affecting all schools. Trustees queried whether a co-ordinated challenge to the LA would get results and the CFO explained they had been challenged by many schools but there just wasn't the money and because Twydall had spaces in their High Needs allocation the LA wouldn't provide any further funding.</p> <p>The Chair invited feedback from the monitoring pair who flagged the boiler and the future funding as areas of concern. The school needed a revised Ofsted judgement to increase numbers on roll. There was also a concern about the level of control on spend. The HT explained that the boiler wasn't fit for purpose and to replace it would cost circa £30k. The CFO recommended putting in a Capital Improvement Fund (CIF) application as this met the criteria and Governors questioned the lead time for this. The CFO explained bids had to be submitted by November and outcomes notified in March (or later in June). The earliest installation of a new boiler would be next summer. Trustees asked if a new boiler could be purchased and then reclaim the cost and the CFO said no.</p>	
	A Bovis joined the meeting 16.20		
		<p>Trustees probed whether the boiler would function during winter and the HT expressed her concern about whether it would provide hot water and heating. Trustees enquired whether the cost could be capitalised over 10 years - £3k per annum - as to be without reliable hot water and heating during winter was unacceptable. The CFO clarified that whether the cost was capitalised or not, the school didn't have the funds to do this. Trustees noted that if the boiler failed, then the school would have to close. The CFO explained this would then fall under emergency funding. The Chair directed the HT, NG and MH to cost out a viable replacement and bring to the trustee meeting on 15 July to review potential funding options and trust assets.</p>	HT, NG, MH
6	Accounting officer checks		
	6.1	The HT and CFO confirmed all the accounting officer checks had been completed.	
7	Approve budget forecast and staffing structure – this item was deemed confidential and minuted separately		
		MP joined at 16.57 , the Chair gave a brief summary and the CFO left meeting 16.59	
School Improvement			
8	HT's Report (copy filed with minutes)		

SIGNED _____

DATED _____

MINUTES OF TWYDALL INTERIM ADVISORY BOARD
HELD ON 8 JULY 20 AT 4PM

8.1	<p>The Chair acknowledged there had been a miscommunication to the governors on the location of the HT's report so invited the HT to share any highlights:</p> <ol style="list-style-type: none"> 1. Students on roll were 450 not 520 2. Attendance data was based on 10 sessions 3. Rainbow proposal had been created by HT and SLT (copy filed with minutes) and now included in the return curriculum. School wouldn't be staggering arrival times now that they can take children straight to the outside door of each classroom. 4. Term 1 – Humanities would be removed and replaced with mindfulness sessions 5. Staff are building a pandemic register as part of transition to note bereavements, loss of jobs and creating an overview the community. 6. Maths testing for Yr 5's was underway to assess knowledge gaps. <p>The Chair thanked the HT for such a comprehensive and outstanding document which reflected the care and ethos of the trust and school. On behalf of the board, he congratulated the HT and her team, for the huge improvement in pupil attendance, reduction in staff anxiety and efforts of staff both in and outside of school. It was very impressive and they done an extraordinary job. The CEO added his praise agreeing wholeheartedly that the focus on children's wellbeing had to be paramount.</p> <p>The meeting supported the HT's recommendation to end the academic year on the Friday afternoon, so staff could have 2.5 days to concentrate on planning the mindfulness curriculum for the return in September.</p> <p>The HT requested that one of the Read, Write, Inc inset days in September be held over to January when the session could be delivered face to face. The meeting agreed this recommendation.</p>	
9	Review exclusion figures for the year	
9.1	See HT's report – 1 child excluded but Covid 19 had interrupted the alternative provision	
10	Approve request for change to end of term school dates	
10.1	Approved – see 8.1	
11	Performance management report for support staff	
11.1	All support staff performance reviews had been completed and uploaded onto Blue Sky. However, the support staff cycle was Apr – March.	
Governance		
12	Future governance	

SIGNED _____

DATED _____

**MINUTES OF TWYDALL INTERIM ADVISORY BOARD
HELD ON 8 JULY 20 AT 4PM**

	12.1	The Chair drew attention to the desire to revert back to the LGB as soon as possible. There needed to be sufficient governor numbers to do this and for the pandemic to be over. He advised that although he would be standing down as trust chair at the end of the academic year, he was willing, if required, to continue as Chair of the IAB until the LGB was re-instated. Both Trustees and Governors present expressed their agreement with this proposal and agreed that a minimum of 7 governors, with the right skill set, were required and the reinstatement progress would be reviewed in Term 1	Clerk
13	Approach to monitoring pairs going forward		
	13.1	The meeting agreed to start to re-engage with monitoring pairs and the safeguarding visit to take place before the end of the academic year. There was currently a gap on PDBWB which would be reviewed at the trust board.	Safeguarding Governor Clerk
Policies & risk registers			
14	1	Governance, H&S and Staff risk registers would be added to Term 1 meeting.	Clerk
Procedural			
15	AOB		
	15.1	Meeting dates were approved subject to trust board approval	
	15.2	A statement to be draft by L Bunting (Primary Clerk) to go on the school website explaining that the IAB had been introduced, due to low governor numbers, to support the school through the Covid period and aimed to re-establish the LGB at the earliest opportunity	LB
16	Confidentiality		
	16.1	There was one item of a confidential nature	
There being no further business the meeting closed at 5.30pm. Date of next meeting: 6 October 2020 5.30pm			

ACTION LOG

Name	Item	Action Log	By when
HT, CFO	5.1	Submit refund request to ESFA re Covid expenses	Term 1
HT, MH, NG	5.1	Meet to review options for new boiler	Immediately
Clerk	12.1	Add reinstatement of LGB to Term 1 agenda	Term 1
Safeguarding Governor, Clerk	13.1	Complete safeguarding visit and add PDBWB monitoring capacity to trust board agenda	Immediately
Clerk	14.1	Add governance, H&S and staff risk registers to Term 1 agenda	Term 1
L Bunting	15.2	Draft and add statement to school website regarding IAB	Immediately

SIGNED _____

DATED _____