

RAINHAM MARK EDUCATION TRUST - Company No. 07654628

**MINUTES OF TWYDALL INTERIM ADVISORY BOARD
HELD ON 2 FEBRUARY 2021 6.00PM – Virtual Meeting**

PRESENT:	A Bovis	Trustee
	S Decker (CEO)	Trustee
	N Goodall	Trustee
	C Lane	Trustee
	S Mason	Trustee
	R Lawrence	Trustee
	T Whittaker (Chair)	Trustee
	C Logan	Headteacher
	L Heffernan	Co-opted Governor
	M Horton (Vice Chair)	Co-opted Governor
	M Norris	Co-opted Governor
	M Prenter	Co-opted Governor
	S Chowdhury	Co-opted Governor
	K Shersby	Co-opted Governor
	K Slane	Co-opted Governor
	G Simpson	Staff Governor
	N Purser	Staff Governor
	A Alchin	Parent Governor
	K James	Parent Governor
IN ATTENDANCE:	M Brighton	Chief Financial Officer
	C Bailey	Clerk

Item	Main Discussions and agreed actions	Action/When
Procedural		
1	The Chair welcomed everyone to the meeting. Due notice had been given and the meeting was quorate. There were apologies from Shakir Chowdhury, Liam Heffernan, Kim Shersby, which were accepted.	
2	Declarations of Business Interest	
	2.1 There were no new declarations of interest.	
3	Notifications of items to be discussed under AOB	
	3.1 A confidential item was due to be discussed as part of the Financial Review under AOB and staff governors were requested to leave the meeting at that point.	
4	Minutes of the previous meeting of 30 November 2020 and signing thereof	
	4.1 The minutes were agreed as a true and accurate record. The Chair will sign the minutes electronically.	
5	Matters arising not covered by this agenda and update on actions	
	5.1 The Chair reviewed the Actions. There was nothing further to add.	
Updates		
6	Governor Membership Updates	
	6.1 The Chair advised the DBS checks for the new governors had been completed.	

Signature:



6.2	<p>The Chair stated that Twydall was currently managed by an Interim Advisory Board. The LGB had recruited new governors who had now joined and as such, arrangements should be made to revert back to an LGB rather than an Interim Advisory Board with Trustees present. Until that time, Trustees are invited to continue to attend, which would allow new governors to be mentored to help gain experience. Thereafter, voting rights will return to the LGB only. The Chair proposed that the Board transition to an LGB from 7th June 2021. All governors and Trustees agreed to move to an LGB with effect from this date.</p>	
6.3	<p>All new joiners must completed the induction pack provided. The following mentoring pairs were agreed:</p> <ul style="list-style-type: none"> • K Slane – S Mason • K Shersby – M Prenter • L Heffernan – M Horton • M Norris – T Whittaker • S Chowdhury – C Lane • K James - R Lawrence • A Alchin – A Bovis 	
6.4	<p>With regards monitoring pairs:</p> <ul style="list-style-type: none"> • K Slane – Quality of Education with S Mason • K Shersby – Health & Safety / Pupil Premium with M Prenter • L Heffernan – Pupil Premium with M Horton • M Norris – Quality of Leadership and Management with T Whittaker • S Chowdhury – Quality of Education with C Lane • A Alchin – Finance with A Bovis • K Slane/K James – Personal Development, Behaviour & Welfare with R Lawrence • N Purser – Finance with C Lane <p>Action: Mentoring governors will liaise with new governors over the next month and liaise with the HT if school tours are required.</p>	All governors
6.5	<p>Governors wishing to undertake a monitoring visit should liaise with D Butler in school. The week commencing 22nd February was likely to be a good time.</p>	
7	Trust Update	
7.1	<p>The CEO noted the following:</p> <ol style="list-style-type: none"> 1. Adam Reed's notes had been uploaded to GovernorHub. Governor training had been organised for 16th December. 2. RMET support had been shared, and it had been useful to see what support was required each term. 3. The Data Protection Impact Assessment which had been conducted by the Trust had been uploaded to GovernorHub. 4. RMGS HT recruitment was ongoing, with interviews taking place on 8th and 9th February. 	

		<p>5. A new full time Clerk – Melanie Greener – had been appointed.</p> <p>6. Governance issues at Twydall have been resolved and a transition planned.</p> <p>7. The CEO was impressed with the continued work and positive feedback at Twydall and gave thanks for continued hard work under pressure.</p>	
8	Clerk Updates		
	8.1	There were no updates from the Clerk.	
Business Management			
9	Income & Expenditure Report/Review Budget		
	9.1	The finance reports had been provided on GovernorHub prior to the meeting. The CFO noted that there had not been a meeting with the finance monitoring pair this term. Providing a financial forecast had been difficult due to the changing situation. There was likely to be a reduction in income from lettings and from the Sunshine Club. There had been an increase in staff costs due to COVID-19 bubbles. At present, a small surplus was being forecast but it was likely that the finances would break even.	
	9.2	<p>It is likely that high need funding places are likely to be reduced, though the Local Authority have appealed the decision. The high need funding places are currently at 17 places, a decrease from 22 places four years ago. It was agreed last year to retain 17 places and for the school to take pupils with ASD but no ASD pupils have been directed to the school and this is unlikely whilst the school is not a “good” school.</p> <p>Chris Sewell at Medway Local Authority has requested that the school modify its provision to allow respite provision for a two year fixed term. Two empty classrooms and existing experienced staff could be utilised for 17 students from other schools to attend for a six week period, for which schools would pay £3,000 for each student. This is likely if the school gains a “good” Ofsted grade. The CEO said this request had been discussed with Trustees. Governors queried the costings and resulting income from the provision and the CFO advised that it be developed to ensure financial viability for the school. The CFO advised that this request was time limited as the Local Authority will have found other provision by September.</p>	
	9.3	The CFO advised that CIF bids had been submitted to apply for funding for the replacement of most of the school roof and to replace the oil-fired boiler which is currently turned off. The cost of both projects is significant and it is recommended that the school make a 10% contribution towards costs to ensure they are best placed for the bid to be accepted. Twydall may need Trust support to meet the 10% contribution. The boiler costs may be supported through the use of an interest free loan. Governors discussed the large costs for a replacement boiler and queried the likelihood of being successful with the boiler bid. The CFO said the bid was good and, if it is not successful now, an emergency bid will have to be	

		submitted when the boiler fails. Governors asked when the result of the bid is likely to be received. The CFO said that the results would normally be received by the end of March but is likely to be delayed.	
	9.4	Governors questioned the SIP telephones. The CFO said a service charge will be payable but the overall cost will be reduced.	
10	Accounting Officer Checks		
	10.1	The HT confirmed these had been completed, signed and dated.	
11	Premises Update		
	11.1	The premises update had been provided as part of the finance and HT's reports. In summary, the failure of the boiler had resulted in the nursery and YrR being relocated to the upper school, with the lower school remaining empty. Medway Hub were operating out of the old junior school entrance.	
School Improvement			
12	HT Report		
	12.1	<p>The HT introduced her report which had previously been shared on GovernorHub:</p> <ol style="list-style-type: none"> 1. Painting of the external buildings was underway. 2. The Risk Assessments had been updated within the school. 3. Safeguarding continues to be a challenge. 42% of pupils receive free school meals, though there are more pupils whose families are just about managing. 4. Remote therapies are ongoing with counsellors and social workers still attending site. All are undertaking lateral flow tests. 5. A zero tolerance in relation to poor behaviour remains. One Yr5 pupil has been responsible for the majority of exclusions, and the family are receiving support. 6. Following a parent survey, 95% of parents said they would recommend the school to others which is a huge increase on four years ago. 7. The data drop has taken place but it is difficult to monitor due to the ongoing situation. Engagement with learning is being monitored with pupils either submitting assignments and/or attending live lessons. Those who are not engaging are contacted. 8. The school has distributed over 100 laptops. KS2 use MS Teams and KS1 use Tapestry which has pre-recorded lessons available. Staff delivery of remote lessons has been excellent. Staff have embraced online CPD and midyear appraisals will continue. 9. The class bubbles continue to grow, with 60 pupils attending school over the course of a week. A rota system is in place for support staff attending school. 10. The rainbow curriculum is in place, pupil monitoring is ongoing with phone calls to parents. 	
	12.2	Governors questioned how the school's attainment and progress statistics compared against other schools. The HT said this was unknown at present.	

	12.3	Governors asked whether end of year predictions could be utilised instead of milestones , which would allow the use of year on year data comparison. The HT said that they utilise end of year predictions as noted before Christmas and, as the cohorts vary from year to year, comparisons would be difficult. Ofsted had suggested using milestones after their monitoring visit.	
	12.4	Governors queried whether staff absences had increased. The HT said the school had very low staff absence rates since the beginning of the pandemic.	
	12.5	The CEO queried the GAP analysis and the HT suggested that a precis would be more beneficial. Governors thanked the school team for their hard and continuous work.	
13	Review of School Development Plan		
	13.1	The HT confirmed that there had been no changes since the last meeting due to COVID-19.	
	13.2	While no trips or visits were planned for the current academic year, a Yr6 activity week was being planned, with a drama group attendance being planned for other years.	
14	Monitoring Visit Reports (School Improvement)		
	14.1	No monitoring visits had taken place.	
Policies & Risk Register			
15	Policies		
	15.1	There were no policies to be updated.	
	15.2	Governors queried the remote learning policy and the need for pupils to spend so much time online. It was discussed that pupils should have the opportunity to undertake work away from their screens during the school day in recognition of the fact that they are spending so much time on a screen outside of school hours. The HT said that the school were encouraging pupils to undertake learning projects that are not via a screen.	
16	Review Risk Register		
	16.1	A Governor confirmed that a safeguarding visit had been undertaken and the Risk Register will be reviewed at the next LGB.	
Governance / Procedural			
17	Governor Training Update & CPD Mid-Year Review		
	17.1	Training records had been updated on GovernorHub. Training dates for March will be sent out. Medway Local Authority had DfE funding for supporting more vulnerable pupils so there will be a HT/Governor briefing in the future. Action: The Clerk will post training dates on GovernorHub.	Clerk
	17.2	Governors had undertaken the HT performance review, which the CEO confirmed had been approved at Trust level. The HT had agreed new targets and the information will be up loaded to BlueSky to be authorised.	
18	Any Other Urgent Business		
	18.1	<u>Financial Challenges</u> - Due to the confidential nature of the discussions, the staff governors were asked to leave the meeting. G	

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		Simpson and N Purser left the meeting. This item is considered confidential.	
19		Confidentiality	
	19.1	Any Other Urgent Business - Financial Challenges (Sections 18.2 – 18.7) was considered to be confidential.	
20		Impact of Governance/Governors KPIs	
	20.1	The following challenges were evidence of the impact of the governors: <ul style="list-style-type: none"> • Financial viability • Home schooling • Attainment and progress scores • Rainbow curriculum and its success going forwards • Benefits of screen time and considerations of length of screen time 	
		Meeting ended 19.45 Date of next meeting: 16.03.21	



ACTION LOG

Item	Action	Who/when	Update
6.4	Mentoring governors will liaise with new governors over the next month and liaise with the HT if school tours are required.	Governors	
17.1	The Clerk will post training dates on GovernorHub.	Clerk	
18.7	Action in Confidential Minutes	M Prenter, M Horton, M Norris	