

**MINUTES**  
**NIGHTINGALE COMMUNITY ACADEMY**  
**LOCAL GOVERNING BODY (LGB) MEETING**  
**22<sup>nd</sup> JUNE 2020 AT 5.30 PM**

**Present:** Barbara McIntosh, Chair (BM)  
Andre Bailey, Principal (AB)  
Chiara Lane, Governor (CL)  
Peter Truesdale, Vice Chair (PT)  
Gaynor Barnard, Staff Governor (GB)  
Shamani Wathsala, Governor (SW)

**In attendance:** Sharyn Purewal, Management Accountant (SP)  
Jimmy Brownell, Assistant Principal (JB)  
Adam Bowman, Governor Designate (AB)  
Kelly Collett, Clerk

**1. Welcome and Introductions**

The Chair welcomed all present.

**2. Apologies for Absence**

Angela Morrison and Kaye Woodcock were not present.

**3. Declarations of Interest**

No declarations of interest were made.

**4. Constitution and Appointments**

Governors noted that Adam Bowman will be appointed by the Board of Trustees on 3 July 2020 and will take on the Safeguarding Portfolio role.

**5. Minutes of Last Meeting**

The minutes were approved subject to one small amendment to be made by the clerk.

**6. Matters Arising**

Governors undertook to contact the school to arrange a portfolio visit and acknowledge that meetings may need to take place via telephone until restrictions are lifted.

**7. Performance Data/Curriculum Update**

AB described the targets that will be put in place from September 2020. He explained that the boys can achieve accreditation earlier in their school career; Previously they were only able to receive accreditation in Key Stage 4, but they

are now able to do this in Key Stage 3. The school have been successfully doing this for the last 18 months and it gives the boys experience of sitting exams and builds their confidence.

AB presented performance data to the governors and highlighted achievements and concerns arising from the data. AB assured the governors that any concerns that have arisen are being addressed. AB advised that the Puma and Pira testing that the school are undertaking helps to identify any gaps in the pupil's learning. AB reported that the Key Stage 4 cohort are showing good progress, and the school are anticipating improved outcomes next year. There is still work to be done, but the cohort seem to be set and ready to engage in the exam process next year. BM asked how pupils not coming into school during the lockdown are managing with their home learning and AB said that some have engaged a little bit, but they have found it difficult. AB stated numbers were increasing of pupils attending school.

BM asked if there were any extra resources available to help those children who have fallen behind to catch up. AB advised that the government have mentioned more funding to help with using tutoring to aid catch up. AB will investigate this further when any information becomes available. He is concerned that this may not be suitable for Nightingale's pupils as they may not engage with a tutor they do not know.

## **8. Principal's Report**

AB presented his report to which had been circulated ahead of the meeting. Matters discussed are detailed below.

AB explained that the increase in numbers to 106 has been a real positive. The school are seeing referrals from further afield due to the improved reputation of the school. The children that are being referred are those that the school can accommodate and meet their needs.

### Finance

The school have had some extraordinary costs arising from Covid-19. The Government guidance suggests that the school will not be able to claim back extra costs.

### Recruitment

Lots of work has been undertaken in this area, and the school now have a nearly full permanent team. The school have recruited high quality new staff members

### Attendance

Attendance has been good. The school have managed to provide a service for vulnerable children throughout the lockdown and AB commended the extremely hard work and dedication of staff in the support they have given.

### Covid-19 Lockdown

Parents have been incredibly supportive of the school and have been happy with what the school have been able to do for them. The school have tried to support

as many families as possible, through weekly phone calls and some home visits. Support is continually monitored and reviewed.

#### Staff CPD

Staff have accessed an online CPD package from home so that they have been able to continue their own professional development. Feedback from this will be collated in September 2020. The school are keen to develop their own teachers, with four staff members to commence the DET (Diploma in Education Training) in September 2020.

#### Funding

The school have raised £25k for the Farm from personal donors. The new beds are being used to grow salads and fruits which are being eaten by the school through the kitchen.

#### Leavers and Destinations

Most of the Year 6 are staying in school to move to Year 7. Some of the Year 13 pupils will remain at NCA until December 2020, so that the school can secure a destination for them.

#### Extra-Curricular Activities

Each year group is getting something every term that is enriching the curriculum that is being delivered to them, whether that is a sports activity or theatre visit.

#### Sixth Form Offer

The sixth form is now being opened more widely as the school feels there will be an increase in numbers. Most of the Year 11 students are moving into the sixth form. The offer for the sixth form has now a new City and Guilds accreditation available in the vocational offer, and a much stronger teaching team in the core subjects. BM noted that the sixth form seems to be showing a much healthier picture for the future.

PT thanked AB for his incredibly detailed and well-presented report. AB stated that his priority in the past was developing a curriculum from the ground up, and after deciding how to measure the curriculum, the school had to get themselves in a position where they could analyse and report on the data, which doesn't happen quickly. The school had to look at various testing and analysing options. AB undertook to provide regular reports to Governors.

### **9. Risk Assessment**

JB presented the risk assessment which had been circulated prior to the meeting.

JB explained that OHCAT sent initial guidance and a template when lockdown first began. The document continues to adjust and change regularly. When the country was on higher alert, the school had reduced staffing and cohort. The school have worked quickly to get everyone working online. Microsoft teams were set up quickly. The school focused on the children that are attending school getting into a routine of washing their hands regularly. There are different

entrances and exits to the building. There have been no obstacles prohibiting the school from running.

JB advised that the pupils are very aware of the need for regular and thorough handwashing. In the primary part of the school, the children need regular reminders. The staff have taken the responsibility of regularly wiping down equipment, tables and door handles etc.

BM asked if any staff or pupils must wear PPE? JB said they have no pupils or staff that are high risk, so the staff have felt they have no need to wear PPE. There have been no Covid-19 related sickness absences to date. AB asked what the contingency plan is if there is a spread of the virus in one of the classes/bubbles and AB explained that the first thing would be the self-isolation of that child, their family and whoever has been in contact with that child. With the size of the school, they would be able to close that part of the building down for a full deep clean. AB will be undertaking a BAME risk assessment which will be shared with Governors.

## **10. Finance and Funding**

### **A. Management Accounts**

SP presented the accounts which Governors had received ahead of the meeting. SP explained that the April accounts show that the school is forecasting a £15k deficit. The May accounts are forecasting a break-even position by year-end. Salary costs are in-line with the budget at 74%; as of April, this is coming in at 73%. At the start of the year the school started with 5 days in reserves and are currently at 7 and looking to finish the year with 14 days in reserves. The policy is that the schools are required to have 45-60 days in reserves. The school is building on their days, so this is good news. PT commented that the increase in number of days in reserves is very welcome, and that it is something the school need to continue with.

PT sought an update on the finances of the Farm and SP reported that a lot of work has been done to investigate how the Farm operates and to analyse the costs and income. For example, school feeding projects and hatching programmes. So far there has been an income of £3.5k.

### **B. Draft Budget 2020-21**

SP reported that the school are looking at an operational budget of £199k before depreciation, then after depreciation that will go down to £6k. The movement in reserves next year increasing to £126k, will increase the days in reserves to 24 next year. The budget has been set at 112 students. The financial health grade of the school is 'outstanding'. The school is financially rag rated as a 'red' school, but the school are confident they will be 'Amber' this time next year. The staffing costs have increased to 76% for next year. AB and SP have had many meetings around building the budget. The assumptions have been very cautionary. The shared service agreements that the school have bought into have a flat fee of 7% across the board. The management accounts are now part of the core cost. SP stated

the school have not had an upgrade on their IT equipment, so they have built in £20k for any updates. Plus, £50k has been put in for any additional works, for example a new drive for access to the farm. SP explained a safe assumption has been made in terms of what the school may need next year. PT asked that it seems clear that the government may make cuts to taxes to protect the economy, has the academy trust thought of what policy use will be set for a possible windfall? SP stated she cannot answer that at this time and would need to investigate further. PT stated that this could be a substantial amount of money, so some thought should be put into the possibility of this. AB expressed that there could also be reduction in school funding, so the school will be focusing on building the padding in reserves, so that should that happen the school are able to meet staffing costs etc. PT said that he thinks it is important the Trust investigates this, and SP undertook to investigate this further.

## **11. Safeguarding and Wellbeing Offer**

AB tabled this document and presented a summary of the Offer. He flagged that the following is being delivered:

- Welfare Checks.
- Risk Assessments.
- Weekly updates to families.
- Social and Wellbeing Session with the therapeutic team.
- DSL's attending weekly OHCAT forums.
- Additional staff for the primary school, as they have good attendance in the primary school throughout the pandemic.
- Staffing structure and rota has changed throughout the pandemic to a rota system. This is now beginning to return to a fully staffed offer. The majority of staff will be starting to attend school every day.
- Approximately 20 members of staff were trained in Mental Health First Aid training, enabling them to provide help and support to children and families.
- Communication log used in Sims.

The targeted provision includes the following:

- Free school meal vouchers for those who qualified for the government scheme with Edenred.
- If extra support was needed for those who did not qualify, the school were happy to help.
- Milk vouchers were distributed.
- Food was donated by chefs in schools.
- Distributed food that the children were enjoying during the day, there were opportunities for children to take food home with them

PT asked if there were any issues with the voucher scheme Edenred? AB confirmed there had been, but the school decided to go shopping and deliver food themselves to the vulnerable families, until the voucher scheme was properly up and running. The catering staff refused to supply hot meals for the children during the first two weeks and were only offering sandwiches. The school decided that this was not sufficient and shopped and cooked the food themselves, as fortunately three members of staff hold the Health and Safety certification that is

needed. After this as it was unsustainable, NCA bought cooked food in from another school kitchen who offered to support. AB was then able to negotiate with 'Chefs in Schools' who have been amazing and have come in twice a day as volunteers preparing meals for the week that staff have reheated for the pupils. AB reported that he has given notice on the existing catering contract. The boys seem to be eating better and making good choices. The school are looking at new catering contracts and will be looking to use the Farm produce.

## **12. Relationships and Sex Education (RSE)**

AB stated that central government have delayed this until Summer 2021, so consideration of this item was deferred to next meeting.

## **13. Equality and Diversity Report**

JB presented the report in detail to Governors. From 2017/2018 the objectives began to tie in with the school development plan. All objectives must link to the SDP to make the document relevant. The document is revised every three years, the school are now working on new objectives. The school will ensure British Values are addressed. The school will also focus on accepting and promoting differences across the school. Pupil voice will also be key in addressing equality and diversity. The school will also be ensuring that all staff are positive role models. BM expressed the view that it does feel that progress is being made.

## **14. Governor Visits/Portfolio Visits**

Governors received the following portfolio reports before the meeting:

- Ethos, Vision and Strategy
- HR & Organisational Development

Governors received the following reports after the meeting:

- Finance
- Teaching and Learning.

## **15. Governor Training and Development**

None undertaken to Covid-19.

## **16. Policies and Procedures**

Governors noted the OHC&AT policies and procedures that had been approved by the Board in April 2020, all of which were available on GovernorHub.

## **17. Dates of Future Meetings**

Governors agreed the following dates for next year's meetings:

23 November 2020

22 March 2021

21 June 2021.

AB will email governors to agree a date and time of the Pay Committee meeting for the Autumn term 2020.

The meeting closed at 7.55pm.

**Signed:** \_\_\_\_\_ (Chair, LGB)

**Date:** \_\_\_\_\_

<b>Item</b>	<b>Action</b>	<b>Allocated to</b>
<b>5.</b>	Clerk to make change to previous minutes.	<b>Clerk</b>
<b>6.</b>	Governors to arrange future portfolio visits either in person or remotely.	<b>ALL</b>
<b>10.</b>	SP to investigate the possibility of the government offering tax cuts and how the trust will address this.	<b>SP</b>
<b>12.</b>	RSE deferred to next meeting.	<b>AB</b>
<b>17.</b>	AB to email governors to arrange pay committee date.	<b>AB</b>