



PRIVATE AND CONFIDENTIAL LAURUS BOARD OF TRUSTEES

Date: 02.04.2020
Time: 9.30 – 12.00

Venue: Microsoft Teams

Clerk: N Burgess

Present: C Fisher, L Elias, P Benton, T Little, R Kumar, D Kershaw, J Crombleholme, D Brown, L Woolley, C Nevin, V Horsfield, W Mason

In attendance: L Magrath, D Woolley, M Vevers, G Theobold

| Action | Initials |
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| Inform the Clerk of any changes to the Register of Business interests | All |
| Addition to the safeguarding policy to be circulated to all staff | Heads of School |
| To review the position relating to the staff on the Coronavirus Job Retention scheme | All |
| To communicate thanks, on behalf of Trustees, to all staff across the Trust | LM |

| Agenda – Part 1 | | | |
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| Category | Item | Notes | Action |
| 1 | Apologies | Apologies were received from R Clare. | |
| | AOB items | | |
| | Register of interests | Please inform the clerk of any changes to the records held. | |
| | Part 1 Minutes | <p>Minutes of the meeting held on 7th February 2020 were approved as an accurate record of the meeting.</p> <p><u>Actions</u> A copy of the Powerpoint presentation by DW was added to Trust Governor The Governance Guide is still being finalised and will be on all websites across the MAT Register of Business Interests was updated by the clerk The GDPR and Privacy policy was made more prominent on all websites across the Trust MV sent out Link Trustee visit guidance Survey done to all Trustees and Academy Committee governors regarding Trust Governor.</p> | |

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| <p style="text-align: center;">2</p> | <p style="text-align: center;">Trust Response to Covid 19</p> | <p style="text-align: center;">Risk assessment</p> | <p>Guidance for Governing Bodies issued by NGA was circulated prior to the meeting. It was agreed that any emergency decisions which needed to be undertaken during the period of lockdown could be delegated to a small group of Trustees. This group would only be used in the case of emergency and then all decisions would be reported back to all Trustees. In terms of finance any decisions requiring approval could be done by email as an audit trail.</p> <p>Updated Safeguarding policy was presented to Trustees. This guidance is an addendum to the existing Safeguarding policy in response to Covid-19 and forms part of the risk assessment. KCSIE still applies in all schools with the addition of the new guidance. Once agreed by Trustees the policy will be implemented immediately and will be issued to all staff. Trustees <u>approved</u> the updated policy relating to Covid-19.</p> <p>Q – What guidance has been issued to staff when using Teams? Information was sent to all staff at the start of lockdown relating to Teams lessons. Camera should be off until the lesson starts, student cameras all default to off, there will always be 2 members of staff in the lesson and the teacher is the last person to exit Teams.</p> <p>Q What is the policy around online bullying as Teams could present an opportunity for online bullying? Guidance to students has been made really clear that normal school rules apply and sanctions will be issued accordingly. Staff are monitoring very closely.</p> <p>Q If there are very small classes in Sixth Form what happens if there is only 1 student and 1 teacher? There will always be 2 members of staff present in every teams lesson.</p> <p>Vulnerable children and children of key workers are still attending school in small numbers and will continue to do so over the Easter holidays. Trustees were informed that there was always a First Aider and Designated Safeguarding Lead in school. Parents of our vulnerable students who are at home receive a call at least once a week, if after the call staff have any concerns there will be a home visit.</p> <p>Q – How do you know if the call has been valid? A follow up call would be made the next day and if there were still concerns there would then be a home</p> | |
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| | | | <p>visit. Pastoral staff know the students well and are able to identify if there are any concerns. Lots of families already have social care in place and involvement of other agencies.</p> <p>Q – Who makes the calls? Head of year or SEND team make the calls and can refer to DSL if there are any concerns.</p> <p>In terms of EHCP students some of these students are attending school. For those at home members of the SEND team contact them at least once a week.</p> <p>For Young Carers their Head of Year makes a weekly phone call.</p> <p>Normal reporting procedures are still in place, via CPOMS, If any member of staff has any concerns. This will continue after the Easter break when lessons commence via Teams, if staff have any concerns they will report. Communication to parents is that staff are still available to support and if they have any issues or concerns they should contact their child’s Head of Year.</p> <p>Recruitment of staff will continue remotely whilst still observing Safer Recruitment and Safer Working Practice guidelines.</p> <p>Two Covid-19 Trust Risk Registers were issued to Trustees prior to the meeting. One for Trust individual schools and one for pooling schools. The risk registers were formulated using guidance available from Public Health England and Local Authorities. Trustees approved both Risk Registers.</p> <p>A daily risk assessment is undertaken in each school before any students arrive. On arrival students are directed to wash their hands and to maintain social distancing. Students are not in school uniform to allow for washing clothes at the end of each day.</p> <p>Pooling schools was discussed and there have been no issues so far. Currently CHHS and HGHS students are attending LCH. All three schools are kept totally separate.</p> <p>Trustees offered their thanks to staff for the reassurance provided by the comprehensive risk registers in a constantly evolving situation.</p> | |
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| | | | <p>Q – What is happening with A Level and GCSE qualifications for students? Still waiting for guidance, which is believed to be due imminently, and this will be communicated to students and their parents and carers as soon as is known.</p> <p>It is also not yet know if the current year 9 students will be awarded a grade or will have to sit their exam in the autumn term.</p> <p>Q – How has this affected Teaching School? For the 19/20 cohort DfE guidance is that QTS can be awarded if, using professional judgement, the Associate Teacher would have been on trajectory on their final placement. As these teachers will have missed part of their training year they will require more support in their NQT year.</p> <p>In terms of recruitment for 2020/2021 to date there are 20 Secondary places and 5 offers and 9 primary places and 1 offer.</p> | |
| | | <p>Coronavirus Job Retention Scheme – employee furlough discussion</p> | <p>For Sports Centre staff, wraparound care at primary schools and catering at HGHS the income is generated from non-public funds such as community use or funds from parents.</p> <p>The staff in these areas are eligible for the Coronavirus Job Retention Scheme. The Government pay 80% of the salary and the employee is furloughed. The Trust is proposing to furlough staff in the 3 areas and to pay the additional 20% of their salaries. The loss of income for 3 months could be in the region of £300,000 and if the staff were furloughed £60,000 could be recouped without the employees being affected. There would also be some savings made as currently there is no stock and resources being used or purchased, no overtime, lunch duties or exam invigilation to pay. TL undertook to flag up the potential loss of income with A Law and mitigate where possible.</p> <p>WM sought approval from the DfE to be allowed to pay the additional 20% of salaries. Trustees <u>approved</u> the decision to furlough the staff and to review again in 3 months at the summer term meeting.</p> | |

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| | | <p>Trustees were given a detailed explanation of the home learning which is currently being offered across the Trust.</p> <p>Q Thank you for all you have done. Are there any concerns around anything which is not currently working?</p> <p>Nothing at present. Staff are being trained to deliver lessons on Teams and testing is taking place with the hope of building a timetable after the Easter holidays. There have been some very positive comments from parents offering their thanks for the provision so far.</p> <p>It was discussed that it was a completely different way of working for both staff and students to adapt to and that it is essential for there to be a balance between online lessons and work away from screens whilst still keeping the students engaged and learning.</p> <p>Trustees offered their thanks to all staff for their hard work and the way in which they are responding and adapting to a rapidly changing situation. Trustees asked LM to convey thanks on their behalf.</p> | |
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Learning From Home

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| 3 | Estates | Planned works (pre Covid-19) | <p>Trustees were issued with a programme of works planned across the Trust, including essential repairs and maintenance.</p> <p>Projects in red are a priority for each school to be completed by September 2020. Each project has an approximate cost against it and was discussed at the Audit, Finance and Resources Committee meeting in December 2019. The Library and Entrance costs at HGHS are funded by LFET. The amount School Condition Allocation Funding is not yet known but this funding will be used towards the projects shown as priority. The Trust had received written confirmation of the funding but not the specific amount allocated.</p> <p>It was noted that the contractors replacing the fire alarm system at Gorsey Bank had withdrawn and that this could be the case for many contractors during the period of lockdown.</p> <p>Trustees approved to go ahead with essential health and safety work where possible.</p> <p>Q – What about the cash flow if the funding is not received in time? The Trust has reserves which can be used and replenished when the funding is received.</p> <p>Q – What about deferring the works until the summer when the current situation may be clearer? Schools need to book the work in now with contractors to be able to guarantee their availability over the summer. There will also be an issue with contractors able to source materials.</p> <p>It was agreed to prioritise H&S aspects and then proceed with the works planned as much as possible in the current circumstances using best judgement and due diligence.</p> | |
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| 4 | Finance | Review DfE Revenue Funding Settlement for next academic year if available Hazel Grove | Allocation of pupil grant funding was presented to Trustees reflecting the funding received for 2019/20 and the allocation for 2020/21. Trustees noted the disparity between the local authority funding allocations. In addition Trustees were shown an increase in funding received for HGHS, £457,760. This was due to a successful business case relating to estimate funding for incorrect student numbers and a correction of errors submitted in the 2019 school census. | |
| 5 | Policies | Trust Level policies due for review | The following list of policies were approved by Trustees: Careers policy Family Leave policy Managing Stress policy Capability policy Guest and Visitor Wifi AUP Employee Health and Wellbeing policy Discretionary policy Emergency Safeguarding Procedures Primary Emergency Safeguarding Procedures Secondary | |
| | AOB | | There were no additional items of business. | |
| | Meeting Dates: | TBM 5 – 06/05/2020 TBM 6 – 08/07/2020 | | |

Agenda – Part 2

The press and members of the public to be excluded from the meeting at this point under 2003 (school governance procedures) (education) regulations because of the confidential nature of the business to be transacted.

| Category | Item | Notes | Action |
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| 1 | | | |
| 2 | AOB | | |

Impact of Meeting / Key Outcomes

An update to the Safeguarding policy, specific to Covid-19 was approved.

Essential H&S works across the Trust were approved to go ahead and to proceed with other planned works where possible.

A number of policies were approved

Trustees were given a detailed breakdown of the home learning provision and the move to live lessons on Microsoft Teams.