



MINUTES – LOCAL ADVISORY BOARD

Date: 30th March 2021

Venue: Virtual Meeting via Microsoft Teams

Time: 18:00

Attendance:			
LAB Members	Category	LAB Members	Category
Dan Blagg (DB)	Parent	Victoria Robinson (VR)	Community
Geoff Bryan (GB)	Community	John Robinson (JR)	Community
Ian Burgess (IB)	Chair	Mangala Sekhar (MS)	Community
Gillian Cullen (GC)	Parent	Rachel Surch (RS)	Head Teacher
Kathryn Hopes (KH)	Community	Others	
James Lee (JL)	Deputy Head	Emma Maddison (EM)	Clerk
Sally Love (SL)	Parent	Kathy Clarke (KC)	Presentation
Zoe Norman	Staff	Benedick Ashmore-Short	TPAT CEO
Jackie Peterson (JP)	Community (SBM)	Fred Child (FC)	Chair of Trustees

1	Opening
	<p>Introduction from new TPAT CEO – Benedick Ashmore- Short:</p> <p>The Chair opened the meeting by welcoming the LAB and new TPAT CEO Benedick Ashmore-Short.</p> <p>Benedick thanked the Chair for the introduction adding that he wanted to extend his thanks to Red Oaks colleagues and LAB members for their contribution to the impressive journey that Red Oaks has taken.</p> <p>Benedick continued that the LAB is a vital cog in the governance structure and provides an important link between the School and the Trust and he thanked the LAB for their ongoing support.</p> <p>Benedick then summarised his career history in teaching which has spanned two decades and went on to explain his hopes and ambitions for the Trust adding that the Trust Board is at a pivotal point with four schools and the potential to grow with a 3-5 year strategic plan.</p> <p>There were no questions from LAB members. The Chair thanked Benedick for the introduction adding that he would be very welcome to attend any future meetings. Benedick extended his thanks again to the LAB adding that their service is hugely appreciated.</p>

Presentation – Mental Health and Wellbeing with Kathy Clarke (SENDCo):

In advance of the meeting Kathy had shared her action plan for the Carnegie Mental Health award 2020-21 as well as some 'Wellbeing and Nurture photos' with the LAB. Kathy explained::

Please also find six montage photos of our wonderful hut and new garden including some of the resources which have been made and some of the creative activities which are typical in the ELSA provision.

Children have been involved with the bulb planting and Lindsey (ELSA) has vegetable seeds on order arriving any day now to plant some veg with them too.

There are also photos of some of the well-being provision class teachers are offering to our pupils and some of the things we are doing to support staff well-being.

Kathy began her presentation by explaining that she wanted to update the LAB on some key issues including stakeholder engagement (staff, parents, pupils and LAB).

Staff Mental Health Survey:

Kathy advised the LAB that she had just undertaken the Staff Mental Health Survey which was linked to mental health awareness competencies. Kathy added that staff were given paid time to undertake it and there had been 100% completion rate.

Kathy read out the survey questions which included 'I can share concerns which affect my mental health' and 'my self-care is encouraged'. Answers were scored 1-5 and there were also boxes for comments. KC continued that she will now convert the responses to Excel and prepare for evaluation.

KC continued that there will be some Educational Psychology training through the National College on the 11th May which will then be followed up with collective problem solving which then using follow up data will hopefully see an improvement where issues have been identified.

Pupil Wellbeing Survey:

KC continued that following a survey in October 2020 a second survey is now being undertaken. Kathy explained that this is not anonymous so any issues can be identified and support offered. It will be Years 2-6 with Year 1 undertaking the survey as a whole class.

KC will then analyse results and drill down into the detail to establish who is vulnerable or if children need ELSA support or a referral into CAMHS or Trailblazer.

KC shared some data from Swindon CAMHS to illustrate how Mental Health had been affected during the Pandemic.

Parent Wellbeing Survey:

KC continued that a survey will also go to parents which will be anonymous. This will be via Google Forms. The school can then see what support it can offer or signpost Parents to. KC added that the school is also considering buying into the Parent Support Advice Service.

LAB Member Wellbeing Survey:

Kathy then talked about the survey for the LAB Members adding that she and Ian had discussed the mental health challenges of the role. KC continued that the school wants the LAB, who are volunteers, to feel valued. This survey will also be anonymous, again via Google Forms.

	<p>KC invited any suggestions from the LAB as to what the Parent & LAB Member survey might look like.</p> <p>KC concluded her presentation and invited questions.</p> <p>KH commented that the team are doing a brilliant job with the survey.</p> <p>The Chair thanked KC for her work and presentation adding that the LAB has a genuine concern about everyone's Mental Health and that it will continue to be an agenda item for the Carnegie Award. The Chair advised the LAB that he had an ELSA and Pastoral role summary to share also which he would send to the Clerk:</p> <p>Action: Chair to send Clerk ELSA Information to share with LAB.</p> <p>FC added that Kathy's dedication is fantastic. and that there's not enough understanding on mental health so it's very relevant. FC asked Kathy to keep up the good work. Kathy concluded her presentation by sharing a very relaxing breathing exercise with the LAB!</p>
1.1	<p>Welcome & Apologies:</p> <p>The Chair welcomed the LAB to its seventh virtual meeting. All LAB Members were present. SL apologised that due to a prior commitment that she would need to leave the meeting at 7pm.</p>
1.2	<p>Declarations of Interest or Conflicts in Agenda Items:</p> <p>There were no declarations or conflicts of interest in any agenda items.</p>
1.3	<p>Notification of Items of AOB:</p> <p>Trust Update from Fred Child – Chair of Trustees.</p>
1.4	<p>Adoption of Previous Minutes:</p> <p>The Chair invited adoption of the Minutes from the previous LAB meeting on 26th January 2021.</p> <p>The LAB agreed the Minutes as an accurate record of the meeting. This was proposed by JR and seconded by GC. The Minutes were signed by the Chair.</p>
1.5	<p>Review Outstanding Actions:</p> <p>There are 2 outstanding action from the LAB meeting on 26th January 2021</p> <p>Action: Governors to arrange photo for ID Badge once school open -Deferred</p> <p>Action: Arrange Focus Days & Presentation Themes (beyond April) – Deferred (The Chair advised he would be updating on this at item: 4.2)</p>

2	Performance, Standards & Behaviour	
	2.1	<p>Head Teacher’s Report - including Safeguarding, Attendance & updated Risk Assessment.</p> <p>The Chair thanked the Head for her report. Governors were invited to submit questions to the Head in advance of the meeting:</p> <p>From Ian Burgess (Chair):</p> <p>Thanks for your questions:</p> <ol style="list-style-type: none"> 1. What arrangements are in place to ensure that controls and policies that we have are effective and are working as planned I assume you mean in relation to Covid arrangements? If so, SLT are constantly around the building, on school gates and generally present to ensure control measures are being adhered to. Regular reminders are sent to staff and parents. 2. Can you confirm the plans for the start of school activity and wraparound provision please Wrap around provision is starting again after Easter and parents have been informed. After school clubs we are not sure about yet. We will wait to see what happens in terms of numbers and cases and advise on bubbles etc as this will have an impact on our decision. We may run these in the summer term but is more likely to be September. 3. What is the present overall assessment of staff wellbeing We are currently carrying out a staff well-being survey. In general, we are all finding this a difficult time. Since their full return to school, behaviour has become noticeably tricky across the school but particularly in the younger years. This is taking its toll on workload and SLT capacity to do much else. We also have some staff who are shielding so there is additional pressure felt on other staff through no one’s fault. <p>There were no further pre-submitted questions. The Chair asked the Head if there were any further updates. The Head advised that since the return to school on March 8th there had been a number of issues around Behaviour and Exclusions with the number of Exclusions in the last three weeks equalling the number the school would usually expect in a year. However, the Head added that there has been a significant improvement in the last week now that the children are settling back in. The Chair asked how parents have reacted to exclusions. The Head replied that responses have varied but added that dealing with an exclusion is quite time consuming.</p> <p>Becky Taylor (DSL) had submitted her Safeguarding report to the LAB in advance of the meeting, there were no pre-submitted questions or further questions in the meeting.</p>
	2.2	<p>Finance Reports:</p> <p>The Chair thanked JP for the finance reports which had been posted to Governor Hub with questions invited in advance of the meeting.</p> <p>Trust Reserves LAB Meeting 15th Dec:</p> <p>The Chair invited JP to update the LAB on the Trust Reserves. JP explained that any leftover monies go into Reserves but some of the money is ringfenced for some specific items.</p>

In February, JP had advised the LAB that when the Trustees looked at the 15th December minutes about Reserves they had said it wasn't correct and would like it to be clarified at the next LAB meeting. JP produced a document clarifying the school's position on Reserves and also sent the Reserves Policy for the LAB to look at. JP asked the LAB Members to ensure that these were read and to contact her with any questions.

JR submitted the following questions to JP:

Thank you for your email and also your questions. Here are the answers to your questions:

Of the surplus of £266,445 how much is under the control of Red Oaks?

As stated in the policy the reserves belong to the Trust. There are some specific elements that are protected or ringfenced for specific Red Oaks activity; some deductions from the PFI contract and also a BSL funding grant.

How much passes to the control of the Trust?

The remaining amount passes to the control of the Trust. The monies held by the Trust in reserves are the Trusts which includes us and is available to support our needs and help the school if required. For example, the Trust are paying legal fees (several thousand pounds) for the school for a case. This has also taken up a lot of time for staff in the Trust which we do not pay for separately. If we were not part of the Trust this would have to have been found by the school.

Do we need to examine our capital expenditure to ensure that monies we could use are not lost to the Trust? What steps can we or should we take?

As stated in the policy - The combined amount that all Trust schools are required to contribute to reserves will vary from year to year, as this amount is defined by what is required to make the reserves balance up to the 5% of GAG target. If for example the target is £1m and the current reserves balance is £900,000, the combined schools contribution will be £100,000. Towards the end of the year the remaining balance is discussed and commitments are placed if we know plans have not been able to take place during the year. For example, last year we had planned to Tarmac the playground but this was not able to take place until this academic year so a commitment was put in place to transfer it to this year. The income and expenditure is constantly reviewed.

The nature of the PFI affects how Capital expenditure can be used effectively. One of the ways we are working with the Trust is to use the Devolved Formula Capital to support the ANVR's for PFI which releases revenue budgets to more directly support teaching and learning. The reserves will also become available in a larger amount once the PFI has ended and when needed to support initiatives that may be greater than the current funding we could spend - for example, if the DFC is rolled up over the remaining years of the PFI into reserves, at the end of the PFI it will be available to support a greater level of development for the school as there is no requirement to spend it or lose it.

Also, I think we need to be advised as to the monies we are paying the Trust for various services etc being provided.

These are the Central Services provided by the Trust for the school

- IT Network management and support*
- HR Management*
- Trustee/Governor indemnity*
- PFI liaison and management*
- Health and Safety Support*
- Banking and Finance*

	<ul style="list-style-type: none"> - Audit and Accountancy - Data Protection Officer - Finance package license - Educational Support/SIP - Admissions - Legal advice and support - Procurement <p><i>The procurement example is interesting - by combining with the Trust and Orchid Vale, we have been able to negotiate a new contract for our printers and copiers which will save us in the region of £5k per annum.</i></p> <p>Additionally, are we receiving any monies for the time senior staff are spending on Trust matters?</p> <p><i>Since joining, and in line with what was agreed, we have had a reduction in our percentage to the central levy to cover the costs of staff spending time on Trust matters and also the involvement in Orchid Vale. We have also received one off payments to go towards staffing this academic year to help with the support of Orchid Vale.</i></p> <p>I hope this answers everything for you.</p> <p>The LAB members confirmed that both the Trust Reserve update and Trust Reserve Policy had been read and the process understood.</p> <p>FC thanked JP for her work adding that the budget is always an issue but as much as possible is put back into education with the secondary focus being infrastructure. FC added that payroll is now in house and that as much of the finance operations will be centralised as possible.</p> <p>There were no further questions and the Chair thanked JP for the update.</p>
2.3	<p>Educational Standards:</p> <p>Blended Learning LAB Member Review Feedback:</p> <p>Deputy Head JL had shared with the LAB a selection of pre-recorded online lessons and a feedback form following the January 26th meeting. The Chair thanked JL for his work on this, adding that it had given the LAB the opportunity to familiarise themselves with the Blended Learning process as well as fulfilling the responsibility of the LAB of overseeing continuity of education in lockdown.</p> <p>The Chair asked JL if the feedback had been useful. JL responded that he was really grateful to all the LAB members who had fed back adding that he felt the selection of lessons demonstrated the flavour and variety of the pre-recorded lessons as well as showing off the mechanism. JL added that the feedback was exactly what he would have hoped for and he was pleased that it had been viewed and valued.</p> <p>FC added that Blended Learning stakeholders had fed back that what had been produced was exemplary.</p> <p>The Head had shared in her Head's Report that between Jan 5th and March 8th 1022 online lessons had been delivered.</p> <p>JL extended his thanks to GB (LAB Member & TPAT Director of IT) for all of his work on this.</p>

		SL (LAB Member and parent) added that the school's efforts were fantastic and what was delivered was brilliant.
	2.4	<p>Policy Review & Approval:</p> <p>SEND Policy 2021 Governors Annual Report to Parents 2019-20 (produced Jan 2021)</p> <p>Charging and Remissions (Feb 2021):</p> <p>There were no questions or comments. All 3 policies approved by the LAB.</p> <p>Action: Clerk to notify Ellen of Policy approval.</p>
3	Support	
	3.1	<p>Link Governor Visits & Reports Since Last Meeting:</p> <p>The Chair advised the LAB that he wanted to take the opportunity to update the Board that they would now be known as 'LAB Members' instead of 'Governors'. The Chair explained that this is in context with Governance sitting at Trust level and that the LAB is a committee empowered with certain activities but that there would be no shift in responsibility or of what's expected.</p> <p>Since the last LAB meeting on January 26th EYFS, Pupil Premium and Mental Health Link Governor feedback had been shared with the LAB. There were no comments or questions.</p> <p>Link Governor Contact:</p> <p>The Chair asked if LAB Members could make contact with and offer support to respective subject/area leads after Easter to share at the meeting in May.</p> <p>Action: Link Governors to make contact with subject/area leads by May 7th to share at May meeting.</p>
	3.2	<p>LAB Member Training & Preparation:</p> <p>The Clerk advised the LAB that the Clerk to Trustees was working on a training schedule which would be shared in due course.</p> <p>The Clerk followed up on the half-day Exclusions Training on 11th May which had been emailed out the previous week asking any interested LAB Members to confirm interest by the end of the day</p>
	3.3	<p>Admin & Clerk Update:</p> <p>The Clerk thanked everyone for returning the Skills Audit, results will be collated, analysed and shared at a future date.</p>

4	AOB & Any Other Points	
4.1		<p>AOB: Matters Arising:</p> <p>Revised Meeting Dates:</p> <p>The Chair advised that in order to keep the remaining LAB meeting dates aligned with the Trust Board meeting dates there would be the following changes:</p> <p>27th April – would be around the SDP only including:</p> <ul style="list-style-type: none"> • Presentation – Literacy - from Emily Maxfield • SDP Term 4 update • LAB Member expectation <ul style="list-style-type: none"> • 8th June changes to May 11th • 13th July changes to 29th June (hopefully face to face) <p>Trust Update – Chair of Trustees – Fred Child:</p> <p>FC started by thanking the LAB for all of their work which he added is much appreciated by Trustees. FC updated the LAB on the current Board of Trustees detailing the varied skill set.</p> <p>FC shared a PowerPoint presentation explaining that the Trustees are currently working on a five year Strategy:</p> <p>FC asked the LAB if they can feedback on the following two questions:</p> <ol style="list-style-type: none"> 1. What is your Vision for the Trust in 5 years' time? 2. What are the Values you believe will make TPAT an outstanding Trust and add value to staff, children and the community? <p>Action: LAB Members to feedback Strategy responses to FC</p> <p>FC advised that both of the Scheme of Delegation and Terms of Reference would be revised in due course.</p> <p>IB extended his thanks to FC for the presentation and update on the Trust Board and also for attending the meeting adding that he is always very welcome.</p> <p>There were no further items for AOB</p>
4.2		<p>Date of Next Meeting:</p> <p>27th April 2021 - 6pm.</p> <p>The Chair extended his thanks to The Head and the LAB for their attendance and wished everyone a restful Easter Break.</p>

The Meeting concluded at 19:30 pm

Full LAB Meeting Dates 2020/21	
15 th September 2020 @ 18:00	9 th March 2021
10 th November 2020	27 th April 2021
15 th December 2020	11 th May 2021 (new)
26 th January 2021	29 th June 2021 (new)

Key Actions:	By whom:	Completed:
Action: Governors to arrange photo for ID Badge once school open	All	Deferred
Action: Chair to send Clerk ELSA Information to share with LAB.	Chair & Clerk	01/04/21
Action: Link Governors to make contact with subject/area leads by May 7th to share at May 11th meeting.	All	11/05/21
Action: LAB Members to feedback Strategy responses to FC	All	Closed
Action: Clerk to notify Ellen of Policy approval.		31/03/21

Abbreviations:	
TPAT	The Park Academies Trust
SDP	School Development Plan
SLT	Senior Leadership Team
EHCP	Education, Health and Care Plan
ELSA	Emotional Literacy Support Assistant
DSL	Designated Safeguarding Lead
PFI	Private Finance Initiative
BSL	British Sign Language
GAG	General Annual Grant
SENDCo	Special Educational Needs Co-ordinator
ANVR	Authority Notification of Variation Request

Signed:	Print:
	Signature:
Date:	