

Cedars Academy

Governors Finance & Staffing (Resources) Sub-Committee Meeting

Monday 07.06.21, 4:00pm via Zoom

Meeting Notes & Actions

Present: G Morton, G Neale, P Finn, J Carr, D Hearne, E Neale, J Vincent, M O'Reilly, K Vincent, M Flowers

Apologies: S Kay, J Cairns, N Kelly

Item	Discussion Notes	Who
1. Pupil Data/Info 1.1 COVID-19 Update	<p>1.1 No cases/isolation recorded since 18th march</p> <p>Current road map guidance being followed; teaching teams in bubbles; high levels of hygiene and distancing being observed wherever possible; some visits to local open air places taking place; awaiting further guidance as June 21st gets closer</p> <p>Action: FGB to note</p>	FGB
1.2 September '21: projected numbers: class/year group sizes/accommodation	<p>1.2 Current projections of 157 for Cedars School and 62 for Cedars College.</p> <p>It is anticipated that the School number will go up further as we respond to individual cases on the waiting list (ie making the judgement 'unless to do so would be unsuitable or incompatible with the efficient education of others or with the efficient use of resources').</p> <p>Our current Provision Planning Statement indicates capacity figures of:</p> <p>School: 154 children College: 71 students</p> <p>Action: FGB to note</p>	FGB
2. Staffing, Admin & Facilities 2.1 Appointments	<p>2.1 x2.8 teachers recently (Eddie Liddle/Grace Owens/Chris Clark)</p>	
2.2 Staff development/requests	<p>2.2.1 SF: CPD request Level 5 Diploma in Education (DET); approx. cost £500. Action: 100% funding approved endorsed for ratification at FGB</p> <p>2.2.2 AB: CPD request to undertake a Speech & Language refresher course (she have been away from practice for 5 years). This would help to facilitate AB's participation on the new the team dedicated to expanding and enhancing SLT specialist provision for our students. The cost of this course is £720. Action: 50% funding endorsed for ratification at FGB</p> <p>2.2.3 MB: Request to be considered for crossing the threshold onto the Upper Pay Scale. This is fully supported by Michelle O'Reilly and Joanne Carr whom have deemed MB to be competent in all areas, having achieved all professional discussions targets this year. As part of the Teaching and Learning Responsibility for Literacy, MB has implemented a range of whole school initiatives that include: developed a curriculum for Communication, Reading, Writing, Speaking and Listening; supported teachers across school developing their knowledge and skills within phonics, vocabulary and symbol support; created and implemented consistent visual timetables and menus throughout</p>	FGB

	<p>school: liaised with Speech and Language Therapist including making arrangements for training opportunities for staff: Monitored Medium Term Planning, Personal Learning Profiles (PLP's) and Evidence for Learning. Action: Request endorsed for ratification at FGB</p> <p style="text-align: right;">FGB</p>
	<p>2.2.4 Proposed honoraria: A number of staff will be asked to carry out duties above their pay scale for periods of their weekly timetable (TA's asked to deliver and at times plan for parts of the curriculum). This is in line with individual CPD targets and professional development aims and will be discussed and agreed in each case. This will result in a number of honoraria requests during 2021-2022. Action: proposal endorsed for ratification at FGB</p> <p style="text-align: right;">FGB</p>
	<p>2.2.5 Proposed HLTA School post: we require a member of staff to support the planning and full delivery of the curriculum for a sub-group (five students) at KS3, to enable a teaching group to be spread across two small teaching rooms. This is a new HLTA position that is in line with a number of current staff individual CPD targets and professional development aims. Action: to agree job spec and advertise internally for commencing September '21</p> <p style="text-align: right;">MOR</p>
<p>2.3 SAF Report to Governors</p>	<p>2.3 Paper distributed prior to meeting</p> <p>2.3.1 First Aiders: We have a number of staff whose first aid certificate have expired and a number are due to expire in the next couple of months. KV has sourced training at an agreed low cost. Action: KV to enrol staff onto appropriate training</p> <p style="text-align: right;">KV</p> <p>2.3.2 Catering: Additional (redeployed) staffing has been agreed with the catering team, to be provided at critical times over lunch. The return of students to the dining room for their lunch, post COVID, is to be further explored. Action: MOR/KV to monitor pressures on catering team and explore return of students to the dining room</p> <p style="text-align: right;">MOR/KV/JR</p>
<p>2.4 Buildings development update and proposals</p>	<p>2.4.1 Therapy Centre: internal walls, wiring and services in place and external render being applied. LEC assured that completion date mid-July will be met. Action: MF/KV to continue to liaise with LEC and address questions & amendments as they arise and report to BPDG</p> <p style="text-align: right;">MF/KV</p> <p>2.4.2 College Accommodation: Building Survey report produced by Blacksons. The property was found to in disrepair through a lack of responsive maintenance. Recommendations: Investigation from a Structural Engineer; Building Services Consultant is appointed to undertake a condition report on the water supply; Building Service Engineer to report on the condition of the fire detection and alert system. Conclusion: Works relating to further investigation should be undertaken prior to any further progress relating to acquiring the premises. On the basis we require occupation of the premises for teaching in September 2021, we believe that extensive remedial works relating to statutory legislative measure will not be able to be undertaken in this time scale. Action: Revisit 11 Walker Terrace to assess viability/costs for combining 11 and 13 lease terms; report to BPDG WB 14th June</p> <p style="text-align: right;">MF/JV</p>
<p>2.5 Staff Wellness</p>	<p>2.5 Paper distributed prior to meeting (Item covered at C&P meeting)</p> <p style="text-align: right;">RL/JMc</p>

<p>3. Leadership Structure Revised Leadership Structure 2021</p>	<p>Paper distributed prior to meeting Revisions to note: Head of Services to replace Head of AtL Addition of CCT within the structure Addition of (federated) partners Kestrels, be inspired to... and Re:SEND onto structure Chief Executive to replace Head of Academy Action: Revisions endorsed for ratification at FGB</p>	<p>FGB</p>
<p>4. Budget Monitoring Processes & Audit Strategy</p>		
<p>4.1 Budget Setting Process/Monthly Reporting to Governors</p>	<p>4.1: 27.05.21 JV & MF meeting with Richard and Kelly (Inspire) to agree process and schedules. 08.06.21: JV & MF meeting with Richard and Kelly (Inspire) to agree the Budget Forecast Return and Academy Accounts Return process. Action: FGB to note</p>	<p>FGB</p>
<p>4.2 Audit Strategy</p>	<p>4.2: 08.06.21: JV & MF meeting with Richard and Kelly (Inspire) & Kevin (Clive Owen) for Audit Strategy and Planning Meeting/Memorandum: to agree the scope of the financial statement audit and the regularity assurance engagement, highlight key risks to be focussed on, and agree the audit approach (including key dates). Action: JV/MF to report back to BPDG</p>	<p>MF/JV</p>
<p>5. Business Development</p>		
<p>5.1 Cedars Charitable Trust Update</p>	<p>5.1 CCT Meeting Minutes 13.05.21 distributed prior to meeting 5.1.1 Joseph Gray recently employed (fully funded by 'be inspired to...') to raise awareness about the CCT, start developing partnerships with businesses and apply for funds for the CCT and partners. Also to be responsible for CCT's social media presence – Facebook, Twitter, Instagram. 5.1.2 Short Term Action Plan (Social Media, Partners): JG to post frequently on social media platforms. IS suggested to try and have partners place a link to our website/social media platforms on their website, as this something that is easily done and businesses would be keen to showcase their links with us. JG to create a spreadsheet, providing progress updates of businesses contacted and funds applied for. Website to be fully furnished – all content uploaded, 'donate' link fully functioning, Re:SEND site to be completed. Successful funding application: £8,300 received through RISE Tyne & Wear Sport (likely to increase to £10k) Current funding application: SPORTED Action: FGB to note</p>	<p>FGB</p>
<p>5.2 Partnership Arrangements</p>	<p>5.2 Partnership Understandings: (Kestrels/be inspired to.../Re:SEND): 'Federated Partners'; Memorandum of Understanding to be agreed between parties 'Project Partners': Blaydon/Tyne Valley Health & Wellbeing/ GAG/SMILE Through Sport Action: FGB to note</p>	<p>FGB</p>
<p>5.3 Community Activator</p>	<p>5.3 Paper distributed prior to meeting</p>	

RM role: to promote physical and mental health wellness through activities and guidance for students, their families and the wider community through various means including social media.

Currently focusing on creating Personal Health Plans to provide guidance, information and charts that can be used in school and at home. Staff are currently filling in a questionnaire with the students in Key Stage 4 to provide a starting point when preparing the plans. The feedback from the students so far has been positive, saying the plans are helpful.

Within the role RM has also put together the Cedars Times newsletter which has gone out every term this year, this will be increased to every half term next year. RM takes part in all Student Council meetings and produce the minutes for these meetings.

RM is also part of the Cedars fund raising group and see this role increasing as we come out of lockdown and we can start to promote Cedars within the local business community on a face to face basis.

Additional role will be as a role model/ambassador when we can begin to take part in the calendar of sporting events across school.

Action: FGB to note

FGB

5.4 Re:SEND

5.4 MOR is leading the development of this social enterprise. Re:SEND aims to create strong partnerships and collaboratives between local NE specialist schools and develop an ongoing professional learning community that would see practitioners collectively sharing and developing practice on an ongoing basis. It is in line with our drive to become a research engaged learning academy.

We plan for Re:SEND to shape the wider Joint Practice Development for specialist provision across the area and subsequently more effective CPD within individual settings, and will work with the Lead Research School for the area (currently Shotton Hall Academy) to apply for research grants through the IEE innovation Evaluation grants to fund innovative projects that may benefit all participating schools.

Our model is less about attending conferences and courses and more about school-based, peer-to-peer activities in which development is fused with routine practice.

Action: FGB to note

FGB

5.5 Activity Clubs Summer: funding arrangements

5.5 We have received funding for Summer Activity Clubs, £16k Summer Fund & £12k Neighbourhood Team. We also will receive around £1800 for food (hot meals provided) and £1000 for to cover transport costs.

Action: KV to establish staff team rota for the Summer Holiday programme for agreement with BPDG

KV

5.6 Website review/update

5.6 Our website is undergoing revisions/remodelling to reflect our changing provision, structure, roles and development plans.

Action: Governors to continue to use and reflect on the website and suggest amendments/revisions to MF

FGB/MF

Meeting ended 5:00pm