

Cedars Academy

Governors Finance & Staffing (Resources) Sub-Committee Meeting

Monday 04.10.21, 4:00pm at Ivy Lane or via Zoom

Present: G Morton (Chair), J Vincent, P Finn, G Neale, M Flowers, A Thompson, M O'Reilly, E Neale

Apologies: M Hall, P Hills, J Cairns

MEETING MINUTES & ACTIONS

Item	Discussion Notes	Who
1 Pupil Data/Info 1.1 COVID-19 Update	1.1 Paper distributed (KV) Cedars Academy continues to adopt the Covid-19 risk assessment as outlined from Public Health Gateshead. In practical terms, this means we are no longer operating a 'strict' Bubble system but are minimising gathering in formal groups such as dining together in the dinner hall or groups coming together for assemblies or meetings. There are no longer any close contact, isolation restrictions for young people under 18 years of age. This means we have been recommending, but not suggesting that students complete Lateral Flow Testing before returning to the Academy. Since return in September, following positive Polymerase Chain Reaction (PCR) testing the Academy has seen the following absence: <ul style="list-style-type: none"> · 5 staff members · 7 students Action: Governors to note	FGB
1.2 2021-2022: numbers: class/year group sizes/accommodation	1.2 School (KSR-3): 160 students in 17 teaching groups at Ivy Lane College (KS4&5): 61 students in 9 teaching groups across variety of sites School numbers above Provision Planning Statement. Action: Provision Planning Statement to be reviewed/updated	BPDG
1.3 Commissioning process: pressures, concerns, tribunals & waiting list	1.3 EN Presentation. Currently 12/15 on the LA waiting list (to attend Cedars): there have been 14 consultations since Sept return. This involves consideration of paperwork and observational visits. We are finding that Commissioning want a quick response to consultations. We are also seeing an increase in tribunal cases that require a considerable amount of time and resources to prepare for. The volume of workload and speed required is placing key members of staff under considerable pressure. The process can put the Academy in a difficult position in respect to our potential relationships with prospective parents.	

We are not the only special setting experiencing these pressures and SHIP have requested clarity/refinement of process with the SEND team and Commissioning. They are awaiting a response.

Action: Chair of Governors to write to S Horn and D Mason requesting a meeting to understand and help address our concerns.

GM/MF

2 Staffing, Admin & Facilities

2.1 Appointments

2.1

Kickstart: x3 appointed

The Kickstart Scheme offers six-month jobs for young people aged 16 to 24 years old who are currently claiming Universal Credit and are at risk of long-term unemployment. We have 3 young people working for us (2 educated to degree level) funded by the Government, and will be supporting them to develop transferable skills that are aimed at increasing their chances of sustained employment.

Funding includes:

- 100% of the National Minimum Wage (or the National Living Wage depending on the age of the participant) for 25 hours per week for a total of 6 months
- associated employer National Insurance contributions
- minimum automatic enrolment pension contributions
- a grant of £1,500 per job to cover setup costs and employability support

Apprentice L3: x 4 appointed

TAL2: x3 appointed

Teachers: GO/HH/EL/RA/PD appointed/post change

Admin Assistant: Michelle Klitzke

Action: Governors to note

FGB

2.2 Staff development/requests

2.2 ED/BT: L2/L3 TAs

Action: to be discussed/agreed at BPDG

BPDG

2.3 Site(s) development update & costs breakdown

2.3 LEC Therapy Centre snags and outstanding invoices

Action: to be discussed/agreed at BPDG

BPDG

2.4 Staff Wellbeing

2.4 Staff Rep report to Governors

Action: For presentation at C&P

JMc/RL

3 Leadership & Development

3.1 Leadership Structure update

3.1 A difficult start to the academic year due to continuing staffing issues, COVID related, and realignment to planned accommodation, delivery and deployment due to lengthened transition arrangements for KS4 students.

Heads of Services have been deployed across both sites, KV present more often the EN at WT. This balance is appropriate as we respond to emerging student needs.

There have been a few instances of misunderstanding and miscommunication; we are developing clarity of systems/process to reduce future errors.

SLG are providing guidance, support and a level of supervision to each other; this is proving to be successful.

MF contract reduced to x4 days/week

EN contract reduced to x3 days/week

Action: Governors to note

FGB

3.2HT Ofsted training 08.10.21 3.2 Heads of... to receive Ofsted training on 08.10.21 delivered by our School Improvement Partner (Ann Muxworthy)
Action: Heads of to report back to FGB Heads of

4 Budget Monitoring, Projections & Audit Process

4.1 Budget Setting process and projections 4.1 INSPIRE recent budget projection 2121-2022:
Income: 3,678,216
Expenses: 3,634,386 (Surplus 43,830)

Staff costs: 3,063,954 = 83.3% income
Educational Costs: 108,000 (2.9%)
Premises & Equipment: 300,000 (8.2%)
Technology: 72,000 (2.0%)
Admin costs: 132,000 (3.6%)
Action: For further discussion at BPDG: Updated Budget projection required.
BPDG to report back to FGB BPDG

4.2 Monthly Reporting to Governors 4.2 Recent meeting with INSPIRE to prioritise work, to include Budget Setting, Internal Audit (completed) and Full Audit process (to commence 18th October)
Action: JV/MF/BPDG Agree Monthly Reporting process with INSPIRE for effect asap BPDG

4.3 Audit Process: KPIs/Key Dates 4.3 Key Dates:
· 18th October: Auditors on site
· 17th November: Draft Accounts completed
· 6th December: Sign of Accounts (AGM)
Action: Governors to note FGB

5 Business Development

5.1 Cedars Charitable Trust Update 5.1 Inaugural Annual Golf Day held at Beamish Golf Club was hugely successful and raised £650 for the CCT. Our thanks to Ian Smith at FIS Limited for organising the event. All future events/fundraising activities will be directed to, and supported by the CCT. The Parents/Carers group are involved in planning a Christmas fair on 27th November, and a Christmas party the week after at the Ravensworth Golf club. N Parkin continues to liaise with this group and CCT. CCT will be meeting soon to evaluate scoping exercise (JG previous role) and formulate future approach to lead role within CCT.
Action: JV/GN to lead on CCT developments and report back to FGB JV/GN

5.2 Partnership Arrangements/Plans 5.2 Current partnerships/agreements:
Dryden Centre(SOTA): weekly accommodation access for KS5 students
Baltic Centre for Contemporary Art: access to Arts project, staff and accommodation for KS4/5 students
Action: Governors to note FGB

5.3 Activity Clubs June/Summer: funding arrangements & feedback	<p>5.3 Brighten the Day Summer Activity Scheme: paper distributed</p> <p>Over the recent summer holidays Cedars Academy worked in partnership with the Gateshead Neighbourhood Team (GNT) to deliver a 6 week summer scheme programme across both, Cedars School and Cedars College.</p> <p>Each scheme ran 3 days a week, Tuesdays, Wednesdays and Thursdays, between 11am and 3pm.</p> <p>The Academy received £10656 from the GNT team that covered the entire cost of the scheme. This included all staffing costs and funding for taxis for 20 student places across the 6 weeks.</p> <p>Staff volunteered to work the scheme. The following is a breakdown of staff numbers:</p> <ul style="list-style-type: none"> · 38 staff members volunteered and delivered the programme · 4 volunteers supported the scheme <p>5.3.1 Feedback</p> <p>The Academy has developed a strong partnership with the GNT and delivered (K Vincent and 3 students) at the Department of Education Virtual visit meeting on 11th of August 2021. (Letter circulated).</p> <p>Action: Governors to note</p>	FGB
5.4 Website review/update	<p>5.4 Action: For presentation at FGB</p>	JMc
5.5 AGM arrangements	<p>5.5 Date agreed previously: 6th December, 4:30pm at Cedars School</p> <p>Action: GN to send out invites & agenda in due course.</p>	GN

Meeting closed: 5:05pm

For distribution: FGB 18th October 2021

M.f

Martin Flowers