

**MINUTES OF UNIFIED ACADEMY LOCAL GOVERNING BODY (LGB) MEETING ON
THURSDAY 16 JUNE 2022 @ 5.30PM (HYBRID)**

Governors present:

Barbara MacIntosh, Chair (BM)
 Ian Bowers, Vice-Chair (IB)
 Annabelle Thomas, Principal (AT)
 Liam McGivern, Governor (LM) [Via Zoom]
 Kelly Phillips, Governor (KP) [Via Zoom]
 Janet Sherborne, Governor (JS) [Via Zoom]

Also present:

Chiara Lane (CL) [Via Zoom]
 Kelly Collett (Clerk)
 Kayleigh Franklin (Management Accountant)

1	WELCOME AND INTRODUCTIONS
	BM welcomed everyone to the meeting.
2	APOLOGIES FOR ABSENCE
	Apologies were received from Geoff Tanner.
3	DECLARATIONS OF INTEREST
	None declared.
4	CONSTITUTION AND APPOINTMENTS
	i. Governors recommended that the Board of Trustees appoint Chiara Lane for a three-year term commencing 1 July 2022.
	ii. Governors noted that Geoff Tanner’s term of office will end on 28.06.2022.
	iii. Governors noted that Ian Bower’s term of office will end on 28.06.2022.
	iv. Governors noted that the two parent governor vacancies and staff governor vacancy will be advertised in September 2022.
5	MINUTES OF THE LAST MEETING
	Governors approved the minutes of the meeting held on 17th March 2022.
6	MATTERS ARISING
	i. BM has written to Sir Paul Beresford.
	ii. The funding bid document for managing mental health has been drafted.

	<p>iii. Pupils have had an input into the lunch menu options. There is a new chef, and the pupils are enjoying the food more. There are varied food options daily.</p>
<p>7</p>	<p>FINANCE AND FUNDING</p>
	<p>i. Management Accounts Report</p> <p>KF presented the management accounts that Governors received ahead of the meeting. Governors noted the following:</p> <ul style="list-style-type: none"> • YTD the school have 1 day in reserves. • The school are forecasting to end the year with -2 days in reserves. • The financial health grade of the school is 'satisfactory' • The school budgeted for 100 places. However, there are 75 on roll currently. • The school are forecasting to end the year with a deficit of £227,027. • There has been an overspend on utility bills due to the energy costs increase. • The premises required deep cleans so this has also resulted in additional costs. • There has been a curriculum budget overspend. The school budgeted for 4% with an actual 6% being spent. This is due to additional interventions needing to be funded. The school are trying to claw this money back from Surrey. • Building work such as snagging from the build of the school has had to be done. Surrey agreed to pay for this work, however the school have not received this money so far. <p>Governor Questions/Comments</p> <p>GQ: I understand the principal is also overseeing the SENDCo Role currently, how is that going?</p> <p>AT: At present we are unable to fund a SENDCo as an additional role. Should we get more pupils on roll, we will then build the SENDCo role back into the budget.</p> <p>GQ: What did Ofsted say about not having a SENDCo?</p> <p>AT: We do not have to have a separate SENDCo role. We are receiving full support from a qualified SENDCo.</p>
	<p>ii. Draft Budget 2022-23</p> <p>Kayleigh Franklyn presented the budget to governors. Points noted were:</p> <ul style="list-style-type: none"> • 20 Year 11 pupils are leaving the school at the end of term. • Surrey CC have not placed any pupils so far for September 2022, so the school are predicting a smaller cohort for 2022-2023. • The school have budgeted a 50% increase on utilities. • The school are forecasting a deficit for 2022-2023. • The school are forecasting an increase on spend on therapy for the students. <p>Governor Questions/Comments</p> <p>GQ: Are you on fixed energy tariffs?</p>

		<p>KF: Yes, we are for now. But they will be expiring. We are working with the trust and the DfE to investigate the best options going forward.</p> <p>AT: It is difficult to manage reducing our energy use, due to the style of the building.</p> <p>GQ: Is OHCAT going to be providing extra funding for therapists from Sept 2022?</p> <p>AT: Curriculum development has been spoken about with John Prior. Surrey will be providing a Speech & Language therapist. An educational Psychologist will be supporting the school one day per week. Canine therapy will continue.</p> <p>GQ: Why are we not a named school on EHCP's via Surrey?</p> <p>AT: We have been advised it is due to distance and parental choice.</p>
8	a	PRINCIPAL'S REPORT
		<p>Governors received the principal's report ahead of the meeting. The principal advised governors of the following points:</p> <ul style="list-style-type: none"> • Unified Academy had its final monitoring visit from Ofsted on 27th and 28th April 2022. The report was positive and identified no points for immediate improvement. • Since the visit the school continue to work towards the removal of special measures. The Ofsted report confirmed that safeguarding at Unified is strong. • As of the 24th of June, 20 year 11 students will be leaving Unified Academy, 17 of those have either confirmed destinations or are still currently going through the application process, there are currently 3 students at risk of being NEET. • The summer exam season has officially started, and the school have been focussing on giving the Year 11 students the opportunity to achieve the best outcomes that they can. • All staff have completed certificated invigilator training and our recent JCQ inspection had no areas of concern. • 4 staff resignations have been received during summer 1, 3 teachers (DT, Science and Nurture) and 1 pastoral support assistant. The school have signed up to a new recruitment company to help fill any vacancies. • Unfortunately, due to budget constraints the school have had to delete two teaching posts and the SENDCo post. As the numbers of students will be greatly reduced in September, this should not have a detrimental impact on the curriculum offer. • The school have had a new signing in and out entry system installed – Inventory. This will initially support attendance on site for staff and visitors and evacuations. This system also helps to identify and monitor any visitors to the site. • During Summer Term 1, 8 out of 10 staff members were observed, with 2 not observed due to staff absence. • A teacher coaching programme was planned and introduced in summer term 1 to provide targeted training and offer opportunities to share best practice and to work collaboratively to develop curriculum and quality of teaching. Coaching sessions were delivered on lesson structure, learning objectives and assessment in summer term 1.

	<ul style="list-style-type: none"> • From September 2022, safeguarding training for governors will be more robust. The school are going to buy into Andrew Hall Level One which will be available for governors to undertake safeguarding training. Governors will also be required to be familiar with and articulate the changes in KCSIE 2022. Governors will also be expected to complete PREVENT training. ACTION • Work will continue with David Scott during the Spring and Summer terms to further drive improvements in teaching and learning. • SEN profiling has continued to identify those students at risk in which staff are provided with relevant and up to date information regarding student background, diagnosis, and sign of distressed behaviours as well as positive action plans, so they are equipped to support individual student needs. • Defect remedy works scheduled by Surrey CC for the Easter holidays were disappointing. External doors were due to be replaced but have not been done, the MUGA has be resurfaced but still outstanding the line painting. The floor defects in the kitchen and Food Tech room were addressed over the Easter holidays. • There is an extensive programme of works to be completed over the summer holidays including changing of palisade fencing, rotavating and seeding the field, replacing external doors, replacing internal doors as well as ongoing painting and decorating. • A celebration assembly was held on Friday 1st April. All students were provided with records of achievement produced via the school’s positive rewarding system ‘Epraise’. • Year 11 were provided with Leaver’s hoodies and enjoyed a day trip to Thorpe Park. <p>Governors Questions/Comments</p> <p>GQ: I understand the therapy dogs were present during exams, how was that?</p> <p>AT: They did help some students. However, they seemed to help students further after they left the exams.</p> <p>GQ: Were there any students that were unable to sit the exams?</p> <p>AT: We did have a couple of students that panicked. However, they were able to overcome this and completed the exams.</p> <p>GC: Congratulations to Belle and the whole team on the latest Ofsted report. We can see a lot of work has gone into improving the school. The report was very positive.</p> <p>AT: The Ofsted inspector sat and had lunch with the students in the dinner hall and also led a student panel.</p>
<p>b</p>	<p>DASHBOARD</p>
	<p>The governors received the dashboard ahead of the meeting.</p> <p>Governor Questions/Comments</p> <p>GC: Do you think that exclusions have a positive impact on behaviour?</p> <p>AT: Exclusions make the parents and student aware of the seriousness of the behaviour.</p>

9	SAFEGUARDING	
	i	<p>Safeguarding and Wellbeing Offer</p> <p>Governors received the safeguarding and wellbeing offer ahead of the meeting.</p>
	ii	<p>Safeguarding Audit</p> <p>Governors received the safeguarding audit (Spring 2021-22) ahead of the meeting.</p>
10	EQUALITY AND DIVERSITY	
	i.	<p>Equality Objectives and Outcomes 2021-2022</p> <p>Governors received this document ahead of the meeting.</p>
	ii.	<p>Equality Objectives and Outcomes for 2022-2023</p> <p>AT explained that the school are currently setting their objectives for 2022-2023. They want to incorporate a review of the core values of the school and the code of conduct. They want to embed their core values into everything throughout the school.</p> <p>CL advised that this has been done at the Skills Hub and had proved to be very positive. Staff need to buy into this in order to engage and have ownership.</p> <p>Governor Questions/Comments</p> <p>GQ: Could we get more parental engagement with reviewing the ethos, vision, and strategy.</p> <p>AT: This is something we will investigate.</p> <p>BM advised she will be meeting with the student panel on 15th July 2022.</p> <p>Equality Objectives and Outcomes 2022-2023 document to come to next LGB.</p> <p>ACTION</p>
11	PORTFOLIO GOVERNOR VISITS	
	a.	<p>Governors received the following portfolio reports:</p> <ul style="list-style-type: none"> • Finance and Resources • Ethos, Vision, and Strategy • Health and Safety • Teaching and Learning (verbal) • Safeguarding • HR and Organisational Development <p>Governors each gave an overview of their portfolio reports.</p> <p>Teaching and Learning Verbal Report</p> <p>CL advised governors of the following points:</p> <ul style="list-style-type: none"> • A lot of work is being done regarding accelerated reading. • The reading hub (library) now has a signing in and out system.

	<ul style="list-style-type: none"> • The challenges the school face is showing the impact of the changes that have been made. They need to consider further what that might look like. • The PSHE teacher attended the skills hub to collaborate with other PSHE teachers. • Teaching and learning is improving, but it will not be an overnight fix. • Exams are showing improvement. Pupils are now keen to take the exams.
b.	Other visit reports None.
12	GOVERNOR TRAINING AND DEVELOPMENT
	Governors noted that the annual Governors Conference will take place on Thursday 6 October 2022 at Sandown Racecourse.
13	OHC&AT POLICIES AND PROCEDURES
	Governors noted the following policies and procedures were approved by the OHC&AT Board at their meeting on 25 March 2022 and are all available on GovernorHub: <ul style="list-style-type: none"> • Gifts and Hospitality • Risk Management
14	ANY OTHER BUSINESS
	BM thanked IB for his ongoing commitment to the governing board over the last 3 years. AT also thanked IB for his contribution to the governing board and the school. IB expressed that he had seen a significant positive change over the last 3 years. IB added he felt that AT is the right person, with the right skills to continue leading the school on its journey. The governors also discussed the option of attending a governor workshop in September 2022 to review the curriculum offer. No clerking support will be required. Proposed date is 22 nd September 2022 @ 3pm. ACTION
15	DATES OF FUTURE MEETINGS
	Governors approved the LGB meeting dates for 2022-23: <ul style="list-style-type: none"> • 17.11.2022 • 16.03.2023 • 15.06.2023 <p>All to start at 3.30pm with the option of hybrid attendance.</p> <p>Pay Committee</p> <p>18.10.2022. Committee to consist of BM, JS, LM. Time to be arranged.</p>

16	CONFIDENTIALITY
	No items were deemed confidential.

Summary of Actions

8.	Governors to complete various safeguarding training by Novembers LGB. To include, Andrew Hall safeguarding training, PREVENT and KCSIE 2022. BM/AT
10.	Equality Objectives and Outcomes 2022-2023 document to come to next LGB.
15.	Governor Workshop regarding the curriculum offer 22 nd September 2022 @ 3pm.