



MINUTES OF THE FEDERATION RESOURCES TRUST MEETING

Thursday 14 May 2020, 9.30am
Via Microsoft Teams

Present

Iain Dodd, Emma Gautrey (Chair), Judith Gilboy, Rob Guthrie, Andrew Holt, Martyn Rhowbotham, Stuart Williams (Executive Principal).

In Attendance

John Harrison, Kelly Jackson, Natalie Ray, Sheryl Wilson (Clerk).

1. Welcome introductions and apologies for absence

Emma Gautrey welcomed everyone to the meeting. Apologies for absence were received from Sam Hearth.

2. Declarations of Personal Interest and Pecuniary Interest

No

3. Minutes of the meeting held on Wednesday 18 March 2020 (Joint Trustee and Resources Extraordinary Meeting).

The minutes were signed as a true and accurate record.

4. Matters arising from previous minutes

None

5. Clerk's Business

Trustees were asked to complete, sign and return the Register of Business Interest form in preparation for the annual accounts.

A Code of Conduct for LGB Governors and Trustees has been drawn up, trustees unanimously agreed this will be cascaded to each of the Local Governing Bodies and should be adhered to.

6. Update on Coronavirus Action Plan

Stuart Williams confirmed that with effect from 1 June, children in Reception, Year 1 and Year 6 would return to Catmose Primary. Risk assessments are in place and staff had undertaken training. Surveys had been issued to parents and they had been updated with plans. There would be a maximum of 15 children in a classroom and they would be grouped into social bubbles. Parents will not be allowed on the site and should drop their children off in the car park.

Catmose College and Harington School were currently working on being able to offer face-to-face sessions for Year 10 and Year 12 students. The College had been open throughout for key worker and vulnerable children.

Question: There is commentary in the press from unions, will the schools within the Federation be affected? Stuart Williams responded that the majority of staff were pleased to be returning to work, and were supportive of the next step.

Question: How are the catering and support staff dealing with the change in hours? Rotas have been drawn up and teams are working effectively. Continued Professional Development (CPD) training has also been successful.

7. Changes to the Performance Review process as a result of closure

John Harrison outlined the guidance that had been issued to staff with reference to the personal review process. Targets should be realistic given the circumstances, but they should also support the ongoing work required, especially around curriculum development. Performance reviews should reflect the quality of work that was completed before closure and what has been done since. It is appropriate in the circumstances to change targets to reflect the current way of working. Attendance figures will be calculated up to lockdown. The majority of teaching staff have had at least one lesson observation and an observation protocol has been written for those staff that will have an observation during lockdown. Staff have responded positively to the amendments and understand the rationale of being in a good position in September when PR discussions take place and the impact on pay progression.

Question: How are Team Leaders monitoring the quality of work delivered? Is it likely that targets will include the effectiveness of delivering lessons online and the use of technology? Stuart Williams shared as an example, how the science team had been working. The Team Leader has quality assured each team member's targets. Surveys have been distributed to students and parents, with the results indicating that work on Show My Homework was too hard and there was too much of it. As a result, the team changed their practice and then monitored this for two weeks. The Assistant Team Leader subsequently set observations and fed back those findings and highlighted further areas of improvement to the team. There has been some excellent CPD shared across all teams, including best practice shared on delivering live lessons and voice overs in power point. Additionally, the Team Leader has quality assured each of the team member's targets and the link SLT member attends the subject online team meetings.

Trustees commented that they were pleased to hear that there is a lot of good coming out of adversity. Stuart Williams added that cover will be set differently when the schools are back to normal, based on lessons learnt during the Covid-19 crisis.

Question: Is similar work going on in the Primary? Yes staff have worked very hard and have been in attendance each week on a rota supporting key worker children. Kelly Jackson explained that teaching staff are mindful that some children cannot access all learning online and have therefore been setting practical work. Each Sunday work is sent to parents via Groupcall in preparation for the home schooling week. Videos of staff have also been shared on social media pages.

Trustees confirmed that they supported the Federation with the current plans for a partial return and acknowledged that the communication with parents, students and staff has been outstanding.

8. Financial Reports

Natalie Ray had submitted the financial reports up to 30 March on the VLE for Trustees. The Finance team have been extremely busy with cancelling residential trips and obtaining refunds.

A note of caution on the budget is catering and potentially transport costs as the Federation is still committed to paying for the bus contracts. However, the government is allowing the Federation to claim grants up to £50,000 for the College and £25,000 for the Primary for additional funds, although details of these grant applications and eligible compensation items are not yet released, expected late June. The sports centre is closed, which is a significant saving each month on our utility bills.

Question: What utility costs do Stevenage Leisure contribute? They pay a contribution which is a percentage of the footprint of the campus for their opening times throughout the academic year, this equates to 17% of every utility bill. Further work will be done to review the costings of the utility bills.

Stuart Williams confirmed that Support Staff are currently progressing with background work in preparation for introducing the new management information system across the Federation.

BACS Payment and CEO Credit Card – These were approved by Emma Gautrey.

9. Staffing Updates

There are no current vacancies. A part time science teacher has handed in her notice, however there are no plans to recruit at the present time.

Internal adverts for the positions of Assistant Team Leaders will close in Term 6.

Applications have been received for the positions of governor/trustee. These have been put on hold until we are in a position to meet candidates.

10. Policies

The below policies were discussed and ratified by Trustees, a detailed overview of policy amendments had been shared with Trustees prior to the meeting.

- Federation Health and Safety Policy
- Federation Premises Policy
- Federation Academy Pay Policy
- Adoption Policy
- Allegations Against Staff
- Business Interruption Risk
- Staff Close Relationships At Work
- Staff Communication Policy

- Staff Disciplinary Policy
- Stakeholder Emergency Closure Policy
- Stakeholder Financial Management Policy
- Staff Grievance Policy
- Staff Maternity Policy
- Staff Paternity Policy
- Staff Redundancy Policy
- Staff Shared Parental Leave (Adoption)
- Staff Shared Parental Leave (Birth)
- **Teachers' Pay Policy**
- Staff Trips and Visits
- Student Charging and Remissions
- Student Exclusion Policy – Significant changes to this policy to include greater clarity and external mechanisms. Trustees agreed the policy was much clearer.
- Student Photography Policy
- Student Supporting Students with Medical Conditions

Question: 3.3.1 of the Federation Stakeholder Business Interruption Risk Policy indicates that laptops are not encrypted, is this correct? This should be amended to: some of the older laptops are not encrypted.

Trustees congratulated the Senior Leaders on doing a fantastic job and appreciated that staff are working very hard.

Question: Have Harington students been completing the work at home? John Harrison responded that students have been well supported and where necessary, the Academic Support Advisor has made contact with students.

At the College an analysis of Show My Homework was completed, and students who were not submitting work were contacted.

11.A.O.B

Trustees approved the amendment to the 2020/2021 term dates. The new Year 7 intake will return on Tuesday 25 August for an induction day and the staff training day will be on Monday 24 August.

12.Dates for Diaries

Resources meeting – Thursday 2 July - time and venue TBC