



CAPA COLLEGE PRODUCTION COMMITTEE MEETING

Minutes of the meeting held on Friday 26th February 2021 via video conference.

PRESENT	Poonam Kaur (Chair) Stephen Fealey Adam Sheard	Claire Nicholson (Principal) Lou O'Brien Jemma O'Neill
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IN ATTENDANCE Rachael Hughes - Clerk, Enhance Academy Trust
Lynn Watson (CAPA College)
Eddie Copp (CAPA College)

APOLOGIES

1.00 APOLOGIES FOR ABSENCE & CONSENT

1.01 None.

2.00 DECLARATION OF INTERESTS

2.01 None.

3.00 MINUTES OF THE LAST MEETING

3.01 None.

4.00 MATTERS ARISING

4.01 None, this is the first Production Committee Meeting

5.00 FINANCIAL MATTERS

5.01 Initial 5 year budget plan drafted by LW and CN. Decision to be agreed by the Governing Board is to be delayed until the next Full Governing Board Meeting on 12 March 2021, as further work is required. This is due to new staffing requirements. CN/LW/RH

5.02 PK agreed to delay Governors agreeing the 5 year budget.

5.03 **Governor Question** - Regarding the strategy of the 5 year budget plan, do CN and LW need any particular support from Governors to secure continuation of leadership dis-economy monies that were awarded prior to CAPA College occupying the new building and have now ceased? These monies were to support leadership of the college until occupancy of the new building and a significant increase in student numbers. The delay in completion of the new building also means a delay in the college achieving PAN. Where are we in terms of that?

Answer – MR is liaising with the DfE, unsure how the Governing Board can help further. Continuation of monies is required from the DfE to enable recruitment to required staffing levels, without which unsustainable pressures remain on the leadership team who have larger levels of teaching commitments than would be expected alongside their whole college responsibilities. To recruit to required levels shows a deficit budget position for the next 2 academic years. The delay of the new building continues to have a knock-on effect on the budget. Staffing is currently stretched. Budget year's 3 and 4 is healthy which reflects the move into the new building and a significant increase in student numbers.

5.04 **Governor Question:** Could the increased top slice be explained please. Will there be some costs that CAPA College will not incur because the Trust can take care of those from a central point of view?

Answer: The Trust will not increase the top slice for the next year. All Academies are required to maintain a balanced budget.

5.05 PK commented that LW's work on the current draft budget highlights the difference in funding due to lower PAN numbers, due to the delay in the new build which has a significant impact on the current budget position.

5.06 **Governor Question:** Are the Trustees fully aware of the current position of CAPA College with regard to the impact of the lateness of the new building on the budget?

Answer - The Trust understand the position and are working to try and secure additional monies from the DfE as outlined in 5.03 above. We must work with a balanced cumulative budget and the Trust will work with CAPA College to achieve this and find a way forward in terms of staffing requirements.

The budget does not reflect an allocation against income or expenditure for fund raising as this is difficult to determine in the current climate. K Smith has applied for several different grants, these are not included this budget. If successful, these grants will be ring fenced for specific projects which are restricted to grant funding criteria and we will not be able to use the monies for day to day operations, only for the purposes specified in the project funding agreement. K Smith attended a Trustee meeting this morning to discuss her stream of work and seek support from Trustees. K Smith's work is very separate to LW's work.

5.07 EC joined the meeting.

5.08 LW informed Governors that CN has met MR to discuss the Trust's support with regards to applying for the buffer monies to support staffing costs. L Hutton has been supporting LW with the draft budget. As previously notified, extra costs have been incurred this academic year due to COVID-19; freelance spend has doubled, enhanced cleaning has been required and additional technology has been purchased to ensure continuation of the curriculum through remote teaching and learning.

- 5.09 PK remarked that the Government have offered additional funding into schools to help with COVID-19.
- 5.10 **Governor Question** – in terms of sixth form colleges, is the money coming through to Enhance the same kind of funding as the primary schools?
Answer - As we are 16-19 education we are funded differently to the primary schools. One example is that the Trust were given an allocation for laptops for the primary schools and CAPA College applied for separately, and received, 10 laptops and 10 Wi-Fi routers.
- 5.11 AS joined the meeting.
- 5.12 All Governors agreed that the reshaped budget will be discussed at the Full Governing Body Meeting on 12th March, LWA advised that this would show the current budget actuals v commitments and projected outcome together with a revised 5 year budget which would reflect new staffing levels agreed with the Trust.
- 5.13 PK agreed the use of the bursary funds, unless there were any further comments from Governors, which aligned to government guidance and had been used to purchase additional laptops to ensure that all students were able to work remotely and to fund free school meals not covered by the Government voucher scheme. There were no further comments.
- 5.14 LW was pleased to report that the Responsible Officer internal scrutiny checks went well and that all areas came back as green. An Action check on the 9th December highlighted an improvement on the Business Continuity Plan. It was originally intended that this would be incorporated into the Critical Incident Plan but it became too large, so a separate Business Continuity Policy was developed. There were no actions arising from 21st January 2021 check. For the first time this year, the Trust have to give overview of the Responsible Officer checks to the DfE.
- 5.15 LW informed Governors of two items of have been added to the Gifts & Hospitality Register:
- Pegasus World Limited – various sanitising and cleaning products for use at CAPA College.
 - Flowers to a member of staff on the birth of her daughter. Supplier not listed.

All Governors were satisfied with the above.

- 5.16 **Governor Question** – Are Enhance Academy Trust comfortable with this also?
Answer– it has not been presented to the Trust and it is not normal practice to do so. Our practice follows Trust Gifts & Hospitality Policy and protocols

6.00 STAFFING & HR MATTERS

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6.02

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6.08 MR joined the meeting.

7.00 PREMISES

7.01 EC has met with the DfE regarding the new build. Morgan Sindall would prefer the new contract signed within the next 2 weeks, the site can then be accessed, and work can begin.

7.02 PK commented that the completion date is Spring/Summer 2022. New builds often go over schedule and PK suggested a target of Winter/Spring 2022 is set, this will ensure the new build will open, PAN increased and any available funding available to us.

7.03 MR will liaise with the DfE to bring forward the completion date.

7.04 MR informed Governors that CN is beginning to increase staff numbers. MR is working with CN to ensure that the staffing profile meets the needs of CAPA College, whilst remaining within the financial purse.

7.05 LOB added that we also need to be able to recruit higher student numbers in the new build ready for September 2022, to ensure maximum funding is available to CAPA College.

7.06 CN will ask for a timeline for the building programme, to ensure that we can keep an eye on milestones and benchmarks. We need to know that we are fully in the picture. CN

7.07 **Governor Question** – Is it the DfE who has the relationship with the contractors? Sometimes they can be penalised if they don't finish projects on time on time. We need to put that pressure on the contractors too.

Answer – This is something that has been done throughout, before Clugstons went into administration. The sticking point has only been the transfer from Clugstons to Morgan Sindall. EC is overseeing this and can provide an update to each meeting.

7.08 MR informed Governors, that in his past experience with the DfE, all these checks and balances will be place. They have their accountability framework, including regular update meetings and a programme of works.

7.09 With regards to the Catering Tender for the new build, CN reported at the last Full Governing Body meeting that 3 applications had been

received, but there were gaps in service with all 3. This was feedback to the applicants, and 2 of them have re-applied. There is additional interest from 2 new companies. The closing date for tenders has not arrived yet. A contractor should be appointed by Easter.

- 7.10 **Governor Question** - Have you considered putting an alternative Catering Manager in place, on site to run the catering to widen our options best for the college? The new build is not due to open until next year so have time to consider this and get it right.
Answer - If you employ a Catering Manager there will be other staffing costs to build in, a new mini-structure. In terms of finances, a catering contractor will be a more secure and affordable option.
- 7.11 MR added that using a catering company would be the best option. Best value is not just about cost but also about quality, performance and risk.
- 7.12 Fundraising for the new build continues. LOB informed Governors that a Public Consultation had taken place. K Smith has put together a report with J Milne. K Smith continues to work hard on fundraising, but COVID-19 has had an impact on this. £7,780 has been secured this year, £126,00 worth of bids have been submitted and are awaiting decisions on these.
- 7.13 **Governor Question** – When will the decisions of those bids come through? Can we get that information from K Smith and circulate to Governors? We need to maximise any opportunity that presents itself.
Answer – The public consultation allows us to apply for other grants, such as the Arts Council. Many funding bodies have changed their criteria, a lot is surrounding emergency COVID funding.
- 7.14 LOB asked all Governors that if they had any contacts with companies that could provide anything of use to us to let K Smith know.
- 8.00 HEALTH & SAFETY**
- 8.01 *COVID-19 Plan Updates* – Approximately 40 students accessing site. Slight increase in staffing from 1 day to 2 days in College. This is to facilitate the logistics of a slight increase in students accessing the site.
- 8.02 Staff COVID-19 testing has begun this week. Public Health have visited and are happy with the measures put place. New guidance has been released, to reflect that staff can now test at home.
- 8.03 Plans are in place to re-open CAPA College to all students on 8 March 2021.
- 8.04 Organising student testing requires a lot of staff involvement. A member of the Admin Team may manage the data.
- 8.05 CN informed the Governing Body that additional hours will be required by a member of staff to facilitate student testing. LW added that it is increased and additional responsibility.
- 8.06 CN remarked that the current site is short of space for staff testing.

- 8.07 JON joined the meeting.
- 9.00 POLICIES**
- 9.01 *Administering of Medicines*
Governor Question - Is there a proforma for parents/cares to sign to administer medication? Is it necessary, to cover staff's back.
Answer - Children over 16 can administer themselves.
- 9.02 All Governors ratified the policy.
- 9.03 *Bursary Awards*
Governor Question - page 4, there is a section in red regarding £19,000, that what it is?
Answer – It was LW's recommendation to expand this from last year. We had quite a few families who didn't qualify for Free School Meals as they fell just outside the government threshold. New-proposals are based upon the applications received from existing students and their families.
- 9.04 **Governor question** – The forms on pages 6-8, are they different to the forms on pages 10-12? Are they repeated by mistake?
Answer - This is a repeat. LW to remove pages 6-8.
- 9.05 All Governors agreed to ratify the policy based upon these changes.
- 9.06 *Business Continuity Plan*
Governor Question - Point 4.2 about closure during a college day, "the Principal will advise the trust and Governors if there is any reason to close the college throughout the day" where it says "contacting parents", that students will contact them and it will be put on the website. Is there a quicker way of doing?
Answer – We can email out via Arbour.
- 9.07 **Governor Question** – Item 5.3, "telephone calls to the main switchboard would be diverted to a nominated person". Is there a nominated person in mind?
Answer – We can assign someone to that.
- 9.08 **Governor Question** - Section 6 is there anywhere in there that we could refer to the COVID-19 Policy, it's regarding the pandemic threat. It could just slot into that element there to make it a really strong part of the policy.
Answer – Section 6 links to the Critical Incident Policy. LW added that it is referenced in the introduction.
- 9.09 All Governors agreed to ratify the plan.
- 9.10 *Cash Handling Policy – Enhance Academy Trust*
LW added that although this is an Enhance Policy, she has added a bespoke section at the end. CAPA College does not handle cash, only during charity events, and CAPA College does follow the guidelines in the policy. We do not operate a petty cash system, if staff claim expenses, an expense form is submitted and signed off by the Pathway

Leader and staff are reimbursed directly into their bank account. All parents pay via the MIS system, similar to ParentPay. This reduces the risk of any money going missing.

- 9.11 All Governors have read and understood the policy and that it is now adopted by CAPA College.
- 9.12 *Critical Incident Management Policy*
SF commented that he has gone through the Policy with CN and it is almost ready to be ratified.
- 9.13 *Equal Opportunities for Staff Policy – Enhance Academy Trust*
All Governors have read and understood the policy and that it is now adopted by CAPA College.
- 9.14 *Free School Meals Policy*
All Governors agreed to ratify the Policy.
- 9.15 *Gifts, Rewards & Hospitality Policy, Rewards & Hospitality Policy*
All Governors agreed to ratify the Policy.
- 9.16 *Grievance Procedure*
There are no changes from the last time the policy was presented to Governors. All Governors agreed to ratify the Policy.
- 9.17 *Health & Safety – Public Performances*
The only change to make is that all references to Cathedral are removed. All Governors agreed to ratify the Policy based upon this change.
- 9.18 *Health & Safety Policy for Practical Lessons*
Just one small updated regarding the recording of lessons, which was discussed at the Performance Committee Meeting. All Governors agreed to ratify the Policy.
- 9.19 *Health & Safety Policy Statement*
All references to Cathedral to be removed. All Governors agreed to ratify the Policy based upon this change.
- 9.20 *Medical & Dental Appointments Policy – Enhance Academy Trust*
All Governors have read and understood the policy and that it is now adopted by CAPA College.
- 9.21 *Newly Qualified Teachers Policy – Enhance Academy Trust*
All Governors have read and understood the policy and that it is now adopted by CAPA College.
- 9.22 *PPA Policy*
All Governors agreed to ratify the Policy.
- 9.23 *Recruitment & Selection Policy – Enhance Academy Trust*
All Governors have read and understood the policy and that it is now adopted by CAPA College.
- 9.24 *Recruitment of Ex-Offenders Policy – Enhance Academy Trust*

All Governors have read and understood the policy and that it is now adopted by CAPA College.

9.25 *Staff Sickness Absence Policy – Enhance Academy Trust*
All Governors have read and understood the policy and that it is now adopted by CAPA College.

9.26 *Teacher Appraisal Policy – Enhance Academy Trust*
All Governors have read and understood the policy and that it is now adopted by CAPA College.

9.27 *Teacher Capability Policy – Enhance Academy Trust*
All Governors have read and understood the policy and that it is now adopted by CAPA College.

9.28 *Working Off Site Policy*
All Governors agreed to ratify the Policy.

10.00 RISK REGISTER

10.01 **Governor Question** - Is there anything new to pick up different from last time?
Answer - Not a great deal of extra work on it as the Trust have signed up to a new online compliance system which will look at the compliance measures.

10.02 **Governor Question** – Page 7 operational “such as loss of lighting and heating, the colour is amber but says L for low. Is it low and should be green, or should be amber and medium?
Answer – Yes it should be green.

10.03 **Governor Question** - Page 4, 3rd point down in second column, risk description. Failure to recruit quality staff, should there be a reference to number of staff? Insufficient staff will have a big impact on the College. Could the risk reflect minimum staffing ratios? If you have less than those required you won't be able function, You don't have to put a numerical value in there, but the phrase minimum number of staff
Answer – LW and CN will look into this. LW/CN

11.00 ANY OTHER BUSINESS

11.01 PK asked all Governors to contact RH at least 7 days prior to the meeting if they wish to add anything under Any Other Business, so that it can be added to the agenda. ALL

12.00 NEXT MEETING DATES

12.01 Th 5-year budget plan needs to be reviewed and agreed by Governors and sent to L Hutton by end of May 2021. This will be added to the Full Governing Board meeting on 12 March 2021. An extraordinary meeting of the Production Committee will be held on 25 March 2021, if required.

Meeting	Date
Full LGB	Friday 12 th March 2021
Performance	Friday 30 th April 2021

Full LGB	Friday 14 th May 2021
Production	Friday 11 th June 2021?
Full LGB	Friday 25 th June 2021

13.00 DBS & CHANGES IN CIRCUMSTANCES

13.01 None.

14.00 AGENDA, MINUTES & RELATED PAPERS – SCHOOL COPY

14.01 **Resolved:** That minutes 6.01, 6.02, 6.03, 6.04, 6.05, 6.06, 6.07, be excluded from the copy to be made available at the College in accordance with the Freedom of Information Act.