

In attendance: Yvette Elliott, Clerk (YE) and Stephen Corline, Business & Finance Director (SC)

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	<p><i>GH asked if there is any clarity on the additional Government funding announcement? SC confirmed that nothing has been finalised, but for example, if the money was shared equally between all schools it would amount to C. £75,000. There is no information currently about the school buildings funding either, but it is anticipated that this will be directed elsewhere in the country.</i></p> <p><u>Updated Staffing List</u> – This was reported by SC in his supporting document. Since then there has been a further full-time appointment of an NQT for Geography and all vacancies are filled. <i>JL noted the excellent data on minimal staff turn-over, which demonstrates that staff want to stay at KEVICC.</i></p> <p><u>Uniform Update</u> – Parents have now been informed of the uniform changes from September and the cost savings this will bring. <i>GH noted the positive response on Facebook and JL noted the appreciative response at the recent Parent Voice meeting.</i></p>	
5	<p>Financial Audit feedback</p> <p>Our financial audit was completed in February 2020, with no significant concerns. There were only a couple of high priority points and several of medium priority, including: Skills audit and financial interest forms to be completed by finance staff; creation of a contracts renewal spreadsheet for Governor review; Lettings rates for review; Monthly petty cash reconciliations required. All actions need signing off by DCC.</p> <p><i>JL congratulated the high standard of the audit and asked how Governors can best monitor progress? SC confirmed that this will become a standing agenda item at Operations Committee until all actions have been completed.</i></p> <p><i>MY questioned why cash reconciliation was only a low-priority item? SC confirmed that there were only a couple of months when this wasn't done and at the time of the audit everything was reconciled.</i></p>	Operations agenda
6	<p>Covid Update, including Risk Assessment</p> <p>SC confirmed that a new Risk Assessment has been completed and signed off by DCC. The College is currently operating with 3 distinct 'bubbles' of students – Key Worker pupils, Year 10 pupils at Redworth and Year 12 pupils at Kennicott. No lunches are being served on-site. Timings vary for each bubble during the day to avoid interaction and peak public transport times. Floor markings are in place, along with a one-way system. Many rooms are out of use to limit cleaning requirements.</p> <p>Google Meets is being used more now and core subjects are regularly offered via this medium at scheduled times during the school day.</p> <p>The transition process for rising-Year 7s has also been undertaken differently this year and the work is expected to be very beneficial for the future.</p> <p><i>JR asked if there is an expectation of the '25% of any cohort only' being reviewed before September? AS did not envisage any changes to our current provision under the existing guidance. AS noted the leaked Government guidance for September and anticipates a significant logistical exercise and re-timetabling will be required. Concern was raised over the potential reduction of curriculum offer, but formal guidance will confirm details. Staffing will be the biggest constraint. We have lots of space, but it needs to be appropriate space for teaching needs.</i></p> <p><i>JR asked if the College will need to swap to the Government scheme in order to provide summer free school meals? SC confirmed that we will and has confidence that this scheme is now working effectively. He will evaluate this when the first vouchers have been issued in a weeks time.</i></p>	

	<p><i>JL noted the huge additional workload to prepare for September and asked what arrangements there are to ensure staff will not have to work through the summer?</i> AS confirmed that Ruth Long has already prepared an Autumn Term timetable (although adjustments will now be required) and the Inset Day in September will be essential for staff. If Government Guidance is published this week there will be 2 weeks of planning prior to the summer holidays. Staff have been made clear that they won't be expected to work over the summer, but some work will be available for students to access independently if they want to.</p> <p><i>JL asked what process will be in place in the event of sickness within a bubble?</i> AS confirmed that there is a very useful Flow-chart that details the process and if partial closure is required, our home-learning set-up is in place as our contingency plan.</p> <p><i>GH asked Alan to gauge staff wellbeing.</i> AS confirmed that staff morale is positive, and they support the school approach. There has been a lower incidence of staff sickness since lock-down that typically for the same period which is a good indicator.</p> <p><i>MY asked if support staff will also be able to stop work over the summer?</i> SC confirmed that they will as workload is less than usual, as less is being generated by staff and pupils, so a normal summer break is expected for them and site staff.</p>	
7	<p>Policies for Review</p> <ol style="list-style-type: none"> 1. Charging & Remissions Policy – Ratified 2. Parental Bereavement (Pay and Leave) Act – No new policies from DCC to consider. 3. Accessibility Plan – Ratified 4. Data Protection Policy – Deferred to next meeting. 5. Health & Safety Policy – Recommended to FGB for ratification 	FGB Agenda
8	<p>Policies for Review at June Meeting</p> <ul style="list-style-type: none"> • Freedom of Information Publication Scheme (Steve Sherwood) • Freedom of Information Policy (Steve Sherwood) • TOIL Policy (Stephen Corline) 	JR JR JL
10	<p><i>MY asked for an update on the Elmhirst site.</i> SC confirmed that TCDS are still expected to vacate this space, but this has been delayed due to lock-down.</p> <p><i>MY asked for an update on the All Weather Pitch (AWP).</i> SC confirmed that some remedial works have been undertaken and this is due to be completed over the summer holidays.</p> <p>Governors thanked all staff for their hard work. AS to pass this on.</p> <p>Meeting closed at 6.45pm. The next meeting will take place on Tuesday 13th October 2020 at 5.45pm.</p>	AS

Signed.....

Date:.....

Michael Young

Chair of Operations Committee

Operations Committee Minutes – 30.06.20