

<p>Present: Maureen Sims – Community Governor (Chair) Jacquie Davies – Headteacher Judith Fisher - Community Governor Harry James – Community Governor Darren King – Community Governor Stephen Vaughan – Community Governor Emma Fearn – Support Staff Governor Emma Dodridge – Teaching Staff Governor Emma Douglas – AHT (Raising Standards) – Associate Member (until 5.15pm) Faye Miller – AHT (Safeguarding & Wellbeing) – Associate Member (until 4.55pm)</p>	<p>Apologies: Bridget CooperEastwood – Parent Governor</p> <p>Duration of meeting: 4.00 – 6.06pm</p> <p>MC members will be referred to as governors</p>
<p>In attendance: Tim Pritchard – Community Governor elect Jill Hills – Clerk</p>	

1.	Welcome, Apologies and Declarations	Action
1.1	The Chair welcomed those present including Tim Pritchard prospective Community Governor.	
1.2	Apologies had been received from Bridget Cooper-Eastwood who had been delayed at the last minute due to a work commitment.	
2.	Declaration of Business Interests - None	
3.	Any Other Business	
3.1	The Headteacher wished to discuss the focus of the next MC on 30 th April 2021.	
4.	Safeguarding AHT Presentation	
4.1	Learner numbers and cohort profile - The AHT Safeguarding and Wellbeing took Governors through her report which had been circulated with the agenda. Student numbers had increased slowly since the Autumn Term up to 74. This did not include learners who are supported by the Outreach Team and who remain on roll with the mainstream school and who are supported remotely. The analysis of students according to the type of referral or need and the percentage of learners who had been permanently excluded (PEX) or those with an Education, Health and Care Plan (EHCP) have remained broadly the same, although the number has increased slightly. Approximately five years ago there was a significant influx of learners with EHCP's but since then, although numbers had remained high, the percentage of EHCP learners had been fairly constant. Governors asked for clarification around those learners who were Pre-EHCP. The AHT advised that this related to learners for whom the EHCP process has started or evidence was being compiled to support an application. In respect of primary learners, if they didn't have an EHCP on joining icollege, then in nearly all cases an EHCP is applied for to support their needs.	
4.2	Safeguarding – The Safeguarding Governor had recently met with the AHT virtually and had reviewed the Single Central Record (SCR), S175 Safeguarding Audit and Safeguarding Training (which is reported to the LA). The Safeguarding Governors report had been circulated with the agenda. The AHT was pleased with the level of Safeguarding Training completed by staff. Whilst the percentages of Governors who had completed training was lower than usual, this was due to the number of new Governors this academic year who were in the process of completing the necessary training. Action: Clerk to remind Governors to complete any outstanding Safeguarding Training and forward training details to new Governors to complete.	Clerk, BCE, HJ, SV, DK and TP
4.3	Governors asked what the actions were arising from "Improve further the quality of Personal Education Plans (PEP's)". The AHT advised that PEP's are completed online for all Children In Care. Currently the AHT is the only member of staff who is trained on their completion and so the AHT needs to spend time going through them with Lead Teachers who contribute to them. Whilst the form itself is self explanatory there is a need to look at the quality of what's written. As icollege uses the EPEP's welfare call system the PEPs are quality assured by the LA and rag'd. There have been some "ambers" lately so these need to be reviewed. The process is complicated when learners are placed from out of area and are reluctant to or refuse to attend. In these cases it is difficult for Lead Teachers	

INSPIRATIONKS1& 2
Foxglove Way . Thatcham
Berks . RG18 4DH
01635 877114

INTEGRATIONKS3&4
22 Highview . Calcot
Reading . Berks . RG31 4XD
01189 416636

INTERVENTIONY9&10
88 Newtown Road . Newbury
Berks . RG14 7BT
01635 49397

INDEPENDENCEY11&KS5
Richmond House . Bath Road
Newbury . Berks . RG14 1QY
01635 48872

D2 26.04.21 Part 1 Minutes Full Management Committee (MC) 30th March 2021 at 4pm (Virtual Meeting)

		Actions
	to complete a PEP for a learner they have never met. Further training is therefore needed to assist completion of the PEP's in these circumstances. This is an area which could be reviewed as part of the next Safeguarding Governor visit. Action: Include the review of the quality of PEP's during next Safeguarding Governor visit.	Safeguarding Governor/ AHT S&W MC 06.07.21
4.4	The AHT had completed a Safeguarding Process scrutiny in November 2020 and had revisited the actions arising and all had been completed. A further review will be undertaken shortly to evidence progress/improvements etc. The outcomes will be included in the report to the summer MC. Action: Include outcomes of process scrutiny in the next report to the MC.	AHT(S&W) MC 06.07.21
4.5	Child Protection/Safeguarding log data – Governors asked that Autumn Term data is added to the report so that trends can be identified. The AHT advised that this is usually included but was omitted as an oversight. The Safeguarding Governor had referred back to this data which showed a general downward trend in the number of safeguarding concerns etc being logged. The AHT advised that there had been a fall in the number of concerns logged as there had been fewer learners in units during lockdown. The nature of the concerns had also changed where learners mental health had been impacted on during the pandemic. In some situations, concerns were more serious than they probably would have been had the situation at home not been impacted on during lockdown. Action: Ensure that previous terms data is included in the table relating to Child Protection/ safeguarding log data so that comparisons/trends can be identified.	AHT(S&W) MC 06.07.21
4.6	Behaviour and Attendance – Emma Dodridge and the AHT were meeting later in the week to drive forward Therapeutic Thinking post lockdown and finalising the action plan etc.	
4.7	As per the table on safeguarding concerns raised, Governors asked that previous terms/years data is included for comparative purposes. Referring back to previous reports, Governors noted that overall attendance had reduced from 57% to 48.6% and all individual unit attendance figures had reduced. Governors asked what the reason for the fall in attendance had been. The AHT advised that she had not included previous data as this would not be comparing like with like circumstances i.e. pre covid with current data. The reduction in attendance was mainly due to the option parents had not to send children to icollege during the pandemic even though as an Alternative Education Provider icollege had been open. The number of authorised absences was therefore higher. Governors asked for clarification that if a learner was absent due to CV-19 then this would be classed as an authorised absence. The AHT confirmed that if a learner was absent due to parental concerns around CV-19 or if because another member of the family was in a high risk category and shielding, then this would have been recorded as an authorised absence in accordance with Government guidance. Governors noted that the number of authorised absences since the previous report had risen from 27% to 45.6%. Action: Ensure that previous terms data is included in the Attendance/Authorised Absence data so that comparisons/trends can be identified.	AHT(S&W) MC 06.07.21
4.8	Governors asked what the advice around coding of absences had been from the Lead Education Welfare Officer (EWO) who had been contacted in February 2021. The Headteacher advised that she had contacted the Principal EWO as there were still issues around the coding of learner absences when they were offsite/absent due to being on a mixed/bespoke programme and being able to identify these from other authorised absences. They were going to discuss the situation with the Head of Education and request that they sought advice from the DfE, but there had been no further communication/feedback. icollege can code these absences separately for internal purposes as data is available. The DfE had advised that it was possible to use the Y code for covid absences due to the need to self isolate. The AHT would be looking at this in more detail to try to get a more accurate understanding of authorised absences.	
4.9	Exclusions – As there had been significantly less learners on site and given the work undertaken to reduce exclusions, there had been none during the Spring Term. During the last three years there had been no exclusions at Primary units.	
4.10	Antibullying & Behaviour Policies – Governors asked for an update on the review of these policies. The AHT advised that the Antibullying Policy was the more urgent policy to be reviewed so that it	

INSPIRATIONKS1& 2
Foxglove Way . Thatcham
Berks . RG18 4DH
01635 877114

INTEGRATIONKS3&4
22 Highview . Calcot
Reading . Berks . RG31 4XD
01189 416636

INTERVENTIONY9&10
88 Newtown Road . Newbury
Berks . RG14 7BT
01635 49397

INDEPENDENCEY11&KS5
Richmond House . Bath Road
Newbury . Berks . RG14 1QY
01635 48872

D2 26.04.21 Part 1 Minutes Full Management Committee (MC) 30th March 2021 at 4pm (Virtual Meeting)

		Actions
	could be added to the website. This would be available for approval at the MC on 27 th April 2021. The Behaviour Policy would take longer as icollege was in the process of moving its approach to Therapeutic Thinking which would need to be incorporated into the policy. Action: Add Antbullying Policy to MC agenda for 27th April.	AHT (S&W) Clerk MC 27.04.21
4.11	Remote/Home Learning – Governors asked about improving arrangements for Home Learning for learners and how this was going. The AHT (T&L) had worked hard to ensure that both learners and staff had access to IT and resources such as Satchel1. Some IT equipment had been provided for free and tablets/kindles had been purchased for learners to use for remote learning. Governors asked if icollege had all the IT support and equipment it needed to be able to engage with learners. The AHT advised that resources are adequate. Staff were mindful that some learners were accessing remotely via their mobile phones as their preferred option. Learners are not naturally motivated to do that extra bit of homework and this can be difficult under normal circumstances, where they are attending units.	
4.12	CREST Incident Reporting – There had been no significant incidents. Governors asked the AHT to review the scale used on the tables as the length of the lines was deceptive. Action: Review scale used in tables for incident reporting.	AHT (S&W)
4.13	Counsellor Support – Governors noted that the number of cases had reduced from 19 to 18 and asked what was the maximum capacity of cases the Counsellor could accommodate. Governors were concerned to see that the caseload included 6 members of staff. The AHT advised that the Counsellor is line managed by Emma Dodridge in her capacity as Inclusion Manager. There was no fixed maximum caseload set. The Counsellor's workload had been different this year due to CV-19 as previously they had been going out into schools, so their workload had been heavier pre-covid. Group work with small teams had also been undertaken with staff which had not been included in the report. Staff Counselling tends to be non work related wellbeing concerns. Governors asked if staff sessions took place during the school day. The AHT advised that some would take place during the school day or at offsite locations. This would be agreed between the Counsellor and individual staff members.	
4.14	Governors asked what the timescales were for the Mental Health audit being undertaken by the Counsellor and would there be an action plan. The audit should be completed by the end of April with an action plan in place for September 2021. Governors asked for confirmation that the Counsellor was also aware of these timescales. Actions: Discuss Mental Health audit expected outcomes and timescales during next safeguarding governor visit.	Safeguarding Governor & AHT (S&W) MC 27.04.21
4.15	Supporting Pupils with Medical Conditions Policy – There was one matter arising from the last meeting in respect of this policy and confirming that it had been updated to include the maintenance of First Aid boxes. The AHT advised that Monica Romano H&S Officer had updated the policy. <i>Faye Miller left the meeting at 4.55pm.</i>	
5.	Teaching and Learning AHT – verbal update	
5.1	The T&L AHT updated Governors on a number of key achievements. Ali Haines had completed her Level 7 as Careers Advisor. Ali's success is home grown as she joined icollege as a TA and has worked her way up. She is due to complete her Masters in September 2021. The advantage of being home grown is that she knows the students and understands the barriers to learning. She has held a record number of careers interviews for learners this year via Teams which has been very successful. Governors congratulated Ali on her achievement.	
5.2	Garden Project Intervention – The gardening project is in progress and is having a huge therapeutic impact on learners. Activities link into the curriculum by growing produce learners can cook with and is inspiring some to think of gardening as a career choice. Joel Gregory who is leading the project has been applying for funding and has been shortlisted by five potential organisations. He has also set up a Just Giving page as the unit needs to be able to demonstrate it is raising funding itself as well as applying for grants. Future developments include a pond which will link into science and a pizza oven.	

D2 26.04.21 Part 1 Minutes Full Management Committee (MC) 30th March 2021 at 4pm (Virtual Meeting)

		Action
5.3	Mentoring Project – icollege was approached by AQA Unlocking Potential and the Dame Kelly Holmes Trust to see if it wanted to become involved in a mentoring project for learners. The AHT, Ali Haines and Helen Blunn submitted a bid and were chosen. Serena Gutherie MBE (GB Netballer) has met with learners at Intervention three times and a social action project is being put together at Madeski Stadium.	
5.4	Inspiration – British science week had involved working with plastics and recycling, making models out of spaghetti, making pewter arrow heads during Forest day. Monster Phonics had been identified as an area for development during the pilot inspection. Progress has been monitored since 2019 and a learning walk completed recently had identified improvements and further areas for development.	
5.5	Integration – Gardening has also taken off at Integration who now have two greenhouses and veg boxes. Students are learning about growing food and sustainability. Resilience sessions are being run for SEN learners. Emma Swain has been teaching PHSE, Citizenship and Current Affairs, has been looking at topics such as vaccines and women's rights and completion of AQA units.	
5.6	The POD – Learners continue to make progress at the POD. Catch up funding has been used to purchase Clickr8 which has impacted greatly on learners writing abilities. They are now able to write a paragraph independently which is huge progress for these learners. Reading has also improved and learners are able to sit and read independently. Therapeutic Thinking continues to be embedded and learners are now able to play together and resolve conflicts, but most importantly are happy.	
5.7	Remote Learning – Whilst there has been a reluctance to introduce live teaching for learners for a variety of safeguarding reasons, live tutorials have recently been introduced for those learners who are for example still clinically vulnerable and being required to shield, so returning to the classroom remains problematical. TA's are using materials prepared on powerpoint as part of the remote learning set up during lockdown to deliver live tutorials to these residual learners. Safeguarding measures have been put in place. There is always another member of staff in the room, codes of conduct are signed and tutorials always take place between the unit and the learners home, never home to home. This approach can also be used in the future as part of blended learning where a learner has become dangerous or is not confident about coming into a unit. It enables icollege to broaden the curriculum for these learners. Governors asked if tutorials are recorded in case safeguarding concerns are raised retrospectively. This was felt to be inappropriate hence the additional member of staff being present in the classroom during the tutorial.	
5.8	English and Maths updates - There had been 1 grade 4 GCSE pass in the November 2020 exams. Other learners have completed functional skills qualifications in English and Maths as there will be no GCSE exams this year. Results so far are: English Intervention 4 passes at L1 in Reading Independence 6 passes at L1 and 1 at L2 Maths Intervention 3 passes at L1 Independence 4 passes at L1 58% of all Independence students have attained a L1 or L2 qualification	
5.9	Governors asked about the number of learners taking exams in November 2020. The AHT advised that there had not been a big take up of the ability to sit exams in November, as most were happy with the grade they were awarded in the summer, in lieu of formal exams due to CV-19. Separate lessons are held for those learners who in a normal year wish to resit exams in the Autumn Term and 1:1 support was provided in this instance. <i>Emma Douglas left the meeting at 5.15pm.</i>	

INSPIRATIONKS1& 2
Foglove Way . Thatcham
Berks . RG18 4DH
01635 877114

INTEGRATIONKS3&4
22 Highview . Calcot
Reading . Berks . RG31 4XD
01189 416636

INTERVENTIONY9&10
88 Newtown Road . Newbury
Berks . RG14 7BT
01635 49397

INDEPENDENCEY11&KS5
Richmond House . Bath Road
Newbury . Berks . RG14 1QY
01635 48872

D2 26.04.21 Part 1 Minutes Full Management Committee (MC) 30th March 2021 at 4pm (Virtual Meeting)

		Actions
5.10	Benchmarking – Benchmarking data for Progress 8 and Attainment 8 had been produced in conjunction with the LA. Comparisons with last year across other Alternative Provision had identified that for 2019, icollege was ranked 5 th highest out of 150 alternative providers for Attainment 8 and 4 th for Progress 8. This places icollege in the top 3% for outcomes for learners nationally within alternative provision. Looking at comparisons with statistical neighbours (similar more local providers) placed icollege as 0.9% below the top and 0.55% above the third highest provider for learner outcomes. Comparisons generally are more tricky for alternative providers as they vary considerably.	
5.11	Covid-19 Catch-Up Funding Premium for website - The Premium Report for 2020/21 had been discussed and agreed at the Finance Committee on 20 th April 2021 and has been uploaded to the website. There had been discussion at the Finance Committee about whether the report should refer to narrowing or closing the gap. After further consideration, the Headteacher advised that the report had been left unchanged as there was evidence to support that icollege closes the gap for its learners.	
6.	Membership and Roles.	
6.1	Election of Tim Pritchard as Community Governor. The Chair introduced Tim Pritchard to Governors who provided a brief outline of his skills, experience and reasons for wanting to join the Management Committee. Jacquie Davies then proposed and Darren King seconded that Tim Pritchard be appointed as a Community Governor. Governors unanimously agreed. The term of office would be four years.	
6.2	Other Vacancies The Chair advised that it was also the intention to appoint another governor Richard Thompson to the MC at this meeting, but due to a delay with receiving a second reference this would not be possible until the next meeting. Assuming this appointment goes ahead, this will leave just two LA vacancies of which it is hoped one will be filled by a candidate who was identified at the West Berkshire Volunteer Day in January 2019, but due to circumstances had not been able to commit to becoming a Governor. The Chair has however, kept in touch with them and it is still the intention for them to come on board at a future date.	
6.3	Matters arising: Governor annual declarations – The Clerk advised that there were some gaps according to Governor Hub but some of these may be as a result of the technical problems experienced with the database recently. The Clerk would monitor and follow up with individual Governors if necessary. Action: Clerk to check all annual declarations have been completed.	Ongoing
7.	Minutes of the Meeting on 2nd February 2021 and Matters Arising (where not elsewhere on the agenda)	
7.1	The minutes of the MC on 2 nd February 2021 had been circulated with the agenda. The minutes were agreed as an accurate record and would be signed by the Chair as soon as CV-19 permitted.	
7.2	Matters Arising 5.1 Safeguarding Training – The Chair advised that the completion of training for Bridget CooperEastwood and new Governors is being followed up by the Clerk. Action: Bridget CooperEastwood to advise Clerk of dates Safeguarding training had been completed. Action: Clerk to confirm new Governors have completed Safeguarding Training	BCE MC 27.04.21 HJ, DK, SV, TP & Clerk MC 27.04.21
7.3	8.7 Link Governor Visits Form – Governors to provide feedback on the format of the new form once visits could resume in units. Further work would be needed to ensure that visits tied into objectives from the SDP/GDP.	All Governors
8.	Combined SDP/GDP	
8.1	Strategy Day – The Strategy Day would take place on 22 nd June 2021 at Independence at 9am for a 9.30am start and to finish at 4pm. Harry James would be facilitating the day and would prepare an Agenda for the day with data gathering etc in advance for contextual comparison (although with an alternative provider this can be difficult.)	

D2 26.04.21 Part 1 Minutes Full Management Committee (MC) 30th March 2021 at 4pm (Virtual Meeting)

		Actions
	Action: Prepare outline agenda and preparation needed for Strategy Day to be agreed with Chair and Headteacher.	HJ MC 27.04.21
8.2	SIA Visit Feedback – Donna Fox, Schools Improvement Adviser (SIA) had completed a review of the icollege SDP and GDP to see how it can be made more strategic and how it links in with the School Evaluation Form (SEF). Her report and the outline of the SEF had been circulated with the agenda. The current SEF is outdated due to CV-19 so needs to be reviewed. There were numerous sources of what had happened during the pandemic. Ofsted would not be resuming its programme of inspections until at least September 2021 due to CV-19. icollege would in due course receive a Section 5 full inspection as it had not been inspected in its own right since inception. Both the Alternative Curriculum Service (ACS) and the Reintegration Service (RS) had been inspected pre-icollege and then icollege had been subject to a pilot inspection of the new framework in July 2019.	
8.3	The Headteacher had started to look at the new format of the SEF and the Senior Leadership Team (SLT) had met and started to populate the document before circulating to Lead Teachers etc for them to update for their relevant areas of responsibility. Likewise the Headteacher would be asking Governors to review their section of the SEF. The Headteacher suggested that this was something that could be worked through during the next MC on 27.04.21 and then the draft document could be brought to the July MC for review and further input. The next step would be to consider whether the SEF forms the Headteachers report in conjunction with the very detailed AHT reports. Action: Include Governors section of SEF on MC agenda for April 2021 and full SEF on MC agenda for July 2021.	Headteacher/ Clerk MC 27.04.21 & MC 06.07.21
8.4	Governors discussed attendees for the Strategy Day. The Headteacher suggested that it would be beneficial to invite Donna Fox to attend the Strategy Day. It would also be beneficial if a representative from the LA was present at the start of the day to provide an overview of the future direction of Education in West Berkshire over the next 5 – 10 years and how icollege fits in with the direction of travel. Governors agreed to invite Donna Fox (SIA), Ian Pearson (Head of Education) and Michelle Sancho (WBC officer responsible for Alternative Provision). Action: Invite LA representatives to Strategy Day.	Chair MC 27.04.21
8.5	Governor Virtual Monitoring Visits – As discussed under Item 4, the Safeguarding Governor had completed a virtual monitoring visit and her report had been circulated with the agenda. Completing the visit virtually had worked very well and she was still able to review key documents such as the Single Central Record (SCR). Development actions had been identified and included in the report which would be followed up at subsequent visits.	
8.6	Health and Safety Visit – The Health & Safety Governor had held an introductory meeting with Monica Romano (Health and Safety Co-ordinator) at Independence. It was difficult to undertake visits to units due to CV-19 restrictions but a schedule of visits would be set up ready for when Governors were able to go back into units. Action: Complete visit monitoring form and agree schedule of H&S visits.	HJ MC 06.07.21
8.7	English Assessments and Remote Learning – The Vice Chair had met with Suzanne Siaever-Enger who is the author of the termly icollege Newsletter. Governors thanked Suzanne for her hard work in pulling the newsletter together.	
8.8	The virtual monitoring visit whereby some of the virtual resources prepared for learners as part of remote learning. Other areas discussed included initiative such as Maestro's and Reading Revolution as well as the progress tracking tool which is being used across all departments. icollege staff had worked hard during the pandemic on ways to engage learners.	
8.9	SDP/GDP – An updated document had been circulated with the agenda which includes which members of staff are responsible for various elements of the plan. Emma Fearn had raised a number of questions in advance of the meeting which the Headteacher had responded to.	
9.	Risk Registers	
9.1	Governors were advised that there had been no changes to the Main Risk Register since the last meeting. The CV-19 Risk assessment had been updated but in many ways had reverted to the one	

D2 26.04.21 Part 1 Minutes Full Management Committee (MC) 30th March 2021 at 4pm (Virtual Meeting)

		Actions																																										
	<p>which applied when schools fully reopened in September 2020 as the current circumstances are similar. There is one main addition around staff completing home testing. The other change had resulted from the investigation around the one positive case which had occurred relating to a member of staff. This had established that if a staff member had taken a PCR test but did not have symptoms, the DfE guidance did not include instructions/guidance around self isolating until the results had been received. The Risk Assessment had been amended to include that if a staff member was Asymptomatic and had taken a PCR test then they should wait for the results before returning to work in school. The incident had not resulted in the spread of CV-19 within icollege.</p>																																											
10.	Policies																																											
10.1	<p>Attendance Policy – Governors asked about the coding of absences connected to CV-19 as discussed earlier in the meeting. The Headteacher advised that this did not need to be included in the policy as it was a response to a specific set of circumstances. However, should the situation continue then an appendix with additional information may need to be included. Governors unanimously approved the Attendance Policy.</p>																																											
10.2	<p>Admissions Policy – The policy included a statement that it is not good practice to have EHCP learners in PRU's although icollege has a significant number of these. Governors agreed that the statement should be deleted. Subject to this amendment, Governors unanimously approved the Admissions Policy.</p>																																											
11.	Minutes from Other Committees																																											
11.1	<p>Finance Committee – Scheduled meetings had taken place on 23rd February and 23rd March 2021 along with an Extraordinary meeting on 16th March 2021. The minutes would be circulated to Governors as soon as they were available. The Chair of Finance advised that Governors would be looking to confirm the budget for 2021/22 at the next MC on 27th April 2021. A high level summary of the current years budget as at the end of February 2021 had been circulated with the agenda and is included in the table below.</p> <table border="1"> <thead> <tr> <th></th> <th>Original Budget</th> <th>Current Budget</th> <th>Actual</th> <th>% of Budget</th> <th>Forecast for year</th> <th>Over/under %</th> </tr> </thead> <tbody> <tr> <td>Opening Balance</td> <td>-106,390*</td> <td>-106,390*</td> <td>-106,385</td> <td>99.9%</td> <td>-106,385</td> <td></td> </tr> <tr> <td>In Year Funding (schools, PPG, HNB (funding and income))</td> <td>-2,537,760</td> <td>-2,536,170</td> <td>-1,671,350</td> <td>66%</td> <td>** -2,587,990</td> <td>101%</td> </tr> <tr> <td>In Year Expenditure</td> <td>2,595,120</td> <td>2,595,120</td> <td>2,224,421</td> <td>85%</td> <td>2,486,166</td> <td>96%</td> </tr> <tr> <td>In Year Balance (- surplus, + deficit)</td> <td>57,360</td> <td>-27,549</td> <td>446,686</td> <td></td> <td>** -101,824</td> <td></td> </tr> <tr> <td>Closing Balance to Carry Forward at year end (- surplus, + deficit)</td> <td>-49,030</td> <td>-81,420</td> <td>553,071</td> <td></td> <td>** -208,209</td> <td></td> </tr> </tbody> </table> <p>*Budget figure rounded up for accountancy submission paperwork **Funding forecast in table 1 have been agreed by Schools Accountancy.</p>		Original Budget	Current Budget	Actual	% of Budget	Forecast for year	Over/under %	Opening Balance	-106,390*	-106,390*	-106,385	99.9%	-106,385		In Year Funding (schools, PPG, HNB (funding and income))	-2,537,760	-2,536,170	-1,671,350	66%	** -2,587,990	101%	In Year Expenditure	2,595,120	2,595,120	2,224,421	85%	2,486,166	96%	In Year Balance (- surplus, + deficit)	57,360	-27,549	446,686		** -101,824		Closing Balance to Carry Forward at year end (- surplus, + deficit)	-49,030	-81,420	553,071		** -208,209		
	Original Budget	Current Budget	Actual	% of Budget	Forecast for year	Over/under %																																						
Opening Balance	-106,390*	-106,390*	-106,385	99.9%	-106,385																																							
In Year Funding (schools, PPG, HNB (funding and income))	-2,537,760	-2,536,170	-1,671,350	66%	** -2,587,990	101%																																						
In Year Expenditure	2,595,120	2,595,120	2,224,421	85%	2,486,166	96%																																						
In Year Balance (- surplus, + deficit)	57,360	-27,549	446,686		** -101,824																																							
Closing Balance to Carry Forward at year end (- surplus, + deficit)	-49,030	-81,420	553,071		** -208,209																																							

D2 26.04.21 Part 1 Minutes Full Management Committee (MC) 30th March 2021 at 4pm (Virtual Meeting)

		Actions
11.2	As a new Governor, the Chair advised it had become apparent that it was very difficult to plan ahead for income and expenditure in a PRU compared to a mainstream school. Usually it would be very easy to gain a clear idea of income as in a mainstream school this comes primarily from direct funding via the LA based on the number of pupils on roll at the census point. In a PRU, there are more variables involved in the level of funding received and so the budget can only be determined based on historical data and assumptions for the year ahead.	
11.3	At the start of 2020/21 icollege had a brought forward surplus of £-106,390 and had forecast a year-end surplus of £-81,420. However, the latest forecast is showing a predicted year-end surplus of £-208,209. This increase was predominantly due to the impact of CV-19 and the reduction in expenditure on staffing etc.	
11.4	Detailed discussions of the budget and the fluctuations experienced throughout the year has identified a theme whereby icollege has the desire to be more in control of its future by reassessing its relationship with the LA. It had become apparent that it is not clear how the LA calculates the funding it has allocated to icollege and what these figures are based on. This would need to be understood if an SLA is to be developed between icollege and the LA. icollege needs to look at its offer/provision, what its overheads are and what level of funding it needs to deliver this, which would then form the basis of its SLA/contract with the LA moving forward. The LA is planning a review of how icollege is funded and the Finance Committee had discussed the desire to put forward a funding model rather than being dependent on what the LA proposes. This would also need to be discussed as part of the Strategy Day.	
11.5	The Headteacher advised that whilst the surplus is high when put in context with other schools it was not out of place. Of the three mainstream Secondary Schools that are LA controlled, 2 are reporting surpluses as are the two special schools. The reasons for the surplus are:- No staff overtime; Reduced need for supply cover; Reduction in travel both staff and students between units or to offsite provision/activities some of which have been closed throughout the pandemic; Savings on food for students due to remote learning	
11.6	Internal Audit Report – The LA had undertaken an Internal Audit of icollege during November/December 2020 looking at income, finance and governance. A draft report had been provided which included a number of inaccurate assumptions which had been discussed/challenged by the Chair of Governors and the Headteacher with the Auditor and their Manager. A revised report is awaited which will hopefully include a more accurate context for some of the assumptions made. The report will be shared with Governors once icollege is satisfied with the accuracy of the content.	
12.	Any Other Urgent Business	
12.1	Focus of next meeting – Given the proximity of the next meeting on 27 th April (8 school days, due to holidays) the Headteacher proposed that the meeting should focus on the:- Budget for 2021/22 and three year forecast (which needs to be approved and submitted to the LA by 1 st May); Schools Financial Value Statement (SFVS) ready for submission to the LA by 28 th May 2021; Governance elements of the SEF as discussed earlier in the meeting; and Internal Audit Report if available. Governors agreed. Action: Headteacher to extract and circulate governance sections from the SEF for Governors to complete and forward to the Clerk to combine in readiness for discussion at the next MC.	Headteacher MC 27.04.21
12.2	Maureen Sims and Judith Fisher were congratulated on their completion of the NGA Chairs Development course.	

D2 26.04.21 Part 1 Minutes Full Management Committee (MC) 30th March 2021 at 4pm (Virtual Meeting)
There being no further business, the meeting closed at 6.06pm.

INSPIRATIONKS1& 2
Foxglove Way . Thatcham
Berks . RG18 4DH
01635 877114

INTEGRATIONKS3&4
22 Highview . Calcot
Reading . Berks . RG31 4XD
01189 416636

INTERVENTIONY9&10
88 Newtown Road . Newbury
Berks . RG14 7BT
01635 49397

INDEPENDENCEY11&KS5
Richmond House . Bath Road
Newbury . Berks . RG14 1QY
01635 48872