



# GEP ACADEMIES WEEKLY BULLETIN

## WEEK COMMENCING 06 JULY 2020

### Reminders for this coming week:

#### ALL HEADS SEPTEMBER REOPENING MEETING

07.07.20  
11.00 -12.00

#### GEP AUDIT COMMITTEE

07.07.20  
17:30 – 19:00

#### JOINT DEVELOPMENT GROUP

10.07.20  
08:00 – 10:00

### Forthcoming meetings:

#### JOINT AST/GEP EXECUTIVE TEAM MEETING

13.07.20

#### GEP EDUCATION COMMITTEE

15.07.20  
10:00 – 12:00

#### GEP BOARD

16.07.20  
17:30 – 19:00

#### AST/GEP JOINT HEADS MEETING

24.09.20  
09:00 – 12:00  
Exact timings tbc

### Running through the finish line

It is common in sport, and in many other aspects of life, to use the adage 'run *through* the finish'. In considering the 100m sprint – the clearest piece of advice is to run through the finish line, not to it. In school leadership, the weeks before the end of term feel like a crescendo – not a diminuendo. This year is perhaps the strongest case in point.



Guidance regarding the planned full opening in September, has challenges for schools, particularly secondary schools. Thank you for all your continued support for the advice given and the redrafting of plans, risk assessments and health and safety documentation. A little reminder, to keep us informed as to your plans and any adjustments to bubbles in these last few weeks, potential cases, and your plans for September. We will use usual trustee sign off patterns for school planning for next academic year. Please look out for updated advice on how to undertake this. We will meet informally as headteachers to share considerations this week to support schools, share best practice and clarify procedures.

Running beyond the line is also being undertaken in all matters non-covid. Virtual parents' evenings, transition events, staff induction sessions, timetable planning and admissions procedures are all in full swing. These are crucial tasks and this year, as important as ever. We are unable to begin in September without this vital work and it is wonderful to see that, despite the current challenges, all schools and colleagues are advancing these areas of work calmly and purposefully. Governors also play an important part in preparing for an effective academic year.

Thank you to all colleagues for running through the line. For working harder than ever. For thinking about providing effectively for children next year – by getting our finish right over the next few weeks. Finishing well allows for a purposeful holiday (vital!) and a brilliant start.

## Actions for Trustees:

Papers for the audit committee and JDG have been published.  
Papers for the board are due to be published later this week.

## Actions for Heads:

September reopening meeting taking place on Tuesday at 11am via zoom. Calendar invites and zoom link have been sent.

Jack's visits will be taking place virtually by zoom, calendar invites with zoom links have been sent and the schools being visited this week are listed below.

Note and actions from the Joint AST/GEP Heads meeting held on 18<sup>th</sup> June can be viewed [here](#).

## Actions for Governors:

Jack presented a plan for his first 100 days as CEO to the Chairs of GLACs and Trustees on June 23<sup>rd</sup>. Please click [here](#) to view and download the presentation.

A recording of the zoom session is also available [here](#).

## School Improvement Update:

### September opening

As we digest the DfE guidance on school's opening fully in September and reflect on protective measures we need to have in place, United Learning has shared some approaches they are taking which may be helpful in your discussions and plans. [Click here to view](#)

## School Operations:

Budgets for 20/21 were reviewed by the Resources Committee last week and will be submitted for formal approval by the Board on 16 July, following a couple of tweaks, in consultation with schools. An update will be provided to SBMs and Heads, following usual processes thereafter. The context of longer-term forecasts depending upon the funding scenario were also considered and it was agreed that we would remain with the lower funding scenario, but that we would review next year, when funding is clearer and funding statements are issued.

The Resources Committee also approved allocations for 20-21 School Capital Allocation (SCA). The GEP Estates Manager will provide updated condition surveys showing allocation priorities to SBMs in due course. It may be possible to reconsider premises maintenance costs for next year and possible charging of premises managers for project management as a result.

As is usual this time of year, this week and next, we receive virtual visits from our external auditors, conducting systems checks in preparation for year end and internal auditors, to review our budget setting and monitoring process, as well as creditor payments. Internally, we are also reviewing month end procedures since lockdown (bank reconciliations and payment processes). All of these visits are part of an ongoing assurance programme to ensure our financial processes are sound and to minimise fraud.

### Contacts:

Jack Mayhew: CEO

Ali Larcombe-Fish: COO

Andrew Roach: Education Director

Lisa Wilde: Financial Controller

Lyndsay Cameron: SCITT Director

Jo Coles: HR Manager

Richard Wiseman: Estates Manager

Ben Sayers: Head of IT

Gary Lelliott: Head of Governance

Jackie Blackwood: Teaching School Manager

Gaby Sutton: Senior Administrator/PA to CEO

Carol Pearce: Primary SIP

Jane Abbott: Secondary SIP

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## **Jack's (virtual) visits and meetings this week:**

<b>Kings Virtual Visit</b>	<b>06.07.20</b>	<b>13.30</b>
<b>All Heads September reopening meeting</b>	<b>07.07.20</b>	<b>11.00</b>
<b>Community Foundation at UoS meeting</b>	<b>07.07.20</b>	<b>12.30</b>
<b>Loseley Fields Virtual Visit</b>	<b>07.07.20</b>	<b>13.30</b>
<b>Audit Committee</b>	<b>07.07.20</b>	<b>17.30</b>
<b>Meeting with RGS</b>	<b>08.07.20</b>	<b>11.15</b>
<b>Meeting with Denford Associates – communications</b>	<b>08.07.20</b>	<b>12.30</b>
<b>CEO Roundtable with RSC</b>	<b>08.07.20</b>	<b>14.00</b>
<b>Guildford Healthcare project</b>	<b>09.07.20</b>	<b>13.00</b>
<b>Sandfield Virtual Visit</b>	<b>10.07.20</b>	<b>12.00</b>
<b>George Abbot Virtual Visit</b>	<b>10.07.20</b>	<b>13.00</b>