

HOMEWOOD COLLEGE
GOVERNING BODY
MINUTES

Meeting of:	Full Governing Body
Date/Time:	12 th December 2018
Location:	Homewood College
Distribution:	Governors, Website, Jo Lyons, Georgina Clarke-Green
Quorum:	For decisions to be binding at least 6 governors are required to be present.
Present:	<p>Governors (voting) Gary Alexander (GA) Rachel Carter (RC) Kerry Clarke (KC) Louise Cook (LC) Anna Gianfrenco (AG) – from 17.24 Flora Jenkins (FJ) Peter Lyndsell (PL) Jeff Matthews (JM) Sue Shanks (SS) Bob Wall (BW)</p> <p>Other (non-voting) Anthony Carlo, Head of School – in attendance Gillian Churchill, (GC) Head of Education Capital, Property Design, Economy and Culture. Items 1&2 only. Georgina Clarke-Green, (GCG) Assistant Director, Health, Disabilities, Families and Learning. Items 1&2 only. Janet Johnson, Clerk to Governors Karen Prout, Business Manager - observer</p>
Apologies:	Ginny Lyndhurst – accepted Fiona Martin – accepted Jo Lyons - Director of Children’s Services – not applicable

	DISCUSSION AND DECISIONS	ACTIONS
1.	<p>WELCOME, INTRODUCTIONS CONSIDERATION OF APOLOGIES and DECLARATIONS of INTEREST BW opened the meeting and general introductions followed, with GC and GCG giving brief details of their background. Apologies were considered. KC completed the annual declarations of interests forms, which were authorized, and confirmed having read the safeguarding, conduct and data documents. Staff members declared an interest as they worked on site and the premises manager lived on site. It was agreed they could be present and contribute to the discussion. All other governors could take full part throughout.</p>	

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2	<p>CONFIDENTIAL ITEM PREMISES</p> <p>It was agreed that this item would remain temporarily confidential as the nature of items under discussion could cause unnecessary concern amongst stakeholders. The discussion is recorded in part II minutes.</p>	
3	<p>CHAIR'S REPORT</p> <p>Governors had already considered the report. He informed the current projected deficit was £160k dr. The terms of reference of the Resources committee drafted would be reviewed by Governor Support department. The report was accepted.</p>	
4	<p>MINUTES OF LAST MEETING and MATTERS ARISING</p> <p>The minutes of the previous meeting were agreed to be an accurate record and signed by BW accordingly.</p> <p>Matters arising</p> <ul style="list-style-type: none"> • The local authority had not responded with an answer to why the governing body's decision within its budgetary powers regarding contribution to headteacher's salary had not taken effect, merely stating that Homewood had made the appointment. • Governors were to email the clerk if they were having difficulties with their school email account. The clerk would refer them to the school IT manager. • Requests for governor photos and blurb for the website were repeated. • BW would take forward Risk Management and recording. • LC confirmed the school improvement/development plan would always be circulated to governors when it had been up-dated. • The headteacher's performance management group was now just Ginny Lyndhurst and Jacky O'Toole. 	<p>ALL ALL</p>
5	<p>RESOURCES COMMITTEE</p> <p>Governors had already considered the minutes from the meeting, the appraisal policy and the pay policy.</p> <p>5.1 The meeting had taken place and notes circulated. The chair of the meeting now itemized the recommendations therein and these were all ratified by the governing body.</p> <p>5.2 Further information was provided: Karen Haworth from local authority finance had agreed to lead a training session with LC present. They intended to carry out a check on a full trail of the pupil premium expenditure. AC would provide the full reports.</p> <p>5.3 It was now agreed: Flora Jenkins would move from performance working group to the Resources Committee. Anna Gianfrancesco and Bob Wall would join Resources Committee. Fiona Martin and Ginny Lyndhurst would remain committee members. The next meeting was scheduled for 21st January at 8.am. BW would be the health and safety link governor.</p>	<p>RC AC LC Res Comm</p>

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	<p>5.4</p> <ul style="list-style-type: none"> ❖ The appraisal policy 2018 was approved. The policy wording would be reviewed in 3 years or at an earlier date if the local authority suggested amendments. The effectiveness of the policy would be reviewed annually. <p>5.5 The latest draft scheme of delegation had been circulated. Governors now agreed the limits for both contracts and virements were to be the same and set at £15k for the resources committee, £5k for the Executive Headteacher and £2k for the Head of School. Governors agreed the scheme subject to amendment of the typographical errors and clarification as to the decisions the Head of School could make. BW FJ and LC were directed to finalize those points. The signed Scheme would be circulated upon completion.</p> <p>In discussion it was agreed a robust system was required for the process of allocation of budget and budget changes between the three units.</p> <p>5.6 Pay policy LC drew attention to the amendments proposed at section 9 and 10. The policy was within the parameters agreed by the local authority and the unions. Governors confirmed section 10a-d would not be paid and the section 9biv) proposal was that the manager would consider on a case by case basis and 9bvi) was to be updated to reflect current SEN allowance. 12 (iii) would not be applicable.</p> <ul style="list-style-type: none"> ❖ Subject to the above amendments, the pay policy was approved. The wording and effectiveness would be reviewed annually. The resources committee will be the pay committee. <p>The minutes were accepted.</p>	<p>JJ</p> <p>JJ</p> <p>BW FJ LC</p> <p>BW RC LC</p> <p>LC JJ</p>
6	<p>SAFEGUARDING WORKING GROUP</p> <p>Governors had already received the draft minutes and the safeguarding audit.</p> <p>The safeguarding working group had had its inaugural meeting. It was now reported that the safeguarding audits had been scrutinized and it was recommended that those items RAG-marked as Green were checked, not just following up any Reds. This was agreed and a governor had already commenced work. KP would produce a proforma re items needed by the group for each item. It had transpired that the PRUs safeguarding did not include staff welfare and it was agreed Homewood staff welfare would be put under the remit of the BHPRU/TCH Resources Committee. The Pan-SEMH Hub behaviour policy was being worked on by LC</p> <p>The minutes and recommendations along with the safeguarding audit were accepted.</p>	
7	<p>PERFORMANCE WORKING GROUP</p> <p>Governors had already received the draft minutes, the 2017/18 performance highlights and the School Partnership Advisor (SPA) report.</p>	

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	<p>Will your remit include the pupil premium performance? Yes In discussion governors</p> <ul style="list-style-type: none"> • Noted the variance in judgements between the SPA report and others. • Acknowledged there would be day to day variance and case studies were needed. • Agreed it was a challenge but relevant information needed to be at hand. • This information needed to include the vision and improvement actions. <p>Governors requested:</p> <ul style="list-style-type: none"> • A presentation on the vision and plan for improvement, what part is not progressing as wished and what was in place. LC would circulate the school self-evaluation and the school development plan was in place and could be monitored by governors. • The local authority strategic partnership board was meeting and we want to take forward that we need a vision message and what we are doing to achieve it. • Consideration at some later date commissioning an external view from a source with extensive SEMH experience. <p>The SPA will help HC moving forward. Shall we ask PS here? Did the report trigger any additional help? No, they were already aware.</p> <p>A professional contact of a governor (FJ) had reviewed the website for compliance and it needed a lot of attention. AC informed there had been difficulties with the website reverting to previous settings, requiring a lot of rectification work. This was ongoing.</p> <p>The draft minutes and recommendations along with the performance report and SPA report were accepted.</p>	LC
8	<p>SCHOOL IMPROVEMENT – on track? GOVERNORS – VISITS The updated school development plan was approved. No further reports were made.</p>	
9	<p>HEADTEACHER’S REPORT (if any items not covered elsewhere) There was no discussion at this item.</p>	
10	<p>GOVERNOR TRAINING REPORTS This item was not taken.</p>	BW
11	<p>Any other Urgent Business (with prior agreement from Chair) There being no further business, the meeting closed at 19.07</p>	

..... Signed Dated
Signature noted in the minutes of meeting 21.3.19

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Item	Owner	Action	Due Date
24.9.18			
4.1	All	Provide photo and blurb for website	
5.5	LC	Oversee provision of and access to emails for governors	
6.4	All	Be prepared for discussion to decide information requirements re committee work	
8	BW	Liaise JJ re risk recording	
13.3	JM JJ	Arrange for duly amended (by school) SEN policy to come to FGB for approval. JJ note policy list	
12.12.18			
2	GC GCG ALL	Rework and review document in light of comments	
5.2	RC	Arrange KH finance training, schedule governor review of pupil premium and liaise AC re any further information needed.	
5.3	RC LC	Liaise and confirm viability of 8.00 am meeting	
5.3 5.4	JJ	update records and gov support	
5.5	BW FJ LC	Scheme of Delegation finalize, then sign and circulate	
5.5	BW RC /LC	Oversee the setting up of a system re budgets and budget headings relating to pan-school items	
5.6	LC	Finalise Pay policy	
10	BW	Take further action if required	