

HOMEWOOD COLLEGE  
GOVERNING BODY  
**MINUTES**

<b>Meeting of:</b>	<b>Full Governing Body</b>
<b>Date/Time:</b>	20th September 2017 5pm
<b>Location:</b>	Homewood College
<b>For:</b>	Governors
<b>Distribution:</b>	Governors, Kim Breckell, Mark Helstrip, Website
<b>Quorum:</b>	For decisions to be binding at least half the number of governors in office are required to be present
<b>Apologies:</b>	Pat Beach – noted Lorna Miller-Cooper – accepted Mike Newman – noted Sue Shanks – noted Lynda Hayes – received later
<b>Present:</b>	Governors (voting) Gary Alexander (GA) Anthony Carlo (AC) Deputy Headteacher Rachel Carter (RC) Sue Hart (SH) Peter Lyndsell (PL) Elizabeth Wylie (EW) Chair of Governors Other (not-voting) Kim Breckell (KB) School Business Manager Mark Helstrip (MH) Headteacher Janet Johnson (JJ) Clerk to Governors Rob Archard (RA) Staff member

Item no.	DISCUSSION AND DECISIONS	ACTION
1.	<p><b>WELCOME, CONSIDERATION OF APOLOGIES AND INTERESTS</b></p> <p>EW opened the meeting at 5.15 and apologies were considered. No declarations of interest in any agenda items were made when invited. All governors were entitled to vote and contribute fully to the discussion throughout the meeting apart from the elections when the nominee under consideration withdrew.</p>	
2	<p><b>ELECTION of CHAIR of GOVERNORS</b></p> <p>Note. JJ took the chair for this item. She informed the position of Chair of Governors was to be for a term of one year and that EW had self-nominated but there had been no other nominations. EW withdrew. The remaining governors were keen for EW to continue as Chair for a further term and she was elected <i>nem com.</i> EW</p>	

HOMEWOOD COLLEGE  
GOVERNING BODY  
**MINUTES**

	<p>returned and accepted the position, drawing governors attention to the expiry of her term of office as governor which was 16.9.18. A succession plan would be part of the governor work for the year.</p>	EW JJ ALL
3	<p><b>ELECTION OF VICE CHAIR</b> [EW was in the chair for this item] SH withdrew. EW informed SH had self-nominated for the position of Vice Chair of Governors, which was for a term of one year. No other nominations had been received. The remaining governors elected SH as Vice Chair for a term of one year <i>nem com</i>. SH returned and accepted the position.</p> <p>EW went on to welcome RA, who had joined the staff comparatively recently and he gave a brief outline of his more recent experience. Governors were interested to draw on his experience in behaviour management in a different setting and noted this had recently been by way of a very structured behaviour policy. A governor had attended the Chairs of Secondary School Governors meeting and during the discussion on the number of exclusions it had come to light that behaviour was not dealt with by SEN specialist staff. RB added that he had attended the citywide advice and guidance meeting last night and that he was keen to review the out of school/after school offer. RB left 17.22</p>	
4	<p><b>FINANCE</b> [SH was in the chair for this item] Governors had just received the outturn forecast 2017/18 with brief notes and the document was signed by SH as was usual. The cost centre list was not included. [Note KB informed JJ just prior to the meeting the consistent financial reporting report had still not been received from the local authority (LA)]. KB was invited to make comment and she reported:</p> <ul style="list-style-type: none"> <li>• Karen from LA finance had talked through every figure on the list and had confirmed the school was being transparent with its budget breakdown.</li> <li>• There was a discrepancy in staffing figures; however, the budget column (the first column) was correct.</li> <li>• The projected deficit was still, as expected, around <b>£272k</b>. This would improve should numbers on roll increase to those agreed with the LA.</li> <li>• Some good appointments had been made.</li> <li>• The staffing deficit of £12,700 was due to the PE teacher leaving and an agency teacher was in place. MH added that PE and science were statutory and compulsory so we have no alternative to ensure these areas are staffed. As the school was at a minimum staff elsewhere this could not be drawn upon.</li> </ul> <p>A governor commented the equivalent funding would be the withdrawal of 2 teaching assistants. This was acknowledged. MH went on to add there was an alternative which would involve the LA placing 4 pupils with the school that needed their help.</p> <p>Governors commented that the LA had removed 5 pupils and their associated budgets of £24k each in January but that they expected</p>	SH

HOMEWOOD COLLEGE  
GOVERNING BODY  
**MINUTES**

	<p>the school to be able to accommodate them immediately. Governors agreed their main concern was with the education of the children.</p> <p>Governors agreed that offering places to students ‘stuck in the PRU’, at the PRU tariff, would benefit the PRU since it would release places for new referrals and benefit HC by the budget addition which would not be fully absorbed by the staffing requirement and would therefore contribute to reducing the excess deficit.</p> <p><b>Are the children from Brighton and Hove?</b> Yes they are in the PRU. <b>What year groups are they?</b> We don’t know till tomorrow.</p> <p>MH added the alternative would be to remove the headteacher expenditure. EW informed this would be discussed later in the meeting.</p> <p><b>When we join with the PRU will there be shared costs?</b> Partly. A governor informed the committee only met this week and there continued to be difficulties relating to the budget allocation. The ‘school’ within the PRUs needed to be accessed to enable the SEMH provision to be more cost effective.</p> <p>A further item to be raised at the improvement board was mentioned regarding payment for items that had been their fault. See item 5.9</p> <p>KB thanked and left.17.47</p>	EW
5	<p><b>HEADTEACHER’S REPORT and CHAIR of GOVERNORS report</b> MH tabled the report which he then talked to. Governors challenged him on extent of content and the late presentation and this was later confirmed would be addressed.</p> <p>5.1 Attendance – this had improved although a couple of children had unauthorised absences due to a holiday at the beginning of the year. Governors lamented the two week half-term holiday imposed by the LA as they recalled learning was disrupted both before and after longer holidays. MH informed the LA was being approached to fund some activity courses in that week.</p> <p>5.2 Results and progress. The results were as expected. Analyses were ongoing, including with Progress 8 which appeared to be -0.69 as a school. Very few of our students took SATS as they had never been in education. The school was way below the expectations.</p> <p>5.3 Destinations Only 3 were not in education employment or training. A governor noted only one pupil was not engaging with other support which was positive. She reported more work is being done with pupils before they left with the YES advisors.</p> <p>5.4 Expanded Curriculum The PRUs had been invited to join us in the construction project</p>	MH EW

HOMEWOOD COLLEGE  
GOVERNING BODY  
**MINUTES**

	<p>which has now started. The Aldridge KSD construction academy have now expanded their successful provision and now students were taught multi trade skills by industry professional tutors leading to level 1 City and Guilds qualifications with opportunities to progress to level 2 as well as apprenticeship opportunities. A governor was trying to encourage a volunteering system and sought confirmation the school was setting up with major construction companies to work with more challenging students in a variety of different ways. She would pursue this.</p> <p>Governors extended thanks to PL for all his work with risk assessments and supporting the pupils when they were here.</p> <p><b>Are the students enjoying the track?</b> Yes.</p> <p>Governors agreed there was a need to keep giving volunteers feedback.</p> <p><b>5.5 Summer works</b> PL informed the drainage system now worked; however, the fence had not been replaced correctly and they have not made good to the extent of health and safety concerns and there were several other difficulties. As a result three had been discussions with the LA to get the contractors to return and the school have not authorised the LA to make payment.</p> <p><b>5.6 Business Continuity Plan</b> This continued to be discussed between MH and the Unity partnership. Coombe Road School was happy to house administration and as a base for staff. Teaching options were still being explored and of course health and safety for all parties would remain a priority issue to be resolved.</p> <p><b>5.7 Pupil premium</b> MH considered most aims had been achieved and the plan for this year has not altered significantly but we are developing interventions on literacy and numeracy. The pupil premium spending report 2016/17 was included in the headteacher's report. Governors not already familiar with it would review this. It was on the school website.</p> <p><b>Where is the 17/18 plan?</b> It would be drawn up in November when we have an indication of our allocation. We have 7 looked after children so we are in discussion with virtual school.</p> <p><b>5.8 School Improvement Plan</b> ❖ <b>The School Improvement Plan was accepted</b></p> <p><b>5.9 Chair of Governors report</b></p> <p>This confidential report had already been circulated. Further comment was provided:</p> <ul style="list-style-type: none"> <li>• Leadership - Christmas to September 2018 - This would be finalised for governor approval later in the term.</li> </ul>	<p>MH</p> <p>#</p> <p>ALL</p>
--	--	-------------------------------

HOMEWOOD COLLEGE  
GOVERNING BODY  
**MINUTES**

	<ul style="list-style-type: none"> <li>• Leadership - September 2018 on – The advertising campaign for an executive headteacher had commenced. Involvement from the PRU and Hub management committees had been invited but as yet was not forthcoming. The post could be an attractive challenge for someone. The head of school will be a deputy headteacher post.</li> </ul> <p><b>Has the current deficit got worse?</b> No, but as the LA knows, we have not been able to reduce it.</p> <p><b>It is better than it was?</b> Yes but erosion of the deficit will only come through economies of scale and getting a new headteacher.</p> <p><b>Are you saying you cannot advertise?</b> We may do that but we cannot say what scale it is going to be, it will be a range and depends on LA agreement with our options for the multi-service hub and other options for the site that decisions have not yet been made about.</p> <p><b>Are the days of MH's absence to be consecutive?</b> The days will change. So this is what I am referring back to governors. Governors were shocked with Human Resources response to the difficulties and costs they had caused and suggested a comment be made at the school improvement board.</p> <p>Governors were disappointed in the apparently ill-informed response from the LA consultant who was to implement the restructure following a visit to the school at a governors' invitation. Whilst they understood this could be attributed to fairly standard practice for the start of a consultancy, Jo Lyons' response was also disappointing and supported EW's reply.</p> <p>Discussion turned to the improvement board meeting where a report from governors was required. The external monitoring from Kim Bolton, Bob Griffin and the financial monitoring could be provided. Governors noted a letter of financial notice to improve had been issued so appointments could not be made without the LA's approval and expenditure needed to fall. They agreed the LA should be made aware this was not helpful, especially when trying to recruit an executive headteacher.</p> <p>Governors now ratified:</p> <ul style="list-style-type: none"> <li>❖ Arranging 5 days paid work for MH during the summer holidays in exchange for 5 days unpaid absence in the autumn term</li> <li>❖ Agreeing MH could take up a consultancy at a Special School in West Sussex this would result in MH working just 3 days per week until Christmas, with resulting savings in costs.</li> <li>❖ The request that costs of superfluous advertisements made as a result of incorrect instructions should not be met by the school.</li> </ul> <p>EW would draft a paper for the improvement board for circulation.</p>	
		EW
		EW

HOMEWOOD COLLEGE  
GOVERNING BODY  
**MINUTES**

6	<p><b>GOVERNING BODY ORGANISATION</b> Report from Chair – this had been covered at item 5.</p> <p>6.1 <b>Governing Body Membership.</b> A potential governor had been invited to visit the school. JJ would send application forms. A request for parent governors would be made by the school and they would report back. The safeguarding governor would be resigning as a potential conflict of interest would arise when a placement was taken up with Brighton and Hove Council later in the year.</p> <p>6.2 <b>Committees.</b> CTL would include SH, SS and AC, SABW would include PB – another member was required. EW would attend both committee meetings to take minutes and act as voting governor if required. Terms of reference remain unchanged. Other governors were invited to attend. GA and PL were to advise which committees they would sit on.</p> <p>6.3 <b>Chair and Vice Chair of Committees.</b> It was agreed these roles could be agreed at the first meeting of each committee this year.</p> <p>6.4 SH would continue to chair <b>finance</b> sections.</p> <p>6.5 <b>School improvement monitoring.</b> This would continue to be through discussion at the full governing body and the headteacher’s report. The school partnership adviser was still retained. Information needed to be sent at least 7 days in advance of the meeting.</p> <p>6.6 <b>Other Roles</b> Panels would continue to be formed ad hoc, the headteacher performance management group was not yet required [MH performance management was in place] and a restructure working group was not required at present.</p> <p>6.7 A <b>review of skills gap</b> and training was required along with a GB leadership succession plan.</p> <p>6.8 <b>Policy review</b> – this would be considered at the next meeting</p> <p>6.9 Review of Instrument of Government – it was agreed no further changes were required at present.</p> <p>6.10 Associate membership ❖ <b>It was agreed to extend the term of associate members Stephen Berry and Dawn Lorec for another term of one year.</b>  The scope of their appointment was limited to sitting on panels to hear cases.</p> <p>6.11 <b>Collaboration or partnership arrangements</b> of the school or governing body. No formal arrangements were in place although the school was a member of the Unity Partnership. Long-term planning for the school was already under consideration.</p> <p>6.12 <b>Remote attendance at meetings.</b> ❖ <b>It was agreed this would no longer be permitted.</b></p> <p>6.13 <b>Safer recruitment training</b> – would be attended by EW and others – advise JJ when completed</p>	<p>EW MH</p> <p>GA PL</p> <p>EW</p> <p>EW</p> <p>JJ</p> <p>JJ</p> <p>EW ALL</p>
---	---	---

HOMEWOOD COLLEGE  
GOVERNING BODY  
**MINUTES**

7	<p><b>ANNUAL DECLARATIONS</b></p> <p>Governors handed in their declarations of interest and confirmation of continued eligibility to serve as governor. They also signed to confirm they had reread and would abide by the Code of Conduct, data protection/acceptable use of ICT policy, Keeping Children Safe in Education part 1 documents included as agenda papers and had exhibited their DBS to the school. JJ would follow up SS PB and LMC's declarations.</p> <p>JJ informed DBS and interest forms had not yet been received from new governors MN or LH. It was recalled they were both members of management committee elsewhere and were required to have DBS in their day jobs. She would follow up with both.</p>	JJ
8	<p><b>MINUTES and MATTERS ARISING</b></p> <p>The minutes were agreed to be an accurate record and signed by EW accordingly.</p>	JJ
9	<p><b>GOVERNOR FEEDBACK (if not previously covered)</b></p> <p>Committee meetings</p> <p>The SABW draft minutes from the meeting 17.7.17 were accepted. The committee had accepted a detailed report from Martin Brown. An amber marker had been placed on training for Prevent and Child Sexual Exploitation. MH now informed a refresher had taken place. A red had been placed on the safeguarding audit regarding E safety and MH informed some work was being done. A governor considered it was commendable that the use of restraints had reduced and the setting up of the restoration and reparation room meant in effect an internal seclusion process which should reduce exclusions. The matters were also included in the headteacher's report.</p> <p>There was still concern that reported bullying was low. MH informed movement on this was slow as some very fundamental understandings needed to be changed with the pupils at this school. The CTL committee or SH and AC would meet in November for the half-term progress reports.</p>	
10	<p><b>Any other Urgent Business</b></p> <p>There being no further business the meeting closed 19.28</p>	

Signature noted in FGB minutes 8<sup>th</sup> Nov 17..... signed ..... dated

HOMEWOOD COLLEGE  
GOVERNING BODY  
**MINUTES**

Item no.	OWNER	ACTION	DUE BY
2, 6.7	<b>EW ALL</b>	Discuss and implement succession plan	
4	<b>SH</b>	Follow up any missing information with KB	
4	<b>EW</b>	Follow up re new pupils as appropriate	
5	<b>MH EW</b>	Provide timely information, Circulate latest Data report, headteacher's report and School improvement plan	Ongoing 28.9.17
5.4	<b>MH</b>	Feedback for volunteers	Ongoing
5.7	<b>ALL</b>	Familiarize with up-dated pupil premium report and raise questions via committee chair.	27.10.17
5.9	<b>EW</b>	Circulate notice if appropriate Draft and circulate improvement board paper	
6.1	<b>JJ EW MH</b>	Send application form Go out to parent body to seek nominations for parent governor and report back	7.10.17 7.11.17
6.3	<b>GA PL</b>	Liaise EW re joining a committee	
6.8	<b>EW</b>	Take forward policy review	
6.10 6.12	<b>JJ</b>	Take action re associate members and remote attendance	
6.13	<b>EW ALL</b>	Check and complete safer recruitment training	
7,8	<b>JJ</b>	Chase, complete and update website	