

HOMEWOOD COLLEGE
GOVERNING BODY
MINUTES

Meeting of:	Full Governing Body
Date/Time:	21 st October 2019 5.00 pm
Location:	Homewood College
Distribution:	Governors, Website
Quorum:	For decisions to be binding at least half the number of governors in office are required to be present. The meeting was quorate throughout.
Present:	Governors (voting) Jo Adams (JA) Luke Burstow (LB) Rachel Carter (RC) Louise Cook (LC) Executive headteacher Anna Gianfrancesco (AG) Flora Jenkins (FJ) Jeff Matthews (JM) Sue Shanks (SS) Bob Wall (BW) Chair of Governors Other (non-voting) Janet Johnson (JJ) Clerk to Governors

	DISCUSSION and DECISION	ACTION
1.	<p>WELCOME, CONSIDERATION OF APOLOGIES AND INTERESTS BW opened the meeting and confirmed it had been convened to catch up on some deferred items from previous meetings. JA, the staff governor was welcomed to the governing body and general introductions followed. JA presented her declaration of eligibility and interests. No new declarations of interest were made when requested. BW reminded that he was a member of the Management Committee of the Pupil Referral Units and LB that his spouse was Headteacher at a special school within the local authority. It was not deemed necessary for any withdrawals from participation. The absence of Fiona Martin was noted and BW would follow up.</p>	BW
2.	<p>MINUTES OF LAST MEETING and MATTERS ARISING Papers: Draft minutes from meeting 25.9.19 Governors agreed to email JJ with any suggestions for change, particularly with regard to the premises consultation section. The minutes and matters arising would be considered at the next full governing body meeting.</p>	ALL
3	<p>PREMISES CONSULTATION Papers: N/a 3.1 BW gave an update.</p>	

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	<ul style="list-style-type: none"> • He confirmed the consultation had closed and that the written comments from the governing body had been submitted. Their overall response to each of the three questions were: To move the school from the Homewood College site to Cedar Centre site – tend to agree. To move the Key Stage 3 PRU to the current Key Stage 1 PRU – agree. To move the PRU from the Dyke Road site to the current Key Stage one site – agree. • It appeared that the decision was not going to be made at Council Committee level. • Consultation responses had already been received from the unions – GMB, UNISON and NEU. Draft responses had been prepared by the project manager to these comments. • Responses had been received from Hertford Junior School and the Sure Start Centre. • The responses from the unions and staff had been largely against the proposals. • Georgina Clarke-Green had informed the useable size of both sites were comparable. <p>3.2 At the meeting to review the consultation responses on Thursday will they respond to the questions raised? In discussion it was considered that meeting would consider the responses and formulate a response. LC informed the school had already been doing some work based on the responses already received.</p> <p>It was recalled that from the timeline on the 24th October there would be consideration of feedback and amendments as agreed and then on 1st November the response to the consultation would be circulated to stakeholders. It was suggested there was a need to manage the communication.</p> <p>Governors ascertained the final decision would be made at the meeting on 24th October and AG would attend on behalf of the governing body.</p> <p>With regard to the consideration of other sites – is this our last chance to understand this? A governor reported that Georgina Clarke Green had said this was the reason the local authority was going through the consultation as there was not the money to upgrade the site. It has not been about if there are any other sites. The only the other site is the Dyke Road site. It was agreed that AG would request a response on the 24th October.</p> <p>What was the mood of the meeting with the community? It was largely from Hertford Junior School and the main issue was traffic. It has gone out to the local area. LC had subsequently met with the headteacher of Hertford Juniors. The school has been really helpful and at the meeting we had addressed antisocial behaviour and using facilities.</p>	
4	<p>REVIEW OF GOVERNING BODY's EFFECTIVENESS</p> <p>Governors all agreed they wanted to be of assistance to the strategic team of the school and were happy to consider suggestions. In discussion a number of issues were raised:</p>	BW

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	<ul style="list-style-type: none"> • It was not immediately apparent to all how governors' work was improving the school. Responses to their recommendations for example, were not necessarily known. • Timing of items at meetings could be adjusted to enable completion of the required work and sufficient focus on important matters. • Their work was impeded by the absence of the provision of information. It was acknowledged writing papers could be time consuming but the information requested should be to hand and it enabled proper discussion and the offer of support. In addition the second time the report was made it would take less time. • Greater clarity of the action required by individual governors would be beneficial and governors could present reports. • It was not clear whether the executive group was continuing. • The plan to address the Ofsted issues was not immediately to hand with progress being updated and reported to governors. • Governors acknowledged the day to day pressures of the school but felt strongly that work needed to focus on the drawing up of a strategic plan, the delivery of which they could then monitor via the school improvement plan. The involvement of the Management Committee with the formulation of the top level strategy was suggested. <p>How does it feel for your team coming into a governors' meeting – does it ever feel helpful? LC: Ultimately.</p> <p>Are decisions made quickly enough? Things don't always tie together properly. What would be helpful would be if there was a named governor for each thing.</p> <p>Has the governing body been of any help in admissions? Not yet.</p> <p>Who takes the decision re the extra member of staff? JJ informed that expenditure should be in accordance with the financial scheme of delegation and that an update to this was outstanding.</p> <p>What is the current deficit? BW responded £80k dr. Outturn projections are now being circulated monthly.</p> <p>It was agreed</p> <ul style="list-style-type: none"> ❖ The work of the executive group be covered by Resources committee with membership of BW FJ RC LB FM and AG with all other governors having an open invitation to attend. ❖ Monitoring of the school improvement plan would continue to be a standing item on agendas. <p>BW would take forward parent governor recruitment and discussions with any non attending governor.</p>	
5	<p>MEMBERSHIP/RESPONSIBILITIES Governor links were agreed as:</p> <p>Membership of Resources committee: BW FJ RC LB FM AG Safeguarding working group: AG JM JA Curriculum working group: SS BW Safeguarding / looked after children AG Health and Safety BW Pupil Premium and year 7 catch up FJ</p>	

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	<p>Vice chair – to be decided SEN and admissions – JM* School improvement plan items to be decided</p> <p>A scoping document to identify the detail of the admissions role/review would be drafted/provided. Support to the school for an admissions policy and process as well as dealings with the local authority were suggested to be included and LC informed a service level agreement was being written/negotiated relating to admissions.</p> <p>Governors would report back on their roles.</p> <p>Merging meetings would be considered but it was noted there would be a lot of people and with this school being classified as required improvement meant there were different pressures. Consideration of some joint meetings to consider strategy was suggested along with recruiting more joint members.</p>	BW
6	<p>RISK REGISTER Papers: Risk Register (confidential)</p> <p>The document was accepted. Governors now proffered their thoughts on priorities. In discussion these emerged as</p> <ul style="list-style-type: none"> • Having a documented 3+ year strategic plan with key performance indicators. A joint strategic vision to be considered. • Teaching recruitment • Financial reporting • Communications <p>Governors reported that improvements in the last 2 at least had been seen.</p> <p>LC would take action and report back with vision and strategic plan for the hub and the teaching recruitment risk update at the next full governing body meeting. Communications, including the website would be taken at the spring term meeting and BW would report on financial reporting.</p> <p>Policies LB offered to undertake a review of the policy schedule and report back to the FGB.JJ would provide policy schedule and liaise accordingly. LB would report back at next meeting.</p>	<p>LC LC BW</p> <p>JJ LB LC</p>
7	<p>SCHOOL DEVELOPMENT PLAN Review against risk register and Ofsted Key issues Papers: SDP overview; Ofsted report</p> <p>LC tabled the latest SDP. The Quality of education section had been developed with the school improvement partner who had also scrutinized the leadership and management section in detail. LC considered the objectives were now quite clear.</p> <p>SS leaves 18.30 Governors reiterated their need to monitor and for an easy method of ascertaining what had been done since any previous review and to what</p>	

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	degree the action was on track. It was useful if goals were written in such a way that it would be easy to see if they had been achieved. LC informed that there were clear spaces for a half-termly evaluation and it would be colour-coded each half-term.	
8	HEALTH and SAFETY and POLICIES No policies had been presented. LC informed there were no health and safety issues at present.	
9	ANY OTHER URGENT BUSINESS Thanks were extended to JA for attending her first meeting. There being no further business the meeting closed at 18.36	

Item	Owner	Action	DUE DATE
24.9.18			
13.3	LC	Arrange for duly amended (by school) SEN policy to come to FGB for approval. JJ note policy list	
12.12.18			
5.5	BW FJ LC	Scheme of Delegation finalize, then sign and circulate	Final not received
21.3.19			
5.3	LC	Make amendments re staff code of conduct. Ensure JJ receives final document	
44	LC	Provide final H&S policy and report to next meeting	
FGB 8.7.19			
3.1	LC BW	Take forward change in membership NGA. Liaise JJ if needed.	1.11.19?
25.9.19			
2	BW	Contact KC with thanks	
3	ALL	Consider VC role	
5.4	LC	Set up /amend system to inform AG JM and BW if any serious incidents	
21.10.19			
2	ALL	Review draft minutes 25.9.19 and email JJ with any amendments	
4	BW	Consider responses	
5	BW	Provide JM with a scoping document for admissions arrangements review	
6	LC	Provide strategic plan + update teaching recruitment Update on communications/website	4.12.19 17.3.20
6	JJ LB LC	Review and update policy work schedule	

Signature noted in minutes of meeting 11.12.19