

HOMEWOOD COLLEGE  
GOVERNING BODY  
**MINUTES**

<b>Meeting of:</b>	<b>Full Governing Body</b>
<b>Date/Time:</b>	24th September 2018 5.00 pm – Meeting 3.30 pm Governor Tour of School and Presentation
<b>Location:</b>	Homewood College
<b>Status:</b>	Open
<b>Distribution:</b>	Governing body and BHPRU/TCH Management Committee, Website following approval at the next meeting
<b>Quorum:</b>	For decisions to be binding at least 6 governors were required to be present. The meeting was quorate throughout.
<b>Present:</b>	<p>Governors (voting):  Gary Alexander (GA)  Rachel Carter (RC)  Kerry Clarke (KC)  Louise Cook (LC) Executive Headteacher  Anna Gianfrancesco (AG)  Flora Jenkins (FJ)  Ginny Lyndhurst (GL)  Peter Lyndsell (PL)  Jeff Matthews (JM)  Sue Shanks (SS)  Bob Wall (BW) Chair of Governors</p> <p>Other (non-voting):  Kim Breckell (KB) School Business Manager, in attendance for item 9.2  Anthony Carlo (AC) Head of School, in attendance  Janet Johnson (JJ) Clerk to Governors</p>
<b>Apologies:</b>	Fiona Martin - noted

	<b>DISCUSSION and DECISIONS</b>	<b>ACTIONS</b>
1.	<p><b>WELCOME, CONSIDERATION OF APOLOGIES DECLARATION</b></p> <p>The meeting was opened and a very warm welcome was extended to the new governors who had a wealth of experience. The meeting took place following a tour of the school by governors. No declarations of interest in matters on the agenda were made when invited. Two items of urgent business were agreed to be discussed at item 13 and interests for those items would be considered at that time.</p>	
2	<p><b>ELECTION of CHAIR of GOVERNORS</b></p> <p>JJ chaired this item and informed she had received one nomination (BW) for the position of Chair of Governors. This would be for a term of</p>	

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	one year. BW withdrew. No further nominations were received when invited and governors elected BW as Chair. BW Bob returned and discussion moved to item 5.3.	
3	<b>ELECTION OF VICE CHAIR</b> RC was elected to the position of Vice Chair of Governors for a term of one year.	
4	<p><b>MINUTES OF LAST MEETING and MATTERS ARISING</b></p> <p>4.1 The minutes of the meeting 27.6.18 were agreed to be an accurate copy and signed accordingly. Matters arising requiring attention were:</p> <ul style="list-style-type: none"> <li>• Behaviour principles. JJ would forward information regarding governor duties to LC/JM to oversee their review.</li> <li>• Scheme of Delegation. An updated version had not yet been provided. LC would oversee.</li> <li>• Pay Policy. JJ would forward information regarding s10 and LC would review.</li> <li>• Governors were requested to provide photo and brief comments for the website</li> </ul> <p>4.2 A governor enquired as to the practice for having photos of pupils on the website. In discussion governors were satisfied permissions were in place but the matter would receive further attention at the relevant committee meeting.</p> <p>4.3 Governors were still unclear how the local authority could overturn the decision made by the governing body regarding the contribution to the executive headteacher's salary, especially in the light of the resulting detrimental effect on the budget. A governor confirmed that at a meeting with the local authority they had not said they were taking over the budget powers. BW and JM would discuss the matter further and circulate an explanation.</p> <p>A governor checked that the previous Chair of Governors had been thanked for all their work and attention given to the school.</p>	<p>JJ</p> <p>LC</p> <p>JJ</p> <p>All</p> <p>BW JM</p>
5	<p><b>GOVERNING BODY</b></p> <p>5.1 SEMH Hub. BW gave a brief background to the founding of the Hub and informed that from September 2019 The Connected Hub (TCH) and Brighton and Hove Pupil Referral Unit (BHPRU) would have a single DfE number. The two budgets would be merged from April 2019.</p> <p>5.2 Governing Body Membership. There was now just one vacancy, for a parent governor and LC JJ would liaise regarding recruitment and as there had been no nominations for the remaining vacancy a different pool of parents would be approached.</p> <p>5.3 Introductions and backgrounds. All present introduced themselves and gave brief comments about their background. Discussion returned to item 3.</p> <p>5.4 Committee Structures Governors had already received and considered the proposed meeting flow for both the governing body and the Management Committee. They knew the commitment needed from them would be to attend full</p>	<p>LC JJ</p>

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	<p>governing body meetings, sit on a committee and visit the school once a term.</p> <ul style="list-style-type: none"> <li>❖ It was agreed there were to be three committees: Resources, Performance and Safeguarding</li> <li>❖ The Performance and Safeguarding committees would include members of the management committee of BHPRU/TCH</li> <li>❖ The Resources committee would be a committee of the Governing Body of Homewood College</li> </ul> <p>Governor membership of committees was agreed to be:  Resources – PL RC GL FM – first meeting 27<sup>th</sup> November 5-7pm  Performance – GA SS FJ BW – first meeting date to be advised (BW). Fridays or Wednesdays were to be avoided.  Safeguarding – AG JM KC LC – first meeting date to be advised (BW). A member could not attend Thurs or Fri.  LC would be a member each committee.</p> <p>Whilst draft terms of reference had been circulated, JJ had raised a number of queries and suggestions and these would be reviewed at the first meeting of each committee. The chair of the committee would be elected from the membership. All committees would include the aim of seeking beneficial ways of both the schools and the governing body/management committee working together.</p> <p>5.5 Safeguarding/GDPR/Emails (BW)  School emails for governors were not yet fully in place and LC would ensure all had emails and were reminded of instructions to access.</p> <p>5.6 Dates and times for meetings  Resources – 27<sup>th</sup> November 5-7pm  FGB HC – 12<sup>th</sup> December 5.00 pm  Resources – 27<sup>th</sup> February  FGB 21<sup>st</sup> March  Resources – 5<sup>th</sup> June  FGB – 8<sup>th</sup> July</p>	
6	<p><b>PUPIL OUTCOMES; DATA; PROGRESS</b></p> <p>Three documents, the annual, summer 2 and end of year summary were tabled and received. Governors expressed concern that they required these documents ahead of the meeting to ensure that they could be fully read and considered. AC drew attention to a number of items.</p> <p>6.1 Attendance</p> <ul style="list-style-type: none"> <li>• Attendance had improved by 7.15 percentage points from the previous year and was currently running at 67%.</li> <li>• Attendance by pupil premium pupils had increased by nearly 5 percentage points, although the looked after children element had decreased because some of the year 11 had left.</li> <li>• If data outliers were ignored attendance was improving.</li> </ul> <p><b>Are students taxed in?</b> They are collected by teaching assistants with a minibus.</p> <p><b>To what extent are the data due to individuals?</b> I break it down to year</p>	LC (GT) JJ ALL

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	<p>groups, although review other data as well.  <b>Who are your statistical neighbours?</b> We don't seem to have any and benchmarking for SEMH schools is known to be very difficult.  It was agreed Progress 8 did not suit SEMH schools but a method of tracking and showing improvement/benchmarking was required.  <b>Do you have case studies?</b> Yes.  Governors had further questions and would scrutinize related data at the committee meeting.</p> <p>6.2 Subjects</p> <ul style="list-style-type: none"> <li>• English. 88% had met or exceeded expectations of those that sat the exams (8).</li> </ul> <p><b>What was the cohort?</b> 10.  A governor informed 31 from a cohort of 45 passed national exams.</p> <ul style="list-style-type: none"> <li>• Maths. 5 out of 8 met expectations</li> <li>• Science. 5 sat exams. 4 met expectations and the one that did not still passed the GCSE</li> </ul> <p>6.3 Behaviour</p> <p>The yearly figure showed exclusions and physical management had decreased. Assaults on adults were down by 43% and assaults on pupils were down but fighting had increased. Threatening behavior had reduced by 59 percentage points.</p> <p><b>Have there been complaints from pupils or staff?</b> It is resolved internally for pupils. Three have gone to the police.</p> <p>6.4 Governors noted assaults on adults were still high and commented the data had not been provided in time to provide sufficient scrutiny. The documents would be reviewed by the relevant committee, which would also consider, in liaison with LC/AC, the information it needed in future to ensure robust scrutiny could be achieved at least inconvenience to staff.</p>	ALL
7	<p><b>CHAIR'S REPORT</b>  Governors had already received and considered this report which was accepted. Priorities were confirmed as: evolution of the SEMH Hub, its sites/planning; financial recovery; Ofsted review and the school improvement strategy.</p>	
8	<p><b>HEADTEACHER'S REPORT</b>  Governors had already received the report which was now accepted.  <b>Further information was provided regarding changes to the management of safeguarding and THE RISK noted.</b></p> <p><b>Who is the current DSL (safeguarding lead)?</b> The Head of School, AC.  <b>And in their absence?</b> LC who is DSL trained. Training was also being provided to another member of staff but 'back-filling' cover was needed.</p> <p>LC informed the therapies were working well and KC would ring LC for more information.  Governors requested the safeguarding audit be circulated and for appropriate messages of support be provided.</p>	<p>BW</p> <p>LC LC</p>



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	doing is getting up a bank. Taken up again at Resources. KB left 18.39 and discussion turned to item 6.	FM LC
10	<b>OFSTED CATEGORY (LC)</b> Governors had already received and considered the background presentation provided by LC and the Ofsted report. LC was requested to circulate the school improvement plan which would be the subject of discussion at committee.	LC
11	<b>ANNUAL DECLARATIONS</b> Governors provided JJ with the annual declarations confirming: <ul style="list-style-type: none"> <li>• Continued eligibility to act as governor</li> <li>• Declaration of interests. No new interests appeared to have been declared.</li> <li>• They had read and would comply with the acceptable use of ICT and Data Protection policy and Part 1 of the 2018 Keeping Children Safe in Education;</li> <li>• The 2018 draft of the governor code of conduct was to be adopted and complied with.</li> </ul> Up-dated contact details were also provided and JJ would follow up any outstanding items. Interests would be reviewed at Resources committee. Two governors would continue to liaise with KB re DBS requirements.	JJ KB
12	<b>APPOINTMENT OF GOVERNORS</b> It was agreed: <ul style="list-style-type: none"> <li>• GL JM and someone from the Management Committee would form the Headteacher's Performance Management Panel</li> <li>• Three members of the Management Committee were to be appointed as associate members to assist in the formation of any panel hearings or appeals without further reference to the governing body for a term of one year. BW to inform names.</li> <li>• Associate members to sit on committees would be recommended by that committee.</li> <li>• <b>AG was appointed as safeguarding governor.</b></li> </ul> JJ would follow up with BW any other appointments required.	BW JJ  JJ
13	<b>Any other Urgent Business</b> AC left 19.10pm. GA & PL declared an interest in remaining items and left 19.10pm.  13.1 The Executive headteacher consulted with governors in a matter concerning sick pay. Governors checked the school was carrying out procedures as recommended by human resources department, were mindful school funds were for the provision for pupils and supported the headteacher's decision.  13.2 LC proposed and governors considered an amendment to the administration staffing structure across the three elements of the SEMH Hub. Governors checked the arrangements to ensure the tasks would be covered, the correct procedure re recruitment, the contribution from each unit and challenged whether there was flexibility in the hours needed to complete the new set up. It was noted savings of around £7k per annum were expected at Homewood College.	

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	<p style="text-align: center;">❖ The amendment to the staffing structure was approved.</p> <p>13.3 The governor report reviewing the SEN policy was accepted with thanks. Questions were invited by email. There being no further business, the meeting closed 19.22</p>	#
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ACTION SUMMARY

Item	Owner	Action	Due Date
4.1	JJ	Provide/signpost information re behaviour principles to JM And re pay policy s 10 to LC	
4.1	LC	Provide updated scheme of delegation for approval	
4.1	All	Provide photo and blurb for website	
4.3	BW JM	Circulate explanatory note re budget powers	
5.2	JJ/LC	Liaise re larger pool re recruitment of parent governor	
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	
8	LC	Circulate safeguarding report	
9.1	LC BW	Invite LA to GB meeting re site development	
9.2 9.1	Resources	Note staff recruitment and site development as matters for Resources attention	
9.2	FJ	Follow up ESFA if appropriate	
9.2	LC	Circulate the budget summary 2018/19	
10	LC	Circulate school development plan	
10	BW	Take further action as appropriate	
11	JJ	Follow up re any outstanding declarations. Inform BW. Check re DBS progress	
12	BW JJ	Liaise re associate member appointment and other governor links (if any)	
13.3	JM JJ	Arrange for duly amended SEN policy to come to FGB for approval. JJ note policy list	

Signature noted in minutes 12.12.18