

**HOMEWOOD COLLEGE
GOVERNING BODY
PART I MINUTES**

Meeting of:	Full Governing Body
Date/Time:	8 th July 2019 - 5.00 pm
Location:	Homewood College
Distribution:	Governors, Website, Kate Schofield
Status:	Confidential–Open
Quorum:	At least half the number of governors in post must be present for decisions to be valid. The meeting was quorate throughout.
Present:	Governors (voting) Luke Burstow (LB) Rachel Carter (RC) Kerry Clarke (KC) Louise Cook (LC) Anna Gianfrancesco (AG) Jeff Matthews (JM) Sue Shanks (SS) Bob Wall (BW) Chair of Governors Other (non-voting) Janet Johnson (JJ) Clerk to Governors Karen Prout (KP) School Business Manager Kate Schofield (KP) Head of School, Homewood College
Apologies:	Flora Jenkins – accepted
Acronyms:	AMAZE Special Educational Needs Information, Advice and Support Service DfE Department for Education LA Local authority PACC Parent and Carers Council PRU Brighton and Hove Pupil Referral Unit SDP School Development Plan SEF School Self-Evaluation Form SEMH Social Emotional and Mental Health (needs) SEN Special Educational Needs SFVS School Financial Value System TCH The Connected Hub

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	DISCUSSION AND DECISION	ACTION
1	INTRODUCTION BW opened the meeting, general introductions followed and apologies were considered. The absence of Fiona Martin was noted.	
2	DECLARATION OF INTERESTS Paper: List of interests Verbal updates received: BW was no longer a school improvement partner for the LA but a consultant instead. RC had left her job with	

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	<p>the LA and no longer had any interests. AG was a trustee of Allsorts and SS continued to be a local Councillor. Other governor interests included membership of the Management Committee of the PRU/TCH.</p> <p>Governors considered how to manage potential conflicts and decided for this meeting all governors could take full part with the exception of elections.</p> <p>Discussion turned to item 4.</p>	
3	<p>CHAIR'S REPORT Paper: Chair's report KS withdrew.</p> <p>3.1 Leadership. This item is recorded in Part II minutes due to the confidential nature of discussions.</p> <p style="padding-left: 40px;">❖ The changes in personnel in the role of Head of School were ratified.</p> <p>JJs recommendation to upgrade to gold membership of the National Governors Association that would enable, for example, a further level of independent advice, was agreed to be taken forward.</p> <p>KS returned</p> <p>3.2 Premises</p> <p>BW gave further information. Ed Yeo at the LA had confirmed the formal consultation would take place in September. A 6 week period would be needed and if the decision needed to go to Committee that would be in November. Informal consultation could now go ahead with staff. Local resident groups would also be part of the consultation.</p> <p>In discussion it was ascertained staff had a degree of knowledge about the situation already and there were benefits to having their contribution. It was recalled a more considered approach as to the different options and rationale had been proposed, but it was unclear whether this could be included at this stage.</p> <p>Governors:</p> <ul style="list-style-type: none"> • Agreed BW and LC would take it forward with the LA regarding dates. • Agreed BW would circulate the latest version of the document and they would put forward any comments for amendments. • Noted they would need to put forward a response from the governing body under the consultation in due course. • Supported involving staff sooner rather than later but left the decision in LC's hands. There may need to be an appreciation that some feedback mechanism might be needed between now and September. • Clarified the terms of the original proposal, re the development of the Homewood site could indeed be changed by the LA. <p>What will happen to this site? It is not part of the consultation.</p>	LC BW

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	<p>3.3 Budget overview Paper: Budget overview and 3 year Budget</p> <p>BW had attended the school to investigate the budget headings further and now explained on a simplified spreadsheet each item so all governors understood. There continued to be some areas where items were grouped in ways that did not easily assist strategic use and Resources Committee would review which posts were under which headings. Monthly outturns would from now on be produced relating to this simplified spreadsheet. BW to meet with KP as soon as possible to devise a standard format for outturn reporting.</p> <p>Do we have evidence the therapeutic intervention grant has impact? LC confirmed yes.</p> <p>Where was the income for the secondments? It was thought this was from Jo Lyons' budget. Homewood was transferring finds to TCH budget as a top up as the person back filling the head of TCH position was paid more.</p> <p>How accurate are the supply estimates been? It has been very variable. JJ confirmed the governing body was responsible for setting the staffing structure and the scheme of financial delegation.</p> <p>Are we likely to have an agency bill for the term if there are structural changes? KP explained when the payment would be made. LC explained the roles being investigated for recruitment.</p> <p>How long is the additional funding for? One year.</p> <p>BW and KP were thanked for the useful presentation.</p> <p>LC informed the LA had not confirmed the budget and licensed deficit yet.</p> <p>KC arrives 17.53</p> <p>3.4 Membership Staff governor vacancy. Governors noted one person had put themselves forward and their eligibility was being investigated. JJ confirmed there were other methods of obtaining staff feedback. Parent governor vacancies. BW and LC were trying to find a parent governor through AMAZE/PACC. The new Y7 parents would also be invited.</p> <p>The new Ofsted framework training for governors on 18th July was flagged.</p> <p>BW was thanked for his report.</p>	<p>BW</p>
<p>4</p>	<p>MEMBERSHIP – CO-OPTION LB withdrew. His application and skills audit had been circulated previously. He had visited the school, met with LC and was already known to BW. LB had completed the declaration of interests before the meeting, started the application for DBS and confirmed he had read and would comply with the policies and codes governors acknowledge annually. He was the Chief Executive Office of an IT</p>	

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	<p>company and the spouse of a Headteacher of a special school in the west of Brighton. Governors considered his skills would make a useful contribution to the governing body and that he was sufficiently independent. In discussion it was agreed there would be no need for any special management of potential conflicts of interest.</p> <p style="text-align: center;">❖ LB was co-opted to the governing body.</p> <p>BW signed the declaration of interest in authorisation. Discussion returned to item 3.</p>	JJ
5	<p>LAST MEETING -MINUTES and MATTERS ARISING Paper: Draft minutes 1.5.19 tabled. KP confirmed the financial information was correct. The minutes were agreed to be an accurate record and signed by BW accordingly.</p> <p>Matters arising.</p> <ul style="list-style-type: none"> • The SEN policy had not been received. • Some further work had taken place on the financial scheme of delegation but this had not yet been finalized. • JJ had received neither the finalized pay policy nor staff code of conduct. • No comments had been received re the equalities duties. • Neither the finalized health and safety policy nor the report had been received. <p>Other actions were either ongoing or discussed elsewhere.</p>	# BW/LC
6	<p>PUPIL PREMIUM LC gave a verbal, interim report.</p> <ul style="list-style-type: none"> • 66% of students are pupil premium and the others are usually disadvantaged or needy so the school did not really distinguish. • £36,000 was the amount of the grant. • The bigger payments were for staffing, lots of one to one time. • Some funds were for functional skills for pupils that came late to school but would not otherwise have any qualifications. • Some funds were spent on rewards and we are reviewing the impact of that. • Overall we are probably spending more than the pupil premium. <p>A governor suggested sources of mentoring and funding that could be explored. KS informed the point system for rewards seemed to work well at the school. The curriculum and the trips were being reviewed.</p> <p>Governors thought it was unusual not to charge for school trips but they acknowledged it would be difficult to charge if it included anything required by the curriculum.</p> <p>SS left 18.41</p>	
7	<p>REPORTS FROM COMMITTEES and GOVERNORS Papers: Resources Minutes 5.6.19, Grievance policy, AG safeguarding visit 2.7.19, Draft Minutes 13.6.19, Safeguarding visit 18.3.19, Minutes 5.3.19 and 25.6.19, PSHE and RSE Report</p>	

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	<p>24.4.19.</p> <p>7.1 Resources committee The minutes were accepted. ❖ The grievance policy was approved.</p> <p>A governor made some comments relating to the use of the grievance policy:</p> <ul style="list-style-type: none"> • It was important to understand, plan for and keep to the deadlines in the policy. • It was possible for a governor to act for a member of the senior leadership team. • HR gave good support. • It was important to retain evidence. <p>7.2 Strategy group This item was not taken.</p> <p>7.3 Governor visits This item was not taken.</p> <p>7.4 Safeguarding working group The notes were accepted. The group were trying to get on top of the data. Agreed. Lucy Broadbent Smith has been in consultation across the group of schools. A governor had previously looked at the single central record and this time at CPOMS and related outcomes. A visit had been made relating to attendance. It was felt there were still concerns with the treatment of attendance for students on part-time tables or being educated offsite. A governor was able to report these were being tracked better and issues were being taken forward. KS informed the schools were working on aligning their single central records so a visit when that had been completed would be welcome.</p> <p>7.5 Performance working group The notes were accepted. The visit reports were not discussed.</p>	<p>#</p> <p>BW</p> <p>BW</p> <p>BW</p>
8	<p>HEADTEACHER REPORT</p> <p>Papers: Action Plan July 2019, report to governors, and roles and responsibilities of staff. Not received: the school development plan; the school evaluation form; the staffing plan long term; curriculum plan with explanations and costs.</p> <p>A governor said the report was easy to read and a better format.</p> <p>In view of time constraints, discussion was limited to the proposed changes in school day. The rationale was included within the report to governors.</p> <p>Further information was provided:</p> <ul style="list-style-type: none"> • It was the unstructured time, break and lunch that students struggled with. • The suggested system would include structured activities during lunch and break. • At present there were organisational difficulties as students chose their 'afternoon' activities. 	<p>BW</p>

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- Consideration was being given to students having a personal development passport.

Are there budget implications? The full teaching staff will not always be needed but the scenario has been drawn up from a basis of what is the best for the children, to make the most of the time that they are able to stay engaged.

What do other secondary schools run in terms of timetables? They are all longer, usually 55min to an hour lessons

What are we doing with consulting parents? We are not really envisaging doing this but will consider for the looked after children. KS informed they had spoken unofficially with the new year 7 parents and they seemed to be ok with it.

Can you count break and lunch towards the number of required hours? Yes.

If we can get more students in who would then be more engaged that would be good but for parents usually school will finish an hour earlier than other schools. Have we considered the day starting later?

How committed are you to the change starting in September? We will need to change then or it will be difficult for pupils.

Is there anywhere else that has done this so we can see outcomes?

What are other schools like us doing re times? Although school officially finishes at 2 the pupil day will be 9 to 3. It will allow an individualised approach.

AG leaves 18.58

JJ read out the September 2018 DfE (non-statutory) guidelines and recommended consideration be given to consultation.

What outcomes are we expecting to be different now if we have this in place? During lessons we are not seeing the progress in the quality of teaching and learning we require. With the change in the afternoons we would get short and good quality lessons. It would enable more rigour all round and there would be continued professional development opportunities.

Governors thought putting in place 1:1 mentoring would be useful and made suggestions re alternative times. The arguments and aims in the document were clear but clear success criteria were recommended. They would expect there to be an improvement in attendance.

Do you have an extended day here? No we are reviewing the bid. The provision of a good club would be useful and KS said we will look into one that is nothing to do with school.

What you are describing allows for some pupils leaving at 2 and others remaining? Yes.

How many do you have offsite at the moment? 14.

Governors felt they would benefit from having more time to make the decision and wished to confer further with governors who had needed to leave early. They requested some more information including some sample timetables for different options.

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9	RISK REGISTER/CHECKLIST Paper: Draft Risk Register This item was not taken.	BW
10	POLICIES OR OTHER DOCUMENTS for approval The expected documents had not been provided. The item was not taken.	BW
11	HEALTH AND SAFETY This item was not taken.	BW
12	REVIEW OF GOVERNING BODY EFFECTIVENESS This item was not taken.	BW
13	ELECTION OF CHAIRS (NOMINEES TO WITHDRAW) 13.1 Chair of Governors. No nominations had been received. Due to time constraints it was agreed to postpone full elections until the September meeting; however, governors agreed BW should remain as chair until the September meeting. The other elections were similarly postponed.	
14	Dates for next year Paper: provisional dates. This item would be taken forward by email.	BW
15	ANY OTHER URGENT BUSINESS There being no further business, the meeting closed at 19.27	BW

Signature noted in minutes 25.9.19

..... signed Dated

Item	Owner	Action	UPDATE At 8.7.19
24.9.18			
13.3	LC	Arrange for duly amended (by school) SEN policy to come to FGB for approval. JJ note policy list	IMMEDIATELY
12.12.18			
5.5	BW FJ LC	Scheme of Delegation finalize, then sign and circulate	1st July IMMEDIATELY
5.6	LC	Finalize Pay policy and send copy to Jj	
21.3.19			
5.3	LC	Make amendments re staff code of conduct. Ensure Jj receives final document	1st July IMMEDIATELY
8	LC	Amend SDP	
8	KC LC	Liaise re 'smart' SDP	
11	LC	Provide final H&S policy and report to next meeting	
1.5.19			
4.17	LC KP LC	Take action re submitting revised budget. Revert to governors with staffing plan for the longer term Set up monitoring system	1st July IMMEDIATELY
FGB 8.7.19			Due Date

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4	JJ LB	Set up as governor. Commence induction.	1.9.19
3.1	LC BW	Take forward change in membership NGA. Liaise JJ if needed.	1.9.19
3.3	BW	Meet with KP re outturn reporting	
5 8	LC BW	Review outstanding actions	
7.2 7.3 7.5 9, 10, 11, 12, 14	BW	Take action re items not taken	