

Homewood College  
GOVERNING BODY

<b>Meeting of:</b>	<b>Full Governing Body</b>
<b>Date/Time:</b>	14 <sup>th</sup> March 2018 5pm
<b>Location:</b>	Homewood College
<b>Distribution:</b>	Governors, Website
<b>Quorum:</b>	5 Governors required for decisions to be binding. The meeting was quorate throughout.
<b>Apologies:</b>	Sue Shanks (SS) – noted Bob Wall (BW) – accepted Sue Hart (SH) - accepted
<b>Present</b>	Governors (voting) Gary Alexander (GA) Anthony Carlo (AC) Acting Headteacher Rachel Carter (RC) Peter Lyndsell (PL) Jeff Matthews (JM) Elizabeth Wylie (EW) Chair of Governors Other (non-voting) Kim Breckell (KB) School Business Manager in attendance Mark Helstrip (MH) Consultant Headteacher in attendance Janet Johnson (JJ) Clerk

	<b>DISCUSSION AND DECISION</b>	<b>ACTION</b>
1.	<p><b>WELCOME and INTRODUCTION</b></p> <p>Note: In the absence of SH, EW was in the chair throughout. EW opened the meeting. No new interests were declared when invited and all governors could take full part and vote throughout. The absence of Fiona Martin was noted.</p>	
2	<p><b>FINANCE</b></p> <p><b>2.1 OUTTURN 2017/18 UPDATE</b></p> <p>The local authority (LA) finance (Karen Haworth) had been in discussion with KB and provided the budget outturn forecast as at 14.3.18 which was tabled. They had not provided a chart of accounts. Some notes on anomalies were included. Governors now examined the document. The outturn deficit shown was <b>£218k dr</b>. KB gave further information, focussing on areas over budget:</p> <ul style="list-style-type: none"> <li>• She had drawn up the budget outturn and the local authority had confirmed the figures matched theirs but the forecast presented included additional funds in the sum of £50k for SEMH allowance but that had already been allocated to expenditure.</li> <li>• The 18/19 budget continued to be worked on but there were still queries with income streams so this could not yet be presented.</li> <li>• Agency. There had been no new developments</li> <li>• Staff expenses. These included DBS, childcare vouchers and sponsorship fee but not the error by human resource department.</li> <li>• Travel costs. A major part was attributable to damage.</li> </ul>	

Methods of reducing this had been considered but they too carried costs.

- Offsite provision. This item was mainly for offsite learners, YMCA, Albion in the community and Forest Garden. It would always be an unknown figure so they tried to keep it as low as possible. It was needed to support students with serious involvement in criminal activity or mental health needs.
- The local authority was not allowing any further overdraft yet they had also agreed the school should engage further agency staff.

#### 2.1.1

**Can social care contribute to offsite provision?** We ask for a contribution but we don't get it. They make the decision through the PEPS. Virtual schools contribute a little. The welfare hub is supposed to include social care and we feel there are funds in social care for this but we have only had about £2-3k towards the £19k needed.

**Do you check staff car insurance documents?** Yes.

**So the biggest issue overall is the agency staff?** Yes.

**BACA – what is that item?** We are waiting for an invoice for the construction. They had originally said it was to be free then they charged £50k so we are allowing for a lower, reasonable sum. We have a template for the course and we have a construction area and staff who are qualified.

**What was the £50k?** The two technicians, the pallet wood, the advice and initiation fees.

#### 2.1.2

Governors continued to be concerned to ensure the safe, skilled, staffing of the school, the provision of education and the safeguarding of pupils and wellbeing of staff both offsite and on. They recalled safety concerns raised by the Unions in the past. MH, referring to the headteacher report, showed that at any one time since December there had been at least 6 of the 24 staff absent and that although the senior leadership team and other staff had continued to cover absences this was not sustainable. The local authority had agreed actions and a budget had been given as the alternative was that the school would have been unlikely to be staffed for a month. MH made the decision to go further into deficit by arranging cover. The alternative was to close the school.

**You said you spoke, following discussion with EW, to Richard Barker, Andy Moore from LA finance and others. Did they approve you going through the ceiling?** They approved the logic of it; it wasn't their decision to make.

**So bearing in mind the additional £50k income what will the deficit be?** £238k dr

**So the outturn isn't accurate?** No.

**Where are you at re replacement staff?** We have appointed 3 of the 4, two HLTAs and a B grade TA to commence in April and the agency staff will finish.

**If the additional funds you had received hadn't come in you would have been around 272k dr?** Yes, where we had expected to be at the end of the year.

	<p><b>Staff – where are the staff now?</b> A list of staff since 2014 that had left or had a period of absence was circulated and destroyed. There had been a variety of staffing issues and governors had added value, not least by a number of creative solutions. There had been 5 headteachers and 5 School Business Managers. It was explained how staffing had reduced by 50% yet the quality of staff had improved. It was acknowledged it had been very time consuming for the senior leadership team. When MH started there were 35 on the books, mostly agency. This was now down to 24.</p> <p><b>Can you bring in teachers from the PRU?</b> No. They have different terms and conditions.</p> <p><b>A governor had reviewed the benchmarking website and noted income for the school was £1.21 m which seemed at odds with the £1.08 m received in the budget.</b> It was not known how the £1.21 m was calculated or how reliable the site was.</p> <p><b>2.2 BUDGET 2018/20</b> KM had projected the need for £1.24m expenditure but the figures needed to be double checked. <b>How many students was that based on?</b> 45. KM was thanked for her assistance and left 18.10</p> <p><b>2.3 SCHEME OF DELEGATION</b> An updated scheme had not been provided.</p> <p><b>2.4 PREMISES ISSUES</b> <i>maintenance budget.</i> PL informed there were no urgent issues.</p> <p><b>2.5 STAFFING ISSUES</b> <i>see item 2.1</i></p> <p><b>2.6 SFVS.</b> This had not been finished. Governors agreed EW should complete this and circulate it to all governors by the end of March.</p> <p><b>2.7 PUPIL PREMIUM</b> This report had not been provided.</p>	<p><b>EW SH</b></p> <p><b>EW SH</b></p> <p><b>EW ALL</b></p> <p><b>ALL</b></p>
3	<p><b>CHAIR’S REPORT</b> Governors had already received and considered the report and an additional, updating report was tabled.</p> <p>In discussion it was noted in the financial years 2013/14 and 2014/15, it appears that the LA were putting in transitional funding grants but this was not made clear to the sequence of SBMs. As the budget would appear to have balanced at year end, it was assumed that this was an expenditure plan that could be rolled forward. This would have meant that the non-recurrent funding was incorporated in to the base and so the overspend grew year on year.</p> <p>The LA now accepts that the present leadership discovered this rather than caused it and have brought the budget back under control. However, repaying the licensed deficit would involve taking money out of current revenue provided to meet the needs of current students. Therefore, the school has no repayment plan which creates considerable difficulties for the LA. There will be continued discussions on this subject.’</p> <p><b>If the deficit was being built since 2013 why had it not been recognised until it was?</b> It was the first thing management were</p>	

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	<p>asked and responded that the LA should have made the school accountable if there was a difficulty when it arose and not at this late stage.</p> <p><b>But the LA doesn't feel they share any responsibility?</b> MH noted that Ofsted had informed them it was clear it was the LA and that the LA should have provided better support.</p> <p>The reports were accepted.</p>	
5	<p><b>MINUTES OF LAST MEETING</b></p> <p>The minutes of the meeting 31.1.18 were agreed to be an accurate record and signed by EW accordingly.</p> <p>The minutes of the meeting 21.2.18 would be reviewed at the next meeting.</p>	JJ
6	<p><b>MATTERS ARISING</b></p> <p>A governor noted the Brighton and Hove initiative re holidays in autumn would not be extended</p> <p>JJ informed a new school email and filing system was being set up. All governors should expect an email from her in the next 2 weeks and would need to take action.</p>	
7	<p><b>REPORTS, including statutory policies for approval</b></p> <p>The headteacher's report and the spring term data highlights had been lately provided and copies were now tabled for consideration, along with the School plan which now integrated the Ofsted action plan. This meeting would be MH last so the report had a valedictory flavour. No statutory policies were submitted for approval.</p> <p>7a Headteacher report</p> <ul style="list-style-type: none"> <li>• A cultural change had been needed when MH arrived. This has been achieved. There is now a new senior leadership team. LA officers had been sceptical about this plan but now accepted that it had been effective and the school had moved forward.</li> <li>• Pupils left Key Stage 4 and going on to further education, training or employment</li> <li>• Pupils left Key Stage 4 with more qualifications than ever before.</li> <li>• We are developing more in supporting more for post 16.</li> <li>• The school plan was being reviewed every 6 weeks and all staff were engaged with the process of assessing progress.</li> <li>• The Curriculum is more engaging and skills for life, based on their aspirations and the city's aspiration. It needed more work but was nearly there. It worked for the current years 9, 10 and 11; however would need to be reviewed for the current years 7 and 8 that had different aspirations.</li> <li>• The intake was changing. The school was doing well with those suffering with anxiety and neglect and the area of weakness is currently with those children already involved in criminal behaviour and training was underway. Frederique Haddad was already undertaking training in forensic psychology and starting to develop ways of working with them and we are trying to develop work with the youth offending service.</li> </ul> <p>A governor informed they were putting a bid in to get some funding and enquired whether staff were getting access to assistance with</p>	

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	<p>drugs. MH wished to record his thanks for the senior leadership team for all their support, including with data, GA for the offsite provision and PL for the management of the site. He concluded that he considered the school was on a good foundation to move forward. Governors thanked MH for all the improvements seen. The report was accepted.</p> <p>7b SABW Committee and 7c CTL Committee. These had not sat. EW would reinstate the schedule of meetings.</p> <p>7b The data report compared spring 2018 with spring 2017 and was very positive. Of note was attendance – improving from 51.9% to 57.1%. Progress had also improved. <b>Is the science/PE teacher new?</b> Yes and doing very well in getting them engaged. They are progressing. There is evidence also for maths progress, English had dropped for a couple but will increase. <b>How many are you talking about for looked after children?</b> 8 <b>English is then alarming – for that group?</b> Yes. <b>What will be done to review that specific issue?</b> We have 3 of those that are intermittent attenders and although working with virtual schools and care homes, attendance is low <b>Absconders?</b> No. Refusers What are the year groups? This was advised and the Youth Employability Service was involved.</p> <p>7c Behaviour continued to improve. Assaults had reduced, threats had reduced. Fighting was the same. This was due to newer pupils settling in as it took a couple of years to work through ‘modelling’ and on ‘reflection’. Summer 2 was expected to be a different story as pupils anticipated staff changes and holidays loomed. We are able to anticipate the spikes.</p> <p>Governors noted</p> <ul style="list-style-type: none"> <li>• The school was in a better position than the previous year.</li> <li>• The new syllabus was more embedded.</li> <li>• The consistent structure for lessons was beneficial.</li> <li>• Differentiation, especially for the more able was developing.</li> <li>• There had been a lot of learning walks and observations.</li> </ul> <p>7d/e Governors Visits/Training – This item would be covered by email or deferred. 7f External advisor reports (<i>if any</i>) – There were no reports to discuss.</p>	EW
8	<p><b>Any other urgent business</b> Governors supported the adoption of the offsite provision policy. There being no other business the meeting closed 18.56.</p>	