

Homewood College
GOVERNING BODY

| | |
|----------------------|---|
| Meeting of: | Full Governing Body |
| Date/Time: | 27 th June 2018 5pm |
| Location: | Homewood College |
| Distribution: | Governors, Website, FH |
| Quorum: | The meeting was quorate throughout. |
| Apologies: | Sue Shanks - noted |
| Present: | Governors (voting) Gary Alexander (GA) Anthony Carlo (AC) Rachel Carter (RC) Louise Cook (LC) Executive Headteacher Sue Hart (SH) Peter Lyndsell (PL) Fiona Martin (FM) Jeff Matthews (JM) Bob Wall (BW) Elizabeth Wylie (EW) Chair of Governors Other (non-voting) Frederique Haddad (FH) Therapeutic Lead Janet Johnson (JJ) |

MINUTES

| Item | DISCUSSION and DECISIONS | ACTION |
|------|---|--------|
| 0 | <p>Annual Therapeutic report</p> <p>FH tabled a report. It provided information relating to the implementation and monitoring of therapeutic provision within the school, brought in to address some of the underlying reasons and thereby improving behaviour for learning.</p> <p>Discussion took place surrounding the pilot for the use of outside agencies. A review of this was taking place and it was hoped the scheme would be extended and supported for a sufficient time to enable cost savings in prevention to be apparent, to finance it in the future. It was noted social services had not been particularly involved and some agencies had been more regular attenders than others. Some funds would be available for Homewood as part of the local authority £100k budget for the Central Hub and this was anticipated to be used for art therapy, cognitive behaviour therapy and a part-time secondment of a CAMHS worker to speed up assessments.</p> <p>Further development of restorative justice was being prevented by staff shortages.</p> <p>You are developing a menu of therapies; how are you matching child to therapy? I do it for Homewood as I know every child. Sometimes it is trial and error, sometimes engagement; sometimes it doesn't matter as it is the relationship that counts.</p> <p>Governors requested a report from strategy board in due course. FH was thanked for her input, the report was accepted and FH left 17.27</p> | LC |

Homewood College
GOVERNING BODY

| Item | DISCUSSION and DECISIONS | ACTION |
|------|---|---|
| 1. | <p>WELCOME and INTRODUCTION. EW opened the meeting, her last as governor of Homewood, and apologies were considered. She explained the major part of the agenda was to agree governance structures relating to the PRUs and Homewood. There were two different sets of needs and discussing how we work together in the future. Declarations of interest were invited. JJ gave advice and explained that governors needed to consider this very carefully. If it was considered, for example, that the units had different objectives then there would be a conflict of loyalties for those sitting on both boards. A conflict could also be present with those working for the local authority. It was acknowledged there were differences between the units but all wanted the best outcomes for the students. There could be different pressures resulting in different practices and a governor suggested LC would manage the tensions with the support of the governing body. No one was requested to withdraw from any part of the meeting.</p> | |
| 2 | <p>FINANCE 2.1 The Chair's report on finance had already been considered and was accepted. EW reminded governors that going forward they needed to continue to be mindful to manage finances within the constraints directly imposed by the local authority. LC was on the School Forum and would provide updates on the local authority's general position.</p> <p>2.2 The cost centre budget being the latest accounts reviewed by the local authority was ratified. Governors enquired why the cost of teaching staff had appeared to have increased. EW would follow up with KB.</p> <p>2.3 It had been reported that the local authority had imposed a 50% contribution from Homewood to the executive headteacher's salary and appeared to be altering sums in other budget heads but LC informed it was just changing the heading names, not money. A response from the local authority, following an enquiry by a governor as to whether the governors' budget powers had been suspended, was awaited. Governors wished for clarity and an assurance there would be no adverse affect on teaching and learning. It was acknowledged the local authority monitoring visits had been useful.</p> <p>2.4 Concern was expressed that an updated financial scheme of delegation had not been presented.</p> | <p style="text-align: center;">EW</p> <p style="text-align: center;">EW</p> <p style="text-align: center;">LC</p> |
| 3 | <p>MINUTES OF LAST MEETING The minutes of the previous meeting were agreed to be an accurate record and signed accordingly.</p> | |
| 4 | <p>MATTERS ARISING It was discussed whether there were any matters outstanding that would have a risk of vulnerability to Ofsted. It was confirmed the website was compliant although no progress had been made regarding the revamping of the website. LC was overseeing this and governors offered their contacts to assist. LC data not been received; however, updated information was now</p> | |

Homewood College
GOVERNING BODY

| Item | DISCUSSION and DECISIONS | ACTION |
|------|--|--|
| | available. | |
| 5 | <p>CHAIR's REPORT AND SCHOOL/GOVERNING STRUCTURE</p> <p>5.1 Governors had already received and considered the Chair's report which covered forward planning for collaboration, governance and school sites. Governors had also received and considered applications from FJ, KC and AG, prospective co-opted governors and had been asked for nominations for the position of Chair and Vice Chair of Governors. JJ had given advice. It was agreed the prospective governors appeared to have much to offer although care would be needed to ensure no conflict if they worked for the local authority and governors would be needed to visit the school regularly.</p> <p>5.2</p> <ul style="list-style-type: none"> ❖ Membership from the end of this meeting going forward was to be: <ul style="list-style-type: none"> GA – Staff RC – Co-opted LC – Headteacher PL – Co-opted FM – Co-opted (subject to receipt of formal confirmation re abiding with certain codes of practice) JM- Co-opted SS – LA BW – Co-opted EW – Co-opted (till term expires 16.9.18) FJ, KC and AG – co-opted in principle (subject to references, meeting with a governor to check understanding and ability to meet the governing body's needs; and completion of formalities). ❖ BW was elected Chair of Governors for a term 1.9.18 until the next meeting of the governing body. ❖ RC was elected Vice Chair of Governors for a term 28.6.18 until the next meeting of the governing body. <p>5.3 Associate members would be considered at another date.</p> <p>5.4 Parent governors would be sought from the current and prospective parents/governors and the search would be expanded to the next category if necessary at the start of next term.</p> <p>5.5 GOVERNING STRUCTURE A governor was invited to explain. A draft proposal had been put forward for 3 working groups from Homewood and 3 from the joint PRUs to be set up in each of three areas; performance, safeguarding and finance. These would meet twice termly and report to a committee of their respective Management Committee (MC) or governing body (GB). The committees would then report to the MC/GB as appropriate.</p> <p>5.6 How many committees and who sat on them needed to be agreed as was the information they needed and how it would be responded to.</p> | <p>ALL EW#</p> <p>#</p> <p>#</p> <p>JJ</p> <p>AC</p> <p>JJ/LC</p> |

| Item | DISCUSSION and DECISIONS | ACTION |
|------|--|--------|
| | <p>There were areas where it was expected having a view over the whole organisation would be beneficial. Finance staffing and premises would be difficult and the PRUs were not used to working with committees. It was noted the Central Hub was put together for integrated working that would provide time and economic benefits but the local authority had found they could not get the amalgamation of the students and finance. It was hoped that with LC in post a move to less operational monitoring at Homewood would be possible in due course re performance and safeguarding in particular as there was still the (mis)conception that Homewood was all about restraint.</p> <p>In discussion it was agreed the structure needed to be workable and serviceable. JJ requested to be involved in a meeting to take it forward and this was agreed with LC, BW and FK to attend.</p> <p>5.7 Ensuring the best site for provision would continue to receive attention. AC would take this forward. Governors recommended having a good communications strategy.</p> | BW |
| 6 | <p>HEADTEACHER's REPORT</p> <p>6.1 LC tabled a report which was accepted. It focussed on leadership and management with brief mention of the other Ofsted areas and included attendance data and year 11 predicted outcomes. The school was continuing to take action on its aim of bringing greater breadth to the curriculum and a new offer had now been written and timetabled. The teaching day would be extended and humanities reintroduced. Governors were pleased to note the development and recalled it had been picked up by Ofsted that understanding of the outside world needed to be increased. They also noted the local authority had £90,000 extended day funds for which Homewood had put in a 50% bid. A governor confirmed the exam season had gone well with pupils in separate rooms.</p> <p>6.2 Which college will learners go on to? It was discussed there were difficulties with placements and a governor gave advice. Will item 'e' be works on the buildings? Yes. How many attended exams this year? 10 although one day we had 17 as some year 10s were also taking an exam. What is the Maybo training? De-escalation training. Are any year 11s at risk of not being in education employment or training? Yes. Are you engaged with the YES service? Yes.</p> <p>6.3 A governor confirmed that in future the data would include detail of when the learner arrived at the school to enable better evaluation of impact.</p> <p>6.4 The deputy headteacher was asked if there was anything in the data that he would like to discuss. For both maths and science 65% of learners had met or exceeded Homewood's expected progress. English had improved from 20% to the 40% s. This was because the teaching framework ETALAH method is working. Consistency had improved and this had lessened anxieties. We have also been working</p> | LC EW |

Homewood College
GOVERNING BODY

| Item | DISCUSSION and DECISIONS | ACTION |
|------|---|--------|
| | <p>with the groupings.</p> <p>6.5 Governors enquired as to the destination of a learner that had been causing difficulties. Have exclusions decreased now? Yes and this was due to making clearer rules. What is happening with progress for looked after children in English? There are only a few so each makes up a large proportion. In maths it is above for the whole school. Science is fine but not for English – what is happening there with the looked after children group? We have some non-attendees because they show up late for English which starts earlier.</p> <p>6.6 LC informed next year subject specialist teachers would teach across more year groups in English maths and science.</p> <p>A governor commented the report was really useful.</p> | |
| 7 | <p>SABW COMMITTEE REPORT The minutes were accepted.</p> | |
| 8 | <p>CTL COMMITTEE REPORT A governor reported performance data had been reviewed. The timetable had been discussed and the questions raised had now been covered to their satisfaction. They had voiced concerns about the training for restraint as we realised everyone was out of time. The minutes were accepted.</p> | |
| 9 | <p>DATES FOR MEETINGS The next meeting date was agreed for 24th September 5pm.</p> | |
| 10 | <p>Any other urgent business SH was resigning after 6 years of service on the governing body. Her wealth of knowledge had been very useful. EW had come to the end of her term; her dedication in giving up so much of her time for the good of the school and its pupils was appreciated. Both would be missed and received heartfelt thanks and cards. There being no further items for discussion the meeting closed 19.24</p> | |

Signature noted in minutes at meeting 24.9.18

ACTION SUMMARY LIST OVERLEAF ...

Homewood College
GOVERNING BODY

ACTION SUMMARY

| Item | Owner | Action | Due Date |
|--------------------------------|---------------------|---|------------------|
| Outstanding from 9.5.18 | | | |
| 4.1 | KB/LC | Provide breakdown/reconciliation of staffing/support if still required | |
| 4.2.4 | JM LC | Oversee review of behaviour principles written statement bringing statement to FGB for discussion and approval. | |
| 4.5 | KB/LC | Review Scheme of Delegation and submit to FGB for approval | ASAP Sept |
| 6 | GA | Assist in setting up new website, Liaise JJ re governor page | Ongoing |
| 8.2 | LC | Amend section 10, tidy up the pay policy format and circulate to all. | 12.7.18 |
| 8.3 | JM | Ensure SEN policy reviewed for effectiveness and any updated wording submitted to FGB along with report. | 21.6.18 |
| 8.4/10 | ALL | Volunteer to review a statutory policy/group of policies | |
| Actions from 27.6.18 | | | |
| 6.1 | LC EW/BW | Bring proposal for extended day to FGB. | When appropriate |
| 5.6 | BW | Liaise LC FK JJ re setting up workable structure | Urgent |
| 5.4 | AC | Seek nominations for parent governor from parent/carer body (also if any known from next year's intake). Advise JJ. | 6.9.18 |
| 5.2 | EW JJ ALL | Take action re new governors Offers of assistance re induction welcome | |
| 2.3 | EW | (Arrange for) follow up re LA letter as appropriate | |
| 2.2 | EW | Follow up if required | |
| 0 | LC | Provide report in due course | |