

Homewood College
GOVERNING BODY

Meeting of:	Full Governing Body
Date/Time:	31 st January 2018 5pm
Location:	Homewood College
Distribution:	Governors, Kim Breckell, Mark Helstrip Website
Quorum:	5 Governors required to be present for decisions to be binding following co-option of BW and FM: 4 governors beforehand. The meeting was quorate throughout.
Present:	Governors (voting) Gary Alexander (GA) Anthony Carlo (AC) Rachel Carter (RC) Sue Hart (SH) Vice Chair of Governors Jeff Matthews (JM) Sue Shanks (SS) Other (non-voting) Kim Breckell (KB) School Business Manager Mark Helstrip (MH) Consulting Headteacher Janet Johnson (JJ) Clerk Eugenie Teasly (ET) Careers and Enterprise Volunteer
Apologies:	Peter Lyndsell (PL) - Accepted Elizabeth Wylie (EW) - Accepted

MINUTES

	DISCUSSION AND DECISION	ACTION
1.	<p>WELCOME and INTRODUCTION Note: SH chaired the meeting as planned.</p> <p>SH opened the meeting. ET had been invited to attend to apprise governors of her involvement in embedding the enterprise education. She explained she had several voluntary roles in this area and was part of the Coast to Capital local enterprise project that promoted and supported careers education and development as part of the enterprise initiative. All schools had someone in support. She supported the leadership team with how to engage with business for opportunities for students and implementing a careers education plan. A baseline assessment of existing support had been drawn up, a strategy for implementation was under consideration and a grant had been secured to build solar powered kit cars.</p> <p>Are you doing these things? The green-power car project is going ahead. We will do it in two groups and it will be cross-curricular.</p> <p>How many pupils are involved? 12, primarily Key Stage 4.</p> <p>Is the action plan in place? The Deputy Headteacher is finalising the plan.</p> <p>Governors agreed this would enable the school to demonstrate how students were getting this education. ET was thanked and she left 17.23</p>	

	<p>CONSIDERATION OF APOLOGIES And DECLARATIONS of INTEREST in AGENDA ITEMS Apologies from EW and PL were considered and accepted. No new declarations were made when invited. All governors could take full part throughout apart from when noted in the minutes.</p>	
2	<p>FINANCE 2.1 OUTTURN 2017/18 UPDATE Governors had already received the outturn prediction and notes on anomalies, which KB informed were as at 22nd January rather than the December date marked, along with the Chart of Accounts. SH signed to confirm receipt of the information. KB was invited to make comments.</p> <ul style="list-style-type: none"> • The deficit was now down from £272k dr to £257k dr • A governor had been in contact with Jo Lyons and £10k had been received for skills development towards the alternative provision offered by the school. • £10k had been promised from Mark Storey for school improvement and £4500 to support attendance. • The local authority had carried out some budgeting work on expenses to correlate staffing with the outturn. This now took into account staff who had resigned. • Agency remained a problem; there was always the need to maintain a safe school. The local authority had given permission to hire replacement staff. <p>On the heading with the detail 'resignation of pastoral', is that £89k? Yes but the way they are set out in the budget for the title of jobs is different from when the costs comes in so you need to consider the final, total, figure for the overall position. Can you explain the short term contingency item? That is the deficit from the previous year and the £22k. It will be carried over next year.</p> <p>Governors were very pleased to note the reduction in deficit but remained well aware the funds needed to provide the outcomes needed were in excess of that received. The outturn was accepted.</p> <p>2.2 BUDGET 2018/20 KB tabled the first draft of the budget 2018/19 and explained it had been calculated on a zero basis – what staff were needed, and cutting all expenses to the bone rather than from last years' figures. MH arrives 17.38</p> <ul style="list-style-type: none"> • The projected deficit was £275k • Staffing costs were higher and included the 2% pay rise. • We may get some income from bids. <p>Are there any restrictions for you in staffing in dealing with the budget? We spend about 82% on staffing which is average. Do we run the breakfast club ourselves? Yes, we derive no income from it. Can you let? No, we are not able to do that. We have looked into it several times. It is a safeguarding issue with the size of the school.</p> <p>Other In discussion it was agreed MH would request the school's IT technician to send emails to governors regarding using a school email</p>	MH

address.

KB was thanked and left 17.47

The pay policy had not been received.

2.3 SCHEME OF DELEGATION This had not been provided.

2.4 PREMISES ISSUES This item was not taken.

2.5 STAFFING ISSUES

AC gave a verbal update. Around 50% of positions had been affected by resignations or illness. This was detrimental to learning and it was a daily priority ensuring safety for all. At times this was not possible; the school had had to be creative in its response and occasionally had to offer reduced provision.

As submitted in the headteacher report already received and considered by governors, a new staff structure had been proposed and everyone's role and how the curriculum would be covered was now further explained to governors along with the anticipated improvement to outcomes and morale. These would be through reduced administration for teachers, more subject focus teaching assistants, better teamwork and reduced disruption to learning and retention of pastoral support. Costings would be clearer for tutoring. The structure had been proposed to the local authority, the finance team, School Improvement and Jo Lyons, who had all agreed it was a logical model that fitted with the budget and outcomes and enabled the completion of the Ofsted and attendance action plan.

Is this the long term model you would have wished to put into place?

Yes, for 2 years

So what is missing at the moment? The existing structure and unfilled positions were shown.

To what extent are the gaps short or long term? This was explained to governors' satisfaction.

The report from Bob Griffin said if you had more problems you would be approaching unsafe. The nature of the school is that we have to accept everyone and we need more money. We get £1.08 m but need £1.3 per annum.

A governor commented they thought there would be local authority support for the staff re safety.

Do you get any support from the youth offending service? No. we are supposed to have someone from multiagency, but we don't.

A governor recalled that the costs to the local authority for non-maintained school placements were at least £60k pa and for residential, £90k. For better outcomes here so pupils could properly take a place in society somewhere in between the current £24k and £60k was reasonably needed.

Safety of staff and pupils were discussed. This was MH's responsibility and a governor informed that they and at least one other governor had investigated and had confidence in the daily risk assessment process. The full package from the local authority had been requested regarding staff attendance. If there was a need to part close the school EW was contacted along with Richard Barker from the local authority and others as appropriate e.g. if illness involved, Mr Stimpson.

What is the optimum number of students which will allow you to get on

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	In the absence of Bob and Fiona, JJ handed forms to AC that would need completing before they sat on the headteacher panel, regarding interests and eligibility.	AC/EW
5	OFSTED INSPECTION The report was formally accepted. The action plan formed part of the headteacher's report (see item 7a). The school improvement plan would be circulated.	AC
6	MINUTES OF LAST MEETING AND MATTERS ARISING The minutes were agreed to be an accurate record and signed by the chair accordingly.	
7	<p>REPORTS, including statutory policies for approval 7a Head/Deputy headteacher Governors had considered the report. Further information was provided.</p> <ul style="list-style-type: none"> • Attendance was not good, largely due to illness but it was an improvement on the previous year. The local authority were happy the school was doing all they could and fixed penalty notices had been sent, most with improvements following. • The school improvement and Ofsted action plan had been approved by the strategic board in December. With the school partnership advisor it had been made more specific. • The hiring of 7 seaters rather than owning minibuses was being considered. <p>What was the industrial injury? Details were given to governor satisfaction. Governors lamented the staff absences and noted the extra pressure on remaining staff. They wished their thanks all for their hard work and that they recognised the strain they are under be passed on to staff. It was suggested a reminder of the process of informing of illness might be timely. Pupil numbers are at all-time high. How are they settling in? They are trying to send us pupils with moderate learning difficulty or other needs for which we cannot make provision. Does the Education Health Care Plan not make it clear? Yes, so it is wasting time for Homewood. We are trying to negotiate a case meeting here so we can go through all the case notes. We have had a few more behaviour difficulties and fights as new people come in. But the data is showing less against staff and more pupil to pupil? Yes, behaviour improves soon after arrival. When will Ofsted return? 12 months.</p> <p>Governors felt the plan covered what was needed, approved it and requested it came to every meeting with an update.</p> <p>AC tabled a document 'A Multi-Agency Hub' first draft. He informed time was running out for the plan and he was determined that the services would not be closed down without a suitable alternative and this would be revisited at the next meeting to ensure they were on track. The 9 parents surveyed so far had been very positive about Homewood.</p> <p>7b SABW Committee The minutes of the latest meeting were accepted. It was noted that</p>	<p>GA</p> <p>AC EW</p>

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	<p>data has a primary need but to represent the work to an outside audience there was a need to note somehow the secondary needs to reflect the complexities being provided for at the school.</p> <p>7c CTL Committee. This had not sat. Data had been provided in the Autumn 2 data review, previously circulated to governors. Membership of committees would be discussed at the next governor meeting.</p> <p>7d/e Governors Visits/Training SH had visited on 29.1.18 a report would follow.</p> <p>7f External advisor reports (<i>if any</i>) The report from Bob Griffin 2.1.18 was accepted.</p>	EW
8	<p>Any other urgent business prior agreement of EW</p> <p>8a Structure of school year In discussion it was confirmed the local authority set the term dates for this school. The difficulties caused by the 2017/19 dates were acknowledged and the recent consultation for feedback was recalled. There being no further business, the meeting closed 19.17 The next meeting (other than recruitment related) was 14th March 2017</p>	

Signature noted in minutes..... signed Dated

ACTION POINT SUMMARY

ITEM	OWNER	ACTION	DUE DATE
2	EW	Review and prioritize outstanding items	27.2.18
2.2	MH	Arrange with GT re governor emails.	11.2.18
4D	JJ	Commence induction	11.2.18
4 D	AC EW	Ensure interests of new governors considered prior to panel	6.2.18
3A&B	EW	Co-ordinate attendance for EHT recruitment	ASAP
5	AC	Circulate school development plan for comment	6.2.18
7a	GA	Pass on governors' expressions of appreciation	6.2.18
7a	AC EW	Present update on Ofsted action plan each meeting	7.3.18
7c	EW	Review committee membership	14.3.18