

Homewood College  
GOVERNING BODY

**MINUTES**

<b>Meeting of:</b>	<b>Full Governing Body</b>
<b>Date/Time:</b>	8 <sup>th</sup> November 2017 5pm
<b>Location:</b>	Homewood College
<b>Status:</b>	Confidential until Ofsted Report Received
<b>Distribution:</b>	Governors, Kim Breckell, Mark Helstrip, Website
<b>Quorum:</b>	5 Governors required to be present for decisions to be binding.
<b>Present:</b>	Governors (voting) Gary Alexander (GA) Anthony Carlo (AC) Rachel Carter (RC) Peter Lyndsell (PL) Jeff Matthews (JM) Sue Shanks (SS) Elizabeth Wylie (EW) Chair of Governors Other (non-voting) Kim Breckell (KB) School Business Manager Mark Helstrip (MH) Headteacher Janet Johnson (JJ) Clerk
<b>Apologies:</b>	Lynda Hayes (LH) - accepted Mike Newman (MN) - accepted Sue Hart (SH) - accepted

	<b>DISCUSSION AND DECISION</b>	<b>ACTION</b>
1	<p><b>WELCOME and INTRODUCTION</b></p> <p>[Note: This meeting was held one week after a full inspection from Ofsted. The report had not yet been received so the outcomes had yet to be advised to staff.]</p> <p>EW opened the meeting and apologies were considered. No declarations of interest were made when invited and all governors could take full part throughout.</p> <p>Governors had already received JM's application to join the governing body and were now pleased to be introduced. JM then withdrew and governors considered the application.</p> <p style="padding-left: 20px;">❖ JM was co-opted to the governing body</p> <p>JM returned. SS arrived 17.13</p>	
2	<p><b>FINANCE</b></p> <p>In the absence of SH, EW was requested to take the chair for this item.</p> <p><b>2.1 OUTTURN 2017/18 UPDATE</b></p> <p>The projected outturn and noted re anomalies was tabled by KB and signed by EW. The figures had just been verified by Karen Haworth of the Finance Department at the Local Authority. The chart of accounts had not been provided. KB reported:</p>	

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	<ul style="list-style-type: none"><li>• The projected outturn deficit had been reduced to <b>£269k dr</b> due to further cuts being made to the projected curriculum budget. forecast have been cut as requested.</li><li>• One minibus was out of action but was due to be back up and running.</li><li>• A proposal was in course to seek finance for a garage or compound to reduce damage by pupils.</li><li>• Future expenses were likely to be staff training. This needed to be increased to make improvements.</li></ul> <p><b>Will there be funds from the LA?</b> Maybe a little.</p> <p><b>Do you use 2 minibuses all the time?</b> Yes, they go in two directions. One is a people carrier.</p> <p><b>Do we pay for that?</b> Yes as the LA removed funding. The bus passes have now also been removed. The transport is used to improve attendance as well as for PE or pupils in crisis.</p> <p>Governors recall they were trying to reduce the deficit to <b>£250k dr</b>.</p> <p><b>2.2 BUDGET 2018/20</b></p> <p><b>When will the indicative budget arrive?</b> We will start looking at that in the next few weeks but training, computer systems and premises would be needed to be included. MH would quality assure the first draft before he left.</p> <p>KB was thanked for being longest serving School Business Manager and left. 5.30</p>	
3	<p><b>RECRUITMENT OF EXECUTIVE HEADTEACHER</b></p> <p>Governors had already considered the Chair of Governors report, the business case for the salary scale and the related independent advice. She provided further explanation and outlined the latest developments:</p> <ul style="list-style-type: none"><li>• The advert was appearing in TES on-line this week; the text and supporting information has been agreed.</li><li>• Jo Lyons had confirmed the local authority would fund a head-hunting agent. EW, working with a senior HR officer from the local authority had gone out to tender and discussed the advertisement and related information with LH and MN. Bids had been received and a preferred bidder identified. Klen Simpson of HR had negotiated the precise terms of the engagement for us and TES had been appointed.</li><li>• Applications for the post close on the 30<sup>th</sup> November, with shortlisting on 1<sup>st</sup> December. Interviews were planned for 7<sup>th</sup> and 8<sup>th</sup> December.</li><li>• Based on the ISR for Homewood College, the maximum salary under the School Teachers Pay and conditions Document (STPCD) is £68, 643. The governors have the power to set a maximum of 25% above this which would provide a maximum of £85,803. This was considered to be insufficient to attract a suitable qualified and experience candidate, considering the scope of the post. Governors would be deemed to be acting beyond their powers if they set a salary above this level and there are sanctions for doing so, unless the business case of this has been approved by an independent adviser. This approval has now been sought and</li></ul>	

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	<p>governors were asked to approve a range of L31 - 37 which provides a maximum of £95,000.</p> <p><b>If the planned increase in admission numbers to 60 pupils went ahead, would a further increase be needed?</b> It may have an impact but the commissioned number has not yet been approved.</p> <p><b>How does it compare with local schools?</b> It will be the highest maintained school and this is another reason why we checked.</p> <p><b>What is the salary?</b> We think it will be £61k +25%</p> <p>Governors accepted the reports and</p> <ul style="list-style-type: none"> <li>❖ Ratified actions taken</li> <li>❖ Confirmed SS, RC EW MN and LH would form the panel.</li> <li>❖ It was agreed JM would be held in reserve for the appointment panel.</li> <li>❖ The ISR of L31 - 37 as outlined in the business case was approved.</li> </ul>	
4	<p><b>OFSTED INSPECTION</b></p> <p>MH was invited to provide a summary. In 2013 the school had been judged Good by Ofsted. Management changes followed, accompanied by a massive dip in performance until January 2016 when the school started to improve again but as governors had previously agreed, considered required improvement. Safeguarding had been thoroughly reviewed and was effective. The website needed updating with evaluation of information only received in the days before half-term and this is being rectified. There were no concerns re the behaviour policy. The main focus was on the progress of the students as progress had only been maintained rather than rapid, effective. Attendance, at 65% was low as it should be at 85%+, for special schools.</p> <p><b>Are you held to the same standards as mainstream?</b> Yes. We base our persistent absentees on 30% of students being persistently absent.</p> <p>A governor commented it was fair to say attendance had been static at 50% until this term it improved to 60%.</p> <p>MH informed the lack of learning due to absence led to not enough progress being made in all lessons. Aspirations needed to rise and more progress in literacy and maths in years 7 and 8 would enable progress later on.</p> <p>The school improvement plan was tabled and highlighted all aspects of teaching and learning that needed to be addressed.</p> <p>Governors commented that the school was taking the opportunity to learn from the Ofsted visit and what was needed was clear. There were no surprises and Ofsted verified governors' knowledge of the school.</p> <p><b>Their areas of improvement were those that you had already identified?</b> Yes and we have already started on the action plan.</p> <p><b>Did they look at welfare?</b> Yes. They felt there were good relationships and children felt safe the majority of the time. Ofsted said they had seen changes [for the better].</p> <p>A discussion followed regarding the school's strategic approach to sanctions for abusive language and treatment of smoking addiction.</p>	

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	<p><b>What happens elsewhere at an outstanding school?</b> Smokers are directed offsite for long breaks. Swearing was challenged but low key.</p> <p><b>Are the smokers at this school a social group?</b> No</p> <p>These matters would be discussed again; however governors supported the vision of rewarding good behaviours rather than punishing poor and for evidence based interventions with cessation of smoking.</p>	
5	<p><b>DATA UPDATES</b></p> <p>AC tabled the autumn 1 data highlight booklet. The headteacher's report had already been considered. Both were accepted. Further information was provided:</p> <ul style="list-style-type: none"> <li>• Girls in year 7 &amp; 8 were thriving and good feedback had been received from parents</li> <li>• Boys in years 7 &amp; 8 accounted for 1/3 of the exclusions last term.</li> <li>• Attendance had improved.</li> <li>• Behaviour figures were accurate.</li> </ul> <p><b>How many girls in year 7 &amp; 8?</b> This was provided</p> <p><b>You have excluded Year 7s?</b> Yes. A brief outline of the misdemeanours was provided and it was noted it was thought the school might not be the best placement.</p> <p><b>Are the other boys affected?</b> Yes.</p> <p><b>Will the 2 week October holiday make a difference to comparisons?</b> Not significantly.</p> <p><b>Why is it historical that year 11s do not do well in science?</b> All year 11s seem to disengage and they have gone through 7 science teachers.</p> <p>A governor also said a high proportion is on the offsite provision and their progress may not have been included yet.</p> <p><b>What programme do they get at home?</b> We do it at local libraries. In theory it is the same as if they were on site for English maths, science and some ICT. They do exams, have assessments have merits and comply with behaviour policy.</p> <p><b>What are the staff absences?</b> Every day we are 1.3 short since the beginning of the year.</p> <p><b>Why?</b> Bereavement, long term stress, one with viral flu then got injured.</p> <p>A governor informed the discretionary absence for childcare had been reduced.</p> <p>Governors thanked AC for the short report which had been produced on time.</p>	
6	<p><b>COMMITTEE MEMBERSHIP &amp; MEETING CYCLE</b></p> <p>Two governors had resigned recently and the sustainability of committees was considered. In discussion it was agreed the current committees would continue. CTL would meet twice a term, coinciding with progress reviews. SABW would continue to receive reports under standard headings. JM would join the SABW committee, SS would stay on CTL. LH would be requested to join SABW. PL would join curriculum committee. If required and available, RC would attend either committee. Governors thanked RC for her work in carrying on with the recruitment of volunteers for the school.</p>	EW
7	<p><b>MINUTES OF LAST MEETING AND MATTERS ARISING</b></p>	

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	<p>The minutes of the meeting 13<sup>th</sup> October and 19<sup>th</sup> September were agreed to be accurate records subject to the correction of a name and signed by EW accordingly.</p> <ul style="list-style-type: none"> <li>• A succession plan for Chair of Governors was required.</li> <li>• Information requested had been received on time</li> <li>• EW would take forward recruitment to the vacant parent governor position. JJ had given advice.</li> </ul>	<p>ALL EW</p>
8	<p><b>POLICIES and OTHER DOCUMENTS for APPROVAL/ACCEPTANCE</b></p> <p>8.1 Statutory policies for adoption The admissions policy, data protection policy and charging policy had been submitted for adoption. <b>Do we use the pupil premium for trips?</b> In discussion governors recommended investigating the possibility of assistance from the Brighton and Hove Education Trust.</p> <p style="padding-left: 40px;">❖ Charging policy, admissions policy and Data Protection Police were approved.</p> <p>8.2 External advisor reports. The report from Bob Griffin dated 5.10.17 was accepted.</p>	
9	<p><b>Any other urgent business</b> The meeting closed 19.03</p>	

...signature noted in minutes..... signed ..... dated