

Homewood College  
GOVERNING BODY

<b>Meeting of:</b>	<b>Full Governing Body</b>
<b>Date/Time:</b>	9 <sup>th</sup> May 2018 5pm
<b>Location:</b>	Homewood College
<b>Distribution:</b>	Governors, Kim Breckell, Website
<b>Apologies:</b>	Bob Wall (BW) – accepted Anthony Carlo (AC) – accepted Rachel Carter (RC) – noted Fiona Martin (FM) - noted
<b>Present:</b>	Governors (voting) Gary Alexander (GA) Louise Cook (LC) Executive Headteacher Sue Hart (SH) Peter Lyndsell (PL) Jeff Matthews (JM) Sue Shanks (SS) In the Chair for item 4.1 and 4.2 Elizabeth Wylie (EW) Chair of Governors  Other (non-voting) Kim Breckell (KB) School Business Manager Janet Johnson (JJ) clerk Gavin Thorpe (GT) IT staff

ACTION PLAN SUMMARY

AGENDA ITEM	OWNER	ACTION	DUE DATE
1,3	JJ	Check re status of minutes then update website	6.6.18
2	EW JJ FM	Ensure all governors have fulfilled entry requirements.	15.5.18
			21.6.18
	EW		23.5.18 21.6.18
7	LC	Circulate data re 7.1, and 7.3	21.5.18
7.2	JM EW	Meet re SABW	14.6.18
7.3	SH	Arrange meeting of CTL	14.6.18
8.2	LC	Amend section 10, tidy up the policy format and circulate to all.	23.5.18
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	23.5.18

MINUTES

	DISCUSSION and DECISIONS	ACTIONS
	<p>Acronyms: EOTAS – Educated otherwise than at school LA – Local authority PRU – Brighton Pupil Referral Unit SEN – Special educational need TCH – The Connected Hub</p>	
1	<p>EW opened the meeting and LC was introduced to this, her first governing body meeting since being appointed as Executive Headteacher on 12.4.18. A warm welcome was given.</p> <p>Apologies were considered.</p> <p>Annual declarations of interest were received from LC and reviewed by JJ and SH. There were no further new declarations of interest made when invited and all governors could take full part and vote throughout.</p>	#
2	<p><b>MEMBERSHIP</b> A governor had failed to take the required action regarding provision of a DBS certificate and some other information. In discussion it was agreed to extend the period of grace to 14<sup>th</sup> May to prevent automatic disqualification.</p> <p>Discussion turned to item 5.</p>	EW JJ FM
3	<p><b>MINUTES OF LAST MEETING and MATTERS ARISING</b> The minutes of the meetings held 14.3.18, 21.2.18 and 16.4.18 were agreed to be an accurate record and signed accordingly.</p>	#
4	<p><b>FINANCE STAFFING and PREMISES</b> <i>Is expenditure on track?</i> Note SH Chaired items 4.1 and 4.2</p> <p><b>4.1 OUTTURN 2017/18 Final</b> Governors had received the outturn 2017/18 as a late paper. KB was invited to make comments and take questions.</p> <ul style="list-style-type: none"> <li>The final figure of £222,242 dr was, as expected, slightly in excess of the £218k dr we were asked to aim for but this was due to agency costs in March which had been with the knowledge of the local authority.</li> <li>There were no other significant changes.</li> </ul> <p>Re Direct staffing, why is there a surplus of £117k in Admin but other support a deficit of £84k? It was an error in coding making it difficult to compare. Would you like me to draw some figures up to make it tally? Yes, if there is a simple way to make sense of it.</p> <p>EW recalled the gaps in pastoral staff were due to resignations and gap in attendance so there was a remission in salaries. This had mainly been set against agency costs until new recruits were received.</p> <p>❖ The outturn had been monitored closely and frequently during the year, there were no surprises and it was accepted</p>	KB /LC

#### 4.2 BUDGET 2018/21

4.2.1 Governors had received the draft summary 3 year budget as a late paper. The local authority had been closely involved in its preparation. Outcomes at the end of each year were projected as £214k dr, £223k dr and £244k dr respectively. KB informed:

- Staffing and expenses have been worked on very carefully and they had been unable to make it a reducing amount due to staffing costs. The expenses and agency fees had been questioned by the LA but £10k was needed for work experience and post 16 provision. The £15k for offsite teaching is the lowest since she had been in post and reflected a new arrangement for one to one tuition.
- Other premises included the costs we have to pay for security and annual maintenance fees. There was no provision for building improvements in 19/20 or 20/21
- For ICT infrastructure the capital had been spent already. It included replacing the servers.
- For curriculum, the music service was the biggest proportion, with £8k of the £17k of XOFF PROV
- Vocational expenditure was still unknown as BACA was no longer being used. A maximum figure has been included.
- For SEN and EOTAS on the income section, £36,300 is quite high as it is not set income but we do know we are getting £24k in years 2 and 3.

4.2.2 **Is the building maintenance enough?** We scraped through last year and we stayed within budget but the reality is that works are mounting up and more is needed.

Governors were aware of the state of the buildings and a governor was due to meet with LA officers to discuss future site use, particularly since no capital was available from the SEN review for this building till 2020 at best as awaiting completion works elsewhere. They considered it would be difficult to maintain the premises in the meantime even if it suffered no damage from students. Ultimately the LA needed to make the decision re the site then we can make the necessary decisions to take the schools forward.

4.2.3 **Do the ICT costs allow for backups?** Yes, nightly.

**What is the rewards expenditure and how much was spent this year?**

It is for good behaviour, we budgeted for £10k and we spent £8.5k.

**Does the budget allow for 45 pupils?** Yes.

**Can you confirm numbers of joiners in September will replace for those leaving?** Yes.

LC confirmed we are pretty sure we are going to be full.

**Re BACA, what has happened re the claim for £50k for the construction?** It has reduced to £8k.

**What has happened?** The plans have been drawn up for the construction to go to UTC.

**Have we tried to reduce photocopying costs?** The main cost for the period of the contract is colour copying and we draw attention to high users.

**Can you set a limit on the code?** Possibly, we will look into it.

**Examination fees have increased?** They did go up, peaked and are probably going down again. Teachers are now more aware who

should enter and withdraw. A governor informed entry was now not being made until nearer the examination date.

**Therapies: why the big increase?** It was set by the LA and will commence from September. LC was meeting with the PRU TCH and Homewood and it has been ring-fenced across the services.

**Can we have a report as to how that is being spent and what impact it is having?** Yes

**How can you do that?** There are ways and a member of staff has already found a number of methods. It should also be possible to look at outcomes.

**Is SEN/EOTAS allocated to a child?** Yes.

#### 4.2.4 Minibuses

**What expenditure on minibuses is expected; they always seem to have problems?** It is in transport. We have put £11.5k based on last year and hoping there will be less damage.

**Do we have a minibus at the moment?** One is in the garage due to damage, it will be repaired.

**They are quite old?** Yes, one is from 2014 with bodywork on its last leg and the other is from 1999. There is a very regular servicing regime.

**Can you park somewhere else?** Nearer the CCTV and we are looking at putting them in a new, fenced cage.

Governors discussed the merits and otherwise of a range of sanctions for damage to property, including through the police. They knew the environment they wished to create and this did not include regular convictions and physical restraint. The behaviour policy was to be reviewed.

LC JM

4.2.5 A governor commented that the school had worked very hard to restrict the deficit but that year on year it was still going to increase.

**Are there any implications for you in terms of the budget you will receive? Can we work to that figure?** When the licensed deficit was agreed it was known it would not come down to £250k. The LA gave some money to reduce it. They are not charging us interest and it carries forward, it doesn't mean we will not get the allocated budget.

**Can we work to the 20/21 figures?** I hope so; they have come down from the first draft.

**What have you had to cut?** Agency costs, buildings, repairs, fence around the transport. Staffing wasn't dissimilar but one teaching assistant is no longer in the budget. Refurbishment of the dining and food tech areas, students' toilets - all work that has already been put off.

**What about the school development and Ofsted response plan?** There is no money for school improvement or Ofsted plan.

- ❖ The budget 2018/19 was approved. Total budget figure as per the summary £439,915 with a deficit at end of year expected of £214k.

KB leaves 18.20 Discussion moved to 4.5.

	<p><b>4.3 STAFFING</b> The staffing chart had not been provided. AC had submitted a late paper. The school has 2 teaching assistant vacancies. Long term illness and a phased induction back to work were also being managed. Supply cover for a teaching assistant was being used. This was noted.</p> <p><b>4.4 PREMISES ISSUES</b> PL had tabled a long list of repairs due to damage since January and gave a verbal report. The fire alarms were now up to date and up to standard and they were starting to build the confidence in the fire alarm again as people had been ignoring false alarms.</p> <p><b>Why can you not include tempered glass?</b> It is too expensive; it will crack but does not shatter. We are investigating using plastic but it needs to be non-scratchable and fireproof. MDF has been used recently and we are considering a different configuration of boarding and windows. [Clerk note: after the meeting PL showed some governors the envisaged configuration]. Much of the damage was being created in the red room and lots of work was being done with the students to tackle this. Governors requested a further report following discussion by the senior leadership team.</p> <p>Governors appreciated it was difficult to be continually repairing damaged premises and not being able to move forward. They thanked PL for all his sterling hard work and resilience.</p> <p><b>Can you confirm premises maintenance documents are up to date?</b> Asbestos yes; gas safety yes; fixed electrical testing was done last year and there are still some outstanding works to be done and the senior leadership team are aware. The fire certificates are up to date. The intruder alarm check is due in summer as are the PAT tests. Everything is in hand.</p> <p><b>What happens with fire alarms when you are not here?</b> The School Business Manager follows the same procedure. We need the procedure written down. LC confirmed training was being set up and the procedure needs writing down. All staff needed to sign in.</p> <p><b>4.5 SCHEME OF DELEGATION</b> The 2018 scheme presented had been discussed with KB and it would now be amended to reflect the current staffing structure and LA restrictions. Item 4.4 was taken next.</p> <p><b>4.6 PUPIL PREMIUM</b> AC had provided a very late paper relating to the impact of the pupil premium. JJ would circulate it. A governor reported that there may be a training issue as there was not always consistency in the use of rewards. Another suggested the use of more examples.</p>	<p>KB/ LC EW</p>
5	<p><b>CHAIR's REPORT</b></p>	



	7.5 Change to SPA arrangement – see item 6	
8	<p><b>POLICIES FOR ADOPTION</b></p> <p>8.1 A governor had reviewed the DDA and accessibility policy and reported the school was very limited by funds. Access to the curriculum was made by differentiation. The policy had already been circulated. A governor recommended the school tried to retain creative space.</p> <p style="padding-left: 40px;">❖ The policy was approved, for review in two years. The review would include a report from the school on the impact of the policy and recommend any changes.</p> <p>8.2 The LA model Pay policy had already been circulated and considered by governors. Do all teachers have a SEN allowance here? Yes they do and also at PRU but not all at TCH.</p> <p style="padding-left: 40px;">❖ The policy was approved in principle but subject to the completion of section 10. It was confirmed that no recruitment or retention payments were to be agreed. Section 10e would probably be kept. General formatting of the policy was also required. Monitoring of the policy was set out within the policy.</p> <p>8.3 SEN policy. This required an annual review of effectiveness and work was needed.</p> <p>8.4 Policies in general. Governors expressed the desire to have joint policies with the TCH and PRU were appropriate. There was a need for governors to step up their monitoring.</p>	<p>LC</p> <p>JM/SABW</p> <p>ALL</p>
9	<p><b>ANY OTHER URGENT BUSINESS</b></p> <p><b>GDPR</b></p> <p>17.18 GT arrived and gave a presentation to update governors as to how the school was moving towards being compliant.</p> <ul style="list-style-type: none"> <li>• A working group had been set up and a base line audit undertaken.</li> <li>• A Data Protection Officer has been appointed although joint working across Homewood, PRU and TCH was being considered.</li> <li>• Information has been collated and Information has been received.</li> </ul> <p>The next steps, to be done by half-term, were to:</p> <ul style="list-style-type: none"> <li>• Revise related policies and proceed with privacy notices and consent forms.</li> <li>• Review how to respond to subject access requests (SAR), data breaches, subject erasure and rectification</li> <li>• Review any IT infrastructure implications</li> <li>• Begin issuing letter to all suppliers and organisers with whom we share information.</li> <li>• Update training for staff and governors and induction training for future staff</li> <li>• Issue photo consents if necessary to existing parents and new intake</li> <li>• Update school website with new documentation</li> <li>• Review all our current issues.</li> </ul>	

Homewood College  
GOVERNING BODY

	Where do we stand re office 365 emails? They are compliant. Governors recommended obtaining authorisations face to face with parents and for them to be witnessed. GT was thanked and left 17.35 Discussion turned to item 3	
10	<b>PREPARATION FOR NEXT MEETING</b> See Chair's report and policy section re policy review. Progress on the Ofsted plan would be reviewed at the next meeting.	
11	<b>DATE OF NEXT MEETING 27<sup>th</sup> June</b> There being no further business the meeting closed 19.35	

..... signed ..... dated