

**HOMEWOOD COLLEGE
GOVERNING BODY
MINUTES**

Meeting of:	Resources Committee
Date/Time:	5 th June 2019 - 5.00 pm
Location:	Homewood College
Distribution:	Governors, Website
Quorum:	At least 3 governors, not including the headteacher, must be present for decisions to be binding. The meeting was quorate throughout.
Apologies:	Bob Wall – accepted Fiona Martin - accepted
Present:	Governors (voting) Rachel Carter (RC) Chair of Resources Committee Louise Cook (LC) Executive headteacher Anna Gianfrancesco (AG) Flora Jenkins (FJ) Other (non-voting) Janet Johnson (JJ) Clerk to Governors Karen Prout (KP) School Business Manager, in attendance Kate Schofield (KS) Seconded Head of School Observer
Acronyms:	LA Local authority PRU Brighton and Hove Pupil Referral Unit SDP School Development Plan SEF School Self-Evaluation Form SEMH Social Emotional and Mental Health (needs) SEN Special Educational Needs SFVS School Financial Value System TCH The Connected Hub

	DISCUSSION AND DECISION	Action
1	<p>WELCOME INTRODUCTIONS APOLOGIES Note: before the start of the meeting governors undertook a health and safety walk of the premises. Outcome: the construction room cannot be used until a number of works have taken place and that BW returned to confirm the checks that work is completed. Governors checked that a governor would see all HS2/accident reports. Has there been an increase in the number of accidents? No.</p> <p>6.00 pm. RC opened the meeting and apologies were considered. KS had been seconded from TCH in replacement of the Head of School, who had been seconded.</p>	BW
2	<p>DECLARATION OF INTERESTS No new declarations were made when invited. All governors could take full part throughout.</p>	
3	<p>CHAIR OF RESOURCES COMMITTEE REPORT 3.1 A verbal report was given.</p> <ul style="list-style-type: none"> • No meetings or visits had been attended • Reviewing progress on the SFVS action plan was deferred due to 	

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	<p>time constraints</p> <ul style="list-style-type: none"> HR had been fully involved in providing the relevant forms relating to the secondments of senior staff, which were not discussed at this meeting. HR written advice had not been received by this committee. Ratification was to be considered at the next full governing body meeting. KS secondment involved a related pay increase. <p>How do you move the money from our budget to settle/apportion these staffing costs? It is done via the local authority.</p>	
4	<p>FINANCE REPORT Papers: Model grievance policy and adoption information.</p> <p>4.1 Update on budget 2019/20 and budget monitoring KP informed the 2019/20 budget was not yet on the local authority financial management system so projected outturn figures were not available in their usual format. This was not out of line with the usual timescale. The outturn report would go to the full governing body by the end of June. LC informed she was still expecting funding for 45 pupils.</p> <p>4.1.1 Staffing LC gave an update on staff sickness including due to any accidents on site. Do you have insurance? Yes after 10 days for teaching staff. We also have insurance should a claim be made against the school. Are there any other absences or accidents due to premises? No. Governors noted the appropriate use of HR and occupational health. Are you getting sufficient HR support? Yes. Are you happy with cover for the teacher that is off? Yes.</p> <p>4.1.2 What is the budget like in month one? KP informed it was not great, some invoices of ~£7k had been sent to an old email address, only some of which would be covered by expected income. We have contacted agencies to see if we can negotiate better terms to have one as a preferred agency. LC related a misunderstanding of the terms of releasing a contract with an agency.</p> <p>4.1.3 We asked for the agency breakdown at the last meeting but it was not possible. KP responded that she would be changing the cost centres so there would be offsite, supply, agency, IAG careers and work experience. Music would be separate. Once the budget was put into the financial management system comparisons would be possible. Can we have, as a standing item, a paper that will enable us to compare all the supply and agency costs, whether or not they are insured, and the cause? Yes. I can also give you a staffing report showing costs over several months and you can see if there is a variance. Governors thought it would be a good idea to see the report and then decide whether it would be needed again.</p> <p>4.1.4 Staffing structure. Governors explained it would be helpful to see the SDP, the curriculum plan and the proposed staff structure along with an explanation of that structure. LC confirmed they had started to look at what was needed and gave a brief outline of her current thoughts. Governors emphasised the need to ensure staff were carrying out the roles for which they were required and paid and gave advice relating to</p>	KP

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	<p>using staff to cover teaching. When will we have the plan? The SDP, curriculum plan, staff structure and costs would be ready for consideration by governors before the next meeting of the full governing body.</p> <p>4.1.5 We have been given a lot of information on spending on offsite provision. Can you give us a separate paper on how that is done? Yes</p> <p>4.2 Contract renewal list KP informed there were just two contracts. The photocopier was due in September and the franking machine, although on a 6 year contract, was to be considered for termination. Governors requested an update on the franking machine at the next meeting.</p> <p>4.3 Grievance policy ❖ The updated policy was recommended for approval as presented. Review was to be in 3 years or upon the recommendation of the local authority if before. An annual monitoring report would be made to governors by the Executive Headteacher. Included in the staffing meeting.</p>	<p>LC</p> <p>KP</p> <p>KP</p>
5	<p>LAST MEETING - MINUTES and MATTERS ARISING Papers: Resources Minutes 27.2.19</p> <p>5.1 The minutes were agreed to be an accurate record and signed by RC accordingly.</p> <p>5.2 Matters arising The actions relating to the premises move had taken place. The pupil premium report had not been received. Governors were concerned with the pupil premium information available and requested the new report be prioritised. They requested a short report for pupil premium for the next meeting and agreed the main report would be required for September. The other matters had not been completed and were deferred.</p>	<p>RC LC BW</p>
6	<p>PREMISES REPORT:</p> <p>6.1 School lunches. KP informed these were at least satisfactory and better than another establishment. They were not made on site. There was to be a grand opening and governors were requested to be invited. Staff were encouraged to join the pupils at lunchtime.</p> <p>6.2 The asset register and write off list (if any) was requested for the next committee meeting.</p> <p>6.3 Premises. LC informed she was still waiting approval to begin the consultation. It was due to start on the 10th June and then the first date relevant parties were available to meet with staff was 20th June. The public consultation was to start on the 25th. The LA had advised that Union involvement was not required. A governor considered there was a need to think about community impact and reputation; they felt there should not be a delay.</p> <p>Actions – AG emailed Georgina CG to follow up on the start date. After the strategy meeting the governors here will report back on progress.</p> <p>A governor felt the LA realised it was an urgent matter.</p>	<p>LC (KP)</p>

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	<p>What is pressing? LC reminded we need the primary PRU to move out so the Dyke Road site can move.</p> <p>6.4 The health and safety report including sickness data, staff/pupil survey wellbeing and accessibility plan had not been received. LC informed the school was doing a pilot for a company, at nil cost, for a staff wellbeing survey.</p>	LC/BW
7	<p>SCHOOL IMPROVEMENT (leadership and management) Ensure clear vision and strategy in this area Papers: updated section of SDP, SEF (I&M) not provided</p> <p>KS was thanked for moving across to Homewood. She was requested to attend the full governing body meeting in July. LC exhibited the leadership and management monitoring grid and a 4 week action plan – a checklist for the effectiveness of leadership and management. She reported it was moving ahead. It would be completed and brought to the full governing body. What is this for? It is showing how leaders are ensuring they bring about the intended results. The senior teacher that had been seconded to the senior leadership team for a short term had been leading on this and would also tackle the behaviour for learning.</p> <p>LC confirmed the website had again been reviewed and further minor updating was needed to be compliant.</p>	
8	<p>EFFECTIVENESS OF COMMITTEE Governors reflected on the effectiveness of the committee, whether the work was done, if it was useful and how to do it better.</p> <p>KP and LC informed it was effective and had improved. There was challenge. Governors felt they had not had enough precise analysis of outturns and there was a need to rigorously chart it at every meeting. They reminded that agenda papers are required 7 days before meetings. Governors acknowledged the work put in by LC and KP who felt they would be better placed to provide information within the timescales in future.</p> <p>With the exception of deleting reference to letting charges, the terms of reference were agreed to carry on unchanged for a further year. Meetings would continue to run twice termly.</p> <p>8.2 Annual plan (current) No additional changes were recommended. 8.3 Training offer. This item was not taken.</p>	JJ RC
9	<p>ANY OTHER URGENT BUSINESS Has there been any response from our request for a financial audit? No.</p> <p>Dates for next meetings. These were agreed as 15.10.19 and 27.11.19 both at 5pm.</p> <p>There being no further business, the meeting closed 19.11</p>	LC/KP

..... Signed dated

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ACTION SUMMARY

Item	Owner	Action	Update/Due Date
21.1.19			
2.1	LC FJ	Arrange for provision of interim pupil premium impact of spending report. Liaise FJ if query re general content. JJ include on agenda. NB: An action from FGB Dec 18 was for AC to provide full trail of the pupil premium expenditure.	20.2.19 Now deferred to next meeting 5.6.19 To be prioritized: short report for 1.7.19 and full report by 17.9.19
10	LC	Review policies on website	20.2.19 Need to be urgently addressed
27.02.19			
2.2	LC KP	Resolve SoDel issue and take to FGB or next Resources committee for agreement	Now 1.7.19
2.2	LC/KP	Follow up re providing committee with monthly errors on the salary reconciliation	Next meeting
2.3	RC JJ KP	Bring the annual plan into use	Next meeting
8	BW	Continue with Risk Register/checklist	1.7.19
9.2a	AC (now LC)	Amend Complaints policy and post on website, final copy (word) to JJ	10.3.19 Now 1.7.19
9.2	BW	Review complaints/policy	1.7.19
9.2b	LC/AC	Take action as required re whistleblowing policy	14.4.19
9.2c	LC	Liaise DPO re provision of data protection report and any updated DP policy & FOI policy for next meeting	1.7.19
10	LC	Co-ordinate and report back on H&S action matters.	Next meeting
5 th June 2019			
1	BW	Review suitability of construction room. Liaise LC. As part of School H&S committee continue to review HS2/accident reports.	URGENT ongoing
4.1.3	LC (KP)	1. Provide as a paper for each meeting a comparison of all the supply and agency costs, whether or not they are insured, and the cause 2. Provide staffing report to show any variances	To go with agenda for each meeting 7 th October
4.1.4	LC	Provide SDP, curriculum plan, staff structure/explanation and costs	1 st July 2019
4.1.4	KP/LC	Provide paper on offsite provision – liaise FJ if queries on content	7.10.19
4.2	KP	Provide update on franking machine contract	15.10.19
4.1	KP	Provide outturn	End of June
5	RC LC BW	Review this action list to check priorities/take further action as appropriate	ASAP
6.2	LC/KP	Provide asset register and write-off list	7.10.19
6.4	BW/LC	Take forward as appropriate	7.10.19
8	JJ All	Amend TOR, take to Sept FGB Inform JJ if any other changes	17.9.19
8.3	RC	Take forward any training needs of committee	17.9.19
9	LC	Follow up audit request	

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Signature noted in minutes 16.10.19