

HOMEWOOD COLLEGE
GOVERNING BODY
MINUTES

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| Meeting of: | Resources Committee |
| Date/Time: | 27 th February 2019 – 8.00 am |
| Location: | Homewood College |
| Status: | Confidential until commencement of premises consultation |
| Distribution: | Governors, Website, Karen Prout |
| Quorum: | Awaiting FGB confirmation. At least 3 + Headteacher |
| Present: | <p>Governors (voting) Rachel Carter (RC) Chair of the meeting Louise Cook (LC) Executive Headteacher Flora Jenkins (FJ) Bob Wall (BW)</p> <p>Other (non-voting) Anthony Carlo (AC) Head of School, observer Georgina Clarke-Green (GCG) Assistant Director, Health, Disabilities, Families and Learning. Items 1 and 7 only. Janet Johnson (JJ) Clerk to Governors Karen Prout (KP) School Business Manager, in attendance</p> |
| Apologies: | Anna Gianfrancesco (AG) – accepted |

| | DISCUSSION AND DECISION | ACTION |
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| 1. | <p>WELCOME, INTRODUCTIONS, CONSIDERATION OF APOLOGIES AND INTERESTS</p> <p>The meeting was opened and apologies and absences considered. Ginny Lyndhurst had resigned from the governing body due to commitments and time constraints and Bob Wall has been in contact with Fiona Martin regarding continued membership.</p> <p>There were no new interests. BW continues to be Chair of the ‘PRUs’ Management Committee. JJ clerks for some other schools including the Hertford Federation.</p> <p>Discussion turned to item 7- see record and actions further down the minutes.</p> | |
| 2 | <p>LAST MEETING</p> <p>Agenda papers: Minutes 21.1.19, Draft annual agenda plan for Resources Committee, Terms of Reference.</p> <p>2.1 Subject to referring to ‘school’ not ‘college’ on the first page, the minutes were agreed to be an accurate record and signed by RC accordingly.</p> <p>2.2 Matters Arising Update on the Scheme of Delegation. At the moment there are 3 schemes and there was an issue in how to write into the Scheme of Delegation the</p> | |

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| | <p>transfers between the budgets particularly where staffing was shared. KP had agreed a system with Karen Haworth at the local authority finance team regarding the accounting treatment of her pay.</p> <p>The numbers on the salary reconciliation list were not discussed and LC was reviewing the policies on the website. All other items had either been completed or addressed elsewhere.</p> <p>2.3 The draft annual agenda was to be adopted although it would need adapting for the next meeting to take into account some of the items addressed at this.</p> | <p>LC KP</p> <p>RC</p> <p>RC JJ KP</p> |
| <p>3</p> | <p>FINANCE REPORT</p> <p>Papers tabled and accepted: The current outturn prediction, Chart of Accounts review, Draft budget. RC signed the papers.</p> <p>3.1 Budget monitoring 2018/19 KP gave further information and took questions. The projected outturn showed a deficit of £103k dr; however, verbally this was now £110k dr. This was in line with Karen Haworth's high level plan at the local authority and included income of £50k from the virtual school but not the related commitments. In addition a further £15k expenditure was due for school improvement.</p> <p>Governors recalled the licensed deficit was £175k. Are you expecting any more money in? No. and there is 15k expected to go out for school improvement.</p> <p>Are we looking at a deficit of £175k dr? Yes</p> <p>Will it come down in the next couple of years? A little but we have not been working on it yet. We do not know how increase in teachers' superannuation contributions will be covered in future years.</p> <p>LC was not able to inform whether they had received all the funding to allow for the 53 pupils on roll.</p> <p>What do you get for the additional places? £11k.</p> <p>You only get the top up? Yes. KP added that often this was only a proportion yet the school had to pay for tutors.</p> <p>To confirm then, the deficit £110k dr includes the £65k income? KP confirmed it did and that she had changed it to show it was actual income.</p> <p>So more sensibly we are saying £175kdr and it may come down a little? Yes.</p> <p>In discussion governors supported working to ensure there was a tight staff structure strictly meeting children's needs. It was suggested there was a need to consider the approach now rather than continue with a structural deficit against the backdrop of a 3 year premises development process.</p> <p>3.2 Draft budget This had been prepared assuming a deficit of £110k dr from the current year and currently showed a projected deficit of £95k dr. KP informed:</p> <ul style="list-style-type: none"> • The budget was still very draft. • Funds that might be available from the local authority were not known. LC, KP and KH have been working together and wanted to know what the income would be and they could not work it out. • Photocopying and telephones costs had not yet been calculated. | <p>RC FJ</p> |

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| | <ul style="list-style-type: none"> • In 2020 the funding of Homewood College was to be reviewed by the local authority. LC informs they had mentioned reviewing the matrix, but this had not yet been undertaken. A governor thought it might be timed with the national spending review. • It was possible the current £14k top-up funding could reduce to £12k per pupil as the local authority felt the funding level was good in comparison with other local authorities. The local authority did recognize the needs were very different per pupil. The local authority said they would not be introducing very drastic changes. <p>What are you predicting for numbers for next year? We are aiming and budgeting for 45 pupils here as we don't want the offsite tuition which is expensive. Our total budget and staffing cost is 90%? Yes.</p> <p>Looking at the outturn, why did we budget so far under for agency and support and what will happen next year when unforeseen issues arise? There is no contingency.</p> <p>What is our true supply cost? I can't give you an accurate figure.</p> <p>What about breakdown for sickness? If we are going to predict for next year it can help. I can do that but there will probably be a higher absence rate due to consultation.</p> <p>Staff training: how did we end up spending so much more? LC said she was not happy about that. A lot was the Maybo training as it was more than we were told it would be. The NPQH cost was also under that heading. Moving forward there will be more sensible headings.</p> <p>What is the building maintenance £315k for? Maintenance and improvement; however this has not be looked at in detail yet. KP would include this in the notes on the budget summary.</p> <p>Can we close down part of the site? We cannot see how we can. AC informed they had looked at the staff restructure but that was based on 4 groups but there were now 5 and next year potentially 6 groups due to increased pupil numbers. This meant a changed staffing requirement.</p> <p>Have you included the extra grants? Yes, pupil premium, high needs funding, £5100 is the pay grant and there is also the government's 'little extras' for capital works (see also item 11.2).</p> <p>Have we got a list of when contracts are due? It is on my list of work to do and we need to try and work to doing that by September. I will be able to negotiate them across the 3 sites.</p> <p>What surprised you coming in to the role? The ledger codes do not seem sensible and there is a significant difference in staffing costs between here and the PRU, largely due to high level teaching assistants.</p> <p>Governors requested sight of the contract list document so they could plan ahead. They also requested the agency breakdown be made clear and for year 2 and 3 figures without the extra staff to enable options to be further considered.</p> | <p>KP</p> <p>FJ KP</p> |
| 4 | <p>SCHOOL FINANCIAL VALUE STANDARD It was agreed this would be updated by KP and provided for full governing body to consider.</p> | <p>KP</p> |
| 5 | <p>SCHOOL IMPROVEMENT Leadership and Management – plan/progress. Items relevant to this had been discussed at the Executive group and BW would feed back to full</p> | |

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| | governing body. | |
| 6 | STAFFING STRUCTURE 2019/20 There had been no papers for this item and it was covered in part at 3.2 | |
| 7 | <p>PREMISES PAPER</p> <p>7.1 GCG had agreed to attend the meeting to provide an update on the premises issue following a discussion with RC. GCG now tabled a draft document on the proposed site development which she summarized. The paper addressed why the plans had changed from the previous Committee paper. It acknowledged some of the buildings were not fit for purpose but 3 other options had arisen. A grid was provided of the current position and the pros and cons of each option. Recommendations were given at the end of each section. The next steps were Human Resources and stakeholder consultation but the dates were not yet known.</p> <p>7.2 GCG requested governors amended the paper, particularly to include a section relating to the vision of the SEMH hub and how they wanted to develop the curriculum offer on the new site. LC and BW agreed to undertake these revisions as a matter of urgency.</p> <p>7.3 In discussion it was ascertained:</p> <ul style="list-style-type: none"> • The strategy group has been starting to consider the vision. • The audience for the paper was largely staff. • It would probably go to (Council) Committee, but it was an uncertain period leading up to elections. • The Homewood College site was quiet and had break out opportunities. At the Cedar Centre there would be a new hub with lots of different curriculum offers as well as economies of scale. • The formal consultation has not been done regarding the other schools moving so the premises paper remains confidential. • Lower pupil numbers in some schools in the city might lead to some schools being happy to have extra (Primary PRU) provision on site. • There was a need to include why provision could not be delivered from the Homewood site. • The local authority really want it to work so even if there were pressure on funding they would look at getting the provision that was needed and GCG would ensure there were discussions with the school as to what was needed. • The premises manager residence situation needed to be addressed and Human Resources were aware and would be consulted. • It was felt that the parking provision at Lynchet Close could accommodate needs. Other than at Homewood objections from staff were not anticipated. • A lot of the children currently at Homewood had been to either the Lynchet Close site (which they liked) or the Dyke Road (which they did not). <p>7.4 Could the high needs allocated funds be used for anything else? No. Even delays with politics would not change the £4m being available. Have there been any sketches of the internal fit out at the Cedar Centre? No. but it is bigger and more level. It is an airy light space and the two buildings</p> | LC BW |

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| <p>could be connected.</p> <p>Is there a separate staff consultation document? There will be. We don't have to follow a statutory process with regards to the staff as the new site is less than 2 miles away from Homewood.</p> <p>7.5 LC informed that her curriculum vision for 2025, needed to be more vocational, practical and digital. It would provide active learning. Pupils love the construction and the bikes and the school would build on this. They want life skills and they like woodwork and mechanics but also to have the academic offer. AC saw it as cross curricular.</p> <p>7.6 Governors comments and questions:</p> <ul style="list-style-type: none"> • LC had also said that some children like to have no windows and you need to be able to provide for their needs. • The child's voice was also missing, we need their requirements. <p>What is the timescale? The next (Council) Committee is 4th March; there will be another in June. GCG would send the paper electronically.</p> <p>What are they approving? It hasn't been specific about Homewood moving and dyke road moving so I will check with DMT to see if it is covered under the last paper. We need to know if it is an information paper or an approval paper.</p> <p>Is the Cedar Centre on task to move? Yes.</p> <p>Do we need to have consultations, for example with governors of other schools that might be involved? That needs to be decided.</p> <ul style="list-style-type: none"> • There remained concern that there was a paper saying Homewood College would be developed and there is £4m to spend. Pinaki G at the local authority needs to know that might be an issue with staff here. • The site was on a gradient which made it more expensive to build. • AC commented that the site was not fit for purpose. There are some nice attributes, for example nature and space. <p>GCG asked whether it was worth asking Gillian Churchill to create an argument as to why it is not worth developing the site.</p> <p>Is there asbestos here? Yes. There is lots around.</p> <p>In terms of keeping children safe and improving the current building, is there anything in the budget? GCG yes. LC informed that over the holiday some works had been undertaken including sealing off the drainage pipes and the school now had a playground.</p> <p>There has been a policy here that we have only been able to board up windows, is that carrying on? We are doing some and some.</p> <p>I am worried about keeping this going for two years if the site is a risk. What can we do with the health and safety issues when we are looking at the budget? There is a pot of money and we have some money from the local authority.</p> <p>Is there any temporary location elsewhere? GCG we have looked, no.</p> <p>KP requested that the broken windows in the hall be mended. AC added that it had been broken for a long time. LC asked why it had not been replaced and recalled there was also a door needing attention. AC gave examples of where works had not been done properly.</p> <p>Will all these other things mentioned be actioned? LC Yes. KP had a list and it was mainly housekeeping but we also agreed to do a more in depth</p> | <p>LC</p> <p>RC</p> |
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| | <p>audit looking at the paperwork.</p> <p>7.7 Next steps. The paper needed to be brought to the full governing body meeting on 21st March and the Management Committee meet on 26th March. Staff at Homewood do not know about it though, so it needed to be treated confidentially.</p> <p>Further actions agreed.</p> <ul style="list-style-type: none"> • LC to liaise with Jenny Rhodes the Human Resources advisor and have a staff meeting. • BW to consider GCGs offer to attend both the full governing body meeting and the Management Committee meeting. • LC RC BW GCG to liaise re the amending the premises document and have it ready for an agenda item at full governing body meeting. • GCG would bring Gillian Churchill round to view the site and the dangers with Katie Bennet. <p>GCG was thanked for her input and left 8.55. Discussion turned to item 2.</p> | |
| 8 | <p>RISK MANAGEMENT BW had considered the information and checklists provided by JJ and a model checklist was agreed to be used. JJ would ensure the up to date version was provided.</p> | BW |
| 9 | <p>POLICIES Agenda papers: Code of Conduct (staff), Capability policy, Draft Governor allowance policy, Complaint Policy, Whistleblowing policy. 9.1 For approval/recommendation 9.1a Capability Is there a good method of ensuring staff are aware of this? KP will set up a system and circulate.</p> <ul style="list-style-type: none"> ❖ The capability policy was approved to continue as before for review in 3 years or earlier if the local authority suggested amendments to the model policy. Effectiveness would be considered by an annual report to the governors. <p>9.1b Code of Conduct (staff). The local authority had updated the code and it had been agreed with the unions. Governors strongly suggested it be circulated to staff.</p> <ul style="list-style-type: none"> ❖ The code of conduct (staff) was approved for review in 3 years or earlier if the local authority suggested amendments to the model. <p>9.1c Governor allowances</p> <ul style="list-style-type: none"> ❖ The governor allowance policy update was approved as presented. It would be reviewed in 3 years. <p>9.2 Policies for discussion Website. Governors expressed concern the school had not kept the website up to date with the required documents. They requested a report from the school to confirm compliance as a paper for the next full governing body</p> | <p>JJ#&fgb</p> <p>JJ#&fgb</p> <p>JJ#</p> <p>LC JJ</p> |

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| | <p>meeting. In addition JJ would send the website checker as an agenda paper to all governors to check for the next full governing body meeting.</p> <p>9.2a Complaints.</p> <ul style="list-style-type: none"> ❖ Governors approved the local authority model policy as presented was to be adopted in lieu of full consideration of the latest Department for Education guidelines. AC was to ensure local details were included and post on the website, sending a final copy to JJ. <p>Review of the effectiveness of the policy would be considered later.</p> <p>9.2b Whistleblowing. Is the whistleblowing policy accessible on the premises? LC/AC will co-ordinate. No uses of the policy were reported.</p> <p>9.2c Data Protection and Freedom of Information, Complaints, Whistleblowing and Equalities information</p> <ul style="list-style-type: none"> ❖ It was agreed the data protection policy and freedom of information policy would be reviewed at the next meeting and the Data Protection Officer would provide an update and a report on effectiveness annually. <p>Do we have many freedom of information requests? We had one recently re electricity usage.</p> | <p>ALL</p> <p>AC</p> <p>BW</p> <p>LC/AC</p> <p>LC/GT</p> |
| 10 | <p>HEALTH and SAFETY A governor reported: There had been concerns re working at height and an incident had been investigated by the local authority. Pupils gaining access to the roof had been discussed here by the school partnership advisor and the strategic board. Fire safety and door release had also been raised. KP had not heard back from the fire safety officer and would chase them up. AC confirmed all the doors seemed to be working now. Governors asked for the fire safety officer to write a report that can come to governors. When will the school health and safety committee set up, like at the PRU, be starting at Homewood College? LC informed she was in course of setting it up.</p> | <p>LC</p> |
| 11 | <p>ANY OTHER URGENT BUSINESS</p> <p>11.1 Buildings work would be taking place over Easter to the canteen area and front entrance. The school making arrangements for access and alternative lunch arrangements. The area would be isolated.</p> <p>11.2 There was a discussion about using a small pot of capital funding to create a new outdoor music/ therapeutic space. Could you use the funds for learning resources? Yes if it is part of a project but we need the space for the children now. Can you spend it on something you could move with you? This will be considered. Should we hold back that money? We should use it to show action on the Ofsted areas.. A governor suggested contacting the enterprise contact and offered access to some tables and chairs. It was thought there may be possibilities re</p> | |

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| raising funds for this item Does it have any implications on staff – how you move pupils around? No. 11.3 It was agreed there would be a premises/health and safety walk at the next meeting. 11.4 There being no further business the meeting closed 10.31 | |
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Signature noted in minutes of meeting 5.6.19

..... Signed Dated

ACTION PLAN SUMMARY

| Item | Owner | Action | Due Date |
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| 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 |
| 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 | |
| 2.2 | LC/KP | Follow up re providing committee with monthly errors on the salary reconciliation | |
| 2.3 | RC JJ KP | Bring the annual plan into use | Next meeting |
| 3.1 3.2 | RC FJ KP | Co-ordinate full budgetary option review | ASAP |
| 3.1 | KP | Circulate contract due list. | 14.3.19 |
| 4 | KP | Draft SFVS for FGB consideration | 14.3.19 |
| 7.6 | LC | Obtain views from School Council | |
| 7.6 | RC | Follow up receipt of the electronic copy of the paper | ASAP |
| 7.7 | LC | Liaise with Jenny Rhodes the Human Resources advisor and have a staff meeting. | |
| 7.7 | BW | Consider GCGs offer to attend both the full governing body meeting and the Management Committee meeting. | 14.3.19 |
| 7.7 | LC RC BW GCG | Liaise re the amending the premises document and have it ready for an agenda item at full governing body meeting. | 14.3.19 |
| 7.7 | LC | Liaise GCG and Gillian Churchill to view the site and the dangers with Katie Bennet. | |
| 8 | BW | Continue with Risk Register/checklist | |
| 9 | JJ | Take actions re policies to record and take to FGB if required | 11.3.19 |
| 9.2a | AC | Amend Complaints policy and post on website, final copy (word) to JJ | 10.3.19 |
| 9 | JJ | Send website checker to all as an agenda paper for | 14.3.19 |

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| | | FGB | |
| 9.2 | BW | Review complaints/policy in due course? | |
| 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 DT policy & FOI policy for next meeting | |
| 10 | LC | Co-ordinate and report back on H&S action matters. | |