

**HOMEWOOD COLLEGE
GOVERNING BODY
MINUTES**

Meeting of:	Full Governing Body
Date/Time:	1 st May 2019 - 5.00 pm
Location:	Homewood College
Distribution:	Governors, Website when approved by governors, Karen Prout
Status:	Confidential until consultation
Quorum:	At least 5 governors are required to be present for decisions to be binding. The meeting was quorate throughout.
Present:	<p>Governors Louise Cook (LC) Executive headteacher Rachel Carter (RC) Chair of Resources Committee and Chair for this meeting Kerry Clarke (KC) Anna Gianfrancesco (AG) Flora Jenkins (FJ) Fiona Martin (FM) from 17.17 Jeff Matthews (JM) Sue Shanks (SS) Bob Wall (BW) Chair of Governors</p> <p>Other Anthony Carlo (AC) Deputy Headteacher, in attendance Karen Prout (KP) School Business Manager, in attendance Janet Johnson (JJ) Clerk to Governors</p>
Apologies:	N/a. The full governing body was present.

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	DISCUSSION AND DECISIONS	ACTION
1	<p>WELCOME RC opened the meeting. The full governing body was in attendance. Gary Alexander and Peter Lyndsell had resigned and FJ had offered exit interviews. It was requested in one exit interview that to reduce the burden for staff governors, time was needed to enable preparation for meetings. LC informed she would consider this. Governors were clear they wanted to listen to staff and they needed a staff governor. LC and JJ would take forward recruitment.</p>	LC JJ
2	<p>DECLARATION OF INTERESTS No new interests were declared when invited. Rachel Carter no longer worked for the local authority. Interests were discussed and it was agreed that all governors could take full part in discussions and vote on agenda items.</p>	
3	<p>OUTTURN 2018/19 Papers: The following papers were tabled and discussion paused for 5 minutes for scrutiny: Outturn forecast month 12 and school budget share 2019/20.</p> <p>3.1 The outturn was shown as (deficit) £31,241 dr. The budget share document showed it as (deficit) £35,862 dr. KP and LC took questions.</p>	

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	<p>3.2 The deficit had been £224k dr, then £175k dr, and £122k dr. We had thought it had reduced to £93k dr, so how has it got to £36k dr? Is it through careful saving or from additional funding and staffing savings? KP informed the significant decrease was due to an array of matters, sharing of staff, funds from the local authority and small cost savings.</p> <p>3.3 The additional funding and the outturn: what were the sums that we received? Two lots of £25k and the £6k for capital. How did the 2x £25k come to us? KP replied there was a variance and one was not on the local authority report. The other was from school improvement [the local authority]. A governor confirmed that it has been a way of writing off the deficit. It doesn't mean there are not some significant challenges.</p> <p>3.4 FM arrived 17.17. She had completed annual declarations including the declaration of interests. This was now signed by BW. SS arrived 17.19 both could take full part in the meeting.</p> <p>KP informed a lot of changes were needed. There were, for example, 2 support staff in the budget last year but had been incorrectly coded when entered to the FMS system. She had taken over in January and the variances had been massive and she was hoping by next year these would be smaller.</p> <p>A governor commented £77,500 had been received for school improvement from the LA that we did not know was going to be coming. We are fortunate the local authority has done that but the budget is not stable as we do not know how much they will be sending to us. Do we need to think that these funds will not be coming in again? Yes.</p> <p>Governors were concerned the deficit could easily escalate again and although the budget had now been unpicked they had asked for a financial audit.</p> <p>3.5 Are we starting off the year with an accurate picture? Yes. Will expenditure exceed income next year? Yes there will be £55k deficit in the year. Are there any more funding streams? An enrichment payment of £11k was due. It sounds like the reduction in deficit is due to something more than just the local authority input. What is it? Where has the school been most effective in reducing the deficit? KP responded that it was staffing, her own time and savings from the previous School Business Manager's salary and this had more than offset the expenditure on the new assistant. LC added they had reduced agency costs and revenue had increased from having extra students. Are you already getting savings from joint procurement? Yes and there will be more.</p> <p>3.6 It was noted there had been overspending on other staffing costs of £72k and savings on direct staffing had been made of £24k. Ignoring the item contingency £177kdr representing the deficit brought forward from last year, savings of £30k had been made on services. The £53k pupil premium: that is a lot to be underspent. KP informed she would look at this. There was a need to show how it had been spent and this would form part of the report published on the website.</p> <p>3.7 Governors commented it appeared some funds had been received that</p>	
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	<p>needed to be spent so it was still difficult to see what funds were available for the following year. A plan was still needed and a request for a licensed deficit, of around £100k, a reduction from the previous £175k was suggested would be needed for 2019/20.</p> <p>3.8 What was the £88,315 pupil premium? It was the pupil premium but it was also the funding for posts. Which posts? Child and care coordinator and the local authority transfer that was not on central payments of £50k. What is that? It was transferred from the Pupil Referral Unit. How do you provide a trail for that? Going forward would it go into that pot? KP explained that at the beginning of the year pupil premium income was estimated to be £30k. We had some pupils transferred in we did not know was going to happen and some were looked after children which attracts a higher payment.</p> <p>The £52k pupil premium money has not been spent yet and it will be ring fenced? Yes it is in the budget ring-fenced for the posts. So that takes the budget to £82k deficit? Higher. Is there anything else ring-fenced that has not been spent yet? The outdoor space, £6k</p> <p>It appears then that the local authority gave extra income of £77k and the school made savings of £77k but we are going forward not with a £34k deficit but £100k dr. LC clarified that at the end of 2019/20 there would be a need for £100k dr deficit.</p> <p>A governor put forward that savings from year 3 could be envisaged if there was a move to new premises. Are the targeted therapies included and the funds from Jo Lyons initiative included? Yes.</p> <p>[See the end of item 4 for decision.]</p>	
4	<p>BUDGET 2019/20 <i>To challenge assumptions and approve</i> Papers tabled: Budget summary 19/20 showing a deficit of £90k dr with a starting point of £36k dr deficit. Multi Year Summary showing deficits for 2020/21 of £309k dr and 2021/22 of £600k dr.</p> <p>4.1 Preliminary work. RC and FJ governors had met with the School Business Manager in preparation for this meeting and BW had been in contact with another special school to check some figures and also spoke to Andy Moore from the local authority School Finance team.</p> <p>4.2 In discussion governors ascertained the percentage spend on staffing. How much for next year is budgeted for staffing? £1.207 m. A governor clarified income from the school was £450k high needs funding plus £14k top up and an amount per place. The 289% staffing costs quoted on the local authority budget form was an anomaly as it did not include the high needs (top-up) funding. Total income showed as £1,002k as this included the top ups and income but not the base high need income (£10k per place). The actual income was £1,506k which gave an 80% spend on staffing; however, this was unlikely to be accurate as it did not take into account other income that would also be spent on staffing. Other special schools in the City are reported to be operating with staffing costs in excess of 90% and it was thought likely</p>	

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<p>that it would be here also.</p> <p>4.3 Andy Moore had been asked how governors could challenge the school adequately in the absence of a useful figure set up from the local authority or comparative figures. A governor had asked at the budget training given by the local authority and been informed it was almost impossible for Homewood school to benchmark as there were significant differences even between the three local SEND hubs.</p> <p>4.4 A governor commented that working on 90% was around that to be expected. There was concern that there was no contingency or strategy for reducing the deficit in the next 3 years. KP informed it would be whether we can present a good business case for carrying on with it till the school merged.</p> <p>4.5 Agency £20k what is that? It is use of an outside company to cover vacancies and we want to minimise its use. Supply is different and that is £4k. What were the equivalent costs last year? I cannot tell you what should have been spent on supply last year. LC gave some examples. We need a picture of staff absence rates as it is likely to go on. LC explained and AC added we are holding people much more accountable. KP informed the day 1 and return to work interviews were supportive.</p> <p>4.6 Governors considered it was really hard to unpick this. Do you feel it is a realistic or hopeful budget? Hopeful. There is good monitoring.</p> <p>4.7 To get out of this and keep a good service for the children we have no choice but to move sites, have I got that right? LC stated: no it has not been proved yet.</p> <p>4.8 What action can you take if things do not go as hoped? We have to go to the local authority. Re staff absence: don't you do a risk management and review those? We have insurance for teachers but not for the teaching assistants.</p> <p>Governors support doing as much as possible to support staff to manage absence, getting a strategy for risk and having a plan. AC listed what was currently being done.</p> <p>4.9 What pupil numbers is the budget based on? 45 children. AC added the school had 40 for September. KP said they were budgeting for the best for what we know.</p> <p>4.10 Re the licensed deficit: to what extent can you integrate finance across the 3 sites? KP informed that once the curriculum plan was in place the staffing of it could be planned and with the Scheme of Delegation they could move the staff around. There would need to be a consultation. So legally are you allowed to? There needs to be the same pay policy. Is there much variation between the three? No. We need to explore this area to enable us to be ready on this.</p> <p>A governor expressed concern as to the clarity of where the budget was to be spent and what systems are being put in place to control expenditure. Governors recalled they supported the school's request for an audit from the local authority and KP was confident she was on top of the issue. The SFVS</p>	<p>BW</p>
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<p>exercise has shown we do need the information to know where we are but there were no funds to play with and a larger deficit should be requested. Do all staff know they will not be reimbursed for expenditure unless it has been authorised? Yes.</p> <p>4.11 Will the proposed budget cover the school improvement needed? Yes. If we get successful with bids for funding, for example with the Fonthill foundation.</p> <p>4.12 In discussion it was proposed to go forward with a request for a £120k licensed deficit. Monitoring would be by sending the outturn to JJ for onward circulation to all governors on a monthly basis. It would be discussed at Resources committee twice a term and reported by them to the full governing body.</p> <p>4.13 3 year budget. KP informed the 3 year budget was based on:</p> <ul style="list-style-type: none"> • No staff changes • 3% inflation for other expenditure • Income being basic income of £450k and High needs income £650k • Worst case scenario. <p>4.14 Have you included the change in pensions? We do not know the level of support if any from the government in year 2 and 3. AG left 18.23.</p> <p>4.15 Noting the considerable deficits forecast. Why will moving save money? Bringing buildings and staffing costs together.</p> <p>Governors commented:</p> <ul style="list-style-type: none"> • They have never seen an outline of figures for cost reductions and if that was the source of repayment an idea of what those savings were was needed, especially with an expected 3 year lead in time. • There was a need to look at the staffing structure sooner rather than later. • Discussion with the other two SEND hubs should be included. • The 'move' was not cost driven but savings could be put into improving outcomes. <p>KP was concerned what would happen if the 3 year budget was submitted as presented and governors agreed that just a one year budget would be submitted to the local authority. LC reminded it included some posts that would not be continuing in years 2 and 3.</p> <p>Have you got a 3 year business plan? We are working on it. A governor suggested it would be good employment relations practice and beneficial to speak early to people when staff changes are needed as it opened up all sorts of possibilities for them.</p> <p>It does not feel staffing levels can change. Can you fill them differently? Yes.</p> <p>4.16 An increase in numbers to 60 and a change of premises – is it still viable? £65k worth of staffing contracts will end after 19/20. So this will reduce the</p>	<p>KP</p>
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	<p>predicted deficits. We need to look at contracts as being a virtual merger.</p> <p>LC added that two parents at least were expecting significant moneys to come to the Homewood site based on previous discussions when this originally came up, and it was about working differently.</p> <p>4.17 Governors supported addressing this now in terms of staffing structures. They noted the consultation was awaited but a further delay due to the European election was expected and would monitor it as it progressed. Management would revert to governors with the longer term ideal structure.</p> <p>Governors agreed:</p> <ul style="list-style-type: none"> ❖ The outturn 2018/19 in the sum of £35,862 ❖ The budget as presented was not approved. ❖ The school was requested to put in a request for a licensed deficit budget of £120k. 	<p style="text-align: right;">LC</p> <p style="text-align: right;">LC KP</p>
5	<p>SFVS UPDATE Assess rigour of financial scrutiny Paper: SFVS March 2019</p> <p>The SFVS return had been reviewed thoroughly by two governors with LC and KP and compared with the Pupil Referral Unit. They had completed a full and honest response and action plan and the document had been circulated to all. This has been submitted to the LA.</p> <p>In discussion a minor amendment to question 7 was agreed. Further comments were made regarding question 10 relating to when the school improvement plan would be seen, including attendance enrichment and staffing changes. The impact needed to be shown.</p> <ul style="list-style-type: none"> ❖ The SFVS was approved. 	
6	<p>LAST MEETING -MINUTES and MATTERS ARISING Papers: FGB minutes 21.3.19 and Resources minutes 27.2.19</p> <p>The resources minutes were deferred. The FGB minutes of 21.3.19 were agreed to be an accurate record of the meeting and signed accordingly.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • BW and LC would co-ordinate the role of governors relating to the premises review. • Actions outstanding would be deferred to report back in July. • A request was made for all incidents that require a police presence to be reported to governors. 	
7	<p>ANY OTHER URGENT BUSINESS There being no further business the meeting closed at 19.05</p>	

..... Signed dated

Signature noted in minutes of meeting 8.7.19

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Item	Owner	Action	Due Date
24.9.18			
4.1	All	Provide photo and blurb for website	1 st July
13.3	LC	Arrange for duly amended (by school) SEN policy to come to FGB for approval. JJ note policy list	
12.12.18			
5.5	BW FJ LC	Scheme of Delegation finalize, then sign and circulate	1 st July
5.5	BW RC /LC	Oversee the setting up of a system re budgets and budget headings relating to pan-school items	
5.6	LC	Finalise Pay policy and send copy to Jj	
21.3.19			
5.3	LC	Make amendments. Ensure Jj receives final document	1 st July
5.4	FM	Review capability policy wording and report back	
8	LC	Amend SDP	
8	KC LC	Liaise re 'smart' SDP	
9	ALL	Submit comments re equality duties	
11	LC	Amend HT reports	
11	LC	Provide final H&S policy and report to next meeting	
1.5.19			
1	LC JJ	Recruit staff governor	1 st July
4.10	BW	Take action re overseeing planning for this as appropriate	
4.17	LC KP LC	Take action re submitting revised budget. Revert to governors with staffing plan for the longer term Set up monitoring system	