

HOMEWOOD COLLEGE
GOVERNING BODY
MINUTES

Meeting of:	Full Governing Body
Date/Time:	25th September 2019 5.00 pm
Location:	Homewood College
Distribution:	Governors, Website
Quorum:	For decisions to be binding at least 5 governors are required to be present. The meeting was quorate throughout.
Present:	<p>Governors (voting) Luke Burstow (LB) Rachel Carter (RC) Louise Cook (LC) Executive Headteacher Anna Gianfrancesco (AG) Flora Jenkins (FJ) Jeffrey Matthews (JM) Bob Wall (BW) Chair of Governors</p> <p>Other (non-voting) Janet Johnson (JJ) Clerk to Governors (until 7.05 pm) Karen Prout (KP) School Business Manager – in attendance Kate Schofield (KS) Acting Deputy Headteacher</p>
Apologies	Fiona Martin - accepted Sue Shanks - accepted

	DISCUSSION AND DECISIONS	ACTION
1.	<p>WELCOME, CONSIDERATION OF APOLOGIES DECLARATION and consideration of Interest in agenda items The meeting was opened and apologies and interests considered. BW was a member of the management committee and LB's spouse was the headteacher of a local special school. All governors could take full part unless otherwise stated in these minutes. Governors present had already handed in their annual declaration of interests. JJ would follow up any still outstanding.</p>	
2	<p>ELECTION of CHAIR of GOVERNORS JJ had received no nominations for this post, which was for a term of one year, other than BW. BW withdrew. No further nominations were made when invited.</p> <p style="padding-left: 20px;">❖ BW was elected as Chair of Governors for a term of one year.</p> <p>BW gave a brief update on membership and governor administration matters.</p> <ul style="list-style-type: none"> • The change in email addresses had not been completed for governors who were not also members of the Management 	

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	<p>Committee. KP would take this forward.</p> <ul style="list-style-type: none"> • A consultant funded by the local authority was working with the school's leadership team and checking and upgrading the single central record. Any queries with regard to governor records would be taken up by the school. JJ recalled that she had been informed all governor DBS had been received/applied for as required. • A nomination for staff governor by the date required for nominations had been received and Jo Adams was duly elected and invited to this meeting. JJ would contact and induction could commence. • Kerry Clarke had stepped down from governance and BW would contact her to pass on thanks from the governing body for her assistance to date. • BW would take forward recruitment of parent governor. 	<p>#</p> <p>#</p> <p>#</p> <p>BW</p>
<p>3</p>	<p>ELECTION OF VICE CHAIR Thanks were proffered to RC for her assistance in this post to date. No nominations for the coming year were received and</p> <ul style="list-style-type: none"> ❖ It was agreed FJ would be the temporary Vice Chair until the next meeting. 	<p>ALL #</p>
<p>4</p>	<p>MINUTES OF LAST MEETING and MATTERS ARISING Papers: Part I and Part II minutes of meeting 8th July 2019</p> <p>4.1 Both sets of minutes were agreed to be accurate records and signed accordingly. The part II minutes were no longer confidential.</p> <p>4.2 Matters arising</p> <ul style="list-style-type: none"> • Two governors had attended a staff meeting regarding the premises consultation and a governor response to the consultation would be required. • The review of governing body self-evaluation needed to be taken forward. This would now be taken at item 7 of this meeting. • The 2019/20 model pay policy was now imminent from the Local Authority. • The school development plan draft had lately been received for this meeting. • JJ informed she had not received the other documents and had set up LB as governor. • BW had met with KP re outturn reporting. • Other actions had not been completed. BW had visited the school at the beginning and end of the summer break. Staff have been doing a lot of work and staff workload was an ongoing issue. He had had a constructive meeting with the school's partnership advisor to consider how to address this. 	<p>#</p> <p>BW</p>
<p>5</p>	<p>HEADTEACHER'S REPORT <i>for discussion and acceptance</i> Papers: School Development Plan (Late); Budget overview as at 30/6/19; Headteacher's report (confidential, tabled); year 11 results and destinations (tabled)</p> <p>5.1 The report covered student register, any serious incidents, safeguarding update, exclusions, part time timetables, Health and</p>	

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Safety, staffing, building, results and destinations. LC took questions.

5.2 Why **are you struggling to get things done?** It is everything, new staff, new students, demands from the local authority relating to Ofsted, SEN offsite, behaviour and staff sickness.

Is staff sickness a virus or demands of work? Some sickness, some demands – but these might not necessarily be school based.

Is it a change of expectations? In part. The consultation never helps. Governors enquired how they could help and added the format of the report and data were useful.

Why do you have some part time timetables? To manage new Year 7 intake and incidents to keep children safe.

Can you explain the admissions process to allocate them here? It goes through the SEN panel, we were consulted. The process was explained and it was noted the educational health care plans (EHCP) were out of date for some pupils and at panel the decision had to be made only on the information provided and you don't know what the mix will be with other pupils until they arrive.

Where is the EHCP in terms of needs for a pupil who has been out of school? It would be a huge transition. We did a good induction but without major financial support we cannot do everything and if some pupils are on a part time basis but are learning it is better than full time with no learning. We do not want to have any exclusions.

Can you not make a personal plan on a 6 week cycle? That is what we are trying to do. We cannot take teaching assistants out of lessons with our resources. It is not full time.

What do we do to support the school? Do we have a really clear admissions process? We are the social emotional and mental health (SEMH) Hub for the city and we are not always provided with enough information.

During the admissions process is consideration given to gender balance and discussed? KP informed it was.

What is your base funding at present? For 45 pupils.

How are the additional English and maths (temporary) teachers being funded? By the local authority. KS added the curriculum planning and teaching and learning was now embedded. Extra intervention work with children was needed but that would not be a quick process.

5.3 In discussion

- It was felt there was not a clear process for admissions and induction, particularly if a pupil had been out of education.
- It was acknowledged the local authority had tried to be sympathetic to us and the situation may not recur but that the school needed to work in the interests of the child even if it meant the school did not admit them.
- For part time timetable there remained concerns from a safeguarding point of view but if there was a plan in hand it would be more acceptable. It was the social workers job to challenge the part time status.

Governors recommended a conversation with the SEN team and an emergency review and offsite provisions for all appropriate pupils. They commented the local authority would need to pay for pupils to go

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	<p>to a different school or they could put in the resources here. The governing body were concerned about the pressures the school were under and suggested the admissions procedure be reviewed with the local authority and governors offered to be present.</p> <p>5.4 Serious incidents: how are these reported? LC explained there was a log and that she updated it today. In discussion it was agreed they would come to the safeguarding lead governor AG and JM as well as to BW, who would report to Resources committee if required.</p> <p>LC would take further queries for the report by email. Governors' thoughts on the school development plan were also to be sent in by email. It would be looked at alongside the budget at the next Resources committee meeting, 16th October 5pm. Governor involvement in appointments would also be on that agenda.</p> <p>The headteacher's report was accepted and the SDP would be considered at Resources committee. Discussion turned to item 9.</p>	<p>LC AG JM BW</p> <p>ALL</p> <p>ALL</p> <p>#</p>
6	<p>CHAIR'S REPORT This item was taken at item 2</p>	
7	<p>GOVERNING BODY ORGANISATION Papers: Resource committee terms of reference</p> <p>This was to be</p> <p>Pay committee members – Resources Committee HT PM members – Jeff Matthews(FGB) and Jackie Quinn (MC) Panels – if not ad hoc - * Safeguarding governor – AG Health and Safety – BW Equalities ? * Looked after children governor? *</p> <p>Chair resources – or at next resources meeting at next resources meeting Resource committee member – BW; FJ, RC, FM, LB * Strategy group – confirm situation *</p> <p>(* agree/review at Extraordinary Meeting on 21.10.19)</p>	
8	<p>ANNUAL DECLARATIONS (This item may be taken earlier) Papers: Eligibility declaration, interest declaration, governing body code of conduct draft 2019, ICT and data protection policy; Health and Safety policy 2016; Part 1 2019 Keeping Children Safe in Education.</p> <p>Governors present had already signed to confirm having read and compliance with the documents and handed in the declarations. JJ would follow up any outstanding queries.</p> <p>❖ The governing body code of conduct 2019 was adopted as presented.</p>	#
9	<p>STRATEGIC DEVELOPMENTS</p>	

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Papers: Risk Register

9.1 Premises Consultation *response from governors*

9.1.1 BW gave an update:

- The consultation had commenced and a staff meeting with unions had been held at which two governors had attended. They fed back their comments and some discussion had taken place by email.
- A further meeting had just ended as a follow up and it was reported that it had been helpful having Gillian Churchill present.
- Georgina Clarke-Green (GCG) had been present at the original meeting but had left early.
- Staff were very much of the view that the Homewood site was where the investment was needed.
- The unions, particularly GMB were particularly vocal and talking about the impact on local residents.
- There were some very compelling arguments put by staff, including those that had worked at both sites.

9.1.2 Governors felt the need to rethink whether moving site was the right thing to do. The main issue was putting the PRU and Homewood on the same site. Further comments included:

- GCG seemed to know neither arguments, costs nor rationale and appeared to make out the move was coming from LC rather than LC trying to work with the local authority. Ed Yeo, project manager, was not at the meeting.
- A governor informed they (staff) had a long list of reasons why the Lynchet Close site would not be suitable, particularly Key Stage 3 and 4 combining at the PRU site would not work.
- The staff arguments had been about child centred needs.
- There was potential to the Homewood site but no one was championing this site now or had done for years.
- There are benefits for a new building that were appealing and there were a number of things not good at the Homewood site.
- Having children out of sight and out of mind would be wrong.
- A very good therapeutic case for the Homewood site had been made.
- The move had been new to parents and the unions.

9.1.3 Other comments

Is this consultation to say what is the best solution or has the decision already been made? LC thought the latter is the reality as no one has been able to make the site work for the last 15 years or more.

There was a need to inform the local authority of all the difficulties so they can act quickly to say how they will be addressed but it always come back to the wording of the consultation document that had not been as some governors had envisioned.

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<p>Staff believed it was a cost cutting measure. We know the school here is not sustainable but have not seen the work on the costs projection at the new school. If it is clear children will benefit, then it would help.</p> <p>Was the meeting quite well attended? Yes and questions were answered.</p> <p>What about the transport? It is not as easy to get there as there are far fewer buses.</p> <p>What did they think about having Homewood students at the PRU site? The PRUs were fine with this. There are the South Downs at the end of the road. They talk about the impact on the community but we could work with them.</p> <p>What is your response re safeguarding and having them all on one site? It depends on the level of vulnerabilities. I (LC) would need an analysis of the needs and how they would be managed. The Cedar Centre will not be there.</p> <p>Are there issues around having Homewood becoming the new PRU? LC said that in terms of how it is going to work, I feel it is a disastrous site here that needs more than £4m.</p> <p>A governor pointed out that that case has never been presented.</p> <p>A governor described a previous problem due to lack of thinking about cohort make up and advocated a systemic approach. There was a need to avoid bringing parties together and increasing drug dealing/antisocial behaviour. KS and LC felt there were other ways for them to get together and it would be possible to do something with the premises to keep them apart.</p> <p>A draft response will be drawn up by BW and checked with governors. A governor suggested there was a need to know the parameters.</p> <p>LC was sympathetic to the difficulties with having so many SEMH pupils on site but felt these could be mitigated and there were benefits so it should go ahead.</p> <p>KP and KS were invited to comment. One supported LC and felt it would be good for the Primary pupils. It was likely that staff fears were unfounded or could be mitigated. The other saw lots of benefits but now saw more negatives. I don't think they are isolated geographically. I can see the difficulties as a result of closing Stanley Deason and Patcham House schools so I have no confidence in the decisions. If we stay we will struggle unless they have an experienced headteacher who is very good. If we move, we will get a nice building but we need a spectacular head of that part of the school and no one is speaking about that so we may as well stay here.</p> <p>JJ left 7.05</p> <p>All governors present were invited to summarise their views at present.</p> <p>BW asked for these summaries to be emailed to him by Monday 7th</p>	<p>BW LC</p>
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	<p>October 2019. He committed to drafting a FGB response by Friday 11th October which he would circulate and seek views from members of the FGB. The final response needs to be submitted to the LA by midnight on Sunday 20th October 2019.</p> <p>Remaining items were deferred.</p>	
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..... signed dated

Item	Owner	Action	UPDATE At 1.7.19	UPDATE 25.9
24.9.18				
13.3	LC	Arrange for duly amended (by school) SEN policy to come to FGB for approval. JJ note policy list	IMMEDIATELY	Not received.
12.12.18				
5.5	BW FJ LC	Scheme of Delegation finalize, then sign and circulate	4 st July IMMEDIATELY	Final not received
5.6	LC	Finalize Pay policy and send copy to Jj		Not received. 19/20 now due
21.3.19				
5.3	LC	Make amendments re staff code of conduct. Ensure Jj receives final document	4 st July IMMEDIATELY	Not received
8	KC LC	Liaise re 'smart' SDP		
11	LC	Provide final H&S policy and report to next meeting		Not received
1.5.19				
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	4 st July IMMEDIATELY	
FGB 8.7.19			Due Date	
3.1	LC BW	Take forward change in membership NGA. Liaise JJ if needed.	1.9.19	1.11.19?
5 8	LC BW	Review outstanding actions		
7.2 7.3 7.5 9, 10, 11, 12, 14	BW	Take action re items not taken		
25th September 2019				

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#	JJ	Take administrative action		
2	BW	Contact KC with thanks		
3	ALL	Consider VC role		
4	BW	Liaise re outstanding actions		
5.4	LC	Set up /amend system to inform AG JM and BW if any serious incidents		
5.4	ALL	Submit by email to LC any further queries re HT report		
5.4	ALL	Submit by email to FJ? Any thoughts on SDP		
9.1.3	BW LC	Draw up response for consideration by governors		

Signature noted in minutes 11.12.19