

## HOMEWOOD COLLEGE GOVERNING BODY

### MINUTES Part 1

<b>Meeting of:</b>	<b>Full Governing Body</b>
<b>Date/Time:</b>	23 <sup>rd</sup> September 2020 – 4.00pm – 5.30pm
<b>Location:</b>	Virtual – MS Teams – Host JJ
<b>Distribution:</b>	Governors, Website
<b>Quorum:</b>	For decisions to be binding at least half the number of governors in office are required to be present. The meeting was quorate throughout discussions leading to and the making of decisions.
<b>Present:</b>	<p>Governors (voting)                  Luke Burstow (LB)                  Rachel Carter (RC)                  Louise Cook (LC) Executive Headteacher                  Jeff Matthews (JM)                  Bob Wall (BW) Chair of Governors</p> <p>Other (non-voting)                  Janet Johnson (JJ) Clerk to Governors                  Karen Prout (KP) School Business Manager</p>

	<b>DISCUSSION AND DECISIONS</b>	<b>ACTIONS</b>
1	<p><b>WELCOME, ELECTION of CHAIR of GOVERNORS</b>                      Note: JJ chaired this item.                      JJ welcomed all to the meeting. The first item of business was to elect a Chair of Governors. The post would be for the term of one year. No nominations for the position had been received. BW offered to stand again and withdrew from discussion. JJ now sought further nominations. None were received.                      ❖ BW was elected to the post of Chair of Governors.                      BW returned, accepted the position and took the chair.</p>	
2	<p><b>CONSIDERATION OF APOLOGIES AND INTERESTS</b>                      2.1 No apologies had been received. BW would follow up with FJ CS and SS.                      2.2 Interests were considered. BW was also Chair of the PRUs' Management Committee; an Independent Educational Consultant currently employed working on Home to School Transport and a School Partnership Advisor working for the local authority. LC was Executive Headteacher for Homewood College and the PRUs. LB's spouse was Executive Headteacher of a local special school. No withdrawals by governors from discussion or voting were agreed to be required.</p> <p>Discussion turned to item 7.</p>	
3	<p><b>ELECTION OF VICE CHAIR</b>                      No nominations for this post were received and it remained vacant.</p>	
4	<p><b>MINUTES and MATTERS ARISING</b>                      Papers: Minutes FGB 13.5.20; minutes FGB 9.7.20; Safeguarding working group (SWG) minutes 9.6.20</p>	

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	<p>4.1 The minutes of the meetings 13.5.20 and 9.7.20 were agreed to be an accurate record subject to the correction of LB's initials. Signature was authorised accordingly. The action summary was updated.</p> <p>4.2 The draft minutes of the SWG meeting 9.6.20 were received. There were no recommendations to consider. Governors complimented the school on the speed of contacting all the pupils.</p> <p><b>You agreed to be over the agreed numbers by 1 pupil. Has that caused pressure?</b> LC informed that with the necessary Covid mitigation measures the classes were now full. Numbers stood at 47 now and this could rise to 48, and then no more could be taken.</p> <p>Governors enquired as to the procedures to refuse a student should it appear that it would cause difficulties. In discussion it was agreed this would be followed up by email and that JM could take action, complete related forms, on behalf of the governing body should the situation arise and report back accordingly.</p>	JM
5	<p><b>HEADTEACHER's REPORT</b></p> <p>Papers: Budget monitoring as at 11.9.20; Annual EP overview and impact 2019/20, plans 20/21, TIG report and (late paper) Head of School report</p> <p>During this item both JM and LB had at separate times IT issues and missed the discussion for a few minutes.</p> <p>5.1 Governors had read the late paper, which covered exam results, curriculum and progress, pupil numbers, new students and transition, safeguarding, attendance, behaviour and part-time timetables. LC gave further information and took questions</p> <p>5.2 Exam results  <b>Is the spread of results typical?</b> Yes and students seemed quite happy with them. I have been pressing them to increase the number sat. The outcomes are fairly consistent with previous years. They were based on teacher predictions  <b>How many in the year group?</b> 9  <b>Did all have a post 16 destination?</b> Yes</p> <p>5.3 SEMH curriculum  A governor informed there was a lot of provision locally for previous students who may be eligible for the Kick Start programme. Governors were pleased the school was trying something different with the SEMH curriculum by having one to one or small group 'coaching' sessions to work through some elements on the EHCP. It was not therapy but the aim was to try and address the root issue. Governors suggested it would be good to receive updates on the effectiveness of this initiative and enquired how impact would be measured. LC informed it would be going on to the Onwards and Upwards system.</p> <p>5.4 Safeguarding  <b>Are you seeing a significant rise in cases as a result of Covid?</b> No but social media problems have been exacerbated, particularly with parents getting involved. Self-harm appears to be on the increase.</p> <p>5.5 Attendance  LC gave an update re staffing. The time taken for tests had impacted on the smooth running of the school. For pupils, she explained,</p>	

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	<p>attendance in the first week back had been in excess of 90%. The drop since was largely due to waiting for COVID tests. Each child there had been a reason for non-attendance. The gentle reintroduction had helped some pupils. She gave some examples to governors.</p> <p>5.6 Contingency planning for teaching and learning  <b>Have you got plans for this?</b> Yes. We use Google 'Meet' and lessons are provided. We did it before during lockdown and will do the same again if necessary.</p> <p>5.7 KP informed there was some uncertainty around the income in the budget and this would have an impact on the outturn, but the extent was not yet known.</p> <p>There were no further questions and all the reports were accepted.</p>	
6	<p><b>CHAIR'S REPORT</b>  Paper: Chair's report</p> <p>The report, which covered a number of issues, had already been circulated. BW added that they were now expecting the accommodation plans for the two sites – Homewood and Lynchet Close - on 12<sup>th</sup> October. He had also asked the local authority what the process was beyond that but had yet to receive a response.</p> <ul style="list-style-type: none"> <li>❖ LB agreed to fill the vacant position on the headteacher performance management panel and undertake the necessary training</li> </ul> <p>LC would check that the task and finish group was continuing, with the assistance of JM, and report back.  BW had sent a note of thanks to Anna Gianfrancesco for her support during her membership of the governing body.</p> <ul style="list-style-type: none"> <li>❖ JM would act as safeguarding governor on a temporary basis. This would be reviewed when membership changed</li> </ul> <p>Discussion turned to item 8.</p>	LB
7	<p><b>REPORT ON STAFFING CONSULTATION</b>  Paper: Outcome paper – first report to governors; Questions from NEU; 3x confidential papers</p> <p>This item was taken after item 2.</p> <p>Governors had considered the papers with care and thanked LC for completing it so quickly. They knew savings needed to be made in this and subsequent years.</p> <p>They noted each of the (union) challenges had been addressed and considered each of the questions and answers to have made sense. They checked who had received the responses, whether any inaccuracies would have now come to light, when any review of top-up funding would take place and what the current views appeared to be, including that of the Unions. They noted the Unions had been invited to attend this meeting.</p> <p>Governors checked the running of the school would not be unacceptably adversely affected by the redundancy and clarified that the payment would be made from the school's budget but could be over</p>	

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	<p>a 5 year period and that whilst it had not been included in the budget, would be covered by the contingency.</p> <p>Following deliberations, governors:</p> <ul style="list-style-type: none"> <li>❖ Approved the proposals in the outcome paper – first report to governors</li> <li>❖ Approved the two voluntary severances</li> </ul> <p>Governors ascertained, in the circumstances, neither interviews nor a second report to governors were thought to be needed.</p> <ul style="list-style-type: none"> <li>❖ They agreed that should it be needed, the Chair of Governors would be informed and review of the second report would be delegated to 2 governors.</li> </ul> <p>RC would liaise with LC and carry out relevant exit interviews. LC thanked governors for all their assistance. She felt the school could now move on positively from a difficult situation.</p> <p>7.2 Staffing item - Confidential This item is minuted in part 2. Discussion turned to item 4.</p>	
8	<p><b>COVID PROVISION/ PLANNING for TIER 4</b> KP reported back from a meeting attended by Richard Barker, Caroline Bristow and Mark Storey (LA) and headteachers.</p> <p>It had been an information sharing event and KP gave some examples, eg forms to be completed if there was a positive test, and transmission rates. Although the government instructions were to stay open in Tier 4, and indeed, as before, the schools would do their best to keep open; the possibility that there would not be enough staff could not be ruled out so, along with AMAZE and PAC and the two other special schools, a letter has been sent to parents to inform them of the position.</p> <p>Governors expressed their support for LC and KP and thanks, acknowledging the additional effort involved for all staff as a result of Covid.</p>	
9	<p><b>GOVERNING BODY ORGANISATION</b> Papers: Resources committee Terms of Reference</p> <p>This item would be taken outside of the meeting.</p>	BW/ ALL
10	<p><b>ANNUAL DECLARATIONS</b> Papers: Declaration of Eligibility; declaration of interest form; 2020 Keeping Children Safe in Education; GB code of conduct 2020; ICT and data protection policy 2017; Health and Safety policy 2019</p> <p>JJ reported that those governors present had completed their declarations and reading. BW would follow up the remainder. Interest authorisations would take place outside the meeting.</p>	BW/JJ LC
11	<p><b>STRATEGIC DEVELOPMENTS</b> Updates were included in the Chair's report</p>	
12	<p><b>GOVERNOR VISITS</b> Governor visits relating to Health and Safety as well as Safeguarding were to be undertaken. <b>Is there anything we need to be aware of when we visit?</b> LC explained the situation.</p>	

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	Governors stressed that they also continued to be available for support by virtual means and this was acknowledged with thanks.	
13	<b>ANY OTHER URGENT BUSINESS</b> There being no further business, the meeting closed 17.31	

#### ACTION POINT SUMMARY

Item	Owner	Action	Update 23.9.20
<b>13.5.20</b>			
2.2.2	JM	Follow up with school re amendment to safeguarding data sheet	Update in Oct ready for SWG
3.2.3		Review pupil premium spending	Sept 20
5.2	BW	outstanding actions from previous meetings: Progress policy reviews – update due July 20 Health and Safety policy – report due and policy update	
7	LC KS	Check /update risk register when possible	
9.7.20			
4.2	BW	Audit/SFVS – review audit actions for future meeting agenda ( from 23.3.20)	
8	BW JJ	Further investigation of governance model to include resolving difficulties identified JJ	Ongoing
23.9.20			
4.2	JM	follow up on Safeguarding report to the GB	
6	LB	Attend HTPM training	29.9.20
9	BW	Liaise with governors, allocate roles, confirm arrangements, update JJ	ASAP
10	BW JJ LC	Follow up re completion annual declarations Complete interest declaration process with authorisers.	

Signature authorised at meeting of full governing body 26.11.20