

HOMEWOOD COLLEGE
GOVERNING BODY

MINUTES

Meeting of:	Full Governing Body
Date/Time:	5pm 16 th April 2018
Location:	Homewood College
For:	Governors
Distribution:	Governors, Website following approval
Quorum:	Five governors required to be present for decisions to be made. The meeting was quorate throughout.
Present:	Gary Alexander (GA) Anthony Carlo (AC) Rachel Carter (RC) Fiona Martin (FM) Sue Hart (SH) Peter Lyndsell (PL) Jeff Matthews (JM) Sue Shanks (SS) Bob Wall (BW) Elizabeth Wylie (EW) Chair of Governors Janet Johnson (JJ) Clerk

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DISCUSSION AND DECISION					
1	<p>WELCOME AND APOLOGIES FOR ABSENCE</p> <p>EW thanked all for their attendance at short notice for this extraordinary meeting. All governors were present.</p>				
2	<p>DECLARATION OF INTEREST IN ITEMS UNDER DISCUSSION</p> <p>2.1 The decision to be made at item 3 would affect the budget of another organisation, a local authority service and there were some conflicts of interest which could preclude some of those present from the debate or voting. The matter had been discussed with the new headteacher and advice had been given by JJ. Governors considered how these should be addressed to ensure the decision was made with the benefit of the most information and viewpoints and by those able to withstand scrutiny that they could do so in the interest of Homewood College.</p> <p>FM – arrives 17.15.</p> <p>2.2 Interests declared and outcome of consideration</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td style="width: 30%;">Interest Declared</td> <td style="width: 20%;">Entitled to</td> <td style="width: 30%;">Entitled to Vote</td> </tr> </table>		Interest Declared	Entitled to	Entitled to Vote
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		Contribute to Discussion	
AC	AC considered it could be claimed he may have an interest by virtue of his position as deputy headteacher	Yes	No
RC	Was employed by the local authority but with no involvement in the SEN reorganisation and did not feel conflicted.	Yes	Yes
BW	Conflict of loyalties as head of management committee at PRU	Yes	No
FM	Member of the management committee.	Yes	No
GA	Member of staff but no greater interest than other staff members.	Yes	Yes

3 To determine the portion of the executive Headteacher salary to be paid from the Homewood College budget

3.1 Governors had already considered the briefing report from EW, EHT job advert and description along with the submission to the independent advisor regarding the EHT salary. EW now took questions and in discussion it was recalled:

- Management committees had responsibility for their budgets but the budget was set by the local authority and the local authority also made any appointments.
- FM and BW had been appointed to the governing body to enable their involvement in the appointment of the executive headteacher (EHT).
- The budget for the EHT had not been discussed.
- EW could not settle this budgetary decision alone.
- As a governing body this governing body is required to set a balanced budget, bearing in mind the budget warning letter previously served by the local authority. It had to take a view on its payment for the services of an EHT.
- All units comprising SEMH provision should collaborate with a common purpose and unity.
- There was a set placement process to the units and at Homewood College an EHCP was mandatory.
- The EHT was the headteacher all the time and that she was accountable.

3.2 **Wasn't there an implication that the salary of the EHT would mean there would be cost savings?** Yes. On the headship and other cost savings, for example re sharing staff, although these may be difficult to realise as staff are employed on different contracts and there are practical considerations re timetabling and

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understanding all the pupils' risk assessments.

In terms of the headteacher: so much of the appointment process was about the budget. Where does that sit with this decision? The responsibility is with the governing body. If we cannot set a balanced budget and a 3 year budget then the local authority can remove our powers and we would be nugatory. We have a deficit that is carried forward year to year and this continues to be a matter of discussion with the school business manager.

Do you know the budget? We base it on commissioned numbers and the data we have about when it is full. The worse year for us was when the local authority only sent us 36 pupils and there was clawback.

Is it a hypothetical budget? It is a real budget but you need to know the areas that may change. We know some income and grants; much has to be spent on specific pupils or activities and health and safety matters for children and staff. The difficulties had been discussed with Regan Delf. Another governor confirmed the money followed the children and could not be spent on children elsewhere.

3.3 A governor had been in post before the units had split and heard all the arguments for the split and now all the arguments for the 're'merge. Everyone wanted to make best provision for children and there was a need to make sure funds were spent on them.

3.4 Update on the budget. EW informed that following discussions with the school business manager should Homewood provide the contribution lately suggested by the local authority the income less expenditure for 2018/19 for Homewood College would be £250 and would not allow for expected necessary expenditure such as premises repairs. Homewood College could not set a budget if its contribution to the EHT salary was greater than 33%.

3.5 **Are you putting to one side the deficit?** Yes, this was excluded. It is now starting at £230k. It has come down because the local authority put the funds in on a one-off basis. The School Business Manager has informed us that it is likely the deficit will go up to £248k.

What were the costs of the headteacher last year? These are not to hand but as part of financial exercise, they had been offset over the year. It may have been £130k overall.

So if we pay the new EHT would it pull us back? Slightly, around £108k + on-costs, so £54k. 45% is pro-rata to the size of the budget but it isn't swapping like for like as the new EHT will only be here some of the time and for some of the more strategic duties carried out by the previous headteacher the rest of the duties, including everyday pupil management, still need to be financed.

What days will the EHT spend at each unit and from when was she appointed? It is not fixed. It needs to be flexible. The important thing for this job is to work with mainstream schools with regard to the rising formal and informal exclusion rate. There are real problems so days cannot be fixed. The EHT has to be flexible and lead on all matters and work will be done for all organisations. Homewood is a tricky school and needs sufficient management that someone is here all the time.

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The appointment is from the 12th April.

Will the EHT be devising a budget for all three schools? Who is leading on it as it is three schools? There is no overall budget. I am sure the EHT will advise on the overall view.

3.6 An alternative option to that mentioned in the briefing was discussed whereby a deduction from the overall 'gross' budget was made by the amount representing sums directed to individual pupils, e.g. pupil premium, to give a 'net' budget. The 'net' budget to then be split by the numbers of pupils and the corresponding proportion contribution to the EHT salary be made by each unit. Suggestions were made that this was in line with Ken Simpson's argument that those with the biggest budget pay most and that proportionally we should do the same. Another comment was that sometimes the funds allocated to a child appeared to be random.

3.7 **What would have been the cost of the last acting (not interim) head?** EW circulated the staffing structure that the local authority set up for the school. A headteacher was on L18-24 scale and in 2014 he was on L21. The EHT is on scale L31 to 37. There was a deputy headteacher on scale L9-13. Some members of staff had protected salaries as a result of the restructure. The replacement headteacher for which we had budgeted was somewhere on the L18-24 scale. AC would remain deputy headteacher and there will be deputy headteachers at the PRUs. The headteachers at Homewood were heavily involved in the management of the school and pupil behaviour as it is a small school. We will now have an EHT with a range of responsibilities but will not be carrying out that role. So will only have a 1/3 of a headteacher. The EHT will have outward looking responsibilities. L18 is £58k and L24 is £67k so if we had a substantive head that is what we would have paid. We only had an interim head because the head resigned and although the local authority originally said we could get a new head within a year, it took them 3 years.

3.8 **What is the difference between 33% and 45%?** This was thought to be about £13k, the salary of a basic teaching assistant.

How many pupils are at the units? PRU and TCH around 100, Homewood allowed up to 45.

Is the budget improved because you are not paying for the headteacher? It is not much different. For full time involvement it was £86k managing pupils all the time. So we need someone to do that as we won't have that person there all the time.

Have governors visited the different establishments? Some had.
A governor commented if we spend more than we can afford on this head, we will have to be saying to Louise you need to lose some staff.

What about the premises? There will be nothing done till 2020. We have to keep it going till then at least.

3.9 Other comments noted

- If the appointment was from September there may have been a possibility

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	<p>to contribute more.</p> <ul style="list-style-type: none">• If we set a budget that is more than a 33% contribution we are likely to overspend very quickly and we would not be able to fulfil our responsibilities. Although the budget needs some minor adjustment, even with a 33% contribution there are still unbudgeted for transport and premises maintenance and staffing matters. Staff numbers have already been slimmed down and numbers on roll have not increased.• The alternatives previously considered for setting up merged schools but rejected by the local authority because they wanted to retain control.• Further 'number crunching' would be beneficial <p>FM leaves 18.42</p> <p>Decision</p> <ul style="list-style-type: none">❖ Agreed Homewood College to contribute for the year 2018/19 33% of the EHT salary payment. This is on the basis of affordability of the 2018/19 budget for Homewood. The governing body will, together with the management committee, consider reviewing this annually at the time of the budget review, based on pupil numbers and affordability. <p>Action</p> <p>A system enabling management committee and the governing body to work together was required. EW BW JJ</p>
4	<p>Any other urgent business</p> <p>EW expressed thanks for everyone's contribution and the meeting closed 18.53. The next meeting was 9th May 5pm.</p>