

HOMEWOOD COLLEGE
GOVERNING BODY
MINUTES

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| Meeting of: | Full Governing Body |
| Date/Time: | 11 th December 2019 5pm |
| Location: | Homewood College |
| Distribution: | Governing Body Website Claire Saunders, Hannah Meires, Karen Prout |
| Status: | Confidential until Ofsted report published |
| Quorum: | For decisions to be binding at least half the number of governors in office are required to be present. The meeting was quorate throughout. |
| Present: | Governors (voting) Rachel Carter (RC) Louise Cook (LC) Anna Gianfrancesco (AG) Jeff Matthews (JM) Claire Saunders (CS) Bob Wall (BW) Other (non voting) Karen Prout (KP) School Business Manager, in attendance Kate Schofield (KS) Seconded Head of School, in attendance Judy Sherington (JS) In attendance for item 3.1 Janet Johnson (JJ) Clerk to Governors |
| Apologies | Luke Burstow – accepted Flora Jenkins – accepted |
| Acronyms | CHB – Central Hub LA - Local authority PRU – Pupil Referral Unit SEMH – Social emotional mental health SEN – Special educational needs SFVS – Schools financial value standard SPA – School Partnership advisor |

| | DISCUSSION AND DECISION | ACTION |
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| 1 | <p>WELCOME, APOLOGIES AND DECLARATION OF INTEREST IN ITEMS ON AGENDA</p> <p>Note: This scheduled meeting took place shortly after the Ofsted Inspection of 4th December and prior to publication of their report.</p> <p>1.1 BW opened the meeting and general introductions followed. A warm welcome was extended to CS who had been elected parent governor. Her declarations of eligibility and interest were received and BW authorised the interest form.</p> <p>1.2 Apologies were considered.</p> <p>1.3 Declarations.</p> <p>Declarations of interest were invited</p> | # |

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| | <p>New declarations:</p> <ul style="list-style-type: none"> • AG – newly appointed to Deputy Interim Assistant Director for Social Care • CS – child at school <p>Other declarations:</p> <ul style="list-style-type: none"> • BW – member of the PRU management committee • LC – Executive Headteacher for the PRUs and Homewood College <p>No other declarations were made. It was agreed no mitigating actions were required for the purpose of this meeting and all governors could take full part throughout.</p> | |
| 2 | <p>MINUTES Papers: Minutes of meetings 25.9.19 and 21.10.19</p> <p>The minutes were agreed to be an accurate record and both sets were signed accordingly.</p> | # |
| 3 | <p>MATTERS ARISING Papers: Confidential Offsite provision report</p> <p>3.1 OFFSITE PROVISION JS talked to the report and took questions. The report covered areas that were working well, student learning hours and sessions offered for Homewood staff and hourly paid staff and attendance. There was also a plan for January 2020 including areas for consideration, next steps and priorities. It covered offsite learning whether this was for part or all of a pupil's learning and did not include interventions that may be offered off-site or college or other training undertaken by pupils.</p> <p>Governors expressed their concern and asked many probing questions, surrounding the marked variations, for example in attendance, percentage hours offered to hours taught, hours taught and learning hours. They noted the information did not take into account the quality of education but supported the principle that teaching resources be focused on teaching rather than administration, travel or waiting.</p> <p>JS informed it had been difficult to gather the information as there it was not in one central place and it was now an opportunity to make further investigations and look at moving forward.</p> <p>LC reminded that the exam results were not too bad.</p> <p>Are we happy with 2 or 3 hours education per week? KS responded that it depends on what we are trying to do and what the pupil will engage with. It does not include college or other training that they do.</p> <p>What can we do differently? KS we need to try everything.</p> <p>What happens with pupils that have not been seen? KS and LC reassured governors they made sure someone was in touch or they are at college.</p> <p>Can the college not provide support for children to support them during breaks? KS We will look into it.</p> <p>Do you have to pay for the use of the public libraries? No.</p> <p>Are there any service level agreements between the tutors and the school? This information was not immediately to hand. The tutors had been working a long time.</p> | |

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| | <p>(showing deficit of £46k dr)</p> <p>5.1 Budget monitoring BW had met with Karen Haworth, from LA Finance and the situation had improved since the 14.11.19 and the projection was now possibly nearer zero. KP had some changes to record and would provide an updated outturn projection before Christmas. There were no further queries.</p> <p>5.2 SFVS Completion of this work had coincided with the Ofsted visit. An additional full governing body meeting would therefore be required to be convened. It was agreed to change the Resources committee meeting already scheduled for 20th January to a full governing body meeting. The timing was proposed to be brought forward to 4pm. CS was able to attend.</p> <p>5.3 High Needs Block Funding The LA consultation regarding priorities for expenditure in the high needs block response was due by 20th December. In discussion it was agreed BW would formulate a response on behalf of governors and this would be circulated and individual governors could submit their own thoughts. LC outlined the Heads' response which would be circulated.</p> | <p>KP/All</p> <p>#</p> <p>BW</p> |
| 6 | <p>SCHOOL IMPROVEMENT Papers: Latest school development plan and evaluation form; confidential</p> <p>This item had been largely superseded by the Ofsted inspection. See item 15.</p> | |
| 7 | <p>RESOURCES COMMITTEE REPORT Papers: Minutes 27.11.19; Pay policy 2019; Terms of reference for Resources committee 19/20</p> <p>The minutes were accepted.</p> <ul style="list-style-type: none"> ❖ The pay policy 2019, incorporating the terms of reference for the pay committee was approved ❖ The terms of reference for Resources Committee were approved. | <p>##</p> <p>#</p> |
| 8 | <p>SAFEGUARDING WORKING GROUP Papers: Governor visit reports 24.9.19 (single central record) and 2.12.19 (safeguarding) The reports were noted; the single central record was now up to date. Part time timetables were being reviewed, attendance was known and persistent missing sessions reported as child missing education. The recommendations were not discussed due to time constraints.</p> <p>No reports from the working group had been received.</p> | <p>AG</p> |
| 9 | <p>PERFORMANCE WORKING GROUP No reports from the working group had been received.</p> | |
| 10 | <p>FEEDBACK FROM GOVERNORS Papers: Confidential admissions governor visit report</p> <p>10.1 Admissions JM talked through his comprehensive report. It was to inform governors about</p> | |

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| <p>the current commissioning arrangements and admissions procedures to help establish a more stable school cohort (in terms of need) that attends regularly by developing a written admissions policy. The work linked to the improvement targets of successfully managing re-integration and improving attendance.</p> <p>He had met with LC and school staff, Abi Town (the SEN case officer) Carolyn Bristow (retiring Head of SEN) and Rhiannedd Hughes (RH) (new Head of SEN). A number of issues were raised and discussed.</p> <p>Proposal (based on discussions to date) The school to produce a school admissions policy, agreed and supported by the full governing body that might include:</p> <ul style="list-style-type: none"> • A statement about what makes a student appropriate/inappropriate for Homewood. • A statement about when alternative provision (additionality, offsite/part-time) would be required with guidelines on the nature of the packages and cost implications (specific rates). • A statement about transition arrangements, likely structures, carer involvement. • A description of process including expected timelines, notifications, professional involvement and consultations. <p>He added:</p> <ul style="list-style-type: none"> • RH based decisions on the statutory advice and the quality of the argument can be a factor. • An Education Health Care Plan took 20 weeks for the assessment process and if the need is SEMH the school has just 2 weeks to do the admission. There may be scope for visits to commence sooner in the process. • The local authority had appeared supportive and there was a need to work closely with the SEN case officers early and make sure the information was provided. <p>In discussion governors supported the principle of pupils remaining with the mainstream school if they had off-site provision and there being an agreed amount of offsite provision to uphold safeguarding and welfare needs. They acknowledged parental feedback that staggered starts were useful. Governors were somewhat shocked that there was no female provision in East or West Sussex and noted also from developments in diagnosis for autism there may be an increased number of girls being put forward.</p> <p>LC commented that the report and proposals were really helpful and it also linked in with the Service level proposal. Governors decided to move forward with the proposal. LC would draft the statements and proposals along with Martin Brown and bring it back to the full governing body in the spring term. JM would be the governor link.</p> <p>The report was accepted and all governors thanked JM for his work.</p> <p>10.2 Policy Development and Cycle This item was taken at item 13.</p> | <p>LC</p> |
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| | 10.3 Pupil Premium/Year 7 Catch Up This item was deferred. | FJ |
| 11 | Meeting Cycles / Demands / Timing This was discussed at item 4.2 | |
| 12 | HEALTH and SAFETY The updated policy and report was awaited. | LC |
| 13 | <p>HEADTEACHER REPORT + POLICIES and DOCUMENTS Papers: Central Hub Review schedule; SEN policy; Accessibility plan</p> <p>LC informed:</p> <ul style="list-style-type: none"> • The change in website was progressing slowly. • LB JJ and LC had met to discuss the policy review schedule and process. LC had worked on this further. Governors now needed to decide (for the policies they would be involved in) when they wished to receive reports on effectiveness and documents for approval or noting. It was suggested these were grouped and at an appropriate time on the meeting agenda cycle. <p>❖ The SEN policy was approved, for annual review. ❖ The accessibility plan was approved.</p> | <p>LB BW?</p> <p>#</p> |
| 14 | PRIORITIES Identify governor visits and training. This item was not taken. KP left. | |
| 15 | <p>ANY OTHER BUSINESS Paper: Tabled – Feedback report from meeting with lead inspector (confidential until report published).</p> <p>The report was received. LC made further comment:</p> <ul style="list-style-type: none"> • The outcome was really pleasing as the school was moving forward in all the categories and close to good in personal development as well as leadership and management. Governance had been praised. • The deep dives had been really interesting. Curriculum sections were pleasing. • Nothing had been a surprise. They said the school had high aspiration for pupils • Assessment had been the main enquiry and we had already signed up to use the Onwards and Upwards assessment tool. • We have a summary of what to do to go forward and they were all the things we were doing anyway. <p>Is there anything not already on the plan? Not really but the focus on development of middle leaders needed a bit more emphasis. What is morale like? They are exhausted but there is a social event soon and over 30 staff will be attending.</p> <p>There being no further business, the meeting closed 19.03.</p> | |

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| Item | Owner | Action | DUE DATE |
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| 12.12.18 | | | |
| 5.5 | BW FJ LC | Scheme of Delegation finalize, then sign and circulate | Final not received |
| 21.3.19 | | | |
| 11 (also 12 from 11.12.19) | LC | Provide final H&S policy and report to next meeting | |
| 25.9.19 | | | |
| 3 | ALL | Consider VC role | Not resolved |
| 21.10.19 | | | |
| 6 | LC | Update on communications/website | 17.3.20 |
| 11.12.19 | | | |
| 3.1 | RC | Report back on staffing working party | 17.3.20? |
| 3.2 | LC | Circulate the required information re incidents to BW AG JM | ongoing |
| 3.2 | BW KP | Review new version of Scheme of Delegation for | 17.3.20 |
| 4.2 | BW | Continue to oversee meeting schedules | |
| 4.2 | LC JM | Send premises meeting group date schedule to JM/ liaise other governors if necessary to ensure governor representation on group. Report back with developments | 18.12.19 Ongoing |
| 5.1 | KP ALL | Send JJ the updated outturn document for circulation To consider and send in queries by email via Bob? Flora? | 20.12.19 |
| 5.3 | BW | Formulate and circulate response to consultation. All to consider sending disparate response. | |
| 8 | AG | Take action if appropriate re recommendations in report. | |
| 10.1 | LC | Draft statements etc for 'admissions' policy | 17.3.20 |
| 10.3 | FJ | Pupil premium/ year 7 catch up report Liaise BW re when able to present | 5.1.20 |
| 13 | LB BW??? LC | Move forward on next steps for policy reviews – needs governor discussion for what info needed and slotting into agenda plans (so chairs) + confirmation from LC re when info will be available LC – continue to send in statutory policies for approval or noting Keep JJ updated | ?? |

Signature authorised at meeting 23.3.20