

HOMEWOOD COLLEGE  
GOVERNING BODY  
**MINUTES**

<b>Meeting of:</b>	<b>Full Governing Body</b>
<b>Date/Time:</b>	20 <sup>th</sup> January 2020 4 pm to 6 pm
<b>Location:</b>	Homewood College
<b>Distribution:</b>	Governing Body, Karen Prout, Kate Schofield, 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.
<b>Present</b>	<p>Governors (voting) Jo Adams (JA) Luke Burstow (LB) Rachel Carter (RC) Louise Cook (LC) Executive Headteacher Flora Jenkins (FJ) (from 16.22) 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, in attendance Kate Schofield (KS) Seconded Head of School, observer.</p>
<b>Apologies</b>	Anna Gianfrancesco - accepted

	<b>DECISION AND DISCUSSION</b>	<b>ACTIONS</b>
1	<p><b>WELCOME</b>, apologies for absence and declaration of interest in items on agenda BW opened the meeting and apologies were considered. It was noted the meeting had originally been planned as a Resources Committee meeting. BW would follow up with Claire Saunders re completing the governor application process.</p> <p>Declarations of interest were considered. BW reminded he was Chair of the Management Committee. LB's spouse was Executive Head of a Special School in the local authority. LC was Executive Headteacher of the Central Hub. No new declarations were made when invited. Withdrawals by staff should there be discussions pertaining to individual staff salary otherwise all governors could take full part throughout.</p>	
2	<p><b>MINUTES</b> Papers: Resources Committee minutes 27.11.19 and full governing body minutes 11.12.19</p> <ul style="list-style-type: none"> <li>• It was agreed the full governing body minutes (11.12.19) would be reviewed at the March Meeting.</li> <li>• The minutes from the Resources Committee (27.11.19) were agreed to be an accurate representation of the meeting and signed accordingly.</li> </ul>	

HOMEWOOD COLLEGE  
GOVERNING BODY  
**MINUTES**

3	<p><b>MATTERS ARISING</b></p> <p>The action list from the Resources Committee was updated.</p> <ul style="list-style-type: none"> <li>• KP informed the caretaker was doing the asset register (inventory) and the IT staff had already done an IT register. It was agreed that the IT register would be presented to the next meeting of the resources committee.</li> <li>• KP informed the photocopier contract had just been completed. The franking machine contract had ended. There are few/no other contracts.</li> <li>• FJ had visited the school regarding use of the pupil premium but this had not been in depth.</li> <li>• RC would take forward the Offsite working review</li> </ul> <p>All other matters had either been completed or discussed elsewhere. Discussion turned to item 5.</p>	RC
4	<p><b>SCHOOL FINANCIAL VALUE STANDARD</b></p> <p>Papers: Checklist SFVS; SFVS Dashboard - tabled</p> <p>This item was taken after item 6. A governor had attended the school to review the document with the school business manager and reported that the process revealed there had been a significant improvement in standards and governor knowledge/awareness since the time of the previous review. They had tried to do some benchmarking but it was too difficult to find similar schools. The ‘similar’ schools suggested by the DfE had been found not to be comparable.</p> <p>Governors discussed each question in turn, paying particular attention to any item marked as ‘in part’ or ‘no’. Actions identified were included on the summary of actions list.</p> <ul style="list-style-type: none"> <li>• A governor had chased up governors’ request for an audit by the local authority and KP informed they had yet to receive notice of the audit.</li> <li>• The dashboard had been completed and it included 2018/19 figures that were not the most recent.</li> <li>• Question 8. KP informed the caretaker was doing the PAT testing and compiling the register. The asset register and write offs were requested for the next Resources Committee meeting.</li> <li>• Question 9 was amended to include that monthly budget reports were now received. The first draft budget would be ready to present in mid-February.</li> <li>• Question 16. A broader conversation regarding senior leadership team benchmarking was due for mid-February. LC has requested comparable figures from Executive Headteacher colleagues at the other two Brighton and Hove SEN Hubs.</li> <li>• Question 21 related mostly to utilities and these were sourced through the local authority.</li> </ul> <p><b>Should pupil numbers exceed 45 can you recast the budget again quickly?</b> LC informed this was manageable providing additional staff were not required.</p> <p>KP amended the dashboard notes as governors requested and produced a final print.</p> <p>❖ The SFVS was approved and signed by BW.</p>	

HOMEWOOD COLLEGE  
GOVERNING BODY  
**MINUTES**

5	<p><b>SCHEME OF DELEGATION</b> The Scheme of Delegation was awaited and BW would provide a draft by Monday 3<sup>rd</sup> February 2020.</p>	BW
6	<p><b>FINANCE REPORT</b> Papers: Outturn projection and chart of accounts as at 17.12.19 had been circulated to governors with papers for their meeting on 19.12.19</p> <p>6.1 Outturn. The outturn as at 17.12.19 was projected at <b>£15k dr.</b> KP informed that, with some caveats relating to the levels of funding coming from the local authority, the current projection was for a balanced budget. The updated outturn would be circulated ASAP following a final scrutiny of the figures.</p> <p><b>Are any changes expected before the end of the year?</b> No. LC informed that the school had been successful in a bid for £45k in relation to extended school day.</p> <p>FJ arrived 16.22 Discussion returned to item 4.</p>	
7	<p><b>Confidential Item:</b> <b>PROPOSED RESTRUCTURE</b></p> <p>Following Ofsted inspection and the state of the budget, the staffing structure needed to be reviewed across the Central Hub and this was being taken forward by LC and KP. The imperative was to agree/implement a staffing structure that was sustainable in the medium to long term given the school/Hub's planned income. A governor (FJ) had attended a meeting with the LA representing the governing body and any final proposals would be presented to the full governing body. BW confirmed he would be attending a further planned meeting on 28<sup>th</sup> January representing the FGB and MC.</p> <p><b>Do we have a timescale?</b> LC informed not yet. <b>Will it be a budget across the Central Hub?</b> Broadly yes.</p>	
8	<p><b>BUDGET PREPARATION 2020/21</b> In discussion it was noted:</p> <ul style="list-style-type: none"> <li>• The assumption was that the 19/20 final outturn would be balanced.</li> <li>• Expenditure would still not be sustainable until numbers on roll were stable/ numbers increased/top-up values increased. LC informed there had been a commissioning meeting and numbers would not be changing in the coming year.</li> <li>• The local authority had acknowledged there may be another 3 years of the risk of there being major expenditure on maintenance.</li> <li>• A governor reported that it seemed the local authority had finally understood that the numbers on roll were not sufficient to cover costs. Another commented that elsewhere it was considered running an SEMH school for fewer than 60 pupils was unsustainable.</li> </ul> <p><b>In terms of delivering for the pupils over the next 2 or 3 years is standing still a good outcome for them?</b> LC said it was a reasonable outcome. They did a lot off-site, for example PE and vocational college courses.</p> <p><b>Is the amount you get for top up funding likely to change?</b> No.</p> <p><b>Is there demand for the provision?</b> LC informed there was and governors suggested they should be approached to commission more.</p> <p>In relation to merging the FGB and MC, governors had been in touch with</p>	

HOMEWOOD COLLEGE  
GOVERNING BODY  
**MINUTES**

	<p>another school with a similar set up in relation to linked pupil referral units. LC had been in contact with the LA legal department who had reiterated that it was not possible for Homewood governing body to proceed in a similar vein.</p> <p>The next meeting of the Resources committee was rescheduled to 25<sup>th</sup> February and as a Full Governing Body meeting rather than 4<sup>th</sup> March to be in a position to assess the draft budget.</p>	ALL JJ
9	<p><b>SCHOOL IMPROVEMENT</b> LC informed the Ofsted report had been received for factual checking and the final report was awaited. BW requested governor congratulations be passed on for the hard work by staff.</p>	
10	<p><b>EXECUTIVE HEADTEACHER PERFORMANCE MANAGEMENT PROTOCOL</b> Paper: Executive headteacher performance management protocol document. ❖ The document was approved as presented.</p>	
11	<p><b>FEEDBACK FROM GOVERNORS</b> Pupil Premium visit A governor had visited the school and informed the department for Education had released new pupil premium guidance which informed Ofsted could not ask as much about pupil premium as before so the governing body/school had more choice how they wished to report on this aspect. No actions were proposed.</p>	
12	<p><b>POLICIES and DOCUMENTS for approval if not covered elsewhere</b> LC informed there would be a number of documents for approval for the next meeting.</p>	
13	<p><b>ANY OTHER BUSINESS</b> Premises update. A governor had attended the meeting the previous week and now reported back. The school presented a good background list for the requirements of a new building. Gillian Churchill (GC) and Ed Yeo (EY) had attended on behalf of the local authority. They would try and come up with a specification. GC had informed the basic difference was that they were likely to get more into the Lynchet close site due to the nature of the existing building but there was still no clarity of process from GC or EY, with EY informing he would advise the process in due course. The school had gone through a process re consultation and Georgina Clarke-Green had spoken about consultations but how they would run was not clear. LC and KS had spent time and scheduled meetings but these were now defunct. LC informed it had all been delayed and a meeting at the end of January had been cancelled. GC had said it could be the end of April till the architects got the plans. A governor with experience in the local authority informed the local authority would need to make up a process. Is there any part that needs planning permission? This was not known.</p> <p>A further discussion about procurement difficulties ensued and it was suggested BW chase up the position if nothing further had been heard by the end of the month.</p> <p>Thanks were passed to JM, who in turn thanked LC and KS. It was stressed that the 'wish list' was good and LC would circulate it; it would assist in the budget deliberations.</p>	BW  LC

HOMEWOOD COLLEGE  
GOVERNING BODY  
**MINUTES**

There being no further business the meeting closed 17.35.	
---	--

..... signed ..... Dated

Item	Owner	Resources Action	Update/Due Date
Resources 16 <sup>th</sup> October 2019			
3.2	BW	Arrange GT to attend an appropriate meeting regarding GDPR.	Now by March 2020
3.2	KP/LC	Provide asset register and set up system if required for any write offs	Now by End Feb
FGB (Resources) 20.1.20			
3	RC	Offsite review	
4	KP/LC	Provide asset register and write offs for governor approval at next finance meeting	18 <sup>th</sup> February
5	BW	Provide complete scheme of delegation	03.02.2020
8	ALL	Note the date of the next Resources meeting changed from 4 <sup>th</sup> March to 25 <sup>th</sup> February. 4pm	
13	BW	Follow up re premises if nothing heard	1.2.20
13	LC	Circulate 'wish list'	31.1.20

Item	Owner	FGB Action	DUE DATE
12.12.18 (5.5)	BW FJ LC	Scheme of Delegation finalize, then sign and circulate	Final not received
21.3.19 (11) & 11.12.19(12)	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	BW KP	Review new version of Scheme of Delegation.	17.3.20
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	Progress 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	17.2.20

Signature authorised at meeting 20.1.20