

HOMEWOOD COLLEGE
GOVERNING BODY
MINUTES

Meeting of:	Full Governing Body
Date/Time:	23 th March 2020 4.00pm
Location:	The meeting had originally been intended to take place at the school and was held remotely to comply with current government restrictions. MS Teams was used. All present confirmed they were in an appropriately private location.
Distribution:	Governing Body Website
Status:	Open
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) Luke Burstow (LC) Rachel Carter (RC) Louise Cook (LC) Executive Headteacher Jeff Matthews (JM) Sue Shanks (SS) Bob Wall (BW) Chair of Governors and Chair of this meeting Other (non-voting) Janet Johnson (JJ) Clerk to Governors Karen Prout (KP) School Business Manager from item 12.2
Apologies	Anna Gianfrancesco (AG) – accepted Flora Jenkins (FJ) – accepted

	DISCUSSION AND DECISION	ACTIONS
1	<p>WELCOME and GOVERNANCE PROCEDURAL MATTERS</p> <p>Papers: Governing Body Decision-making protocol</p> <p>Note: this meeting took place at a time when the government had ‘closed’ schools to the vast majority of pupils and placed restrictions on personal movement.</p> <p>1.1 BW opened the meeting and thanked everyone for changing their plans to enable the meeting to go ahead. He explained that because of the current crisis there would be changes to the planned agenda.</p> <p>1.2 Virtual/Remote attendance. Governors had already considered the Chair’s report and proposed Chair’s action/ protocol which was accepted.</p> <ul style="list-style-type: none"> ❖ It was agreed that meetings could be held virtually. ❖ In the event a properly constituted meeting could not be convened and an urgent decision was required, it was agreed to delegate decisions to BW to make as a ‘Chair’s action’. Discussion with any two other governors would take place and the decisions would 	<p>#</p> <p>#</p>

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	<p style="text-align: center;">be advised to the full governing body by email immediately and taken to the next full governing body meeting for ratification.</p> <p>1.3 Apologies and declarations of interest. Apologies were considered. BW would follow up with Claire Saunders and Jo Adams. No new declarations of interest were made. BW was Chair of the PRUs' Management Committee. LB's spouse was headteacher of a local special school.</p> <p>1.4 Updated Contact details Governors agreed to send JJ their current mobile/contact number by email for circulation/use by others.</p> <p>Discussion turned to item 12</p>	# ALL
2	<p>MINUTES Papers: minutes 11.12.19; minutes 20.1.20; minutes 25.2.20</p> <ul style="list-style-type: none"> • All minutes were agreed to be an accurate record and approval for signature given. • Confidentiality would be addressed by email. 	# BW
3	<p>MATTERS ARISING, including Admissions update</p> <p>3.1 Matters arising. BW would edit and add commentary on the actions and circulate for discussion.</p> <p>3.2 Admissions There had been difficulties with the appropriateness, procedures and some pupils not attending as well as with funding. We thought it should be better when the school full. Is it? LC responded that the issues still remained. I have been trying to be firm with refusals, giving reasons but some caseworkers keep sending them in. The last few refusals have not been questioned so it is helping some but not all the time. We need to keep it up. There was also a panel that met 6 weekly to discuss the difficult to place pupils and it was useful for a governor to be copied in. In discussion it was suggested and approved that JM attend a placement meeting and report back.</p> <p>LC informed they had been commissioned for one extra place, which was good news.</p> <p>3.3 Transport Have there been any issues with the home to school transport? No, responded LC, as we do not have many with taxis. Governors were aware there had been difficulties and overspending [by the local authority] on the other 2 Hubs meaning less for Homewood and the Central hub, although it depended from where the money came.</p> <p>3.4 Premises consultation This was addressed in the Chair's report and that item was agreed. Have there been any movements? LC: No. There has been no response.</p>	BW JM LC

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	<p>A request had been received to extend the secondment until the end of the summer term. The decision needed to be made in May and was needed to set a realistic budget.</p> <ul style="list-style-type: none"> ❖ In discussion it was agreed two options for the budget would be produced. One assuming the restructure went ahead as originally planned, in September 2020, and the other assuming it would not be in place till January 2021. ❖ Mindful the senior leadership team was fully staffed at the moment, the continuation of the secondment of Anthony Carlo to September was approved. The local authority would be asked to continue to meet the secondment costs and governors would be approached with a further proposal regarding leadership across the Central Hub in due course. <p>5.2 Budget 2020/21 + 3 year The draft budget papers had not been received. The difficulties were outlined in the Chair's report and compounded by the pausing of the consultation as discussed at item 5.1.3. It was agreed the budget would be considered by the Resources Committee before the 13th May (date to be decided) to enable the committee to make a recommendation to the full governing body on the 13th May.</p> <p>5.3 Budget monitoring The papers were accepted. The current outturn forecast showed as £15k deficit. LC added that the cost of agency had reduced a lot by the new procedures. How has that worked? We are using people more creatively. Thanks were requested to be passed to the Head of School and PA. LC sought governors support for some payments of invoices to supply and casual staff during the partial school closure due to the Covid-19 outbreak. Governors expressed some concern and advised LC referred to HR and followed the LA policies.</p> <p>5.4 Financial audit by the local authority. Thanks were passed to KP and JJ for the work involved with the audit.</p> <ul style="list-style-type: none"> ❖ The audit was formally accepted. ❖ The agreement of the 2019/20 budget was approved as per audit recommendation 4. <p>KP would send JJ a note of the amount of the budget. Governors would monitor any remaining recommendations. Discussion turned to item 2.</p>	<p>LC/KP</p> <p>LC/KP</p> <p>BW</p> <p>KP BW JJ</p>
6	<p>SCHOOL IMPROVEMENT Papers: Post Ofsted Action Plan; Progress to good Feb 2020. Note: The latest SDP had not been received.</p> <p>6.1 SDP Update (LC)/ recommendations for change 6.2 Update (governors) 6.3 Risk update:</p>	<p>BW</p>

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	Communications and website This item was not taken.	BW
7	RESOURCES COMMITTEE REPORT Paper: Minutes 4.2.20 This item was not taken.	
8	SAFEGUARDING WORKING GROUP Paper Minutes 7.11.19 Child protection policy This item was not taken. Confirmation of the scoping document to be approved was awaited.	BW/Chair SWG
9	PERFORMANCE WORKING GROUP Paper: Minutes 7.11.19 and action log This item was not taken.	BW
10	FEEDBACK FROM GOVERNORS Paper: SEN visit report 10.1 Policy Development and Cycle (Luke Burstow) 10.2 SEN visit report (JM) 10.3 Training attended This item was not taken.	BW
11	HEALTH and SAFETY Paper: Joint policy previously circulated Note: the health and safety report had not been received. This item was not taken.	BW
12	COVID-19 / Coronavirus This item was taken after item 1. 12.1 LC updated governors and took questions. <ul style="list-style-type: none"> • Currently more staff were attending than students. • Parents were changing their mind about sending pupils to school. • Staff were getting organised getting online and dealing with phone calls every day. • Therapists were setting up online sessions. • Packs were being prepared for children and would go out at weekly intervals. • It was a stressful and tiring situation for everyone. <p style="color: red;">Do you have a schedule for staff so they have some down time? We are putting that together now and ensuring we have a first aider.</p> <p style="color: red;">Is it a carers decision if a child comes in? Yes. We contact the local authority if there is a query.</p> <p>Thanks were requested to be passed to all staff for all their efforts. KP arrived and discussion turned to item 5.</p>	
13	PRIORITIES Identify governor visits and training. This item was not taken.	BW

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14	POLICIES and DOCUMENTS for approval if not covered elsewhere This item was not taken.	BW
15	ANY OTHER BUSINESS Educational Visits Policy This item was not taken. There being no further business, the meeting closed 15.57.	

ACTION SUMMARY

Item	Owner	Action	Due By
#	JJ	Take admin action	
1.4	ALL	Forward current mobile/contact number to JJ + inform if ok to circulate amongst GB	
2	BW	Check re confidentiality status of minutes and inform JJ	
3.1	BW ALL	Review matters arising (action points), add commentary re update and circulate for comments Review	
3.2	JM LC	JM to attend a placement meeting when possible and report back	
5	BW JJ	Obtain and BW to sign paper finance documents	
5.1.2	BW/LC	Draft letter to LA re pause of restructure and covering covid-19 costs. LC provide financial information.	
5.1.3	LC/KP	Produce the two budget options Produce proposal re leadership across the Central Hub for governor	
5.2	BW	Arrange date for Resources committee to consider budget prior to FGB budget approval meeting	
5.4	KP	Re 2019/20 budget, inform JJ the amount involved	
5.4	BW JJ	Review of audit actions to go on agenda for future meeting	
6	BW	Follow up latest SDP if required	
	BW	Take action re items not taken – items 6 7 8 9 10 11 13 14	

Signature authorised at meeting 13.5.20