

FULL MANAGEMENT COMMITTEE – CPRU/CHUB
MINUTES OF MEETING

MEETING OF	Full Management Committee – Connected PRU/Connect Hub	
DATE & TIME	Thursday 5 th December 2019, 16:00-18:00	
LOCATION	BHPRU – Lynchet Close, Brighton	
MEMBERS PRESENT	1. Bob Wall (BW) – Chair 2. Jacqueline O’Toole-Quinn (JOQ)	3. Jerry Thomas (JT) 4. Julie Stewart (JS)
QUORUM	6 (of 12) Members (50%) needed for the meeting to be quorate. The meeting was not quorate.	
OTHER ATTENDEES	1. Karen Prout (KP) – SBM 2. Amanda Meier (AM) – CHub Head of School 3. Tim Self (TSf) – CPRU Head of School 4. Sam Garrett (SG) – prospective Co-opted MC Member	
CLERK	<i>Position Vacant – drafted by Belle Howard</i>	
APOLOGIES	Louise Cook (LC), Dion Page-Hammond (DPH), Tim Shelley (TSy), Tracey Williams, Sarah Walker (SW) – was absent.	
STATUS	Open	

SUPPORTING DOCUMENTS

AGENDA ITEM	DOCUMENT TITLE
1. Introduction	<ul style="list-style-type: none"> • 1a. Sam Garrett co-opted application.docx • 1b. Sam Garrett 2017 Skills audit NGA.docx
2. Last Meeting Minutes	<ul style="list-style-type: none"> • 2a. [Confidential] FMC Minutes – 3rd October 2019 (Pending Approval).docx • 2b. [Redacted] FMC Minutes – 3rd October 2019 (Pending Approval).docx • 2c. FMC Action Log.xlsx
3. Membership/ Responsibilities	<ul style="list-style-type: none"> • 3a. BHPRU and TCH Instrument of Government - Oct 2019 DRAFT.doc
13. Governor Visits – Autumn Term 2019	<ul style="list-style-type: none"> • 13a. J Stewart Gov Visit 141019.docx • 13b. J Stewart Gov Visit 281119.docx
15. AOB	<ul style="list-style-type: none"> • 15a. High Needs Block (HNB) 2020-21.docx

Questions raised, **red**. Points agreed, **blue**. Confidential items, **pink**. Updates to supporting documents, **highlighted**.

#	AGENDA ITEM	ACTIONS
1	<p>INTRODUCTION</p> <p>1.1 BW opened the meeting at 16:00 with a warm welcome to participants.</p> <p>1.2 BW explained that the Connected School (formerly Homewood College) was inspected by Ofsted on 3rd & 4th December 2019. LC has therefore sent apologies for this meeting, which were duly accepted. Apologies were also received and accepted from DPH and TSy. SW was absent.</p> <p>1.3 The CSchool leadership team self-assessed the provision (within the SEF document) as ‘Requires Improvement’. The outcome of the Ofsted inspection is due to be published in the new year.</p> <p>1.4 BW introduced Sam Garrett, who has applied to become a Co-opted Member. Participants introduced themselves. SG explained that he is a former primary school teacher, now doing a PhD in Politics & Philosophy. SG explained that he also has experience working in mental health and as a support worker in a homeless hostel. Members agreed to appoint SG to the Management Committee, which will need to be formalised at the next meeting.</p>	

Signature.....Date.....

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	<ul style="list-style-type: none"> • Action 1.4.1 – Advise Governor Support of the appointment of SG to the Management Committee. • Action 1.4.2 – Conduct appropriate DBS checks for SG, in order to complete the appointment process. <p>1.5 There were no new declarations of interest.</p>	<p>KP</p> <p>KP</p>																																
<p>2</p>	<p>LAST MEETING MINUTES</p> <p>2.1 Approval of Minutes</p> <ul style="list-style-type: none"> • MC Members reviewed the Confidential and Redacted minutes from the last meeting on 3rd October 2019. • MC Members agreed that the Confidential and Redacted minutes were a true and accurate record of the meeting, which will need to be formalised at the next meeting. BW signed the paper copies of both the confidential and redacted minutes. <p>2.2 Matters Arising</p> <p>None identified.</p> <p>2.3 Actions</p> <ul style="list-style-type: none"> • Participants considered the following actions, which were raised at the last meeting: <p style="text-align: center;"><u>ACTION SUMMARY</u></p> <table border="1" data-bbox="288 1249 1257 1715"> <thead> <tr> <th>ITEM</th> <th>OWNER</th> <th>ACTION</th> <th>DUE DATE</th> </tr> </thead> <tbody> <tr> <td>1.5.1</td> <td>BW</td> <td>Contact Sharon Mackenzie to explore the feasibility of a single clerk servicing the Connected Hub Brighton, with a view to potentially combine governance agendas/meetings.</td> <td>5th Dec 2019</td> </tr> <tr> <td>3.1.1</td> <td>Tsf/AM</td> <td>Contact CPRU/CHub staff again to request volunteers for the Staff Member roles.</td> <td>5th Dec 2019</td> </tr> <tr> <td>3.1.2</td> <td>AM</td> <td>Leverage the forthcoming CHub Parent’s Evening, with a view to generate interest in the Parent Member role.</td> <td>11th Oct 2019</td> </tr> <tr> <td>4.1.1</td> <td>LC</td> <td>Send BH an electronic copy of the CHB School Development Plan for distribution to the Management Committee.</td> <td>5th Dec 2019</td> </tr> <tr> <td>4.2.1</td> <td>BW</td> <td>Draft a Management Committee summary response to the proposal and issue to MC Members by email for initial review, prior to submitting this on the online portal.</td> <td>18th Oct 2019</td> </tr> <tr> <td>8.1.1</td> <td>BH</td> <td>Distribute a Governor Visit template to MC Members.</td> <td>1st Nov 2019</td> </tr> <tr> <td>8.1.2</td> <td>KP</td> <td>Confirm who will be conducting the SCR checks and arrange for them to co-ordinate this with MC Members.</td> <td>5th Dec 2019</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Participants established that all actions had been completed with the following comments/exceptions: <ul style="list-style-type: none"> ○ Item 1.5.1 – Contact Sharon Mackenzie to explore the feasibility of a single clerk servicing the Connected Hub Brighton, with a view to potentially combine governance agendas/meetings. (BW) 	ITEM	OWNER	ACTION	DUE DATE	1.5.1	BW	Contact Sharon Mackenzie to explore the feasibility of a single clerk servicing the Connected Hub Brighton, with a view to potentially combine governance agendas/meetings.	5 th Dec 2019	3.1.1	Tsf/AM	Contact CPRU/CHub staff again to request volunteers for the Staff Member roles.	5 th Dec 2019	3.1.2	AM	Leverage the forthcoming CHub Parent’s Evening, with a view to generate interest in the Parent Member role.	11 th Oct 2019	4.1.1	LC	Send BH an electronic copy of the CHB School Development Plan for distribution to the Management Committee.	5 th Dec 2019	4.2.1	BW	Draft a Management Committee summary response to the proposal and issue to MC Members by email for initial review, prior to submitting this on the online portal.	18 th Oct 2019	8.1.1	BH	Distribute a Governor Visit template to MC Members.	1 st Nov 2019	8.1.2	KP	Confirm who will be conducting the SCR checks and arrange for them to co-ordinate this with MC Members.	5 th Dec 2019	
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	<p>Status – Closed: This action has been completed. BW advised that he had explored the feasibility of the existing CSchool clerk performing a dual role (or potentially to stand down so this could be recruited for), however the clerk has opted to remain in her current role.</p> <ul style="list-style-type: none"> ○ Item 3.1.1 – Contact CPRU/CHub staff again to request volunteers for the Staff Member roles. (TSf/AM) <p>Status – Closed: This action has been completed, however no members of staff at this time have expressed an interest in performing the Staff Member role. BW committed to attend a staff meeting in the Spring Term in order to share more about the Staff Member role, with a view to stimulate interest.</p> <ul style="list-style-type: none"> ○ Item 3.1.2 – Leverage the forthcoming CHub Parent’s Evening, with a view to generate interest in the Parent Member role. (AM) <p>Status – Closed: This action has been completed. AM advised that one candidate did initially express an interest and BW subsequently made contact, however they have not opted to perform the Parent Member role. This position remains open.</p> <ul style="list-style-type: none"> ○ Item 8.1.2 – Confirm who will be conducting the SCR checks and arrange for them to co-ordinate this with MC Members. (KP) <p>Status – Pending: This action is yet to be completed and KP is due to follow up on this.</p>	
<p>3</p>	<p>MEMBERSHIP/RESPONSIBILITIES</p> <p>3.1 Instrument of Government</p> <ul style="list-style-type: none"> • This item was deferred to the next meeting. <p>3.2 Senior Clerk Role</p> <ul style="list-style-type: none"> • BW explained that recruitment for the Senior Clerk to the Management Committee role is in progress – interviews have been scheduled for 6th & 11th December. • In the interim, Belle Howard, former clerk has agreed to draft meeting minutes for the Autumn Term, using recordings. <p>3.3 Staff and Parent Member Vacancies</p> <ul style="list-style-type: none"> • BW confirmed that (per the update in the section above), these positions remain vacant and efforts are ongoing to recruit for these. 	

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	<p>3.4 Connected School Governing Body Membership</p> <ul style="list-style-type: none"> • This item was deferred to the next meeting. <p>3.5 Skills Audit</p> <ul style="list-style-type: none"> • JS and SG have yet to complete the Skills Audit. • This item will be revisited once a new Senior Clerk has been appointed. 	
<p style="text-align: center;">4</p>	<p>GOVERNANCE STRUCTURES</p> <p>4.1 Frequency & Pattern Of Meetings</p> <ul style="list-style-type: none"> • BW explained that there is an ongoing pressure on the EHT and Heads of School with the number of Management Committee and Governing Body meetings that they are attending. • BW reflected that one possible solution could be to move to half-term management committee meetings and hold no Working Groups/Committees meetings moving forwards. • Participants reflected that in order for one or more Working Groups/Committees to be disbanded, individual MC Members would need to increase their areas of responsibility/oversight, with a view to conduct Link Member visits and report back at Board level. • AM suggested that another option could be to reduce the duration of Working Party/Committee meetings to 1 hour. • BW revisited an ongoing concern, particularly amongst members of the CSchool Governing Body, regarding the fact that it remains separate from the CPRU-CHub Management Committee. By combining the two governance organisations, this would significantly reduce the number of meetings that were required however there are complex legal and statutory complexities on this. • BW reflected that it is important to revisit this discussion when LC, DPH, TSy and SW are in attendance, in order to come to an agreement on next steps. <ul style="list-style-type: none"> ○ Action 4.1.1 – Raise the issue of frequency and pattern of meetings at the next CSchool FGB meeting, with a view to feedback to the CPRU-CHub Management Committee. 	<p style="text-align: center;">BW</p>
<p style="text-align: center;">5</p>	<p>WORKING GROUP & COMMITTEE UPDATE</p> <p>5.1 Introduction</p> <ul style="list-style-type: none"> • BW explained that in the absence of a clerk, the Working Group/Committee meetings have been recorded and written minutes have yet to be produced. 	

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- A verbal update detailing any important items would therefore be presented.

5.2 Resources Committee

- BW shared the following update:
 - **Resources Committee Chair/Vice Chair Elections** – JT has been appointed as Chair and JOQ has been appointed as Vice Chair.
 - **Premises Consultation** – participants received an update on the output of the consultation process.

5.3 Safeguarding Working Group

- In DPH's absence, TSf shared the following update:
 - Discussion focussed on defining the scope of safeguarding data, with a view to create a 'Pupil Vulnerability Index'.
 - This data pack will enable the working party to achieve greater oversight of the key issues and focus areas, e.g. types of traumas, agency engagement, vulnerabilities etc.
 - This is with a view to ensure that safeguarding measures are sufficiently effective and robust.
 - Trauma from bereavement is a common theme across the Central Hub for pupils and often a key trigger in children disengaging from mainstream education. Specific bereavement training for staff is therefore now needed.
 - Another key issue is that 'hidden' traumas frequently surface for pupils, which initially can be difficult to identify – it would be more helpful if mainstream schools could more fully report these issues as part of transition planning activities.
 - Safeguarding audits are scheduled and the output of this will be shared with the LA and the Management Committee.
- **BW asked – is the 'hidden' trauma issue common across the Central Hub or specific to the CPRU?** TSf confirmed that it was a common issue. AM reflected that this issue is often cohort specific and the issues are frequently complex, e.g. relating to children in care, requiring input from Social Services, supporting child protection plans, addressing challenging learning needs etc. TSf noted that CPOMS is the system of record for logging interactions with support services and incidents.

5.4 Curriculum & Performance Working Group

- BW shared the following update:
 - **Therapeutic Provision** – discussion focussed on the provision now in place across the Central Hub and a comprehensive overview was provided by Frederique Lambrakis-Haddad (Therapeutic Lead).
 - **Pupil Outcomes** – the Heads of School shared year end result data for Y11 leavers and participants reflected on how this is reported differently across the Central Hub.

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	<ul style="list-style-type: none"> • TSf explained that subsequent to the meeting, an assessment package is being developed, which will include tailored lesson plans and reporting schemes and it is expected that this will be rolled out over the next 18 months to 2 years. AM reflected that this will mean more consistency in data across the Central Hub. 	
<p style="text-align: center;">6</p>	<p>PREMISES CONSULTATION</p> <p>6.1 Outcome</p> <ul style="list-style-type: none"> • BW explained that the Premises consultation proposed the following recommendations: <ul style="list-style-type: none"> ○ Recommendation 1: Move SEMH School site from Homewood College to the Cedar Centre site on Lynchet Close. ○ Recommendation 2: Move KS3 PRU located on Dyke Road moves to the current KS1/KS2/KS4 site on Lynchet Close. ○ Recommendation 3: Move KS1 & KS2 PRU from their current site in Lynchet Close to spare accommodation located in a local primary school, thereby providing adequate space for KS3 to move onto the Lynchet Close site. • BW confirmed that the outcome of the consultation was a general agreement to recommendations 2 and 3. However, there were a number objections to relocating CSchool to Lynchet Close, primarily from the unions (UNISON, Teacher Union and NEU). • BW and LC met with John Allcock, Lead Councillor – Children, Families & Schools, Pinaki Ghoshal (Executive Director – Families, Children & Learning Services), Georgina Clarke-Green (Assistant Director for Health, SEN and Disabilities) and Gillian Churchill (Head of Capital Strategy). • BW advised that the key next step is for a CSchool Working Group to be established, including a representative pool of staff, with a view to draft plans for developing both the CSchool and Lynchet Close sites. Both plans will then be evaluated, including an assessment of cost. • BW advised that this process will include a representative of the CPRU-CHub Management Committee joining the discussion related to the CSchool proposal and a representative of the CSchool Governing Body joining the discussion related to the CPRU-CHub proposal. • BW noted that a clear end date for this evaluation process needs to be defined to enable the planning and development phase to progress. However, the Premises Working Party will not now meet until the New Year, a delay of approximately 2 months. • BW explained that a Primary Working Group is being established to consider a possible location for the Primary CPRU. Again, representatives from both CPRU-CHub Management Committee and CSchool Governing Body will be included in these discussions. 	

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	<ul style="list-style-type: none"> • JS asked – what sort of timeline do you anticipate, in terms of finalising agreement on the proposals? BW advised that he has been in touch with Edd Yeo (Project Manager from the LA), to request that the membership of both working groups, terms of references, key meeting dates and target end date be defined prior to the end of the year. Draft information has been provided for the CSchool Working Group, but this has yet to be received for the Primary Working Group. <ul style="list-style-type: none"> ○ Action 6.1.1 – Cascade the draft CSchool Working Group timelines, scope and next steps with the Management Committee. ○ Action 6.1.2 – Follow up with Edd Yeo to confirm timelines, scope and next steps for the Primary Working Group and share with the Management Committee. • SG volunteered to represent the Management Committee on the Primary Working Group. TSf indicated that he will also likely participate. • 	<p style="text-align: center;">BW</p> <p style="text-align: center;">BW/LC</p>
7	<p>CONFIDENTIAL DISCUSSION ITEM</p> <p>A confidential discussion occurred.</p>	
8	<p>EXECUTIVE HEADTEACHER UPDATE</p> <p>8.1 In the absence of LC, this item was deferred to the next meeting.</p>	
9	<p>HEAD OF SCHOOLS UPDATE – CONNECTED HUB</p> <p>9.1 AM shared the following update:</p> <ul style="list-style-type: none"> • 40 students currently on roll, 3 of which are not currently attending on site. • Outreach support is in place for these 3 students and whilst they are not attending CHub, they are completing work. • AM indicated that she is reluctant to take pupils beyond the 40 students currently on roll, due to lack of adequate space and the nature of the complex issues that the students have. 	
10	<p>HEAD OF SCHOOLS UPDATE – CONNECTED PRU</p> <p>10.1 TSf shared the following update:</p> <ul style="list-style-type: none"> • There are a relatively high proportion of students returning to CPRU from mainstream schools – 3 have returned in the last 2 weeks, of which 2 have EHCPs. • CPRU is not currently full at KS3, but staff are currently beyond capacity due to the complex needs of a number of pupils. • In Primary – of the 16 pupils on roll, 12 have EHCPs. The remaining 3 pupils are in the process of securing EHCPs. There are 2 spaces available. 	

<p>11</p>	<p>SCHOOL BUSINESS MANAGER REPORT – CONNECTED PRU/CONNECTED HUB</p> <p>11.1 Health & Safety</p> <ul style="list-style-type: none">• KP shared the following update:<ul style="list-style-type: none">○ There are some leaks at both Lynchet Close and Tilbury House, which are being dealt with. Emergency lighting has also been repaired.○ The electrical rewiring of Dyke Road is scheduled over the Christmas break.• BW asked – have the H&S Team meetings occurred? KP confirmed that they had. TSf also confirmed that the H&S Fire Risk Assessments have been completed. <p>11.2 Finance</p> <ul style="list-style-type: none">• KP shared the following update:<ul style="list-style-type: none">○ The pre-merger TCH and BHPRU bank accounts and FMC systems have now finally been closed down.○ Awaiting final confirmation of the carry forward amount from the Andy Moore at the Local Authority.○ The base funding model for CHub significantly changed in September from what was originally communicated by the LA in April, as follows:<ul style="list-style-type: none">▪ Base funding now £8,000 (originally £10,000)▪ Top up funding now £6,000 (originally £4,000) – funds to be sourced from local schools, the Virtual School etc.○ This change in approach will likely significantly impact the cash flow for the CHub as local schools tend to be inconsistent/ slower in making their payments.○ Additionally, the base funding currently relates only to 34 places, however there are currently 40 pupils on roll for CHub – further clarity is needed on how this will be funded. <p>11.3 Staffing</p> <ul style="list-style-type: none">• KP shared the following update:<ul style="list-style-type: none">○ CHub:<ul style="list-style-type: none">▪ There have been unusually high levels of staff sickness absence this term.▪ Cover resource has had to be sought and efforts have been made to minimise the extent to which agency staff have been used.▪ As a result of the pupils on roll increasing to 40, now actively recruiting a part-time TA resource.▪ There are 3 members of staff currently at Stage 1 of the sickness absence management process, where they have received a warning due to 3 instances of sickness absence in a 6 month period.	
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	<ul style="list-style-type: none"> ○ CPRU: <ul style="list-style-type: none"> ▪ 1 member of admin support staff has now been recruited. ▪ KS3 1 TA resource has resigned as they have been head-hunted to work at BACA. This role will need to temporarily be covered by supply resource pending recruitment efforts. ▪ 2 members of staff currently on long term sickness absence. ● JS asked – do you anticipate that the current sickness absence levels are likely to improve next term? KP reflected that staff are now more conscious of their absence levels. The Stage 1 conversations are designed to be very supportive and this includes occupational health referrals as needed. <p>11.4 HS2 & Serious Incident Report</p> <ul style="list-style-type: none"> ● KP shared the following update: <ul style="list-style-type: none"> ○ CPRU - There was recently a serious child biting incident at the school. An offer has been made to the impacted member of staff to pay for any required vaccinations, e.g. Hepatitis etc. <p>11.5 Site & Premises Update</p> <ul style="list-style-type: none"> ● KP shared the following update: <ul style="list-style-type: none"> ○ The boiler repairs have now been successfully completed at Tilbury House. ○ Further boiler repairs are required at the Lynchet Road and Dyke Road sites. <p>KP then left the meeting.</p>	
12	<p>EXECUTIVE HEADTEACHER PERFORMANCE MANAGEMENT</p> <p>12.1 BW advised at this was co-ordinated by JOQ and Jeff Matthews (CSchool Governor), with support from School Partnership Advisor, Paula Sargent. JOQ then shared the following update:</p> <ul style="list-style-type: none"> ● 2 performance targets were fully met, 1 target was partially met. ● Paula recommended that more challenging targets be set for 2019/20, given that LC was new to role in the prior year. ● The new agreed targets agreed with LC focus on: <ul style="list-style-type: none"> ○ Developing a more strategic vision for the Central Hub. ○ Leading staff to focus on driving process improvements. ○ Developing a broad and balanced Curriculum that adequately challenges pupils. 	

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	<ul style="list-style-type: none"> • Pay recommendation is to move LC up a pay point, following her performance in 2018-19. • The appraisal document has been signed by LC, JOQ and Jeff Matthews and a year appraisal meeting has been scheduled for September 2020. • BW explained that LC is in fact formally employed by CSchool, so they are responsible for agreeing any pay progression decisions for LC. As such, the pay recommendation has been submitted to the CSchool Governing Body for approval. • Additionally, BW explained that advice is being sought from HR on how to formalise the shared performance management oversight between the CSchool Governing Body and the CPRU-CHub Management Committee. 	
<p>13</p>	<p>MANAGEMENT COMMITTEE MEMBER VISITS</p> <p>13.1 Focus of MC Member Visits – Spring Term 2020</p> <ul style="list-style-type: none"> • Participants identified the following focus areas for MC Member visits in the Spring Term: <ul style="list-style-type: none"> ○ Bob Wall – H&S, Finance, Budget 2020/21 ○ Jerry Thomas – Scheme of Delegation, Finance Overview, SFVS ○ Julie Stewart – Admissions, Curriculum – Intent ○ Sarah Walker – Pupil Premium & Sports Grant ○ Sam Garrett – Induction/Familiarisation ○ Dion Page-Hammond & Jackie O’Toole-Quinn – Safeguarding • JT advised that he had recently completed the financial training course, led by Governor Support and has since met with KP. <p>13.2 MC Member Visit Reports</p> <ul style="list-style-type: none"> • JS directed participants to the reports from her recent introductory MC Member visits to CHub and CPRU in November. 	
<p>14</p>	<p>TRAINING & DEVELOPMENT UPDATE</p> <p>14.1 In TSY’s absence, the following items were deferred to the next meeting:</p> <ul style="list-style-type: none"> • Governor Safeguarding Training • Governor Briefing Feedback • Forthcoming training opportunities 	
<p>15</p>	<p>ANY OTHER BUSINESS</p> <p>15.1 High Needs Block – Consultation</p> <ul style="list-style-type: none"> • BW directed participants to the supporting paper titled ‘High Needs Block (HNB)’. BW then explained that the LA has been notified that additional SEN funding will be allocated from April 2020. 	

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	<ul style="list-style-type: none"> • BW clarified that the High Needs Block is the source of funding for children with SEN needs, whether they are based within mainstream schools or at specialist provisions. • AM asked – is this funding coming through from Jo Lyons, Assistant Director – Education & Skills? BW confirmed that it was and advised that the Central Hub would need to respond with its funding bid by 20th December 2020. • BW proposed that he and KP work together to review the High Needs Block paper and consolidate a responses for the Central Hub. Participants suggested that this discussion should also include LC and TSf. <ul style="list-style-type: none"> ○ Action 10.1.1 – Draft a response to the HNB funding opportunity and submit this to Education & Skills Team for review. <p>15.2 The next governance meetings are scheduled as follows:</p> <ul style="list-style-type: none"> • Resources Committee – Friday 20th March 2020 • Curriculum/Performance – Thursday 5th March 2020 • Safeguarding – Tuesday 10th March 2020 • Full Management Committee – Thursday 26th March 2020 <p>15.3 The meeting closed at 18:00.</p>	BW/LC/ TSf/KP
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ACTION SUMMARY

ITEM	OWNER	ACTION	DUE DATE
1.4.1	KP	Advise Governor Support of the appointment of SG to the Management Committee.	31 st December 2020
1.4.2	KP	Conduct appropriate DBS checks for SG, in order to complete the appointment process.	31 st December 2020
4.1.1	BW	Raise the issue of frequency and pattern of meetings at the next CSchool FGB meeting, with a view to feedback to the CPRU-CHub Management Committee.	26 th March 2020
6.1.1	BW	Cascade the draft CSchool Working Group timelines, scope and next steps with the Management Committee.	31 st December 2020
6.1.2	BC/LC	Follow up with Edd Yeo to confirm timelines, scope and next steps for the Primary Working Group and share with the Management Committee.	10 th January 2020
7.1.1	LC	Draft the SEN Point Staffing Consultation Paper, including full details of the financial model included and cascade to MC Members, with a view for them to approve electronically.	26 th March 2020
15.1	BW/LC/ TSf/KP	Draft a response to the HNB funding opportunity and submit this to Education & Skills Team for review.	20 th December 2020

Signature.....Date.....