

FULL MANAGEMENT COMMITTEE – CPRU/CHUB  
MINUTES OF MEETING

<b>MEETING OF</b>	<b>Full Management Committee – Connected PRU/Connect Hub</b>	
<b>DATE &amp; TIME</b>	Thursday 3 <sup>rd</sup> October 2019, 16:00-18:00	
<b>LOCATION</b>	BHPRU – Lynchet Close, Brighton	
<b>MEMBERS PRESENT</b>	1. Bob Wall (BW) – Chair 2. Jacqueline O’Toole-Quinn (JOQ) 3. Jerry Thomas (JT) 4. Louise Cook (LC)	5. Mike Newman (MN) 6. Tim Shelley (TSy) 7. Tracey Williams (TW)
<b>QUORUM</b>	5 (of 10) Members (50%) needed for the meeting to be quorate. <b>The meeting was quorate.</b>	
<b>OTHER ATTENDEES</b>	Karen Prout (KP), Julie Stewart (JS), Tim Self (TSf), Amanda Meier (AM)	
<b>CLERK</b>	Belle Howard (BH)	
<b>APOLOGIES</b>	None	
<b>ABSENT</b>	Dion Page-Hammond (DPH), Sarah Walker (SW)	
<b>STATUS</b>	Open	

**SUPPORTING DOCUMENTS**

AGENDA ITEM	DOCUMENT TITLE
<b>1. Introduction</b>	<ul style="list-style-type: none"> <li>• 1a. Julie Stewart BHCC Co-opted Gov Application Form Aug 18.doc</li> <li>• 1b. Declaration of Interests Form 2019.docx</li> </ul>
<b>2. Last Meeting Minutes</b>	<ul style="list-style-type: none"> <li>• 2a. [Confidential] FMC Minutes – 16<sup>th</sup> July 2019 (Pending Approval).docx</li> <li>• 2b. [Redacted] FMC Minutes – 16<sup>th</sup> July 2019 (Pending Approval).docx</li> <li>• 2c. FMC Action Log.xlsx</li> </ul>
<b>3. Membership/Responsibilities</b>	<ul style="list-style-type: none"> <li>• 3a. MC Member Skills Audit CPRU-Chub.xlsx</li> </ul>
<b>4. Executive Headteacher Update</b>	<ul style="list-style-type: none"> <li>• 4a. Central Hub Brighton Consultation Staff Version - (Final) September 2019.docx</li> <li>• 4b. Central Hub Brighton Consultation - (Final) September 2019.docx</li> <li>• 4c. CHB School Improvement Plan</li> </ul>
<b>9. Training &amp; Development Update</b>	<ul style="list-style-type: none"> <li>• 9a. Training Brochure – Sept 2019.pdf</li> <li>• 9b. Governance Journey V4.pdf</li> </ul>
<b>10. AOB</b>	<ul style="list-style-type: none"> <li>• 10. FMC, Working Group &amp; Committee Meeting Schedule - 2019-20.xlsx</li> </ul>

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

#	AGENDA ITEM	ACTIONS
<b>1</b>	<p><b>INTRODUCTION</b></p> <p>1.1 BW opened the meeting at 16:03 with a warm welcome to participants.</p> <p>1.2 No apologies were received ahead of the meeting. DPH and SW were absent.</p> <p>1.3 BW introduced Julie Stewart, who has applied to become a Co-opted Member. BW directed participants to her application form, which was distributed ahead of the meeting. JS advised that she works for the Driver Youth Trust, which is an education charity committed to improving the outcomes of young people who struggle with literacy.</p>	

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

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	<p>MC Members introduced themselves to JS and <b>approved her appointment as a Co-opted Governor.</b></p> <p>1.4 BW advised participants that MN has taken the decision to stand down from his role on the Management Committee. MN reflected on how much he had enjoyed his 6.5 year tenure on the MC, for which he was currently the longest standing member. MC Members expressed their heartfelt thanks for his service.</p> <p>MN indicated that he has committed to help identify a replacement with similar secondary school experience through his existing network.</p> <p><b>MN left the meeting at 16:09.</b></p> <p>1.5 BW advised participants that BH has taken the decision to stand down from her role as Senior Clerk to the Management Committee, following her successful appointment into a full time role at another school. BW and MC Members thanked BH for her service.</p> <p>MC Members reflected on the feasibility appointing a single clerk to cover both the CPRU/CHub Management Committee and CSchool Governing Body, possibly with a view to combine full governance meetings, either in part or hold meetings back to back. BW indicated that this approach would need to be aligned with Governor Support and committed to follow up with Sharon Mackenzie for further advice.</p> <ul style="list-style-type: none"> <li>• <b><u>Action 1.5.1</u> – 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.</b></li> </ul> <p>1.6 BW thanked JT for attending the public Premises Consultation meeting earlier in the week.</p> <p>1.7 MC Members returned completed and signed Declaration of Interest Forms to the Clerk. The following interests were reported:</p> <ul style="list-style-type: none"> <li>• <b>Amanda Meier</b> – Nil return</li> <li>• <b>Councillor Jacqueline O’Toole-Quinn</b> – Nil return</li> <li>• <b>Tim Shelley</b> – Nil return</li> <li>• <b>Julie Stewart</b> – Nil return</li> <li>• <b>Jerry Thomas</b> – Nil return</li> <li>• <b>Bob Wall</b> – I am employed occasionally by Brighton &amp; Hove Council as a SEN consultant. I am a member and chair of the Connected School (formerly Homewood College) Governing Body.</li> <li>• <b>Tracey Williams</b> – Educational Psychologist for the LA.</li> </ul>	<b>BW</b>
<b>2</b>	<p><b>LAST MEETING MINUTES</b></p> <p><b><i>2.1 Approval of Minutes</i></b></p> <ul style="list-style-type: none"> <li>• MC Members reviewed the Confidential and Redacted minutes from the last meeting on 16<sup>th</sup> July 2019.</li> </ul>	

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- MC Members agreed that the Confidential and Redacted minutes were a true and accurate representation of the meeting. BW signed the paper copies of both the confidential and redacted minutes.

**2.2 Matters Arising**

None identified.

**2.3 Actions**

Participants considered the following actions, which were raised at the last meeting:

**ACTION SUMMARY**

ITEM	OWNER	ACTION	DUE DATE
4.1.1	TSf	Present a proposal detailing an alternative approach to baselining and tracking pupil progress, (i.e. which incorporates behavioural changes) at the next C&PWG meeting.	7 <sup>th</sup> November 2019
5.1.1	BW	Draft a letter to escalate concerns related to the increased volume of high risk/need pupils being placed at the BHPRU – review and align this with DPH and TSf, prior to issuance to the LA.	3 <sup>rd</sup> October 2019
6.2.1	KP	Remove all personal staff data from each of the three budget documents and send through to BH to update One Drive.	3 <sup>rd</sup> October 2019
7.1.1	BW	Circulate the current version of the Consultation document and the consultation timeline with all members of the Management Committee.	3 <sup>rd</sup> October 2019
7.1.2	All MC Members	Where possible, Management Committee Members to attend the following consultation meetings: <ul style="list-style-type: none"> <li>• BHPRU Staff Meeting – 23<sup>rd</sup> of Sep (15:45-16:45 at BHPRU, Lynchet Close)</li> <li>• Public Consultation Meeting – 1<sup>st</sup> Oct (19:00-20:30)</li> </ul>	23 <sup>rd</sup> September 2019
7.3.1	AM	Complete a 'Declaration of Interests For Governors & Staff' form and send through to BH.	3 <sup>rd</sup> October 2019

Participants agreed that all actions were closed, with the following exceptions:

- **Item 4.1.1 – Present a proposal detailing an alternative approach to baselining and tracking pupil progress, (i.e. which incorporates behavioural changes) at the next C&PWG meeting. (TSf)**  
**Status – In Progress:** This item will be addressed at the next C&PWG meeting, which is scheduled for 7<sup>th</sup> November 2019.
- **Item 5.1.1 – Draft a letter to escalate concerns related to the increased volume of high risk/need pupils being placed at the BHPRU – review and align this with DPH and TSf, prior to issuance to the LA. (BW)**  
**Status – Pending:** BW reflected that the scope of the letter should be extended to address similar concerns across the whole of Central Hub Brighton.
- **Item 6.2.1 – Remove all personal staff data from each of the three budget documents and send through to BH to update the One Drive. (KP)**  
**Status – Pending:** This action is yet to be completed.

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	<p>Participants then considered the status of the following actions, which were raised at prior meetings:</p> <ul style="list-style-type: none"> <li>• <b>Item 2.2.1 (Autumn Term) – Skills audits/website details: members to complete the skills audit, draft a short skills profile and provide photos for both TCH &amp; BHPRU websites. (All MC Members)</b></li> </ul> <p style="margin-left: 20px;"><b>Status – Pending:</b> This action is in progress and BH is now awaiting a response from two remaining MC Members. JS also committed to complete the Skills Audit template as well.</p> <ul style="list-style-type: none"> <li>• <b>Item 10.1 (Spring Term) – Send BH an electronic copy of the Health &amp; Safety and Crisis Management Meeting Minutes, to enable distribution to the Management Committee. (KP)</b></li> </ul> <p style="margin-left: 20px;"><b>Status – Pending:</b> This action is yet to be completed.</p> <ul style="list-style-type: none"> <li>• <b>Item 15.1.1 (Spring Term) – Management Committee Members to send through details to BH of any other Governance training that they have attended (or are due to attend) (All MC Members)</b></li> </ul> <p style="margin-left: 20px;"><b>Status – Closed:</b> This action has been completed.</p>																			
<b>3</b>	<p><b>MEMBERSHIP/RESPONSIBILITIES</b></p> <p><b>3.1 Management Committee Structure</b></p> <ul style="list-style-type: none"> <li>• BW reminded participants of the discussion held in the last meeting to rebalance the MC structure, i.e. reducing the size of the committee from 17 to 13 members. The structure agreed is therefore as follows:</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="text-align: left;">ROLE</th> <th style="text-align: center;">#</th> <th style="text-align: left;">COMMENTS</th> </tr> </thead> <tbody> <tr> <td>Community Members</td> <td style="text-align: center;"><b>7</b></td> <td> <ul style="list-style-type: none"> <li>• <b>Current Members</b> - Bob Wall, Tim Shelley, Dion Page-Hammond, Jackie O’Toole-Quinn, Jerry Thomas, Julie Stewart</li> <li>• <b>1 Community Member vacancy</b></li> </ul> </td> </tr> <tr> <td>Staff Members</td> <td style="text-align: center;"><b>3</b></td> <td> <ul style="list-style-type: none"> <li>• <b>Current Member</b> – Louise Cook (Executive HT)</li> <li>• <b>2 Staff Member vacancies (ideally 1 from CPRU and 1 from CHUB).</b></li> <li>• <i>NB - Heads of School for CPRU and CHub to continue to attend committee meetings in an advisory capacity.</i></li> </ul> </td> </tr> <tr> <td>Parent Members</td> <td style="text-align: center;"><b>2</b></td> <td> <ul style="list-style-type: none"> <li>• <b>Current Member</b> – Sarah Walker (CPRU).</li> <li>• <b>1 CHub Parent Member role is currently vacant.</b></li> </ul> </td> </tr> <tr> <td>LA Members</td> <td style="text-align: center;"><b>1</b></td> <td> <ul style="list-style-type: none"> <li>• <b>Current Member</b> – Tracey Williams</li> </ul> </td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: center;"><b>13</b></td> <td></td> </tr> </tbody> </table>	ROLE	#	COMMENTS	Community Members	<b>7</b>	<ul style="list-style-type: none"> <li>• <b>Current Members</b> - Bob Wall, Tim Shelley, Dion Page-Hammond, Jackie O’Toole-Quinn, Jerry Thomas, Julie Stewart</li> <li>• <b>1 Community Member vacancy</b></li> </ul>	Staff Members	<b>3</b>	<ul style="list-style-type: none"> <li>• <b>Current Member</b> – Louise Cook (Executive HT)</li> <li>• <b>2 Staff Member vacancies (ideally 1 from CPRU and 1 from CHUB).</b></li> <li>• <i>NB - Heads of School for CPRU and CHub to continue to attend committee meetings in an advisory capacity.</i></li> </ul>	Parent Members	<b>2</b>	<ul style="list-style-type: none"> <li>• <b>Current Member</b> – Sarah Walker (CPRU).</li> <li>• <b>1 CHub Parent Member role is currently vacant.</b></li> </ul>	LA Members	<b>1</b>	<ul style="list-style-type: none"> <li>• <b>Current Member</b> – Tracey Williams</li> </ul>	<b>Total</b>	<b>13</b>		
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	<p><b>4.1 Central Hub Brighton School Development Plan</b></p> <p>LC distributed a paper copy of the first 2 pages of the CHB School Development Plan document, which participants reviewed and discussed as follows:</p> <ul style="list-style-type: none"> <li>• LC explained that the SDP is structured as follows: <ul style="list-style-type: none"> <li>○ <b>Leadership &amp; Management</b> – details 3 shared CHB objectives and priorities, related to: <ul style="list-style-type: none"> <li>▪ Review of leadership structures across CHB, with a view to look at pathways for professional development for all staff.</li> <li>▪ Review of the approach for positive touch/physical management across CHB.</li> <li>▪ Development of CHB ethos and policy schedule.</li> </ul> </li> <li>○ <b>Detailed objectives for all 4 streams of the Ofsted Framework at CPRU and CHub</b>, i.e. Quality of Education, Behaviour &amp; Attitudes, Personal Development and Leadership &amp; Management. LC explained that the focus has been upon identifying <u>priority</u> objectives which would ensure a targeted approach and would drive achievable outcomes across the year.</li> </ul> </li> <li>• <b>JOQ asked – what does positive touch and physical management look like at CHB?</b> LC explained that positive handling is often used at Primary level across CHB, usually to ensure the safety of pupils. TSf explained that CPRU is moving towards a ‘hug not hold’ positive touch approach. LC advised that the CHB policy is to use positive touch up to KS2 and not beyond. This has created some challenges for a cohort of students who have transitioned from CPRU into the CSchool (in some instances via a mainstream school). These pupils have previously been accustomed to the use of positive handling. Positive handling is seldom used at KS3 (unless absolutely necessary) and the absence of this method has been a significant change for these pupils.</li> <li>• <b>JOQ asked – how will an ambitious curriculum be achieved?</b> TSf noted that many pupils who join CPRU are unable to cope with mainstream classes. In this context, an ambitious curriculum is achieved by having a very clear intent, which incorporates trauma informed practice. TSf clarified that the nature of a PRU means that a full KS2/KS3 curriculum cannot be covered, but a skills based curriculum can be. AM agreed and advised that it is important to be ambitious for what pupils can achieve.</li> <li>• <b>BW asked – will this 2 page SDP document be included on the website?</b> LC confirmed that it would be and noted that the abbreviation ‘PA’ would be amended to ‘Persistent Absence’.</li> <li>• <b>Action 4.1.1 – Send BH an electronic copy of the CHB School Development Plan for distribution to the Management Committee.</b></li> </ul>	<p>LC</p>
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**4.2 Premises Consultation Process**

- BW advised that the MC needed to agree a response to the Premises Consultation proposal by the closing date of the consultation which is **Sunday 20th October 2019**. An online portal is currently live and is consolidating responses from parents, staff, the wider school community and the public.
- LC advised that 2 consultation meetings with staff have now been held and shared the following update:
  - A number of CSchool staff have expressed a strong preference for remaining based at the existing Queensdown School Road site, primarily due to their belief that during a previous 2013 consultation process, it was ‘promised’ that they would remain at that site.
  - A small number of staff have been very vocal and raised a number of concerns related to parking, access to outside space and the suitability of the new site for the number of pupils etc.
  - Questions are being responded in a proactive and timely manner, with support and input from the LA.
- AM advised that as the proposal does not significantly impact CHub staff, a limited number of questions have been raised by CHub staff. Questions raised primarily related to equality of pay, however this is outside the scope of the consultation. Questions were raised related to existing CHub onsite issues, for which funding has not been allocated in the proposal, e.g. to repair a broken boiler. For the most part, as CHub staff are not at risk of being displaced/relocated, there has not been any notable concern or objection to the proposal.
- TSf indicated that KS3 CPRU staff have been enthusiastic about the proposal given the pressing need to move from the Dyke Road site. KS2 CPRU staff are also enthusiastic in relation to a co-located setting because they feel it will enable the KS2 provision from the CPRU to feel more like a mainstream school and generally inclusive. KS3/4 CPRU staff have also not expressed any significant concerns – they already have a good understanding of the nature of pupils needs and are excited about the scope of the new facilities being proposed.
- BW reflected on the recent CSchool FGB meeting, where a range of views were expressed by the governing body. BW shared the following:
  - Until very recently, there has been a vacancy for a Staff Governor and this has limited the opportunity for staff concerns to be voiced directly to the governing body.
  - Some Governors have raised concerns about the level of funding being spent on the CSchool provision in comparison with the CPRU.

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	<ul style="list-style-type: none"><li>○ Questions raised include: ‘has an analysis been conducted to explore the relative impact of spending the money on the alternative sites for the CSchool?’ and ‘have other sites been considered?’</li><li>○ Some CSchool Governors are enthusiastic to relocate to a new site as it will afford a fresh start.</li><li>○ BW will be drafting a document to consolidate all of the comments from CSchool Governors.</li><li>● JT reflected on the Public Consultation meeting, at which a couple members of the public were in attendance, along with 6-7 Governors from Hartford Junior School. JT shared the following update:<ul style="list-style-type: none"><li>○ Some concern was raised regarding the potential increase to local volumes of traffic in the Lynchet Close area.</li><li>○ There was some concerns raised related to possibility of increased anti-social behaviour from pupils early in the morning (when pupils from Hartford Junior School may be arriving), however, after further discussion it became clear that this perception had arisen from a misunderstanding.</li><li>○ Questions were well answered by Gillian Churchill (Head of Capital Strategy &amp; Development Planning) and Georgina Clarke-Green (Assistant Director for Health, SEN and Disabilities), who were in attendance.</li><li>○ One member of the public asked ‘does this proposal facilitate social engineering, through further depriving the area of access to good schools?’ The was strong disagreement against this suggestion, particularly given that many local parents are choosing to send their children to Downs Infants/Juniors and Balfour Primary, which are known for being good schools.</li><li>○ Hartford Junior School staff queried the potential impact to their school.</li></ul></li><li>● BW invited further comment/input from the Management Committee and the following discussion occurred:<ul style="list-style-type: none"><li>○ TW considered that on one hand, she may have some concerns about placing so many SEMH pupils into one site, however on reflection, this is outweighed by the opportunity to deliver a broader provision, with greater flexibility in the curriculum etc. As such, TW indicated that she feels confident that the proposal provides the best solution, when taking all factors into consideration.</li></ul></li></ul>	
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	<ul style="list-style-type: none"><li>○ <b>BW asked – how many pupils are currently on roll at CPRU?</b> TSf advised that there are 36 FTE pupil places based at Lynchet Close and 18 FTE pupil places based at Dyke Road. BW also noted that the proposal may also enable CHB to extend the age range of its pupils from 5 to 19.</li><li>○ JOQ expressed her full support of the proposed approach.</li><li>○ TSy also confirmed his support, particularly given the extensive work that has already been done to explore alternative options. There are however challenges, e.g. ensuring staff engagement and minimising impact to the local infrastructure etc. However, one solution could be to extend the bus network in the local area, which in turn would benefit the local community too.</li><li>○ JS noted that it would be very helpful for MC Members to complete CHB site visits in order to better understand the scope of the proposal. LC also recommended that all Management Committee Members visit the Cedar Centre.</li><li>○ <b>TW asked – will there be some fluidity of movement across the CHB for staff?</b> LC confirmed that there would be for both staff and pupils.</li><li>○ BW reflected that the proposal will enable a dynamic and iterative approach to designing and developing each of the CHB sites, based upon the needs of the schools and available funding.</li><li>● BW then restated the consultation questions, as detailed at the end of the Premises Proposal Consultation document, with a view to capturing the following MC responses:<ul style="list-style-type: none"><li>○ <b>Question 1:</b> <i>“Following above recommendation to move SEMH School site from Homewood College to the Cedar Centre site on Lynchet Close. Please comment...”</i> – MC Members confirmed their agreement with this proposal, though noted that this will result in placing a larger number of SEMH pupils on a single site and in turn may create some transport/infrastructure challenges which will need to be addressed.</li><li>○ <b>Question 2:</b> <i>“Following above recommendation to move KS3 PRU located on Dyke Road moves to the current KS1, 2 and 4 site on Lynchet Close. Please comment...”</i> – MC Members confirmed their agreement with this proposal, particularly given that the current Dyke Road site is not fit for purpose. Additionally, members agreed that having KS3 and KS4 on the same site, will enable a richer/broader curriculum offering for pupils.</li></ul></li></ul>	
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	<ul style="list-style-type: none"><li>○ <b>Questions 3:</b> <i>“Following above recommendation to move KS1 and 2 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. Please comment...”</i> – MC Members confirmed their agreement with this proposal, subject to the requirement being met that any local primary school identified is located relatively close by in order that rapid support can be offered by CPRU staff if necessary. MC Members also noted the need to ensure comprehensive planning and preparation ahead of the transition.</li><li>● BW then summarised key areas that need to be included in the Management Committee response, as output of the Premises Consultation:<ul style="list-style-type: none"><li>○ The increased number of SEMH young people on site at Lynchet Close will need to be managed carefully.</li><li>○ The importance of ensuring that the development process is not rushed and that adequate time is allocated for planning.</li><li>○ The need to ensure that adequate provision is put in place to improve the local transport infrastructure, particularly with regards to the bus network.</li><li>○ The critical need to identify a local primary school that is located sufficiently close to the Lynchet Close area to accommodate the KS2 CPRU provision, in order to ensure that it can be managed effectively.</li></ul></li><li>● <b>Action 4.2.1</b> – 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.</li></ul> <p><b>4.3 Merger Update</b></p> <ul style="list-style-type: none"><li>● LC expressed thanks to Gavin Thorpe for all the work he did over the summer to complete the IT transition/set up process.</li><li>● LC confirmed that CPRU-CHub is now operating under a single DfE number.</li><li>● An Ofsted inspection is not expected this school year.</li></ul>	<p style="text-align: center;"><b>BW</b></p>
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<b>5</b>	<p><b>HEAD OF SCHOOLS UPDATE – CONNECTED HUB</b></p> <p>5.1 AM directed participants to the CHub Heads Report documents, which were distributed ahead of the meeting and shared the following update:</p> <ul style="list-style-type: none"> <li>• AM advised that she has had a fairly smooth start to her new role as Head of School for the Connected Hub.</li> <li>• The new cohort have settled in well, with generally good levels of attendance (approximately 10% higher than in the prior year).</li> <li>• There are currently 39 pupils on roll. 1 pupil has not been attending and some complex home issues have been noted.</li> <li>• The mix of pupils is however, relatively complex: <ul style="list-style-type: none"> <li>○ 8-9 pupils are either Looked After Children (LAC), have a Special Guardianship Order (SGO) or are privately fostered.</li> <li>○ 6 pupils have EHCPs (Education, Health and Care Plan).</li> </ul> </li> <li>• The issues with the boiler are being looked at and there is also a problem with a leaky roof.</li> <li>• Some ICT issues are outstanding, which have been caused as a result of the merger.</li> </ul> <p><b>5.2 Confidential Discussion Item</b></p> <p style="color: magenta;"><b>This section of the minutes has been removed due to confidentiality.</b></p> <p><b>5.3 LC thanked AM for her contribution and particularly noted how well she has settled into her new role.</b></p>	
<b>6</b>	<p><b>HEAD OF SCHOOLS UPDATE – CONNECTED PRU</b></p> <p>6.1 TSf shared the following update:</p> <ul style="list-style-type: none"> <li>• There are currently 4 Primary spaces at CPRU. The LA has been trying to fill these spaces with EHCP pupils, however CPRU is currently full for EHCP places. The pupils concerned are particularly young (in Y1 and Y2) and have struggled to settle in mainstream schools.</li> <li>• TSf expressed particular concern about accepting pupils so young, as it would be very difficult to reintegrate them into a mainstream school again.</li> <li>• There are a few places in KS3, which should enable the preferred ‘revolving door’ approach to be practiced, whereby pupils complete a 12 week placement prior to being transitioned back into a mainstream school, over an 8 week period.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• KS4 is currently oversubscribed. Recent Behavioural Attendance Partnership (BAP) meetings have focussed on a number of mainstream senior schools who are keen to transition those pupils they expect to negatively impact their GCSE results.</li> <li>• <b>Staffing Update:</b> <ul style="list-style-type: none"> <li>○ The teacher in charge of KS3 site/provision (Food/PSHE/PE) has resigned, having successfully secured a role at the Fire Service. TSf indicated that he had agreed an early release of the contract so that she could take up her training place with the Fire Service. A replacement has been identified, but they are not due to start until mid-November. TSf and (where possible) supply resource will provide cover in the interim.</li> <li>○ There are 4 new members of staff in KS4.</li> </ul> </li> </ul>	
<b>7</b>	<p><b>SCHOOL BUSINESS MANAGER REPORT – CONNECTED PRU/CONNECTED HUB</b></p> <p>7.1 KP shared the following update:</p> <ul style="list-style-type: none"> <li>• <b>Health &amp; Safety:</b> <ul style="list-style-type: none"> <li>○ <b>1 x HS2 Incident</b> – a pupil fell down the stairs.</li> <li>○ <b>2 x HS3 Incidents:</b> <ul style="list-style-type: none"> <li>▪ KS3 pupil involved in an assault.</li> <li>▪ Primary pupil involved in a biting incident.</li> </ul> </li> <li>○ <b>H&amp;S Briefing</b> - TSy and LC recently attended this briefing for HTs and Governors, which follows on from the 2018 incident at Blatchington Mill School, where a caretaker died following a fall from a ladder. The session focussed upon business use liability insurance for schools.</li> <li>○ LC has subsequently been considering a range of H&amp;S issues as a result, including the speed that the mini-bus is driven around in the CSchool carpark as well as how the carpark is used generally.</li> <li>○ <b>Fire Risk Assessments</b> – these are being done within the next 2 weeks, where by the LA will conduct a site visit to complete fire safety compliance checks.</li> </ul> </li> <li>• <b>Finance:</b> <ul style="list-style-type: none"> <li>○ CPRU and CHub have a healthy surplus carry forward in their 5/12 budgets (April-August), <u>each</u> totalling £30K.</li> <li>○ A combined 7/12 budget (September-March) is now in effect for CPRU-CHub and a number of transition tasks have now been completed, e.g. merged bank accounts, SIMS (School Information Management System) setup etc.</li> </ul> </li> <li>• <b>Staffing:</b> <ul style="list-style-type: none"> <li>○ Recruitment in progress to close an open Primary TA role.</li> <li>○ The Site Manager is in the process of retiring and has reduced his hours down to 2 days per week. He has extensive knowledge of the Dyke Road site, which TSf is keen to retain. This is being supplemented by an additional resource who provides maintenance support for 3 hours per day.</li> </ul> </li> </ul>	

FULL MANAGEMENT COMMITTEE – CPRU/CHUB  
MINUTES OF MEETING

	<ul style="list-style-type: none"> <li>○ The current H&amp;S Union Rep resource is responsible KS4 admin, Finance and Exams. KP is exploring the feasibility of this resource also taking over the administration element of the current Site Manager role.</li> <li>○ Additionally, there are two members of staff who have SBM experience, one based at Dyke Road and one at CHub. KP would like these resources to take over Finance oversight for CHB.</li> </ul> <ul style="list-style-type: none"> <li>● <b>Site &amp; Premises:</b> <ul style="list-style-type: none"> <li>○ There was an attempted break in at the Dyke Road site earlier this week.</li> </ul> </li> </ul> <p><b>7.2 LC expressed thanks to KP and TSf for their significant work in co-ordinating the merger transition process.</b></p>	
<p><b>8</b></p>	<p><b>MANAGEMENT COMMITTEE MEMBER VISITS</b></p> <p>8.1 BW encouraged MC Members to conduct visits this school year. The following discussion occurred:</p> <ul style="list-style-type: none"> <li>● BW explained that it is important to ensure these visits have a clear focus and ideally a visit report should be created as output of this visit. <ul style="list-style-type: none"> <li>○ <b><u>Action 8.1.1</u> – Distribute a Governor Visit template to MC Members.</b></li> </ul> </li> <li>● TW suggested that it would also be helpful to have a clearly defined plan of visits for the year. <i>MC Members agreed to discuss this at the next meeting.</i></li> <li>● LC noted that the Single Central Record (SCR) needs to be updated and advised that MC Members will need to bring in ID documents, e.g. passport, driving licence etc. to support this validation process. <ul style="list-style-type: none"> <li>○ <b><u>Action 8.1.2</u> – Confirm who will be conducting the SCR checks and arrange for them to co-ordinate this with MC Members.</b></li> </ul> </li> </ul>	<p style="text-align: center;"><b>BH</b></p> <p style="text-align: center;"><b>KP</b></p>
<p><b>9</b></p>	<p><b>TRAINING &amp; DEVELOPMENT UPDATE</b></p> <p>9.1 The following discussion occurred:</p> <ul style="list-style-type: none"> <li>● JOQ advised that she is scheduled to attend a Safeguarding Training Course.</li> <li>● TSy encouraged MC Members to attend the Governance Briefings sessions, which are delivered by Governor Support.</li> </ul>	
<p><b>10</b></p>	<p><b>ANY OTHER BUSINESS</b></p> <p><b><i>10.1 EHT Appraisal Panel</i></b></p> <ul style="list-style-type: none"> <li>● BW explained that MN was previously on the EHT Appraisal Panel, along with Jeff Matthews, who is a Governor for CSchool.</li> </ul>	

FULL MANAGEMENT COMMITTEE – CPRU/CHUB  
MINUTES OF MEETING

	<ul style="list-style-type: none"> <li>• Following MN’s resignation, there is currently a vacancy for this role. BW advised that the appraisal has yet to be scheduled, though this will need to be completed by the end of December.</li> <li>• BW explained that training is available and the role is supported by the School Partnership Advisor, Paula Sargent from the LA.</li> <li>• <a href="#">JOQ agreed to join the EHT Appraisal Panel.</a></li> </ul> <p>10.2 FMC meetings are scheduled as follows this year:</p> <ul style="list-style-type: none"> <li>• <b>Autumn</b> – Thursday 5<sup>th</sup> December 2019, 16:00-18:00</li> <li>• <b>Spring</b> – Thursday 26<sup>th</sup> March 2020, 16:00-18:00</li> <li>• <b>Summer</b> – Thursday 2<sup>nd</sup> July 2020, 16:00-18:00</li> </ul> <p><b>10.3 The meeting closed at 18:00.</b></p>	
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**ACTION SUMMARY**

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 <sup>th</sup> Dec 2019
3.1.1	TSf/AM	Contact CPRU/CHub staff again to request volunteers for the Staff Member roles.	5 <sup>th</sup> 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 <sup>th</sup> Oct 2019
4.1.1	LC	Send BH an electronic copy of the CHB School Development Plan for distribution to the Management Committee.	5 <sup>th</sup> 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 <sup>th</sup> Oct 2019
8.1.1	BH	Distribute a Governor Visit template to MC Members.	1 <sup>st</sup> 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 <sup>th</sup> Dec 2019

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