

**HOMEWOOD COLLEGE
GOVERNING BODY**

Meeting of:	Full Governing Body
Date/Time:	22nd February 2021 4pm
Location:	Virtual – MS Teams – BW Host
Distribution:	Full Governing Body, K Schofield, K Prout
Quorum	Half the numbers of the governors in post were required for decisions to be binding.
Present:	Governors (voting) Rachel Carter (RC) from 4.45 Bob Wall (BW) Chair of Governors Luke Burstow (LB) Louise Cook (LC) Executive Headteacher Jeffrey Matthews (JM) Sue Shanks (SS) – till 4.35 Ruth Turner-Murrell (RTM) Other (non-voting) Karen Prout (KP) School Business Manager

MINUTES

	DISCUSSION and DECISION	ACTION
1	<p>WELCOME, INTRODUCTIONS, APOLOGIES and DECLARATION OF INTEREST BW opened the meeting and gave a warm welcome to the new parent governor. Interests declared when invited were: RTM – works for East Sussex County Council LB - spouse was head of a local special school LC is the executive headteacher. It was agreed all governors could take full part throughout. It was noted the Clerk to Governors had been unable to attend and a substitute was had not been available. The meeting was therefore not clerked but an audio recording was agreed.</p>	#
2	<p>MINUTES OF LAST MEETING MATTERS ARISING Papers: Minutes Resources 21.10.20; Minutes FGB 26.11.20 2.1 The minutes 21.10.20 were agreed to be an accurate records and approved for signature accordingly. Did the staff welfare group take off? LC it has not started yet. No further matters were raised. 2.2 The minutes 26.11.20 were agreed to be an accurate record and approved for signature accordingly. No further matters were raised. Discussion turned to item 4.</p>	# BW BW
3	<p>CHAIR’S REPORT (BW) Late paper: Chair’s report; RTM application and skills audit.</p>	

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	<p>RC arrives 4.42</p> <p>3.1 The report included a recap of the informal meeting of governors on 25th January where updates relating to Covid, the premises, Senior Leadership positions, safeguarding, SFVS, SEND sufficiency, Strategy board meeting had been received. No recommendations had been made. Governors would be involved in the appointment process for the Head of School post.</p> <p>3.2 LC informed the predicted surplus 2021/21 would be likely to be spent on a teaching assistant.</p> <p>3.3 Covid Testing was continuing. It would be preferable to have home tests. We are prepared for more anxiety upon the full return in March. How are the students? A mixture, some struggled to come. It will be hard for those who have not been in. Have you had a proper break over the half-term? Yes. Vaccinations. Can your staff be vaccinated, as carers? LC no. A governor would follow this up as in other counties this had been possible.</p> <p>3.4 Safeguarding and attendance re Covid. A governor informed an addendum to the policy was being put forward and this would be covered later.</p> <p>3.5 Staffing LC updated re Senior leadership team position. Governors noted the agreed processes were being used if required and safeguarding attendance and welfare would still be covered although this was yet to be finalised. Funds for relocation package for the head of school post and advertising costs would be financed by the local authority. What has been the impact? It has shown that across the organisation it is stronger. The communications have been good. Staff have pulled together. A governor reported on wellbeing and confirmed that governors were supporting and the school had and would bring up concerns. RC attended the secondary chairs meeting in the autumn.</p> <p>3.6 Governance structure for the Hub</p> <ul style="list-style-type: none"> • There had been no movement. • The SLA was needed to enable further consideration and was awaited. Discussion surrounded how to speed matters and although it had been raised at the Strategy Board concern was raised about the efficacy of ad hoc email chasers. BW would take forward. • A slight concern over the potentially big group of governors was raised. • RTM would join the safeguarding working group. <p>3.7 Ofsted/School improvement</p>	<p>FGB</p> <p>BW ALL</p> <p>JM</p>

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	<p>Are the issues they raised being addressed as much as possible in the circumstances? Are you able to look at this more in summer? Are Ofsted likely to inspect re current provision for students? LC: the school partnership advisor and I have discussed this and also considered the useful information received from a governor. The focus would still be on attendance, literacy and students being ready to learn. We are mindful of workload and we have not had much time since the previous Ofsted. Homewood staff have been very accommodating. Ofsted and the school development plan are still very much on our mind but it would help to go through the school development plan.</p> <p>In discussion governors felt there was a need to be moving beyond Covid now and looking to have business as usual in place in September, so an update against the main findings of the Ofsted report would be useful, a short report including where progress was not being made and what we can do to support. LC confirmed that would be possible and she could draw on the SEF and the school plan. It was agreed that LC would provide a report on progress against the Ofsted (December 2019) Key Issues for the FGB meeting on 24th March 2021.</p> <p>LC informed we have a national leader for education from a school in Leicester, the funding came from Covid. We want to keep that going. We have a national leader for education beyond Covid. We are thinking about it. It will be useful for a governor to join one of those meetings. LC will advise when they are. Agenda were still being set. Discussion turned to item 8.</p>	<p>LC</p> <p>LC</p>
4	<p>BUDGET MONITORING 2020/21 (KP) Budget Outturn Papers: Budget monitoring month 10 – 12.2.21 BW confirmed that he had checked, by sampling some figures, the chart of accounts pdf figures agreed with the budget monitoring financial monitoring system. Chart of Accounts COA</p> <p>KP was invited to comment and took questions.</p> <ul style="list-style-type: none"> • The surplus projection was £3k. • A further 10 laptops across the Hub had been purchased and were to be distributed to the most needed. The DfE had also provided some equipment. LC reassured they had not held back and that they had double checked with parents that pupils were getting everything they need. <p>Are any changes expected? KP no, apart from some more income to support the Head of School</p> <p>Governors commented that in comparison with recent years this was a much better position. They wanted to ensure the school was supporting pupils who were home learning and that if there was money to spend on them they should.</p> <p>What has made the difference [to the budget]? Is it better financial control? KP said it is a number of factors e.g. not replacing like for like, not using agency, the staffing restructure, being strict with people when</p>	

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	<p>asking for things to make sure they are needed. Managing resources not just staffing and contracting across the Hub. LC confirmed seeing the benefits of e.g. the photocopying contract and the restructure. Staff sickness had reduced.</p> <p>Is the licensed deficit affected by the better position this year? KP year 3 is the more difficult one, when staffing will change re the move. Putting it into place at the moment is not easy at the moment. We do not know how many pupils will be commissioned.</p> <p>When is the licensed deficit in place till? KP 2022.</p> <p>There were no further questions and the papers were accepted. Discussion turned to item 7.</p>	
5	<p>SFVS (BW/KP) Papers: SFVS draft 2020/2021; Update on Audit action points 8.1.21 No further papers were presented.</p> <p style="text-align: center;">❖ SFVS was approved as presented.</p> <p>The audit action point document was accepted. BW would follow up on the remaining two items in Jan 2022. Discussion turned to item 11.</p>	<p>BW</p> <p>BW</p>
6	<p>PREMISES UPDATE (LC) Premises LC reported on an update from Gillian Churchill and the local authority Architect. Interested parties, included children would be visiting the site. The needs would then be refreshed and more drawings would be made. This is expected in March 21. The estimated date to move is not before September 2022.</p> <p>Will you get a project manager to liaise between the school and the developers? KP: it will probably be me. A governor informed the local authority would have quite a collaborative arrangement but the headteacher/SBM would need to monitor closely.</p> <p>In discussion JM agreed to keep a watching brief and report back to the governing body regarding the premises and requests to join LC on one of the visits to the new site. LC and JM would liaise. Governors offered to support LC with attending relevant meetings.</p> <p>Discussion returned to item 3.</p>	<p>LC JM</p>
7	<p>DRAFT BUDGET 2021/22 Presentation (KP/LC) LA Commissioning Assumptions Options Input from linked governors/budget related areas Identify any further work before formal approval</p> <p>7.1 KP tabled the 3 year budget summary. These showed predicted surplus at the end of year 1 (2021/22) and the following two years were projected to be £22k surplus, £23k surplus and £4k surplus. KP was invited to comment and took questions.</p> <ul style="list-style-type: none"> The budget was based on what we have at the moment e.g. the one to one funding is based on present pupils. <p>How will the building move affect premises and caretaking in years 2</p>	

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	<p>and 3? The local authority would be liable for those. She had already checked re the Cedar Centre and the local authority had confirmed it was their responsibility.</p> <p>Will the maintenance be less following the new build? We are expecting that to be the case.</p> <p>Are there any plans re premises staff? We have recruited to post. The house is now vacant and the local authority has cleaned through. The upkeep for the current year is the responsibility of the school.</p> <p>What alternative uses are possible for the house? The options and difficulties were then outlined by KP and LC.</p> <p>In year 3 there is a deficit over the year. Is it rising costs whilst income remains static? I have not yet looked at these – staffing may be a factor and I am more cautious with forecasting increases in income. LC added we should be getting more of the benefits of scale in year 3.</p> <p>7.2 KP formally informed governors of the amount of the funding for noting in the minutes. Funding was to be: top up funding £733,384; base funding £481,666; total £1,215,051.</p> <p>Governors were in agreement with the draft budget being forwarded to the local authority as presented. The papers re formula income, pupil premium, services to schools, contracts and staffing changes had not been received.</p> <p>7.3 KP had raised other issues</p> <ul style="list-style-type: none"> • A further teacher had been taken on because of a rise in commissioned places. <p>Is it a permanent position? Yes</p> <p>Are the commissioned numbers increasing? LC yes, we are gradually going up to 60. We are now up to 49, potentially 50 from September so need another class.</p> <ul style="list-style-type: none"> • Extended day money had not been included although we had received £15k. KP was checking with the local authority whether this was coming and what it was being used for. LC informed that the amount may be higher. • The budget included the new Head of School being appointed. • The staffing restructure had been taken into account. <p>Why is the NHS giving the school £29k a year? This was originally to fund a therapist. The funding is being reviewed. It may go via the local authority.</p> <p>We are including it for another 2 years? Yes.</p> <p>LC added £100k was coming from the local authority for the intervention grant. This has been very useful and we use it well. An impact statement on this and the £60k agency prevention funding had to be sent to the local authority.</p> <p>Governors commented the budget was a lot healthier but there were a lot of unknowns for the future.</p> <p>SS left 16.35</p>	BW

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	Discussion turned to item 6	
8	<p>GOVERNOR REPORTS Paper: Safeguarding report; Safeguarding and child protection Covid addendum; Safeguarding and Child protection policy Sept 2019</p> <p>8.1 Safeguarding and attendance LC was invited to comment on the issues to be followed up from the previous report. It was clear the school had taken action and each item was covered to governors' satisfaction.</p> <p style="color: red;">Who raises that that the school cannot give support at the current levels at multidisciplinary meetings? We do. Are you still looking at ~50% attendance? LC informed it was about 80% of those that are attending. A governor commented that the key worker system was very important in keeping up-to-date with the children and LC agreed giving staff more 'ownership' of particular children had been a positive move. The report was accepted.</p> <p style="padding-left: 40px;">❖ The Child Protection/safeguarding addendum and Policy were approved as presented subject to amending the name of the link governor and finalising the sections on page 38 and 39.</p> <p>8.2 Health and Safety This item was not taken</p>	LC #
9	<p>STAFFING (may be Confidential) This item was taken at point 3.5</p>	
10	<p>POLICIES and DOCUMENTS for approval Papers: Remote learning policy; Capability procedure; Children with health needs who cannot attend school policy.</p> <p>10.1 The Remote learning policy was noted. 10.2 Capability policy ❖ The Capability procedure was approved as presented. It was the local authority model policy and remained unchanged. 10.3 Children with health needs ❖ The Children with health needs who cannot attend school policy was approved as presented. Discussion turned to item 5</p>	# #
11	<p>GOVERNOR MONITORING General discussion and agree plan of work</p> <ul style="list-style-type: none"> • BW would liaise with KP re pupil premium impact scrutiny and report back to the governing body. • LC informed the admissions policy had now been written and governors agreed they supported LC's position and would write to the local authority in support when needed. 	BW
12	<p>REFLECTION AND ANY OTHER URGENT BUSINESS</p> <ul style="list-style-type: none"> • Thanks were passed to RTM for joining the governing body. 	

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	<p>They had been trying to recruit from the parental body for some time.</p> <ul style="list-style-type: none"> Governors wished their appreciation be passed on to staff for all their hard work. <p>The next meeting would be jointly with the Management Committee on 24th March 2021</p> <p>There being no further business, the meeting closed 5.30.</p>	

Action point summaries

Resources 21.10.20			
Item	Owner	Action	Due by
#	JJ	Take admin action	21.11.20
16, 12, 11,10, 6.2,6.3, 5.4	BW	Review items not taken and take forward if required	5.11.20
5.3	BW	Contact FJ	5.11.20
5.1	LC (KP)	Follow up the FMS control data and inform governors and JJ	5.11.20
3.1	LC	Forward exit template to RC Check options re caretaker house and inform governors	5.11.20

Item	Owner	Action	Due by (Updated 26.11.20)
13.5.20			
3.2.3	BW	Review pupil premium spending <i>(and Catch up/Covid)</i>	<i>(Jan 21)</i>
5.2	BW	outstanding actions from previous meetings: Progress policy reviews – update due July 20 Health and Safety policy – report due and policy update	
7	LC KS	Check /update risk register when possible	<i>(Jan 21)</i>
9.7.20			
4.2	BW	Audit/SFVS – review audit actions for future meeting agenda (from 23.3.20)	<i>(Jan 21)</i>
8	BW JJ	Further investigation of governance model to include resolving difficulties identified JJ	Ongoing
23.9.20			
9	BW	Liaise with governors, allocate roles, confirm arrangements, update JJ	ASAP
10	BW LC	Follow up re completion annual declarations Complete interest declaration process with authorisers.	
26.11.20			
2.2	BW RC	SFVS undertake review, liaise KP and provide documents. + Dashboard for discussion at or report to FGB	10.1.21

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2.2	BW	Take action re governor/staff interests	EOT
3	BW JJ	Liaise re any issues	
4.1	BW	Circulate strategy board minutes	When received
4.4,	BW	Take action re items not taken: 4.5, 4.6 5.2 5.4 9.1 9.2 10.1	
5.3	BW & KP	Follow up and circulate correct budget monitoring 3 of 6	
7.2 + 7.3 4.3	BW	Follow up re workings of SWG and CWG	
7.4	JM LC	Report back from follow up on safeguarding queries Liaise JJ re governor approval of policies	<i>Jan 21?</i>
11.1	BW/GB	Liaise re meeting dates	EOT
11.3	BW LB	Ensure GB agree and aware of strategic plans and momentum re School improvement as appropriate to circumstances	
FGB 22.2.21			
2.1 2.2	BW	Follow up outstanding actions/ update action summaries	
3.2	BW LC	Ensure GB approval to staffing structure change	
3.6	BW All	Ensure understanding of issues and undertake planning work as necessary re closer working with Management Committee. Liaise JJ.	
3.6	Chair SWG RTM JM?	Induction to SWG.	
3.7	LC	Involve governor in a meeting with national leader– liaise re dates	
5	BW Kp	'Sign' SFVS, get sent to local authority. Follow up any outstanding actions	
6	JM	Report back on premises developments	
7	BW	Follow up any other docs needed	
8.1	LC	Make the amendments to policy. Send copy to JJ	
11	BW	Report back re pupil premium impact and premium spending plans	

Signature authorised at meeting 24.3.21