

**HOMEWOOD COLLEGE
GOVERNING BODY**

Meeting of:	Full Governing Body
Date/Time:	26 th November 2020 4pm
Location:	Virtual – MS Teams – JJ Host
Distribution:	Full Governing Body, K Schofield, K Prout, website
Quorum	4 governors. The meeting was quorate throughout. Decisions were binding.
Present:	Governors (voting) Luke Burstow (LB) Rachel Carter (RC) Louise Cook (LC) Executive Headteacher Jeff Matthews (JM) Sue Shanks (SS) from 16.33 Bob Wall (BW) Chair of Governors Other (non-voting) Janet Johnson (JJ) Clerk to Governors Karen Prout (KP) School Business Manager
Apologies:	Jo Adams (JA) - accepted

MINUTES

	DISCUSSION AND DECISION	ACTION
1	WELCOME, APOLOGIES and DECLARATION OF INTEREST BW opened the meeting and apologies were considered. No new declarations of interest were made.	
2	MINUTES OF LAST MEETING MATTERS ARISING Papers: Minutes part 1 and part 2 (confidential) minutes 23.9.20 2.1 Minutes Both sets of minutes were agreed to be an accurate record and signature authorised accordingly. 2.2 Matters arising <ul style="list-style-type: none"> • Pupil premium spending review was agreed to be carried out by BW and KP for report at next meeting. • BW would review the risk register with the school. • RC BW and KP would undertake the SFVS. • LB had attended the headteacher performance management training. No recommendations for change in governing body procedures were suggested. • JJ gave an update on the outstanding annual declarations. The action list was updated and there were no other matters arising.	BW KP BW RC BW KP
3	VICE CHAIR In the absence of any nominations it was agreed to defer the item. A	

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	<p>governor suggested that there may be a possible candidate late in the spring term. JJ stated that the absence of a Vice Chair was affecting the efficiency of the governing body.</p>	BW JJ
4	<p>CHAIR's REPORT Papers: Chair's report; school partnership advisor attendance report; specimen governor visit policy; notes from training on governors' monitoring during covid-19.</p> <p>BW's report had already been circulated and he now talked through this, drawing attention to some items which prompted further discussion.</p> <p>4.1 BW had continued to keep in contact with the school and the report outlined the negative impact on morale as a result of the ongoing covid situation, current cohort and significant difficulties in maintaining staffing levels. Understanding and support from governors was sought and LC was invited to comment.</p> <p>LC gave further detail regarding the issues and actions taken in response. The latter included:</p> <ul style="list-style-type: none"> • She was now spending the majority of time at Homewood herself, supporting and leading the day-to-day running of the school. • Appointing two members of staff to senior leadership on a temporary basis till Christmas. • The years 8, 9 and 10 cohorts' timetable had been adapted temporarily to identify and address issues. <p>Governors were pleased some of the new cover was known to the school and felt 'acting up' was a good opportunity to motivate teachers. They checked the staffing plans for after Christmas. Governors recognised the resilience and energy the situation was taking from LC and asked what they could do to support.</p> <p>BW would attend with LC at the strategy board meeting the next week and would flag the situation with them. In discussion, governors recommended the risk [to safety] was raised at the meeting as the situation had escalated beyond merely difficult and additional resources from outside the Connected Hub needed to be identified. Governors raised the possibility of some classes needing to be closed and LC responded that this would be considered. Governors reiterated that they continued to support follow up action, should there be staff performance issues. They requested a more regular update in the light of the seriousness of the situation. LC would continue to liaise with BW but will also circulate an update.</p> <p>JJ checked that a report from the Strategy Board would be circulated to governors. BW would follow that up.</p> <p>SS arrived 16.33</p>	BW

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	<p>4.2 Governing Body membership and committees/working groups</p> <p>It was noted Claire Saunders had resigned from membership. Governors had already approved the appointment of SS as LA governor and JJ confirmed the LA had now confirmed its approval. She would change category as from 26.11.20. The recommendation that meetings continued with a commencement time of 4 pm was agreed. This would be reviewed upon change of membership.</p> <p>4.3 Update on proposals regarding closer working of the governing body and management committee.</p> <p>It was noted no further progress had been made by legal department with the drawing up of the service level agreement and that LC and BW had met in September with the legal team. The LA's governor support team were drawing up the necessary changes to the Instrument of Government for the Management Committee. JJ cautioned that sufficient time would be required following receipt of any draft agreement to enable proper consideration of any proposals and to address issues arising. JJ reminded the delay did not affect addressing other outstanding strategic matters that would support closer working.</p> <p>4.4 Governor Visits Policy This item was not discussed.</p> <p>4.5 Governor visits during Covid See item 10.</p> <p>4.6 Governor Training This item was not discussed but see item 2.2</p> <p>4.7 Other:</p> <ul style="list-style-type: none"> • In discussion it was agreed that the advertisement for the recruitment of a new Head of School be delayed until after Christmas. • A governor had conducted an exit interview and found it had had been useful. The offer was made to conduct further exit interviews and LC agreed with thanks. • Thanks were given to JM who had undertaken significant items of work relating to the premises consultation, headteacher performance management and safeguarding. <p>The report was accepted.</p> <p>The SPA report re attendance was discussed at item 5.1.</p>	<p>BW + working group members</p>
5	<p>HEADTEACHER's REPORT Paper: Budget monitoring excel document 3 of 6.</p> <p>LC gave a verbal report and took questions.</p>	

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	<p>5.1 Covid update</p> <ul style="list-style-type: none"> The risk assessment had been further updated and adjusted to be site specific. Pupils were struggling with social distancing and mask wearing. Some parents were experiencing anxieties. The procedures for all the individual staff risk assessments received had been completed. The school partnership advisor's attendance report was accepted. Attendance was now being monitored by the number of minutes in sessions. In some cases no improvements had been seen and more formal action was being pursued. <p>Is the school partnership advisor following up on attendance when she next visits? No; however, Gavin Thomas the attendance lead for the local authority was at the meeting.</p> <p>What is the difference between actual and expected attendance? For example, if they attend all the sessions in their timetable it would be 100%. We are at 80-85% but if it is calculated on full time it is just 40-50%.</p> <p>5.2 Policies These were not discussed.</p> <p>5.3 Budget monitoring information. BW informed and KP agreed there were errors in the information given. The budget information was not accepted. This was being reworked and fresh forms would be circulated.</p> <p>5.4 School improvement update This item was not taken but see item 11. SS loses good connection.</p>	BW/KP
6	<p>PREMISES CONSULTATION Paper: Premises consultation document</p> <p>6.1 BW gave an update.</p> <ul style="list-style-type: none"> The consultation had now closed and the responses were currently being analysed. There had been a poor response rate which could mean a weak mandate for the final decision. There were no staffing number considerations and the unions were not therefore involved. The governing body had been asked to give the local authority to a steer as to their preference. <p>6.2 In discussion governors:</p> <ul style="list-style-type: none"> Noted the numbers of advantages listed for each site and considered whether this may have affected the response rate. Felt the question for staff had been good. Considered the needs of Homewood and PRU pupils in relation to safety and community links. Considered the impact on management, staff and pupils of building works on site – including re safety. 	

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	<ul style="list-style-type: none"> • Considered the likely length of time of disruption. • Noted resources had not been identified. <p>SS returned 17.03 and BW summarised the discussion missed. If the school moved to Lynchet Close, would work be done whilst they are at Lynchet Close? Yes.</p> <p>6.3 Further comment and decision. Discussion continued and all views were noted.</p> <p>Governors agreed making the decision to deal with Homewood College without considering the PRU /overall SEMH provision in the city was not their recommended way forward. It was not joined up thinking. They felt it needed to be more holistic.</p> <p>Decision Governors approved the following statement:</p> <ul style="list-style-type: none"> ❖ The governing body believe the best outcome for pupils and staff would be expenditure on a move to the cedar centre site to best meet the needs of this group of pupils. 	
7	<p>GOVERNOR REPORTS</p> <p>Papers: Draft Terms of reference 2020/21; Minutes Resources Committee meeting 21.10.20; Pay Policy 2020; annual safeguarding governor report; governor safeguarding visit report.</p> <p>7.1 Resources Committee (including Pay Committee)</p> <p>The minutes were accepted and recommendations approved.</p> <ul style="list-style-type: none"> ❖ The pay policy 2020, incorporating the terms of reference for the pay committee was approved as presented and recommended by Resources committee. <p>7. 2 Safeguarding Working Group The minutes were not yet available. No documents were submitted for ratification.</p> <p>7.3 Curriculum and Performance Working Group (Please note – the C&P group were not able to meet this term)</p> <p>7.4 Governor reports on safeguarding. The reports had already been circulated and a governor confirmed the annual report was based on the city template. 9 issues had been discussed further with the school DSL and the safeguarding working group and 3 of these would be followed up. Initially this would be with the Head of School when available. Recommendations were:</p> <ul style="list-style-type: none"> • to have up to date policies readily available in one location; • to be clarification with staff over identifying and recording incidents of bullying and physical intervention. • Follow up on the local authority’s safeguarding audit when that was done. 	<p>BW</p> <p>BW</p> <p>JM/LC</p>

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	<p>Re the rate of incidences: are they nationally representative or can you not make those comparisons? A governor informed the DSL had been concerned and felt it needed to be followed up. LC added that similar incidents tended to come in phases. Actions were underway to address the high numbers. Training had been undertaken but it was not yet having an impact. The fire incidents had not been with the infrastructure of the building.</p> <p>Is there a rise or fall term on term? LC commented that was a useful comparator.</p> <p>Governors would continue to monitor the issues and follow up related queries, for example accounting for any differences between serious incidents and reports received.</p> <p>Is 20% being on a child protection plan a high percentage? LC confirmed it was. A governor, recalling previous profiles of the school, commented that it had not changed.</p> <p>The reports were greatly appreciated and accepted. KP leaves 17.37</p>	JM
8	<p>HEALTH AND SAFETY Paper: Health and Safety governor monitoring guidance</p> <p>8.1 School Health and Safety committee report.</p> <p>LC informed there were no concerns other than the need for 5 mph signage and a one way system in the car park. This was being addressed.</p> <p>How does the lack of a caretaker impact? LC informed there was no longer a need to have a residential caretaker and future post holders would be on a non-residential basis.</p>	
9	<p>STAFFING (may be Confidential) 9.1 Policies, absence – item not taken</p> <p>9.2 Consideration of staffing structure post-consultation. Papers were not received and the item was not taken.</p> <p>In discussion it was agreed RC would undertake exit interviews for any appropriate staff. Discussion turned to item 10.</p> <p>9.3 Headteacher performance management This item was taken after item 11. LC withdrew 17.50.</p> <p>JM gave a verbal report on the process and gave the recommendation made by the performance management group regarding executive headteacher pay.</p> <p style="padding-left: 20px;">❖ The recommendation was considered and approved.</p> <p>BW was requested to pass on governors' thanks for all the work undertaken when informing LC of the outcome.</p>	

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	There being no further business, the meeting closed 18.00	
10	<p>GOVERNOR MONITORING</p> <p>10.1 Agree plan of work This item was not taken</p> <p>10.2 Covid Visiting Governors discussed with LC the advisability and practicality of governor site visits. LC confirmed visits could be made. Governors should liaise with her re up to date requirements and masks would need to be worn in corridors.</p>	
11	<p>ANY OTHER URGENT BUSINESS (with prior agreement of chair)</p> <p>11.1 Meeting dates for next term would be discussed by email.</p> <p>11.2 KP's help in supporting LC and LC's work was acknowledged.</p> <p>11.3 A governor reminded governors that there was a need for governors to understand where the school was with the actions from the Ofsted visit. The report had said they needed to keep moving it forward.</p> <p>LC leaves 17.50.</p> <p>Discussion turned to item 9.3.</p>	<p>BW</p> <p>BW LB</p>

ACTION POINT

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>	(Jan 21)
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	(Jan 21)
9.7.20			
4.2	BW	Audit/SFVS – review audit actions for future meeting agenda (from 23.3.20)	(Jan 21)
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.	

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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
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	

Signature authorised at meeting 24.3.21