

**HOMEWOOD COLLEGE
GOVERNING BODY
MINUTES**

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| Meeting of: | Full Governing Body of Homewood College and Full Management Committee of Connected PRU/Connected Hub |
| Date/Time: | 14 th July 2021 - 16:00 |
| Location: | Virtual – M S Teams – JJ Host |
| Distribution: | Governors (GB), Website, K Prout, Management Committee (MC), Tim Self, Fiona Rafferty and Kate Schofield |
| Quorum: | Homewood College: for decisions to be binding at least half the governors in office required to be present. The meeting was quorate throughout. Management Committee: for decisions to be binding at least half the management committee members in office required to be present. The meeting was quorate throughout |
| Present: | Chair of meeting: Bob Wall Governors (voting for GB items and in attendance for MC items) Jo Adams (JA) Luke Burstow (LB) Rachel Carter (RC) Louise Cook (LC) Executive Headteacher Kasie Jeewon (KJ) from 16.04 Jeffrey Matthews (JM) Sue Shanks (SS) to 17:33 Ruth Turner-Murrell (RTM) Bob Wall (BW) Chair of Governors Members (voting for MC items and in attendance for GB items) Louise Cook (LC) Jacqueline O' Quinn (JQ) Tim Shelley (TSY) Julie Stewart (JS) Bob Wall (BW) Chair of Management Committee Other (non-voting and in attendance) Janet Johnson (JJ) Clerk to the Governing Body Homewood College Chelle McCann (CM) Clerk to the Management Committee Karen Prout (KP) Senior Business Manager Fiona Rafferty (FR) Head of School Homewood College Kate Schofield (KS) Head of School The Connected Hub Tim Self (TSF) Head of School Brighton and Hove PRU |
| Apologies: | Dion Page-Hammond (DPH) Member of Management Committee - accepted |
| Acronyms: | CHB: Central Hub (PRUs+HC) HC: Homewood College PRUs: Brighton and Hove Pupil Referral Unit (BHPRU) and The Connected Hub Pupil Referral Unit (TCH) MC: Management Committee of the PRUs (F)GB: (Full) Governing Body of Homewood College LA: Local Authority SWG: Safeguarding and Welfare working group CWG: Curriculum and Performance working group |

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| AGENDA ITEM and Papers | DISCUSSION | DECISIONS MC/GB |
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| | | Action |
| 1 WELCOME APOLOGIES | BW opened the meeting and thanked everyone for attending. A warm welcome was extended to FR. Apologies were considered. The absence of Sam Garret of the MC was noted. | |
| 2 DECLARATION OF INTERESTS & PRIVACY To consider if any withdrawals from discussion or vote required | Declarations of interest were invited. GB: LB declared his spouse was headteacher at a local special school. LC and BW were members of both the GB and MC. MC: LC and BW as above. Interests were not considered. | No withdrawals from discussion or voting requested. <div style="border: 1px solid black; padding: 2px; width: fit-content;">LB RC CM Review Interests</div> |
| 3 LAST MEETINGS Paper: Draft minutes FGB 16.6.21 | 3.1 Minutes 16.6.21 FGB The minutes were agreed to be an accurate representation of the meeting and signature authorised accordingly. 3.2 Matters arising HC Outstanding actions and updating the HC risk register would be addressed outside the meeting by BW. No further matters were raised. 3.3 Safeguarding working group The group had not met. The need for it to be scheduled was noted. 3.4 Curriculum working group TSY was invited to give an update and informed the group had recently met, the draft minutes would be circulated when available. The action resulting was that a member attended HC re literacy improvements. No items were brought forward for approval. | GB approved minutes 16.6.21 <div style="border: 1px solid black; padding: 2px; width: fit-content;">BW Review actions. Risk register. By 31.8.21</div> <div style="border: 1px solid black; padding: 2px; width: fit-content;">Chair SWG Arrange meeting</div> <div style="border: 1px solid black; padding: 2px; width: fit-content;">Chair CWG, circulate minutes JS submit visit report</div> |
| 4 CHAIR'S REPORT Late Paper: Chair's report | 4.1 The paper included summary updating comments on a variety of issues as this was BWs last meeting with GB or MC. Some would be referred to at a later agenda item. The paper was received and it was noted no Chair's actions had been taken. 4.2 Thanks were extended to JM for his extensive support to the HC and the GB and upon being invited to respond that it had been a great pleasure to work with great people. All joined in their thanks. | |
| 5 GOVERNANCE | 5.1 LC, LB, BW and RC had met to in connection with the GB and MC working more closely together from September 2021. LB and RC had been put under pressure to make a joint governance arrangement and LC was invited to comment. She | |

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| | <p>informed that as the GB and MC were currently run it was presenting difficulties for her and closer working would be better.</p> <p>5.2 Governor feedback from the meeting included:</p> <ul style="list-style-type: none"> • It was imperative that CWG and SWG worked well. Action was needed. • Resources required strong control and action was needed to review that. • There was a lack of background on anything for the MC. The detail was not understood, nor the vision. • A joint vision and working to a common strategy would be needed. Having only a single GB with disparate ideas would not work. • The relationship with the local authority needed to be established and clarity gained as to how it would work in practice. • Chairing/CoChairing responsibilities needed to be ascertained for the disparate bodies as well as if they were combined. <p>5.3 Further governor comment</p> <ul style="list-style-type: none"> • Bearing in mind the concerns and also as co-chairing would be a new arrangement, it would be good not to rush into it. In addition, the whole CHB needs to be on board. • It would be duplicating work to go through change twice, setting up two separate groups. • There are things that can be done now, such as becoming more informed and getting SWG and PWG working better, whilst we await action from legal department. <p>5.4 Further member comment</p> <ul style="list-style-type: none"> • There had been difficulties • DPH had offered to continue to lead SWG with a governor. • JS and TSY had been in discussion re leading CWG. <p>5.5 Outcome</p> <p>No decisions were made on the working arrangements from September. Some actions were identified:</p> <ul style="list-style-type: none"> • KP offered to meet with RC and LB regarding PRUs' finance information. RC/LB to contact. • RTM expressed interest in greater involvement with a WG but needed more information as to what was involved. | |
| | | <p>KP RC LB to liaise</p> |
| | | <p>RTM and DPH to meet</p> |

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| | <ul style="list-style-type: none"> In discussion it was agreed a focus on recruitment should continue. JJ had not yet received a copy of the SLA/MOU brief and this was requested. | <div style="border: 1px solid black; padding: 2px; width: fit-content;">RC LB JJ</div> |
| <p>6 POLICY/ DOCUMENTS for APPROVAL or REVIEW Papers: Children with Health needs Policy; SEND policy; (previously circulated) local authority model attendance management policy and adoption notes.</p> | <p>6.1 Children with health needs unable to attend school policy. The aim of this policy was to ensure that all children who were unable to attend school due to medical needs and who would not receive suitable education without such provision continue to have access to as much education as their condition allows, to enable them to reach their full potential.</p> <ul style="list-style-type: none"> The policy was approved as presented. It was for annual review. Those responsible for governance would ensure termly review of the arrangements. The executive headteacher would provide reports to those responsible for governance on the effectiveness of the arrangements. <p>6.2 SEND policy Comments included</p> <ul style="list-style-type: none"> The need for appendix 1, which concerned the arrangements for HC The suggestion for a point of contact for each unit to be included as well as a review of the website to enable easy location of the policies. A replacement for JM as SEN governor was required. <p>The policy was left with LC to revise and bring back to governors when ready for approval.</p> <p>6.3 Attendance management policy. The local authority had recently concluded discussions with the unions and updated their model policy.</p> <ul style="list-style-type: none"> The school/PRUs were directed to adopt the attendance procedures, with effect from 1.9.21. The model policy was to be amended to refer to HC/PRUs as appropriate and a final word copy forwarded to JJ. | <p>#</p> <p>GB and MC approve CWHNUTAS policy</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">LC SWG</div> <p>SEND policy not approved</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">LC review policy and return to governors for approval. NB SEN information report also awaited</div> <p>GB and MC direct HC/PRUs to adopt attendance management policy</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">LC to arrange by 1.9.21</div> |
| <p>7 STRATEGY: VISION Papers: HC 9.6.21 strategy board minutes + email comments. SDF &SEF</p> | <p>The School development plan, self-evaluation form and strategic proposals had not been received. This item was not taken, although some aspects were updated in item 8.</p> | |

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| <p>8 HEADTEACHER REPORT</p> | <p>LC gave a verbal report and took questions.</p> <p>8.1 Staffing FR was welcomed and it was confirmed that KS had returned to TCH and TSF to BHPRU. The new Assistant Headteacher would commence in September.</p> <p>8.2 Pay The SEN point issue for the majority of the staff at PRUs had been resolved but there would be a deficit budget at the PRUs. This would be discussed at the MC Resources meeting.</p> <p>Will you need to reduce staffing to finance the SEN point? No. I also confirm the HC budget is kept separate from the PRUs.</p> <p>8.3 Premises/Provision 8.3.1 New plans from the architects had just been received and would be forwarded to all. The broad principles have been established for the new premises. Staff seemed a bit more positive about the move.</p> <p>8.3.2 The drains at HC were being fixed. KP added: the construction room was being turned into the year 7 classroom; the Caretaker's house was having fire adaptations; the local authority was undertaking works such as resurfacing the roof above the construction area and removing asbestos and files from the water tower.</p> <p>In view of the move, are all the works necessary? KP responded that the works to the classroom were done on a tight budget e.g. a new carpet, TV and fobs. We are trying to keep costs down in the caretaker house. LC informed she did not know why the local authority was doing the roof work and felt there was nothing she could do about it. She added that the post of site manager was now vacant which put more pressure on KP. A governor offered to take the issue up with the Council.</p> <p>8.3.3 She had visited the proposed site for the primary PRU. There was potential for expansion. Georgina Clarke Green was looking at it and it would go out to consultation. Key Stage 3 provision could then move to the vacated Key Stage 2 site. Is the Dyke Road site being sold? I do not know the current plans.</p> <p>8.3.4 Responding to a comment regarding the staff</p> | <div data-bbox="1157 548 1353 651" style="border: 1px solid black; padding: 5px; margin-bottom: 20px;"> <p>LC/KP/MC Resources group</p> </div> <div data-bbox="1157 752 1370 855" style="border: 1px solid black; padding: 5px;"> <p>LC Circulate plans for comment</p> </div> |
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| | <p>room and suggesting staff visited the site, KP confirmed she had been encouraging visits for months. It was suggested governors too, should visit. A governor commented that there may be Covid mitigation considerations re staff rooms.</p> <p>8.4 Covid HC had suffered a period of closure due to the high number of isolations. With the aid of Team Around the School support for the school and also alternative provision was being considered. Two governors had been involved, and raised many questions.</p> <p>Responding to a question from JJ, LC confirmed there was nothing, for example re staffing or contracts, requiring notification to or approval by governors.</p> <p>8.5 Attendance 8.5.1 The attendance figures show a steady decrease and in the last week some had 0% attendance. Was this to do with the school closures? This was attributable to the year 11s coming off roll, self-isolating and an inset day week as well as for years 7 and 11, re the school closure. We are working towards the group doing Team around the school work being in the house. Attendance dropped from 50% to 35%. The strategy group meeting said they were going to give you help if youngsters needed moving on: have they? Some of the students were full time, some part time and some couldn't be together. The local authority did support us with that. Tracey Williams looked at alternative provision. EOTAS said they could tutor 6 pupils but only 1 accessed it, which is reflected in the attendance figures. Also, for almost every student that has 0 % there is a big trail of explanation, for example it is a pupil waiting to transfer. If there is a delay in moving on, it still shows against attendance. Two governors had tried to raise the issue with Georgina Clarke Green but it was still ongoing.</p> <p>8.5.2 A governor confirmed Tracey Williams had been supportive, understanding that old attendance habits would not quickly alter just from a change of school. Another added that the problems with the whole EHCP process caused problems later on.</p> <p>It was recalled the local authority was working on its next 7 year strategy. The current had not worked as there had been 300 more EHCPs than</p> | |
| | | RC/LB via strategy board? |
| | | Action -? |

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| | <p>expected and there had not been the places at special schools. SS left 17:33.</p> <p>8.6 Verbal Head of School report BHPRU LC invited TSF to report. He informed they were trying to change the view of the school so its purpose as an assessment centre rather than a long term destination was understood. This involved the need for mainstream schools to take more responsibility. Change had commenced but there were still difficulties. There were also problems with those students with EHCPs and placement in special schools.</p> <p>What school is named on the EHCP? TS explained that with the exception of the 8 places reserved for pupils with EHCPs at the Primary PRU, the PRU should not be working with any child that had an EHCP, yet they had 5 in the secondary PRU and 17 (in total) at primary PRU. There are assessment places.</p> <p>8.7 Verbal Head of School report TCH KS explained the referrals and that 38 pupils were expected. One school had caused difficulties. TCH has 5 pupils with EHCPs but should have none. Numbers seem to be increase little by little each year. In addition, we find they arrive with us with proposals just about to be agreed. She was following up with relevant headteacher.</p> <p>8.8 School Partnership Advisor The previous day LC had met with Paula Sargent, who had put forward some suggestions and LC would discuss these with TSF and KS.</p> <p>Governors thanked LC, KS and TSF for the update and commented it was good to note relationships between staff and pupils were improving again.</p> | <p style="text-align: center;">Action??</p> <p style="text-align: center;">Action??</p> |
| <p>9 GOVERNOR MONITORING REPORTS</p> | <p>9.1 Literacy visit JS had attended at Homewood for a literacy monitoring visit. She now reported having evidenced a lot of passion to improve. Questions remaining were about what was happening with regards to intervention and assessment and sharing across to the PRUs. The next step re the strategy was not known. It would address the concerns of Ofsted about the literacy.</p> <p>JS was thanked for her report and it was suggested oversight of that area by the CWG was critical.</p> <p>9.2 TSY had planned a visit to TCH the next day.</p> | |

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| 10 GB SELF-EVALUATION Paper: report of membership | This item was deferred until the September meeting. | LB RC |
| 11 RISK REGISTER | This item was not discussed other than it would be updated by BW [item 3.2] by 31 st August 2021. | |
| 12 ELECTION OF CHAIR OF GOVERNORS (nominees to withdraw) | <p>JJ took the chair for this item and explained the position was for Chair of Governors at Homewood College for a term ending at the last meeting in summer 2022. Nominations had been sought and LB and RC had expressed interest on a co-chair basis. JJ enquired whether there were any other nominations and none were forthcoming, although BW had offered to continue as Chair until his resignation as governor 31.8.21. JJ explained the GB needed to consider whether it was prepared to accept co-chairs and then LB/ RC's nomination. LB and RC were invited to present their election statement. Each made some brief comments. There being no questions LB and RC withdrew. In discussion governors agreed to co-chairing and by LB and RC.</p> <p style="text-align: center;">❖ LB and RC were elected to the position of joint Chair of Governors with effect from 1.9.21.</p> <p>LB and RC returned and were thanked for agreeing to assist the GB in this way.</p> <p style="text-align: center;">❖ BW was re-elected Chair until 31.8.21.</p> <p>He retook the chair.</p> | <p>GB appointed LB and RC as joint chairs.</p> <p style="text-align: center;">LB RC JJ Liaise</p> |
| 13 ELECTION OF VICE CHAIR GB Term 1 year | <p>No nominations had been received for the post of Vice Chair of the GB and it was proposed that if TSY became the chair of the MC in due course that RC and LB would look to him for support and vice versa. The proposal would be reviewed in September.</p> <p>TSY agreed to take the role of chair of the MC from 1st September 2021 and until joint working arrangements were resolved.</p> | GB did not appoint a Vice Chair |
| 14 TIMES/ DATES FOR MEETINGS 2021/22 Paper: proposed dates for meetings. | <p>The dates were agreed with the exception of SWG which that group + RTM would revisit. Timings were open to further discussion with Chair of meeting but would be 4pm by default.</p> <p>JM would send a list of his roles so it could be ensured all continued to be covered.</p> | DPH LB RC |
| 15 GOVERNOR WORK before NEW TERM | This was not specifically addressed. | |
| 16 NEXT MEETING | The next meeting would be 22 nd September 2021 4pm. | |
| 17 THANK YOUS and GOODBYES | BW thanked everyone for their assistance as this was his last meeting before stepping down 31.8.21. Everyone was very appreciative for all he had done | |

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| | <p>and LC added that he had been wonderfully supportive. He had stepped forward to Chair both groups and undertaken a lot of work, much of which was in the background. He was wished well for the future.</p> <p>Thanks were again passed to JM.</p> <p>There being no further business, the meeting closed 18:02.</p> | |
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Signature authorised at meeting 22.9.21