

## HOMEWOOD COLLEGE GOVERNING BODY

<b>Meeting of:</b>	<b>Full Governing Body of Homewood College and Full Management Committee of Central Hub</b>
<b>Date/Time:</b>	24 <sup>th</sup> January 2022 4pm
<b>Location:</b>	Virtual – MS Teams – JJ Host
<b>Distribution:</b>	Full Governing Body, Full Management Committee, K Prout, Tim Self and Kate Schofield, website once approved
<b>Quorum</b>	Half the current governors/members required to be present The meeting was quorate throughout
<b>Apologies:</b>	Sam Garratt (SG) member – accepted Tim Shelley (TS) governor and member - accepted
<b>Present</b>	<p><b>Governors</b> (voting for GB items and in attendance for MC items)            Luke Burstow (LB) Co-Chair of Governors and in the Chair for this meeting            Rachel Carter (RC)            Kasie Jeewon (KJ)            Claire Martin (CM) 4.28 pm to 5.40 pm            Linda Newman (LM) Co-Chair of Governors            Dion Page-Hammond (DPH) to 5.48 pm            Pam Ridgwell (PR) Executive Headteacher (interim)            Sue Shanks (SS) from 4.33 pm</p> <p><b>Members</b> (voting for MC items and in attendance for GB items)            Luke Burstow (LB) Co-Chair of Management Committee and in the Chair for this meeting            Rachel Carter (RC)            Linda Newman (LN) Co-Chair of Management Committee            Dion Page Hammond (DPH)            Pam Ridgwell (PR) Executive Headteacher (interim)</p> <p><b>Other</b> (non-voting and in attendance)            Janet Johnson (JJ) Clerk to the Governing Body Homewood College            Karen Prout (KP) Senior Business Manager            Kate Schofield (KS) Head of School The Connected Hub            Tim Self (TSF) Head of School Connected PRU</p>
<b>Acronym:</b>	COA – Chart of Accounts Cost EFGB – extraordinary full governing body meeting EHT – Executive Headteacher GB – governing body Homewood College HOS – Head of School LA – local authority MC – management committee SFVS – School Financial Value Standard TCH – Connected Hub PRU – Connected PRU

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MINUTES**

	<b>DISCUSSION AND DECISION</b>	<b>ACTION</b>
1	<p><b>WELCOME, INTRODUCTIONS APOLOGIES</b> LB opened the meeting and thanked everyone for attending. Julie Stewart's resignation from the Management Committee had been received that day. Thanks for her service and good wishes for the future were noted.</p> <p>Apologies were considered. LB would follow up with absentees.</p>	LB
2	<p><b>INTERESTS – Discussion</b> New declarations of interests were invited. None were received.</p>	
3	<p><b>MINUTES AND MATTERS ARISING</b> Papers: Confidential to Homewood GB: - EFGBs 13.12.21 and 6.12.21; FGB MC minutes 25.11.21; Child protection policy</p> <p>3.1 Homewood EFGBs 13.12.21 and 6.12.21 Approval of these minutes would be deferred. Discussion by email was invited.</p> <p>3.2 Minutes 25.11.21 The minutes were agreed to be an accurate record and signature approved accordingly.</p> <p>3.3 Matters Arising</p> <ul style="list-style-type: none"> <li>• It was confirmed the child protection policy submitted for approval at the meeting 6.12.21 related solely to Homewood College. Responding to a query regarding timing review of wording and for the policy re MC, PR informed that Ofsted had meant HW had to get policy online as a single policy but MC could use as template for their own single policies.</li> <li>• The LA had visited the PRUs</li> </ul> <p>3.4 The action list for the meeting 25.11.21 was reviewed.</p> <ul style="list-style-type: none"> <li>• The new behaviour policy (for Homewood alone) was now in place.</li> <li>• RC was continuing her involvement re placements and would report back in due course.</li> <li>• PR had agreed appraisal objectives for staff for 2021/22.</li> <li>• Other items had either been completed, discussed on this agenda or the list updated.</li> </ul>	PR
4	<p><b>Chairs' report</b> Late paper: Chairs report.</p> <p>The paper was accepted. LB apologised for it being focussed in the main on Homewood. He drew attention to:</p> <ul style="list-style-type: none"> <li>• The need for governors to know the impact on Homewood and learning from actions on the Rapid Improvement Plan (RIP).</li> <li>• The school had closed for a half day and a whole day due to staff absence. The local authority had been involved. PR had</li> </ul>	

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	<p>consulted with LB and he had supported the decision to close. A report from PR relating to the closure was tabled and received.</p> <ul style="list-style-type: none"> <li>• Move of premises at Homewood was not a priority. The LA had committed funds to Homewood for fencing, decoration and maintenance.</li> <li>• Admissions had recommenced.</li> <li>• Co-chairs continued to work with the EHT and School Business Manager to evaluate and understand the budget.</li> <li>• The importance of undertaking a review of governance.</li> </ul> <p>In discussion, the timely need for clarity on agenda items and information required from across the Hub was reiterated.</p>	
5	<p><b>EXECUTIVE HEADTEACHER REPORT</b> Papers: TCH report; Tabled: school closure report; Headteacher's report Jan 22, specimen governor visit policy and report; <b>Rapid Improvement Plan</b>; statutory policy schedule and website list.</p> <p>5.1 PR was invited to comment as well as talk through the headteacher's report and rapid improvement plan and took questions.</p> <ul style="list-style-type: none"> <li>• The Regional School Commissioner had picked up on the school closures.</li> <li>• Someone to review pupil premium and audit SEN need had been employed.</li> <li>• Five formal complaints had been received, two at stage two.</li> <li>• The bullying incidents may have been recorded under more than one heading.</li> <li>• A stricter approach on recording unauthorised absence accounted for their increase.</li> </ul> <p>SS arrived 4.33 pm.</p> <ul style="list-style-type: none"> <li>• Recruitment was underway for a temporary assistant headteacher.</li> <li>• No supply staff have been used this term. In addition to the two who will move from temp to permanent contracts.</li> <li>• In view of the delay in approving them, appraisal targets have been agreed to run just Jan to Jul 22.</li> <li>• Pupil progress meetings were being set up and outcomes would then be reported.</li> <li>• Parental engagement was being encouraged by holding virtual coffee mornings and sending work. The 'parentmail' system was being set up.</li> <li>• A lot of work had been completed on the day the school closed and staff were identified for training.</li> </ul> <p>5.2 <b>Do you have a view why suspensions are high?</b> PR informed hers had been for individual incidents, for example, four pupils for 10-12 days. Exclusions remained high but data was now more positive. Other ways of dealing with behaviour, such as detention and exclusion room had</p>	LB LN

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<p>been introduced.</p> <p><b>How are you dealing with attendance?</b> I will report regularly. There will be attendance plans and parents will be challenged where we are sure we have done all we can with regard to their SEN needs to support a return. This has commenced and has already resulted in some interesting responses from parents and positive impact on the pupil.</p> <p><b>Does staff absence make it difficult for pupils to attend?</b> Other than Covid, we have had not much absence. It does not strike me as an issue currently.</p> <p>The matter would be taken up at a later point.</p> <p>5.3 Further questions</p> <p><b>What happened with team teach training and what was the impact?</b> The training was on two days at the end of term. It was good and received well. This week someone was completing the train the trainer training which would make the process of training new staff easier. Staff were now all trained but there is still a reluctance to use it.</p> <p>Some discussion followed regarding method of restraint and levels of training across the Hub. PR stated they could not admit pupils if they could not comply with the requirements under risk assessments.</p> <p><b>A governor commented they wanted a common approach and all to understand the policy.</b> A governor recalled this had been discussed previously and suggested that there was not now a change on positive handling, more that a mechanism for handling it had been introduced. It is now being applied more consistently and staff being upskilled.</p> <p><b>There had been previous concern about the amount of restraint used and governors had supported its reduction. Where can more information be found?</b> My report shows the numbers used and you can see it was being used before I came. I have also written the positive care handling policy – partly in response to staff referring to the approach as being ‘no touch’ [even if that was not the actual policy].</p> <p>5.4 Rapid Improvement Plan (RIP)</p> <p>The document would receive scrutiny in working groups and committee and LB would address assigning monitoring roles in due course and the governor visit report and policy were received. PR was invited to comment on the ethos behind the RIP and she explained the Key Priorities had been formulated to address the Ofsted feedback. She suggested a RIP team met once a fortnight to go through in more detail.</p> <p><b>Is there anything for careers?</b> Careers forms part of the PSHE and personal welfare actions. Career advisor working with Jules Holford on this and focusing on Year 11’s.</p> <p>5.5 Head of School report – Connected Hub</p> <p>The report was received and KS was asked to comment and she also took questions.</p>	

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	<p>The issue of lack of space to enable full-time or equivalent provision remained. Governors requested this be taken up with Regan Delf.</p> <p><b>Attendance and transport are also issues.</b> KS: staff absence is the worst I have seen. It is not sustainable for me to provide cover. The options are costly and not available within the budget.</p> <p><b>Re work experience – you seem to have reached an impasse.</b> Mid Sussex were going to help but now cannot. Brighton needs to step up. It is a significant issue for these pupils. We need to give it to Regan Delf to have as a priority. If we can arrange it for a day a week that will help attendance and also relieve pressure on teaching. A governor offered to assist and this was acknowledged.</p> <p>5.6 Connected PRU TSF gave a verbal report.</p> <ul style="list-style-type: none"> <li>• There was a need to ascertain how they can fulfil their obligations due to budget constraints. Options appeared to be either returning pupils to their schools or withdrawing provision on Friday afternoons. He requested contacting the LA on this and also re the safeguarding issues arising.</li> <li>• He considered the number of students on plans were too much to manage without a dedicated safeguarding and attendance manager.</li> <li>• The boiler had broken down and the premises were cold. Gillian Churchill had been contacted.</li> <li>• There was probably a need to revisit having key stages 3 and 4 at the same site although there may be other solutions.</li> <li>• We have been asked to commission another 6 places but this would need another building. The Connaught building is not suitable as it stands, although would be big enough to hold key stages 3 and 5, the connected hub and possibly also the primary PRU.</li> </ul> <p>Governors briefly discussed the options of using the Cedar Centre premises.</p>	
6	<p><b>Developing a Governor Action Plan</b> Update. LN and LB were still looking at how best to undertake the external review of governance and developing a governor action plan.</p>	
7	<p><b>FINANCIAL PERFORMANCE AND COMPLIANCE</b> Papers: Termly report; School drafted SFVS checklist x2 and dashboard x 2; Budget monitoring x2 and COA as at end Dec x2</p> <p>7.1 SFVS The report was not yet ready for approval. LB would go through it with PR in more detail and report back.</p> <p>7.2 Budget monitoring The budget monitoring and chart of account papers were accepted. KP was invited to comment, and took questions.</p>	LB

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	<ul style="list-style-type: none"> <li>• There was now a predicted deficit for Homewood of £22k.</li> </ul> <p><b>Is there a licence?</b> No. The LA are clawing back £33k for being under numbers March to September (47), and September to March (50) so the top up funding is being clawed back. It is only the base funding that is received upon commissioning.</p> <ul style="list-style-type: none"> <li>• Premises – some agency costs and settlement agreements have impacted on the budget.</li> <li>• More income was coming in than expected from Covid [grants].</li> <li>• A report on commissioning had been received. This was reducing to 40 from September and the agency prevention funders were being withdrawn.</li> <li>• There will be significant concerns.</li> </ul> <p>LB would meet with KP and PR.</p> <p><b>Have PRU got the money back for the students the LA promised?</b> KP we will need to check that.</p> <p>PR informed she wanted to go through it in detail. We need to be aware there is that work that needs to be done on it. Governors reiterated that they needed to understand the position. There had been a lot of upheaval on expenditure and income and for next year, with reduced pupils and reduced support we need to be clear how we manage that.</p> <p>7.3 Budget drafting – agree assumptions In discussion, it was acknowledged there was nothing concrete to base decisions on re premises. For Homewood nothing was happening re the move. For the others, it was suggested there was not much point looking at anything different unless it was going ahead. The decisions were expected to be made by governors, the senior leadership team and the local authority and whilst it was too soon to seek clarification from the local authority this could be reconsidered in two months.</p> <p>7.4 Items to be notified or approved No items were brought forward.</p>	LB
8	<p><b>REPORTS FROM GOVERNORS</b> Papers: Performance WG minutes 24.11.21</p> <p>8.1 Working groups – Chair to provide brief school update if HOS not in attendance</p> <p>8.1.1 Safeguarding - The group had not met since the last meeting</p> <p>8.1.2 Performance – The minutes were accepted</p> <p>8.2 Pay – No comments were received at this item.</p> <p>8.3 Other governor visit or training reports</p> <p>It was agreed LN would liaise with PR to draft a visiting policy and report.</p>	LN
9	<p><b>RISK REGISTER</b> – discussion</p> <p>JJ was invited to give advice and she informed it was good practice to review the risk register in the light of current circumstances as it may affect strategy.</p>	LB

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10	<p><b>STATUTORY POLICIES OR DOCUMENTS FOR APPROVAL</b> There were no documents for approval. PR tabled a document with suggested review dates for the statutory policies.</p>	
11	<p><b>Ofsted Report –for acceptance (if received)</b> The report was still awaited. A governor reflected that it would be useful to have Jo Lyons and another member of the local authority present at the next main meeting. In discussion it was thought to be most useful to have a communication strategy in place to respond to publication of the Ofsted report and then having a meeting once an action plan was starting to come together.</p>	
12	<p><b>Date of Next Meeting</b> The clerk to the management committee had submitted her resignation. ❖ It was agreed LN and LB take forward advertising for the replacement.</p> <p>JJ was asked to send a note of meeting dates and Teams meeting invitations. JJ informed she may not have the latest dates for the working groups/committee but would find out. The next scheduled full governing body/management committee meeting was not until May and suggested the Resources meeting be upgraded so sufficient numbers attended for a Full GB/MC to enable decisions e.g. SFVS to be approved.</p>	
13	<p><b>Work required before Next meeting</b></p> <p>LN reported de delegation back to the LA had been improved for the school improvement grant.</p> <p>There being no further business, governors were reminded there had been a number of positive developments, and the meeting closed 5.55 pm.</p>	

<b>Item</b>	<b>Owner</b>	<b>FGB MC 25.11.21</b>	<b>Due date</b> <i>Update 24.11.22</i>
1	LB LN	Follow up interest declarations and authorisations/ mitigations.	
2	GB LN/LB	Identify the strategic/budgetary/recruitment of EHT/HOS decisions required, and ensure compliance re approval of GB (+MC where needed), convening meetings and delegating powers where appropriate.	ASAP and ongoing
3	PR	Circulate/send to JJ to circulate the document(s) tabled at meeting	7.2.22
2.3	LB LN	Review and allocate governor roles – liaise with governors re expectations	
3	PR DPH	Liaise re behaviour principles written statement and bring to next FGB.	

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	SWG	<i>PR will take forward</i>	
4	KP/PR	Submit pay policies x 2 for email consideration prior to approval at next FGB/MC	7.2.22
4	KP/PR + TSF/KS LB/LN	Work out appraisal and pay expectations and submit pay recommendations in accordance with each policy to pay committee,- to be convened	URGENT Not done
4	KP	Draft letter to staff for LB or LN to sign re pay process	ASAP
4 & 5	LB/LN PR/KP	Collate list questions re pay/appraisal 2021 – to include apportionment and get answers - consider tasking RD	URGENT
6	LB LN	Review outstanding actions from previous meetings and papers/ information requested but not received. Re prioritise/update agenda plan – liaise PR	
9	PR	Review model staff code of conduct and appraisal policy. Submit for consideration of approval with changes from the model highlighted.	7.2.22
<b>FGB MC 24<sup>th</sup> January 2022</b>			
1	LB	Follow up re absentees	
3.4	PR	Provide behaviour policy for noting	7.2.22
5.4	LN LB	Co-ordinate governor involvement in RIP	
7	LB	Co-ordinate governor scrutiny of SFVS and Visit school re budget concerns	
8	LN	Liaise PR and draft governor visit policy and report form	
9	LB	Take forward risk management	

**Approved by Homewood College Governing Body 24.2.22**