

**HOMEWOOD COLLEGE
GOVERNING BODY
MINUTES**

Meeting of:	Full Governing Body
Date/Time:	13 th July 2022 - 4.00 pm
Location:	Virtual – M S Teams – JJ Host
Status:	Confidential until publication of Ofsted report
Distribution:	Governors Website
Quorum:	Five governors must be present for decisions to be binding. The meeting was quorate throughout.
Present:	Governors (voting) Jo Adams (JA) Luke Burstow (LB) Co-Chair of Governors Rachel Carter (RC) Kasie Jeewon (KJ) Claire Martin (CM) from 4.07 pm Linda Newman (LM) Co-Chair of Governors and Chair of this meeting Ruth Turner-Murell (RTM) Other (non-voting) Janet Johnson (JJ) Clerk to Governors
Apologies:	Sue Shanks (SS) - accepted

DISCUSSION AND DECISION	
1	INTRODUCTION and APOLOGIES LN opened the meeting and thanked everyone for attending. Apologies were considered. Pam Ridgwell was expected to arrive at a later point but was currently travelling.
2	DECLARATION OF INTERESTS & PRIVACY No new interests were declared when invited and no withdrawals from discussion other than for nominees at the election items were anticipated.
3	MOTION TO REMOVE CLAIRE MARTIN AS GOVERNOR Following a recent review of the single central record the DBS had not been noted. The position had now been corrected and CM confirmed if there were any other information needed she would be happy to comply. JJ would check with PR. LB and LN would follow up with CM re her availability. The motion was dismissed.
4	OFSTED The day before the meeting Ofsted had made a monitoring visit. LN wished to record a huge thanks to the staff for the way the visit went yesterday and the presentation of the school. There had been a marked change for the better since the Ofsted visit in December and it had been a pleasure to be present this time. Thanks were also due to RTM for being able to attend and provide her good knowledge of the school and safeguarding. Attending from the local authority had been Mark Storey for the feedback session and Regan Delf had dropped in during the visit. LN went on to report the feedback given by the inspector: <ul style="list-style-type: none"> • The inspector felt that effective action was being taken towards the removal of special measures.

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- The local authority improvement plan and the school's rapid improvement plan were fit for purpose.
- The school was not yet ready to host early career teachers.
- Considerable changes had been made. Safeguarding and record keeping had been completely overhauled. The single central record (SCR) was completely compliant.

CM arrived.

- The inspector recognised that the plans in place were extensive and we are looking towards rapid implementation.
- There remained much to do but it was improving. The concern was with attendance, which although all that is helping it to improve is being put in place, is not yet showing the needed improvement.
- The support from the local authority was noted.
- She noted that safeguarding was a priority and children and staff felt safe.
- She noted that within the local authority budget, the security of the site had been improved and the school was health and safety complaint. She did acknowledge that improvements to the premises would improve the way staff and pupils feel about the place they work and study but recognised that it is dependent on resources.
- The behaviour policies and processes were in place and effectively implemented. Staff were making effective use of the behaviour log and beginning to use it as a way of problem solving re behaviour. This was all going in the right direction.
- There were some issues relating to the formal paperwork of recording of attendance. LN explained that the tracker the school used meant they did know where the pupils were but some administrative work was needed to ensure there was no mismatch between the two.
- The inspector felt leaders were taking effective action.
- Another monitoring visit by the new year was to be expected if we are not academised.
- She felt that the school yesterday, albeit some pupils were not in full attendance, was calm and engaged and there were strong relationships between staff and pupils.
- She confirmed that what we are reporting about the school is largely in place. There had been one or two minor hiccups for example with one or two doors being locked for a while.
- The financial constraints frustrated staff but they were more confident and positive of the changes.
- **The curriculum plans were in place and would be the focus of any next monitoring visit.**
- Offsite provision was now effective and the monitoring of the progress and learning was as it should be,
- Safeguarding was now strong. Governors made very good use of expertise and she had been told the local authority had confidence in the leadership of school.
- She recognised the challenges for attendance but she said we needed to work on that.
- Exclusions were reduced and staff were better at spotting triggers and patterns. She wondered if it would be as calm should all pupils be in school.
- The report itself should be received probably by the end of term, then allowing for the 5 day factual accuracy check, it would not be published till the beginning of next term.

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	<p>What is the sight and sound tracker? It is where each individual pupil should be every day, even if a part-time timetable or offsite, or if unable to leave the house. It is used in special schools in the locality. It is a bespoke system, created by the school. If a child is not seen or heard, then the DDSLs and DSL will make a decision as to action to take. This has resulted in several home visits by staff and welfare checks by the police. The concern is if they are not doing a full time timetable you do not always know what they are doing other than is on the tracker. There are two pupils starting in year 7, and five in other year groups and the expectation is that they will be in full-time. The year 11 cohort were removed from site early in the autumn term. There are still challenging pupils in all year groups on site. Our behaviour managements systems, shared vision and new curriculum will allow improvement to continue</p> <p>Another governor explained that the query with the twice a day register threw up a health and safety issue and we were able to provide assurance. LN confirmed that it was the office record that would be used in the case of fire and needed to be correct and this would be monitored when she next made a health and safety visit.</p> <p>Another governor gave further details on attendance. Regular attenders numbered 23 out of 29 but only 13 were full-time. The focus was about moving these to full-time and the recognition that the curriculum was the key to that, and making more use of the grounds would assist along with staff reflection on pupil behaviour incidents and how to avoid it. It had been useful to ascertain that the inspector's assessment had been in step with governors.</p> <p>In discussion governors considered attendance was still a concern and there was a need to know how many pupils were engaged elsewhere that day. They also wondered whether there would be an impact from the year 11s leaving but it was recalled each cohort was different and they had not been particularly different.</p> <p>LB recalled the inspected had felt the school was engaging with the local authority and parents to bring children back in to school.</p> <p style="background-color: yellow; border: 1px solid black; padding: 2px;">ACTION LN check attendance records correspond at next visit</p>
5	<p>LAST MEETINGS Paper: Minutes of meetings 11.5.22 and 25.5.22</p> <p>5.1 Minutes Both sets of minutes were agreed to be accurate records and approved accordingly.</p> <p>5.2 Matters arising not covered elsewhere.</p> <ul style="list-style-type: none"> • What is the position with academisation? As far as LN and LB were aware, there had been no movement and there was nothing to report. • Is anything happening re governor recruitment? LN would speak with governor support and ask for vacancies to be included on the weekly local authority vacancy bulletin. • The action summary was updated.
6	<p>CHAIRS' REPORT AND CHAIRS' ACTION Paper: LN health and safety visit report May 22.</p> <p>LN gave a verbal report. Health and safety:</p> <ul style="list-style-type: none"> • There were no major issues.

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	<ul style="list-style-type: none"> • She would undertake a further health and safety visit and take up the issue of trying to finance the replacement of broken windows/panes with the local authority. <p>Staffing:</p> <ul style="list-style-type: none"> • PR was keen to get the structure in place. There had been a lot of discussion over the terms of the contracts and there had not been an update on that. • The new school business manager was now in place and had received the hand over yesterday. • As agreed at the last meeting the interim head teacher contract had been extended to the end of the autumn term. <p>LB confirmed the deficit budget application had been submitted to the local authority in the sum agreed at the last meeting. Since then they had been advised there would be an increased expenditure requirement to cover the pay award to those on low pay. The change to permanent contracts in the staff structure had been a foregone conclusion.</p> <p>There was now a vacancy for a deputy. Governors wished to record their thanks to Julia Holden for her service to the school and an email would be sent.</p> <p>LN and RTM said a thank you to the staff at a staff meeting the day before.</p> <p>The suggestion of a timetable of visits be drawn up for the areas governors were linked with was supported. There was a need to keep regular oversight of the recovery plan and to be able to report on whether for the curriculum what is being delivered matched the plan. RTM would continue with safeguarding and LN health and safety.</p> <div style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p>ACTION LN and LB would allocate governors to visits required and draw up a schedule - all governors to contact them should they have a particular area of interest.</p> </div>
7	<p>HEADTEACHER REPORT PR had not yet arrived. The item was not taken.</p>
8	<p>SAFEGUARDING RTM gave a verbal report</p> <ul style="list-style-type: none"> • Dates had been set for safeguarding group meetings. All governors could attend if they wished. • She had met with PR and Gail Woodward and reviewed CPOMS, the SCR, referrals to the LADO and Front Door For Families and checked the quality of recording. In addition she had reviewed safeguarding policies and processes and managing allegations about staff, the staff code of conduct, spoke about behaviour management and whistleblowing. • The intention was to meet with the DSL four times a year and to set up evaluating safeguarding practice and supporting the DSL by way of an open conversation. • She had attended the safeguarding lead training by the local authority. • She would attend the safeguarding panel on Friday and would attend on a regular basis. • Visits to the school had included attending a pizza and coffee afternoon with parents. There had been a good turn out and it was clear the students had a great time. • There was a need to look at how Prevent and safety were addressed in the

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	<p>curriculum. She suggested that although she was aware of the current issues in East Sussex there were likely to be some nuances within Brighton and Hove so if there was scope with the police it could be considered bringing police current experience straight live, into the curriculum. Given their vulnerabilities.</p> <p>In discussion governors recalled there had previously been quite a difficult relationship with the police earlier in the year but following some intervention work it was thought PR had managed to make a direct contact and it was thought things had improved. It was suggested RTM liaised with PR. A possible issue relating to the police not receiving CPOMS notifications was raised. RTM would do some research and JA would bring the matter up with the DSL.</p> <p>Many thanks were passed to RTM for her work and report. KJ confirmed she would continue in the safeguarding group.</p> <p>Discussion turned to whether there were leaflets or the like in school for staff or students about places and organisations that can help e.g. RISE. It was recalled there used to be a named DASH worker and one from RUOK but these had not been since Covid. Some new posters were needed.</p> <p>ACTION LN would follow up re a poster with all the 3rd sector organisations.</p>
9	<p>POLICIES</p> <p>The statutory policies were now on the website and PR had a review schedule. JJ and LN would look at them all in the summer. It would be assumed that they are all agreed as they are on the website and only bring back to FGB any with issues. They would then be reviewed according to the schedule.</p> <p>ACTION JJ would circulate the policy schedule with the minutes and governors were invited to let her or LN know should they wish to review any in particular. JJ & LN liaise re policy review</p>
10	<p>ELECTIONS (nominees withdraw)</p> <p>10.1 Chair of Governors JJ informed the position was for a term of one year or until academisation if before. No nominations had been received. LN and LB offered to continue on a joint chair basis. ❖ LN and LB were elected as joint chairs. LN and LB accepted the position and received thanks from the governing body.</p> <p>10.2 Vice Chair There were no nominations and no appointment was made.</p>
11	<p>DATES for Next Year</p> <p>Paper: Proposed meeting dates 2022/23 The dates were agreed, although the first meeting would be brought forward to 13th September. Meetings would preferably be in person but may move to online depending on circumstances. The venue would be confirmed a week in advance. Governors stressed the need for reports to be in writing and papers submitted along with the agenda at least 7 days in advance</p> <p>ACTIONS JJ –circulate dates and send calendar notices LN LB PR - liaise re provision of timely reports, including re end of term/year report</p>

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	<p>with emphasis on attendance JJ and LN liaise re mandatory safeguarding training to be required of governors and Prevent, and for links to be included with the annual training/declarations.</p>
12	<p>AGREE PRIORITIES/ GOVERNOR WORK BEFORE NEXT MEETING ALL - Annual reading /training and declarations to be completed and confirmations to JJ by the new term.</p>
	<p>DATE OF NEXT MEETING 13th September – 4pm start. Venue to be confirmed a week before should in-person not be sensible.</p> <p>LN wished everyone a good summer and passed thanks to governors and JJ for all their service.</p> <p>There being no further business, the meeting closed 5.40 pm.</p>

Minutes approved at meeting of full governing body 5.10.22