

HOMEWOOD COLLEGE
GOVERNING BODY
MINUTES

Meeting of:	Full Governing Body
Date/Time:	5 th October 2022 4pm
Location:	Virtual – MS Teams – JJ Host
Distribution:	Governors, Website
Quorum:	For decisions to be binding for Homewood College at least half the number of governors in office are required to be present. The meeting was not quorate until the arrival of SS at 17.07 at which point decisions were considered.
Apologies:	Rachel Carter – accepted
Present:	Governors (voting) Luke Burstow (LB) Co-Chair of Governors and Chair of this meeting Linda Newman (LM) Co-Chair of Governors Pam Ridgwell (PR) Sue Shanks – from 17.07 Ruth Turner-Murell (RTM) Other (non-voting) Janet Johnson (JJ) Clerk to Governors

Item	Agenda Papers – all circulated at least 7 days before the meeting and accepted unless stated in the minutes
2	Code of Conduct 22/23
3	Draft Minutes 13 th July 2022
4a	Ofsted report
4b	Covering letter
5	Chairs report
5.2	Governor visit report
5.3	Governor visit policy
5.4	Meeting dates
6.1	RIP update Jul 22
6.2	Headteacher report 8.8.22
6.3	Curriculum
6.4	Results 2022
7.2	Draft delegation planner
8.1	School Suspension and Permanent Exclusion policy <i>for approval</i>
8.2	Admissions policy
10	KCSIE 22 <i>for adoption</i>

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	DISCUSSION AND DECISIONS	ACTIONS
1.	<p>WELCOME + CONSIDERATION OF APOLOGIES</p> <p>LB opened the meeting and thanked those present for attending. Apologies were considered and the absence of Claire Martin and Kasie Jeewon was noted. SS had also sent apologies as she had a prior commitment; however, would join the meeting should it finish earlier than expected. This was accepted.</p> <p>The meeting was not yet quorate. Recommendations for decisions would be considered either when another governor joined the meeting or at the next meeting of the full governing body. LB opened the meeting and thanked those present for attending.</p>	
2	<p>PROCEDURAL MATTERS</p> <p>2.1 Consideration of interests. No new interests were declared when invited. LB's spouse was headteacher at a local special school. No withdrawals from discussion (or voting should quoracy be achieved) were anticipated.</p> <p>2.2 Annual declarations and mandatory governor training JJ gave a brief update and was asked to contact any with outstanding items again with a reminder of its mandatory nature and that it would be discussed at the next meeting.</p> <p>2.3 Membership matters. Several vacancies remained and no applicants had come forward. No expiries of term were due this term or next.</p> <p>2.4 Adopt code of conduct</p> <p style="padding-left: 40px;">❖ The governing body code of conduct was recommended for adoption. [Note – later approved at item 7]</p>	
3	<p>MINUTES AND MATTERS ARISING</p> <p>3.1 Minutes</p> <p style="padding-left: 40px;">❖ The minutes were recommended for approval. [Note – later approved at item 7]</p> <p>3.2 Matters arising</p> <ul style="list-style-type: none"> • PR confirmed the attendance records now corresponded. • It was suggested forthcoming visits would be to monitor aspects of the school improvement plan. <p>There were no other matters arising.</p>	
4	<p>OFSTED REPORT</p> <p style="padding-left: 40px;">❖ The report was recommended for acceptance. [Note – later approved at item 7]</p> <p>The visit had been reported on at the previous meeting. Ofsted had agreed with governor observations and the Rapid Improvement Plan. The positive</p>	

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	<p>inspection supported the identified trend for improvement and progress towards removal of special measures. Governors wished to note this was down to the work of staff and thanks were due to them.</p> <p>LB gave an update. He informed there was now 62% attendance and some pupils were attending who had not for years. There were a lot of good news items from the process in relation to individual pupils and increasing numbers of them; however, not yet for all pupils. The local authority (LA) support was still there, including from Regan Delf and Mark Storey. The LA had appointed RD as the school partnership advisor.</p> <p>RTM had planned 4 visits as well as safeguarding group meeting and intended to meet with the safeguarding leads. PR informed the safeguarding leads in school had not been able to meet themselves yet as they have been short staffed. RTM and PR would discuss this further.</p>	
5	<p>CHAIR's REPORT</p> <p>LB gave further information.</p> <p>5.1 Budget update</p> <p>5.1.1 Finance has been an issue. The budget set for 2022/23 had been challenged by the LA and the content and quality of the financial information the local authority has provided had been challenged by a governor. A deficit budget has still not been agreed with the LA and LA assumptions have been challenged by the school.</p> <p>5.1.2 The LA had put a moratorium on recruitment. The impact of having vacant posts had been behaviour issues resulting in a number of suspensions, injuries to staff and pupils and classes closing on a rotating basis to manage those who are attending. There had been an emergency meeting with the LA that agreed a number of supply teaching assistants until the end of term. There would still be vacant posts which was placing additional pressure on PR who was now doing SENCO and safeguarding work as there was no one else available. Recruitment for supply teachers was now underway but it did not address the posts within the structure which are vacant.</p> <p>5.1.3 The chairs were reviewing the budget with the LA and in discussion with them on the staff structure and pushing them to fill vacancies. In parallel, the new School Business Manager was working with the LA to calculate the reality of what the school was spending and needed. They were hopeful the budget spreadsheet could at least be agreed as a starting point to agree a deficit budget quickly so we understand where we are. It appeared difficulties arose during the disaggregation process when the school was left without an SBM. It was causing distractions for PR and for the school re behaviour. It was unfortunate.</p> <p>5.1.4 Responding to queries regarding staff absence, it was ascertained:</p> <ul style="list-style-type: none">• HR was involved (and Regan Delf) where appropriate.• Numbers off due to sickness had varied but at worst had been 7.• Leaders could temporarily cover two lower roles; however, two of the three senior leader posts were vacant.• Supply was not an option for pupils with issues at Homewood and the	

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	<p>LA now understands this.</p> <ul style="list-style-type: none"> The Hive was now open only 50% of the time to free up a teacher, which reduced opportunities for pupils. <p>Governors were shocked at the current state of affairs and considered there was a need for urgent action. PR informed a teacher was returning for two days a week and it was likely the Hive would have to be closed but this would ease the pressure.</p> <p>Governors recalled they had stressed the need for the structure to be right and they had based that on a roll of 40, with a clawback on funding should there be fewer than 40. There were currently 34 pupils on roll. Georgina Clark Green had now realized that a different set of funding streams was needed. Governors had suggested a separate funding stream for the Hive and that other creative actions may be possible. LB confirmed there would be two additional supply staff and a Teaching Assistant for this term. There was a plan from the LA as to how it would be managed but urgency was paramount.</p> <p>5.2 Strategic direction Jo Lyons was meeting with the regional school commissioner (RSC) next week. It appeared the potential academy was pressing for works at Homewood to be financed by the LA. .</p> <p>In discussion, governor comments included:</p> <ul style="list-style-type: none"> A bigger intake would balance the books. It would need the budget to be sorted out and premises adjusted. They had no control over actions of an academy that could, as elsewhere, expand to make the school as big as it could, take on as many pupils as possible and charge as much as they could, which would be even higher if they could become residential. If an academy did not come forward or if the budget cannot be agreed or seen as not viable the school could close; however, the RSC had the responsibility to find an academy. Politics were involved and there was also the need to find other places for the pupils. At the moment, potential candidates for Homewood were being kept in their secondary school, for example those who would not come out of their bedroom. 	
6	<p>HEADTEACHER REPORT</p> <p>PR gave a brief update</p> <p>Regan Delf and Mark Storey had visited in the 2nd week of term. There had been a calm, purposeful atmosphere with learning observed. But now the impact of the staffing issues was immense. There was no capacity for the safeguarding leads to meet. They were playing catch up with all the improvement plans so were behind for example with the curriculum plans.</p> <p>Governors acknowledged the extremely difficult situation but realized that on top of everything else, they needed to ask PR to keep the RIP moving. This would show where we need support. Clearly staffing was key to achieving that. They suggested it might be useful for PR to specify the resources needed to</p>	

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	deliver the improvement plan.	
7	<p>GOVERNING BODY ORGANISATION SS arrived 17.07 and recommendations so far reviewed and considered. LN and LB would also meet with SS.</p> <p>7.1 Proposals for structure and membership It was agreed to continue as at present with the existing structure and organization, with no committees. Recruitment opportunities were unlikely in the present circumstances but it was known the LA continued to be involved.</p> <p>7.2 Approve delegation planner This item was not taken.</p> <p>7.3 Agree how pay recommendations will be approved. This item was not taken.</p> <p>7.4 Agree arrangements for external assurance re standards This was not applicable.</p> <p>7.5 Agree membership of panels These would continue as at present.</p> <p>7.6 Agree governor roles including monitoring of school action plan.</p>	
8	<p>POLICIES/DOCUMENTS for approval/noting</p> <p>8.1 School Suspension and Permanent Exclusion policy</p> <ul style="list-style-type: none"> ❖ The school suspension and permanent exclusion policy was approved as presented. <p>8.2 Admissions policy.</p> <p>The school was not an admissions authority.</p> <ul style="list-style-type: none"> ❖ The policy was noted. <p>8.3 Behaviour. The behaviour policy had been updated and agreed by PR, who confirmed the behaviour principles had not been amended. It would be circulated. If no issues JJ to be informed.</p> <p>8.4 CCTV Governors supported the introduction of a CCTV policy. It would be circulated for comment.</p>	<p>ALL</p> <p>ALL</p>
9	<p>FINANCE UPDATE</p> <p>9.1 Budget Monitoring. The requested papers had not been received [see item 5].</p> <p>9.2 Action taken under delegated authority for ratification or approval. No items were put forward.</p>	

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10	<p>SAFEGUARDING and HEALTH and SAFETY</p> <p style="padding-left: 40px;">❖ The Keeping Children Safe Sept 2022 was adopted as presented.</p> <p>The safeguarding governor explained her plan of action of visits, which included an overview of the checking of the single central record (SCR).</p> <p>PR added that the automated gates were not now going ahead which to a certain extent defeated the point of the related works.</p>	
11	<p>ITEMS BROUGHT FORWARD BY CHAIRS</p> <p>There were no other items of business.</p>	
12	<p>CONFIDENTIAL ITEMS (if any)</p> <p>There were no items of confidential business.</p>	
13	<p>IMPACT OF THIS MEETING ON PUPILS</p> <p>This item was not taken.</p>	
14	<p>Work required before next meeting not previously discussed.</p> <p>SS would liaise with PR regarding a date to visit the school. The next meeting date scheduled was 20th October 2022. In discussion it was agreed there would be a need for governors to scrutinise the budget and this would need to be postponed. PR would send JJ some dates where she may be available.</p> <p>LB thanked all for attending and the meeting closed 17.32.</p>	PR

The minutes were approved to be an accurate record at the meeting of the full governing board on 17.11.22