

HOMEWOOD COLLEGE  
GOVERNING BODY  
**MINUTES**

<b>Meeting of:</b>	<b>Full Governing Body and Full Management Committee</b>
<b>Date/Time:</b>	22nd September 2021
<b>Location:</b>	Virtual – MS Team – JJ Host
<b>Distribution:</b>	Governors, Management Committee, Website, Claire Martin, Karen Prout, Fiona Rafferty, Tim Self, Kate Schofield
<b>Quorum:</b>	For decisions to be binding for Homewood College at least half the number of governors required to be present. The meeting was quorate throughout. For decisions to be binding for Pupil Refer Units at least half the number of members required to be present. The meeting was quorate throughout.
<b>Present:</b>	<p><b>Chair of meeting: Luke Burstow</b></p> <p><b>Governors</b> (voting for GB items and in attendance for MC items) Jo Adams (JA) Luke Burstow (LB) Co-Chair of Governors and in the Chair for this meeting Rachel Carter (RC) Co-Chair of Governors Louise Cook (LC) Executive Headteacher Kasie Jeewon (KJ) from 16.04 Claire Martin (CM) from item 6 T Dion Page-Hammond (DPH) from item 6 Sue Shanks (SS) to 17:33 Tim Shelley (TSY) from item 6 Ruth Turner-Murrell (RTM)</p> <p><b>Members</b> (voting for MC items and in attendance for GB items) Luke Burstow (LB) member and Co-Chair from item 4. Chair of meeting Rachel Carter (RC) member and Co-Chair from item 4 Louise Cook (LC) Executive Headteacher Dion Page Hammond (DPH) Tim Shelley (TSY) Sam Garret (SG)</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 Brighton and Hove PRU</p>
<b>Apologies:</b>	Julie Stewart (JS) – accepted
<b>Acronyms:</b>	CHB: Central Hub (PRUs +HC) EP: Educational Psychologist 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

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CWG: Curriculum and Performance working group YES: Youth Employability Service
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	DISCUSSION and DECISIONS	DECISION SUMMARY
1.	<p><b>WELCOME</b> LB opened the meeting and a warm welcome was extended to all, particularly CM who had been invited in anticipation of her co-option to the GB. General introductions followed.</p>	
2	<p><b>CONSIDERATION OF APOLOGIES</b> Apologies were considered. RTM's arrival was expected imminently.</p>	
3	<p><b>CONSIDERATION OF INTERESTS</b> JJ gave an update on the interest declarations received and the annual declarations from governors. LB invited declarations of interest in items on the agenda. No withdrawals other than for elections/appointments items were considered necessary.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>ACTION:</b> Members or governors not having made the required annual declarations were required to do so as priority.</p> </div>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">           MC GB Forms in by 4.10.21         </div>
4	<p><b>ELECTION OF CHAIR MANAGEMENT COMMITTEE</b>  <b>[Note: this item was for consideration by members only]</b>            JJ chaired this item and explained that the position was for Chair of the Management Committee, for a term not exceeding one year. Nominations had been received from LB and RC to stand on a Co-Chair basis and this possibility had been anticipated and previously discussed amongst the MC and GB. They would also be needed to be appointed as members. No other nominations had been received to date nor came forward when the invitation was now repeated. LB and RC were invited to address the MC, prior to withdrawal.            They explained that consistency of chairing across both entities had been seen to have benefit by LC and reduce duplication of work. Co-chairing offered the opportunity to better manage the increased workload and provide greater resilience for both bodies. Both had already committed to relevant training.</p> <p>16:19 RC and LB withdrew. Members discussed the appointment and election, which had been expected. The appointments were supported.</p> <ul style="list-style-type: none"> <li>❖ RC and LB were appointed as Members to the Management Committee for a term of four years.</li> <li>❖ RC and LB were elected to Chair of Governors on a Co-Chair basis.</li> </ul> <p>16:21 RC and LB returned and confirmed they would take up the positions and were thanked for putting themselves forward to assist. LB resumed the Chair.</p>	<p>MC appoints RC and LB MC elects RC and LB to be co-chairs</p>

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5	<p><b>GOVERNING BODIES' ORGANISATION</b> Papers: Membership of Committee and Working Groups and allocation of work; Meeting timeline and dates</p> <p>RC was invited to talk through the organisation document. The aim was to ensure that each member had a useful role. Anyone with any query or wanting to change at any time was invited to contact RC or LB.</p> <p>JJ gave advice about agreement to appointments to headteacher performance management group, a reviewer and pay committee as well as panel membership. This, and related training, would be addressed outside of the meeting.</p> <p>Upon the recommendation of JJ, it was confirmed that Resources Committee could make decisions under the pay policy pay committee terms of reference.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>ACTION: RC - Obtain agreement from GB (and MC) if applicable for those to conduct HTPM, who will be the reviewer, who will be on the pay committee. RC: Let SLT (and clerks) know which meetings they will attend.</p> </div>	<p>MC and GB agree structure / work allocation proposals</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RC – finalise roles</p> </div>
6	<p><b>APPOINTMENT OF GOVERNORS/MEMBERS</b> Paper: CM application form</p> <p>6.1 Co-option C Martin, T Shelley and D Page-Hammond [This item was for consideration by governors only] And</p> <p>6.2 Election of Vice Chair to Management Committee and Election of Vice Chair to Homewood College Governing Body</p> <p>16:34 CM TSY and DPH withdrew. Prior to the meeting governors had already considered CM application, skills and reference. They now anticipated her being a valuable asset to the team in the light of her experience within education and alternative provision. TSY and DPH along with their ability to contribute to governance at Homewood were already known. TSY had been identified as Vice Chair of both governing bodies as part of succession planning and had confirmed he was willing to stand for both positions. No further nominations were received when invited.</p> <ul style="list-style-type: none"> <li>❖ CM was co-opted to Homewood College Governing Body.</li> <li>❖ TSY was co-opted to Homewood College Governing Body</li> <li>❖ DPH was co-opted to Homewood College Governing Body</li> <li>❖ TSY was elected to Vice Chair of the Management Committee and Vice Chair of Homewood College Governing Body</li> </ul> <p>16:36 CM TSY and DPH returned and accepted their appointments. Thanks were passed to them for so doing.</p>	<p>CM TSY and DPH co-opted</p> <p>TSY elected as VC of MC and GB</p>
7	<p><b>POLICIES/DOCUMENTS for approval/noting</b> Papers: KCSIE 2021; Governor Code of Conduct; Joint Child protection policy.</p>	

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	<p>7.1 Keeping children safe in education (KCSIE) 2021 ❖ KCSIE 2021 was adopted.</p> <p>It was noted the document circulated had since had some very small revisions and a governor with experience gave further explanation and it was agreed they were not significant of further action.</p> <p>7.2 Child protection policy</p> <p>In discussion, it was considered that the policy as presented, although satisfactory in terms of protecting children, so an urgent meeting was not required, might not fully reflect the spirit of the changes in KCSIE.</p> <p>❖ The child protection policy was approved on the proviso that the contents would be reviewed to ensure it reflected best practice.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>ACTION</b> LC would oversee the refinement of the policy and liaise with Gill Hibberd from the local authority and DPH as appropriate.</p> </div> <p>7.3 Governor Code of Conduct 2021 ❖ The governor code of conduct 2021 was adopted as presented.</p>	<p>KCSIE 2021 adopted</p> <p>Child protection policy approved but</p> <div style="border: 1px solid black; padding: 5px;"> <p>EHT challenged to refine CPP</p> </div>
8	<p><b>MINUTES OF LAST MEETINGS</b> Papers: Minutes 24.3.21; Minutes 14.7.21</p> <p>8.1 Minutes 24.3.21 The minutes were agreed to be an accurate record and signature authorized accordingly. No matters arising were raised.</p> <p>8.2 Minutes 14.7.21 The minutes were agreed to be an accurate record and signature authorized accordingly.</p>	
9	<p><b>MATTERS ARISING</b> The actions from the previous meeting were reviewed.</p> <p><b>What is the position regarding the website and online learning? Have there been any changes since March?</b> LC reported this was now less of an issue and learning was not remote.</p> <p>A brief summary of premises move was given by LC for the benefit of newer governors. It was noted it was going out to tender and LC would recirculate the related documents again.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>ACTION</b> LC to review actions from previous meetings and attend to any not yet addressed e.g. 6.2, 6.3 and 8.3 of minutes 14.7.21 ALL – contact clerk if not received calendar notifications of meetings</p> </div> <p>There were no further matters arising.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>LC check actions complete</p> </div>
10	<p><b>CHAIRS' REPORT</b> Paper: Chair's report</p> <p>LB talked through the report.</p>	

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	<p>It included details of meetings attended such as with Jo Lyons and Georgina Clarke Green from the local authority. It was clear the focus was on moving from 'requires improvement' to 'good' and supporting Homewood. He drew attention to the behaviour issues since the start of term and suggested that governors needed to work with the school to ensure the school was putting in place the things they need to. RC added that the aim was to ensure a safe, calm environment with purposeful learning. A key focus for both working groups would be: delivering good outcomes and good education experience.</p> <p>The draft service level agreement with the local authority continued to be worked on by Bob Wall, with Rachel and Luke having oversight and would be circulated when received.</p> <p>The report was accepted.</p> <p>RC reported that staff were being supported and she had been very impressed with the support that was in place and would be rolled out across the hub by the Educational Psychologists. She considered it very important.</p>	
11	<p><b>FINANCE UPDATE</b> Papers: 2 x Budget monitoring; 2 x Chart of Accounts and School Business Manager brief report.</p> <p>11.1 Budget monitoring K P was invited to comment and took questions.</p> <ul style="list-style-type: none"> <li>• The budget was on track</li> <li>• Homewood surplus was currently around £12k and CHB was within the licensed deficit.</li> </ul> <p>LC added that the figures did not include expenditure on college courses, which would subsume the surplus.</p> <p>JJ gave advice and recommended any items needing approval by governors be brought to their attention.</p> <p>11.2 Governor comments <b>What is the position re the caretaker post?</b> It closes on Friday. I have had to pick up the work in the meantime. <b>What have you put in place to manage the risk?</b> The fire alarm company came in to show me how to test the fire alarm and I do health and safety walks. <b>Is it all being done?</b> To the best of our ability. We have now got agreement from the caretaker at the PRU to work for Homewood for a couple of hours. <b>Re damage to minibuses: are there any lessons to be learnt?</b> LC informed they had asked for a contribution to repair the damage and we are investigating following a more strident approach on that and also regarding broken windows. We are trying to clamp down on it. LC passed on thanks to KP for all the work she was doing. Governors commented on the improved standard of financial information being provided in comparison with years previous. It was all much clearer.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>ACTION</b> - ALL: A governor suggested visiting the site would be beneficial and all were requested to contact KP to arrange a date. LB would meet with KP monthly before the outturns were circulated, to review the items.</p> </div>	<p>KP LB ALL</p>

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12	<p><b>EHT and HEADS of SCHOOL REPORTS</b> Papers: EHT Strategic report, First page SDP, Report Head of School The Connected Hub and Report Head of School PRU.</p> <p>12.1 Executive Headteacher report The report covered: Vision and development of CHB, Continuing Professional Development, Site developments, staffing and finance as well as Covid.</p> <p>LC gave a brief summary of the significant items and took questions.</p> <p><b>Re the Ofsted webinar: was there anything new of significance?</b> No. The biggest change is re the impact of the pandemic and is not cause for concern. The work of CHB during the pandemic was very effective.</p> <p><b>Re the website?</b> The main problem is the server as we cannot get onto the website when you are actually on site. We are checking the website for compliance again.</p> <p><b>Do you have a time scale?</b> I am meeting Gavin Thorpe next week.</p> <p><b>Re safeguarding, can you give a summary of the first two weeks please?</b> LC explained there had been quite a few high level incidents at Homewood, their cause (too many pupils on site pending college courses starting as well as the aftermath of incidents in the holidays) and what was being done as a result. This included fixed term suspensions, alternative programmes and reviewing safety concerns with the pastoral team. As requested by governors, the flow charts for what happens when there is a serious incident have been completed.</p> <p>TSF and KS related similar problems and TSF informed it had been one of the heaviest times in his career re safeguarding. In discussion, the frequency of reporting to safeguarding member would be reviewed when the remit for SWG was reviewed. There was a need for consistency.</p> <p>Re NPQH, would it be useful to have those following the programme to between them cover its whole breadth and link to the CWG and SWG as appropriate?</p> <p>12.2 Head of School Report: CHB PRU The report covered: Induction and start of new school term; Post 16 destinations; Curriculum and progress; Numbers on roll split by groups; Safeguarding, Attendance, Exclusions/serious incidents, Part time timetables, Health and Safety, and Staffing. TSF gave further information and took questions.</p> <ul style="list-style-type: none"> <li>• Concerns lay with the numbers of EHCP students in secondary and very significant increase in Key Stage 2.</li> <li>• If the move to the grade 2 listed premises were to be ratified the local authority plans regarding increasing numbers and expanding the range of pupils would be required. There would also be building alteration and, presumably, very significant maintenance cost issues to ascertain and address. KP informed she was planning on visiting the site with TSF.</li> </ul>
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**Is there adequate support for staff? Are you able to speak with someone on these nasty incidents?** LC explained we are lucky that we can talk to Eps, especially since they are now coming onto site. TSF added that they had been using the therapy team. The incidents with us are happening outside of school, we are just dealing with the aftermath. We are forming a development plan, including a supporting plan through our mental health and wellbeing lead this year.

**A member recommended continuing to pressure the local authority to resolve the SLA was needed to ensure keeping within the vision of the PRU.** All agreed congratulations were due. All the year 11s have had destinations so that is a success story. TSF cautioned that one had now been suspended from college; however, they had now got a post 16 funded post that will attend to matters.

Governors enquired whether a similar report would come for Homewood as it was useful. LC confirmed that usually one would be completed.

**12.3 Head of School report: The Connected Hub**

The report covered the same items as at 11.3 and KS gave further information and took questions.

- There had been similar difficulties re the return to school and the aftermath of holiday issues as at the other sites.
- The transition funding was proving successful. Only 5 of 38 were NEET and these were being assisted by YES. It feels like we are spreading our good practice to the MET.
- We cannot find a regular slot for our staff where they can meet the EPs and so we will arrange for some reflective days and we will cover staff so they can speak with them. A session with an art therapist is also available.

Members agreed that again the destination news was to be commended. **Why isn't attendance data available – do we know where they all are?** KS informed there had been SIMS programme problems so it data was kept on paper. The issue had been resolved and the data was now being loaded.

Governors ascertained there was not someone that looked at attendance across the whole provision and challenged LC to provide the attendance reports to RTM. It was acknowledged it was only 3 weeks into the term and that patterns would show over the year.

**ACTION**

KP RC LB. Agree format for attendance reporting. Liaise RTM and Gail Woodward. By 4.10.21?  
CM and LC to meet re curriculum

KP RC LB

CM LC

**12.4 Schools' Development Plan**

The highlights had been drawn up by LC TSF and KS. A lot of the targets had been carried over from last year but some had been changed. They drew attention to:

- Careers education, information and guidance (CEIAG) had now been included as it was felt this was a key component.
- Mental health and wellbeing

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	<ul style="list-style-type: none"> <li>• Ambitious curriculum and literacy strategy</li> <li>• Equality and awareness of peer on peer abuse.</li> </ul> <p>LC added that it had been useful working with TSF and KS. Working groups would continue to made to each full governing body meeting and include reference to progress on the school development plan.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>ACTION</b> RC and LB Liaise and make arrangements with Chairs of ctee/groups to ensure oversight of SDP by those in governance. ALL – contact RC or LB if interested in being linked with a particular site</p> </div>	RC LB  ALL
13	<b>ITEMS BROUGHT FORWARD BY CHAIRS</b> There were no items of business brought forward.	
14	<b>CONFIDENTIAL ITEMS (if any)</b> There were no confidential items. There being no further business, the meeting closed.	

**ACTION POINT SUMMARY**

Item	Who by	Action	When
1/3	MC/GB	If there are annual declarations or confirmations of reading or skills audit you have not yet attended to, please do so. ( I will send email again to all)	4.10.21
5	RC	Obtain agreement from GB (and MC) if applicable for <ul style="list-style-type: none"> <li>• those to conduct HTPM</li> <li>• who will be the reviewer</li> <li>• who will be on the pay committee</li> </ul>	Before the HTPM next meeting and allow time for training Before agenda goes for Resources
5	RC	Let SLT know which meetings to attend	ASAP
6	LC	Re child protection policy – LC to ensure refined –liaise with Gill Hibberd and DPH to ensure fully reflects the Sept 21 KCSIE.	Liaise with DPH
9	LC	Review actions from previous meetings if not attended to e.g. 6.2 and 6.3 and 8.3 of minutes 14.7.21	ASAP
9	MC/GB SLT	If not received invites to your committee/ working group meetings, let CM or JJ know	ASAP
11	KP LB	Meet before outturns circulated to review items	Ongoing
11	All	Contact KP if interested in a site walk, to arrange date	4.10.21
12	FR CM	Meet re curriculum	
12	RC LB KP	Agree format for attendance reporting, liaise RTM and GW	4.10.21?
12	RC and LB	Liaise and make arrangements with Chairs of ctee/groups to ensure approval and oversight of SDP by those in governance	By first meetings? Include in remit/TOR
12	All	Let RC or LB know if interested in being allocated a site	4.10.21
12	JJ	Circulate visit template form	4.10.21

Signature approved at meeting 25.11.21