

Central Hub Brighton Management Committee Meeting

Meeting of:	Full Management Committee
Date/Time:	7 th July 2022, 4pm
Location:	Lynchet Close, Brighton
Distribution:	Full Management Committee, K Schofield, T Self, K Prout, J Barnard-Langston, website once approved at the next meeting
Quorum:	At least half the number of current members required to be present for decisions to be binding. The meeting was quorate throughout.
Present:	<p>Members (voting) Jenny Barnard-Langston (JBL) Richard Barker (RB) Diana Boyd (DB) Rachel Carter (RC) Dion Page-Hammond (DPH) Jackie O'Quinn (JO)</p> <p>Other Tim Self (TS) – Co-Headteacher Karen Prout (KP) – Senior Business Manager Sammie Lea (Clerk)</p>
Apologies:	Kate Schofield (KS) – Co-Headteacher

MINUTES

	DISCUSSION, DECISIONS and <i>Actions</i>
1	<p>Welcome and Introductions</p> <ul style="list-style-type: none"> JBL opened the meeting and thanked everyone for attending. Introductions followed including appointment of Sammie Lea as Clerk.
2	<p>Apologies and Conflicts of Interest</p> <ul style="list-style-type: none"> Apologies from KS due to personal circumstances. Opportunity to say farewell to KS prior to her retirement will be ensured. <ul style="list-style-type: none"> ➤ Action: JBL will express thanks on behalf of Management Committee. ➤ Action: RB will ensure a farewell is included in Jo Lyon's blog. No declarations of interest in items on the agenda were made.
3	<p>Resignation/Vacancy</p> <ul style="list-style-type: none"> Tim Shelley, Vice Chair, has resigned from the Management Committee (MC) due to other time commitments. JBL conveyed her thanks to him on behalf of the MC.

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	<ul style="list-style-type: none"> Established the need to appoint a new Vice Chair. RB was nominated and seconded by JO. This was voted for unanimously. Discussion of the vacancy and what skills would be appropriate additions to the MC. Finance and Curriculum were concluded. <ul style="list-style-type: none"> ➤ Action: JBL will put up a vacancy.
4	<p>Minutes of last meeting</p> <p>MC requested a correction for the minutes from 18/05/2022. (RC: Contact Chris Derbyshire at Sussex Uni and Daniel Hawkins at Brighton Uni form part of the Widening Participation Team have made connections to Cordelia at The Connected Hub who has planned to visit Brighton Uni with Connected Hub students. Chris will made contact once he has an update on opportunities.)</p> <ul style="list-style-type: none"> ➤ Action: KP to correct and redistribute.
5	<p>Chair's Report</p> <ul style="list-style-type: none"> Safeguarding update provided. DPH completed a monitoring visit focusing on Safeguarding and completed an external audit of the Single Central Record. Concluded it shows integrity and evidence of good practice. Suggestion for the Governors' tab on SCR to be reviewed. MC discussed whether references should be sought for Management Committee members. Agreed not necessary for existing members but good practice for future members. In future, monitoring visit forms will be circulated by Clerk.
6	<p>Co Headteacher Reports</p> <ul style="list-style-type: none"> The MC questioned whether the increase in pupil numbers at The Connected Hub (TCH) will be problematic due to limited space. It was clarified that 40 places are offered and the full cohort is not ever on site at the same time as timetables include an external offsite offer. The MC requested a report outlining the plan for part-time timetables prior to KS leaving. TS clarified that this is difficult until the needs of the new cohort become more clearly understood by staff, which will take time. KP has recently completed training in risk assessing offsite provision, which will add to the ease in which this can be arranged for students. TS and Amanda Meier (AM) will meet next week to discuss the next academic year and build on strategies and priorities already in place. MC questioned what support is in place for students transitioning on from TCH. TS stated transition plans are in place for each student and that unfortunately the covid-related government funding offered for the past two years to provide transition support to Year 11 leavers has ended. Children in Care Easter Report was discussed. The MC commented that it is helpful to see an overview of the individual student's progress and work being done 'on the ground'. An outcome listed on the report is to incorporate working with Previously in Care students for the following academic year onwards. It was requested for future reports to be anonymised. The MC asked if future reports will be consistent across the two sites.

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	<ul style="list-style-type: none"> • The MC need to review the recommendation for a UPS salary. Decision that this cannot be confidently agreed upon without the evidence of performance management provided. If approved then the increase will be backdated. More information to be sought from KS. • A Pay Committee will be formed to make future pay decisions. JO, DPH, and RC appointed. • The Pay Committee will be separate from the panel for Performance Management of Co-Heads, which consists of JBL, DB, RC, and an external person not yet confirmed. • The Management Committee would like to have sight of the Pay Policy. <ul style="list-style-type: none"> ➤ Action: Clerk or KP to distribute Pay Policy prior to next meeting. • In Secondary, students are staying longer than their 12-week assessment programmes. Key Stage 4 will be full in September. Two new referrals this week. TS has asked SEN team for some students to be placed elsewhere for September as cannot meet their needs. • The MC would like to see the Service Level Agreement (SLA) to understand current expectation and how best to meet that. <ul style="list-style-type: none"> ➤ Action: KP to distribute SLA to management committee. • The MC discussed need for a student's destination at the end of their programme to be identified in writing at the start of the programme. • The MC questioned whether data collection of length of placement was taking place. TS stated it is but not yet straightforward to share and that there is the issue of school holidays impacting total duration vs duration in school, so the data is not simple to interpret. • The MC suggested providing details of how mental health is being supported and what agencies are involved in a single document. TS confirmed there is ringfenced money for therapeutic support. • The MC thanked TS for an extensive report.
7	<p>SBM Report</p> <ul style="list-style-type: none"> • Discussion of the budget of £23k for staff expenses. Includes training and staff development. Also includes Management Committee expenses e.g. childcare during meetings. Likely not relevant currently, but useful to look at policy to recognise if there are any expenses to cover and how to claim. • KP reported that it has been decided to not renew the staff insurance policy which covers long term sickness. It has cost more than it has gained, despite using it. It does not cover the full cost of supply teachers. The MC expressed concern over having no such insurance in place. Could be vulnerable to cost of long term absence and potentially staff could feel pressure to not take absence when needed. KP confirmed it is active until September 2022. <ul style="list-style-type: none"> ➤ Action: KP to explore potential alternatives. • The MC questioned the May update for photocopying costs which anticipates more will be spent than expected. KP confirmed that the contract is shared with Homewood, and thus they are due to pay towards the cost prior to it ending. • Possibility of a predicted deficit of £20k discussed. This is unclear at present as additional future expenditure is unknown. The MC stated a need to assure that a deficit is not planned for and is instead worked at to resolve.

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	<ul style="list-style-type: none"> • Discussion of the importance of assuring that costs are not incurred for the entirety of the Connaught building when only part of the building will be in use. <p>DB left the meeting.</p> <ul style="list-style-type: none"> • The Classroom Assistance budget is in surplus. KP explained this is due to recruitment underway which is not yet in the system. • It was highlighted that the apprentice will not be kept on for the following year. • The Chart of Accounts were signed by JBL.
8	<p>Management Committee Working Parties Management Committee Member Visits</p> <ul style="list-style-type: none"> • Decision to not create Working Parties but to instead focus agendas on specific areas. • Visits deemed good for the MC to gain a greater sense of the schools. Visits should be given a specific purpose with strategic objectives taking the lead from Leadership and linked to the School Development Plan.
9	<p>Policy Review</p> <ul style="list-style-type: none"> ➤ Action: The policy schedule will be updated and redistributed by clerk. ➤ Action: All policies need to be reviewed to reflect disaggregation and new leadership. KP will complete.
10	<p>Any Other Business</p> <ul style="list-style-type: none"> • Next meeting scheduled 28th September, 4pm at Lynchet Close.