

Central Hub Brighton Management Committee Meeting

Meeting of:	Full Management Committee
Date/Time:	18 th May 2022 4pm
Location:	Virtual – MS Teams
Distribution:	Full Management Committee, K Schofield, T Self, J Coe, 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:	Members (voting) Jenny Barnard-Langston (JBL) Chair 3 Richard Barker (RB) Diana Boyd (DB) Rachel Carter (RC) Dion Page-Hammond (DPH) Tim Shelley (TSY) – Vice Chair Other Karen Prout (KP) – Temporary Clerk to Governors Jacqueline Coe (JC) supporting the management committee and leaders of Connected PRU and Connected Hub
Apologies:	None

MINUTES

	DISCUSSION, DECISIONS and <i>Actions</i>
1	<p>WELCOME, INTRODUCTIONS</p> <ul style="list-style-type: none"> JBL opened the meeting and thanked everyone for attending. Introductions followed. In discussion, the order of the agenda was confirmed.
2	<p>APOLOGIES AND INTERESTS</p> <p>No Apologies. No declarations of interest in items on the agenda were made.</p>
3	<p>CHAIRS REPORT</p> <p>The advert for the Co-headteacher is out, the timeline is tight. Closing date 18th May, shortlisting 20th May and interviews 23rd May.</p> <p>Rachel Carter, Mark Storey, Jacqueline Coe, Jenny Barnard Langston, Dion Paige Hammond (offered to sit on the panel during this meeting) were the panel members. Tim was asked to spend some time with the Interviewees.</p> <p>KP to support operationally. Three candidates are interested in the post and two have visited the HUB,</p>

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4	<p>CO HEAD TEACHER REPORTS</p> <p>TS presented the Rapid Action Plan.</p> <p>When the mock Ofsted inspection took place with Paula Sargent, Pam Ridgewell and Regan Delf the need for full time provision was raised.</p> <p>This forms part of the Rapid Action Plan, but is dependent on sites and staffing. At present the PRU's offer is hindered by its current facilities and are struggling to offer this.</p> <p>DB asked about part time timetables and attendance. TS confirmed that we contact every day if student is not attending. Also confirmed offer of work on line via the National Tutoring Programme.</p> <p>It was reported that many of our students on referral to the PRU have only managed up to 1 ½ hours per day in mainstream. We need to look at how we educate these young people as they cannot manage a full time offer.</p> <p>DB questioned the safeguarding of children and young people when they are offsite. Obviously, risk assessed at school, but not a home. TS confirmed new Safeguarding and Attendance lead and a multi-agency approach will highlight any concerns.</p> <p>JBL questioned the Management Committee role in supporting CHB, the skills within and what the KPI's are.</p> <p>RC questioned the year 11 transition programme. TS confirmed that taster sessions were being arranged. KS also confirmed trips to MET College, Brighton University.</p> <p>Work experience offer will be expanded as KP will undertake the Insurance and Health and Safety checks of potential work placements. KP to contact mainstream schools for support and training in relation to this.</p> <p>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 already visited Brighton Uni with Connected Hub students. Chris will made contact once he has an update on opportunities.</p> <p>At this point KP asked permission to record the meeting.</p> <p>The School Improvement Board, which is made up of Mark Storey, Kate Schofield, Jenny Barnard Langston, Tim Self and Gavin Thomas are working on supporting the new management committee. JBL noted that TS has a very good system for tracking every child and that the LA is working in line with Alternative Provision statutory Guidance. This guidance states that we need to be offering a full time offer, if it</p>

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	<p>cannot be offered the receiving schools should be picking this up. Ofsted will want to be able to talk to us about what we are offering our children and young people.</p> <p>JBL is also looking at the Service Level Agreement (“SLA”). There is an SLA in place. The agreement is between CHB and the LA Services. The SLA is clear about their expectations and in order to meet those expectations the Management Committee (MC) need to understand why there are a number of children coming in with no school. We need to understand where children and coming from and going to. The service delivery from PRU and TCH is what the LA are expecting and enable us to give the families and children the provision they require and that we work together with the schools to ensure the service works the way it is intended to.</p> <p>Keep focused on what we are expected to do and meeting the requirement and that the schools work with us in partnership.</p> <p>DB: Agree with JBL, re attendance and PPtt talk to students and their families these issues will need to be tackled. Are there areas in the action plan that are real areas of concern? Who is looking at these areas.</p> <p>JBL: Not fully been answered as there are still amber and red rated. We can see areas of concern and development. This should now been seen as part of the school development plan to ensure KPI’s are addressed.</p> <p>There are some things that are worrying, but as they are there they are indicating something needs to be done about it. MC role is to read the document and ask yourself is there areas that are concerning and needs to be addressed. MC need to ask when and how are you going to address this.</p> <p>MC need to see documents and challenge the alerts. We need to see the School Development plans and risk management. MCM will be given roles so that they can dig into areas of concern.</p> <p>TS: CHB Small cohorts (100 students). Looking at attendance figures each student may be 3 or 4 %. We should be looking at individual attendance. The issues around that from home life and the issues within the families and safeguarding.</p> <p>KS: Attendance fact, students come on roll for 1 year. We had 8 students that were PNA, we tried everything to include them, with limited resources. 2 of the 8 have come back on site. 6 of the 8 have started their GCSE exams this week. So although PNA we could not get them on site, they have stuck with us in some degree. This is a huge development.</p> <p>DB: Understand the attendance. Have to make judgements about what you flex on. Young people that struggle with attending school, full time attendance and curriculum is not the right approach.</p> <p>RC to KS. Alarmed that schools are sending you students that have not attended their mainstream schools, what do they think that you can do what they have not</p>

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	<p>managed to do. Is it realistic and should we push back to the schools on the referrals.</p> <p>KS – One of the items we raise when we go to the BAP referrals that work well and referrals that do not work well. We ask if the PNA's will it be a waste of a place. We have never had so many PNA's and this is as a result of Covid. We used to do more with them as we had LBS as our attendance and safeguarding lead just for TCH, but then she took the role over Homewood as well and we just did not have the capacity as before. However, we now have the new S&A lead and LBS will work on how to do this. Meetings are set up with multi-agency approach. Good links with professional colleagues.</p> <p>RC: Are they still on roll at their school.</p> <p>KS: Only on our role for year 11. Different at the PRU</p> <p>TS: Year 11 come off roll with their mainstream school, these are then single registration at the PRU.</p> <p>JBL: Glad you asked, the understanding that young people are no longer connected to their schools and understanding that. Did not realise that at the PRU they were not still connected to their mainstream school.</p>
5	<p>SBM REPORT</p> <p>Received the paperwork.</p> <p>KP: Firstly, agree to the layout of the SBM report, would you like any additions. Assume that this format is fine for everybody.</p> <p>JBL: Are all happy.</p> <p>KP: Should add which term.</p> <p>KP: Clarify surplus £34,585 for 21-22. No Outturn. Commissioning Letter and Budget allocation papers sent and need to minute our budget allocation of £1,775,809. JBL acknowledged budget allocation.</p> <p>JBL: Any views please.</p> <p>KP: We did Predict a deficit budget 21-22 but the loss of the EHT salary had made a big impact on this. SFVS signed off my L Burstow as Chaor of MC and sent to LA. Discussions need to be had re Scheme of Delegation. Please complete the Register of Pecuniary Interest.</p> <p>KP: The final budget plan that has been reviewed by LA. Year 1 is a £15,000 surplus. Can we allocate that to WExp. 2nd year small deficit. 3rd year worrying. This budget is set to change in relation to sites and staffing. Budget needs to be approved so that we can monitor it.</p>

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	<p>JBL: Line in the budget for the MC expenses.</p> <p>DB: Clarify dependant on decisions LA and Management Committee.</p> <p>KP: A mixture of both. Budget is in a reflection of what we have now. I am cautious in relation to income. So many variables.</p> <p>JBL: Most budgets show a deficit in year three. It gives you an understanding of our need to be prudent. KP will alert us when things become difficult.</p> <p>RB: Many schools finds themselves in year 3. Clarify the rationale of why we are allocating the £15,000 when we have a deficit in the following year.</p> <p>KP: This is how the spreadsheet calculates and carries forward any deficits.</p> <p>RB: Why would we allocate to WExp.</p> <p>KP: You can ring fence and carry forward. Put the extra allocation in STC.</p> <p>TS: Capacity to have a full time offer to students at TCH, therefore to increase the offer we need WExp. Is the RAP costing in the budget</p> <p>KP: These costing are not in the current budget.</p> <p>TS: We were told we cannot offer a FTT because of Buildings and budget. Should we ask to a licence deficit?</p> <p>KP: That is a discussion for you the management committee and the LA. I can cost it for you.</p> <p>JBL: Approve the budget, and cost the RAP.</p> <p>DB: The £15,000 needs to be approved by MC today.</p> <p>KP: Move to STC so we can vire if we need to.</p> <p>DB: RAP what is being budgeted for and what is not being budgeted for. What conversations are need to ensure that we meet the needs of the RAP?</p> <p>KP: We are in discussion at present with LA regarding sites etc. We have to move forward to site move. We need to move Primary to Connaught and possibly KS3 to Lynchet Close and close the DR building.</p> <p>RC: Why do costing change over the years, for example, electricity goes up in second year and back down in year 3 – why:</p> <p>KP: Less sites.</p>

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	<p>RC: Contingency for rising energy costs.</p> <p>JBL: Put excess into contingency. We will monitor the budget. KP: Yes. I will send an outturn every month.</p> <p>JBL: Put excess into contingency. MCM agreed the budget.</p> <p>KP: Met with the LA today to look at how we can made DR more secure. Risk in relation to access to the building and potential harm within the building. The LA are looking at more CCTV, fob system for front door. The reception area is very vulnerable, isolated from the rest of the building.</p> <p>All the recruitment vacancies are on the report and I will cost this to support RAP. We have received RB response to Connaught move.</p> <p>RC: Have you had a MC H&S visit? Who is responsible? KP: I think this may be agreed today</p> <p>RC: Apprenticeship levey. Do we have anyone? KP: Finance/HR support is taking on the SBM apprenticeship.</p> <p>JBL: Is there anything else on the report? Staff absence is on there is there anything re Health and Wellbeing?</p> <p>Confidential item redacted. [A discussion of post covid staff issues within CHB was held with examples given to MC members and the circumstances particular to each site.]</p> <p>JBL: it is good to know and what support we need to know specific areas of concern. The last part of your report can be picked up by RB.</p> <p>RB: From a LA perspective, we wish to see and support the move of the Primary provision of the PRU to move to Connaught Road site. We would like to see this at the earliest opportunity, but recognise there is a need to agree with Tim and colleagues about what adjustments are necessary and appropriate. To enable this move we need to schedule and tender the work needed. This is not likely to be September. Possibly October half term, possibly the latest would be Jan 2023. This will be led by Tim. That move to Connaught would include the additional 6 commissioned places from September.</p> <p>An outline business case was provided with some strong rationale as to why the secondary provision would be better suited to Connaught, the LA is of the view that we would not see that move take place. Therefore, we are not looking at an alternative. Looking at what can be consolidated at the Lynchet Close site once Primary has moved?</p>

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	<p>JBL: Ongoing issue, although there may be not always be agreement. On behalf of leadership re timing and planning. Difficult to plan, re timeline. This is the initial response.</p> <p>JC: I am meeting with KS/TS the move does have implications. Whether the LA has made a decision that there will be no primary provision at Homewood. Is this a decision that the LA need this provision now, or is this a decision that the age range at Homewood starts at Yr 7 from hereon in.</p> <p>RB: Unaware of any changes to Homewood age range. Additional ASC provision that has been referenced in terms of provision there are ongoing discussions about this. There is additional work being done in regards to children with ASC. This identified a need for 6 additional primary places for EHCP pupils of which SEMH is a factor. There is no link between the three elements.</p> <p>JC: The impact is on staffing and the PRU incurring costs. Will that money be provided by the LA.</p> <p>RB: Additional places cannot be provided. I acknowledge the practicalities. If TS can take the additional children in September in current accommodation.</p> <p>RC: Just primary moving to Connaught. What is the rest of the building be used for.</p> <p>RB: Big building for small number of Children. There is a longer-term aspiration that we would be able to enhance the provision for primary. We do not anticipate the primary PRU using the whole building.</p> <p>TS: Current cohort to be raised to 24. There was a discussion in the past about having the current EHCP places at Homewood. Meeting on 20th to discuss what we can offer in September. We would like to be able to employ the teacher for the interim period.</p> <p>JBL: We need to move forward now.</p> <p>KP: Note that the January move may prove difficult.</p> <p>JBL: Building coming on stream, when it is on stream. The timing for the building is important. The building needs some greening, is brick, tarmac in a heavy traffic area. We need the site is fit for purpose.</p> <p>JBL: Cannot allocate roles to people I do not know. I will be contacting you individually. Look at working parties. We need to maximise our skills as a management committee.</p> <p>Is the policy from the Model Local Authority that has gone through the unions.</p> <p>KP: The policy is an adaption of the LA policy.</p>

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	JBL: Can I ask that the Health and Safety policy be agreed. All agreed.
6	ANY OTHER BUSINESS JBL: Next meeting 4pm - 7 th July 2022 Face to Face at Lynchet Close No longer AOB on Agenda moving on DB: May be late to next meeting. Safeguarding on the Agenda, going forward DPH: Safeguarding policy still needs to be ratified. It was agreed with potential to change. It is a Brighton and Hove Policy. Amend for September 2022. JBL: Keep in draft and we can ratify at the next meeting. KS: We also need these policies for exams