

Meeting of:	Full Management Committee
Date/Time:	28 th September 2022, 4pm
Location:	Lynchet Close, Brighton
Distribution:	Full Management Committee and 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 Amanda Meier (AM) - Co-Headteacher Karen Prout (KP) – Senior Business Manager Laura Swithern (LS) - Designated Safeguarding Lead Sammie Lea - Clerk</p>
Apologies:	None

MINUTES

	DISCUSSION, DECISIONS and <i>Actions</i>
1	<p>Welcome, Apologies and Absence</p> <ul style="list-style-type: none"> • JBL opened the meeting and thanked everyone for attending. • There were no apologies.
2	<p>Declarations of Interest</p> <ul style="list-style-type: none"> • No declarations of interest in items on the agenda were made. • MC members completed declaration of interest form. <p>- Action: JO (joining online) to complete at later date.</p>



DISCUSSION, DECISIONS and *Actions*

SBM

- Agenda item moved forwards due to KP needing to leave.
- Discussion of the deficit. KP has completed the pay award calculation. The NJC pay award back pay is £86k. The budget for appointing a PE teacher has been removed. This brings the deficit to £34k.
- IT are currently resolving an issue with SIMs and the Finance and School Management System not communicating as they should.
- Low pay award adjustment has been accounted for. In July KP was told it was £13k, then later told £28k, then awarded £15k.
- Given high staffing costs for teaching, there won't be an improvement. A large proportion of teaching staff are UPS3.
- MC asked if TS and AM join Head's groups as there is lot of discussion about difficulty with the pay award. Both have recently joined. They were unable to attend this morning due to internet issues.
- MC asked about utility costs. KP – costs are capped until March 2023. There is an anticipated increase in gas/electric/water. The increase will impact the next academic year's budget.
- Discussion of the plan to deal with the deficit. JBL – we are responsible for the budget and have to manage within the confines we have. It was mitigated by removing the un-recruited PE teacher position.
- A staff member secured an £8k donation towards funding PE activities at TCH.
- KP will be updating pay scales and by Friday should have more accurate information.
- MC asked if there was non-essential expenditure. It was thought difficult to ascertain what is essential in discussion of provision for young people.
- The amount spent on supply agencies was discussed. It is low due to using internal cover. There are staffing issues however, as no one is applying for B grade jobs.
- KP shared example of increase in paper costs. A ream of paper was £1.99. It's now £3.99 and soon to increase to £5.99.
- AM and TS will stay informed of what other heads are doing and see if working together can help, looking at expenditure in-house and as a wider community.

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	DISCUSSION, DECISIONS and Actions
	<ul style="list-style-type: none"> • JBL – we note the pressures of the budget and will continue to monitor. We encourage leaders to look at economics of scale for procurement and ensuring that what is spent it spent well. - Action: MC wish to be kept informed in between meetings and if something unexpected changes.
4	<p>Approval of meeting minutes and matters arising</p> <ul style="list-style-type: none"> • The minutes of 07/07/22 were approved. • Discussion of prior action point regarding exploring alternatives to the staff insurance policy. KP - it costs £28k for September-September. Last year less than 50% was received back. If someone is part-time, then they need to be absent for 10 days before a claim can be made. MC suggested it is very risky not to have the insurance. If a teacher is off for nine months there is no room in the budget to cover that. It is also important for staff to feel that they can prioritise their wellbeing. It may be that it is just a poor policy provider. The LA does not advocate a particular one. - Action: RC and AM will ask business managers they know at other schools. - Action: KP will obtain three quotes for teacher-only insurance and three quotes for teacher and support staff insurance to discuss with heads. • Discussion of prior action point - for more information to be requested about a request for UPS. No evidence was provided so pay committee did not meet. - Action: KP will check if the staff member was notified.
5	<p>Code of conduct</p> <ul style="list-style-type: none"> • All members signed except for JO (joining online). - Action: JO to sign at later date.
6	<p>Chair's Report</p> <ul style="list-style-type: none"> • Nothing to report.
7	<p>Safeguarding Update</p> <ul style="list-style-type: none"> • DPH shared details of formal safeguarding visit. Met with TS and LS. LS is new in role. Discussed processes. TS shared vulnerability index. There are recommendations at the bottom of the report. The plan is to visit six times per year and alternate between PRU and TCH. There will be a focus on the recent



DISCUSSION, DECISIONS and Actions	
	<p>monitoring visit report and suggestions from the MC.</p> <ul style="list-style-type: none"> • The MC have all got DBS checks. Need to ensure we have them for new recruits. • The MC thanked DPH for the report. • KP left the meeting.
8	<p>Co-Head's Reports</p> <ul style="list-style-type: none"> • The PRUs offer is full time (27 hours) but some students cannot manage that, particularly afternoons. No student coming in has full time at mainstream. Shown on their Pupil Passport. It can be a shock to come full time. Thursday afternoon enrichment out in the minibus can be very challenging. • Staffing at KS4 – Rosie is the only full-time teacher/also Head of School. It is an issue due to anticipated move. • MC asked how we can ensure the quality of provision and safety for students who have been requested to remain on roll but are being educated at a different site. TS – it is an issue and we need clarification from the LA. There is a meeting next week. The MC stated that it needs to be part of the SLA and we need to be able to answer “What happens if...”. Attendance and monitoring need to be shared because the school is accountable. There needs to be clarity on who is leading EHCP reviews. We are in negotiation to have a new SLA and need to question that we do not always continue to do something just because we have always done it. <p>TS described the case of a student who in the last few days was taken overseas for an unknown amount of time and remains on roll, and another in a care home in another county who remains on roll.</p> <p>The MC asked how they can help provide clarity and help steer where the priorities should be. MC advised to stick with legislation and guidelines. MC recognised that the cases discussed are a testament to being child-centred and going the extra mile.</p> <ul style="list-style-type: none"> • The MC asked if results are compared across sites. There is the possibility to discuss what is working well, or not. <ul style="list-style-type: none"> - Action – Key stage heads to share results for next meeting. • The MC haven't seen the school development plan and cannot view reports with it in mind. <ul style="list-style-type: none"> - Action – AM will send it out. • Co-Heads met this week and went through points of the monitoring visit.



DISCUSSION, DECISIONS and *Actions*

- TCH Head's report was discussed. MC asked what opportunities there are to increase PE provision without increasing costs. Suggestions of engaging with Brighton and Hove Albion. It was pointed out that they charge. Independent schools have to provide to the community as part of their charitable status. Perhaps they could provide a PE teacher for a few hours per week. Universities may have undergraduates interested in working with our young people. Education partnership could be utilised. Work experience opportunities could be expanded. RC happy to discuss separately with AM.
- The post-16 advisor was provided with a contact to support apprenticeships – was this followed up?
 - **Action:** AM will check.
- MC asked about communication during referrals to TCH. It isn't normally the Heads directly involved. Is all information filtering down? Students are decided on quite late and there is lots of debate and discussion. It needs to begin earlier in the year. Also, students with EHCPs are not supposed to be referred.
 - **Action:** AM will discuss at the Heads partnership meeting.
- MC commented that the information provided about Looked After Children provides a detailed overview.
- Discussion of the attendance information provided. Attendance officer is working well with reaching low and non-attenders.
 - **Action:** The MC requested more information and case study reports.
- Discussion of how part-time timetables can be supplemented. Tute is a possibility and would widen the curriculum offer but funding is an issue. The LA declined the suggestion of becoming a broker to generate extra income.
- The SLA agreement does not include TCH. If OFSTED visit, it doesn't reflect the offer.

Policy Review

- The inclusion policy is a working one. The MC commented that the 'support offered' section did not sound reflective of the support offered.
- Discussion about what the school is called.
 - **Action:** RB to discuss naming conventions with AM and TS.

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	DISCUSSION, DECISIONS and Actions
	<ul style="list-style-type: none"> • Safeguarding policy approved. MC commented that it refers to the staff code of conduct. The staff code of conduct does not make reference to low level concerns. - Action: DPH will email TS regarding this. • It was confirmed that Diana Boyd is the LAC governor. • Pay policy is being reviewed by the LA. Current one remains in use until updated. • Governor Allowance policy approved. • Monitoring Visits policy approved.
11	<p>Training</p> <ul style="list-style-type: none"> • DB recommended the NCPCC online training on BEEM.
12	<p>Relocation update</p> <ul style="list-style-type: none"> • RB reported that there was a public consultation with five people present. No significant concerns were raised. The report will go to November's CYPS committee. It doesn't appear there will be any unexpected outcomes.
13	<p>MC recruitment</p> <ul style="list-style-type: none"> • JO confirmed she wants to continue on the MC. • A community application was received by Lorraine Myles. MC in agreement for the appointment.
14	<p>Confidential items</p> <ul style="list-style-type: none"> • There were none.
15	<p>Future meeting dates</p> <ul style="list-style-type: none"> • Meetings confirmed for 25/01/23 and 17/05/23.



Summary of Actions:

JO to complete Declaration of Interest form and sign the Code of Conduct.	JO / clerk
MC to be kept informed of budget changes between meetings.	KP
RC and AM to inquire about staff insurance policy from business managers they know at other schools.	RC / AM
KP will obtain staff insurance policy quotes.	KP
KP to check if the staff member was notified about the UPS decision.	KP
Key Stage heads to share results for next Co-Head's report.	TS / AM
MC to be sent the school development plan.	AM / clerk
AM to check if contact was made with apprenticeships support person.	AM
AM to discuss TCH referral process at Heads partnership meeting.	AM
MC to be provided with more information and case studies relating to attendance.	AM
RB to discuss naming conventions with AM and TS.	RB
DPH to email TS regarding the safeguarding policy.	DPH

