

Meeting of:	Central Hub Brighton - Full Management Committee
Date/Time:	25 th January 2023, 4pm
Location:	Lynchet Close, Brighton
Distribution:	Full Management Committee and website once approved
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)</p> <p>Jenny Barnard-Langston (JBL)</p> <p>Richard Barker (RB)</p> <p>Diana Boyd (DB)</p> <p>Jackie O'Quinn (JO)</p> <p>Lorraine Myles (LM)</p> <p>Karen Prout (KP)</p> <p>Other</p> <p>Tim Self (TS) – Co-Headteacher</p> <p>Amanda Meier (AM) - Co-Headteacher</p> <p>Sammie Lea - Clerk</p>
Apologies:	<p>Rachel Carter (RC)</p> <p>Dion Page-Hammond (DPH)</p>

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.

	DISCUSSION, DECISIONS and Actions
	<ul style="list-style-type: none"> • Apologies were accepted from RC and DPH.
2	<p>Declarations of Interest</p> <ul style="list-style-type: none"> • No declarations of interest in items on the agenda were made.
3	<p>Any other business notified to chair</p> <ul style="list-style-type: none"> • A WhatsApp group was requested to enable members to be notified when an email is sent to seldom-visited accounts. Any members interested to email clerk. Clerk offered to provide individual notifications as an alternative.
4	<p>Approval of meeting minutes and matters arising</p> <ul style="list-style-type: none"> • The minutes of 28.09.22 and 23.11.22 were approved. A typo was highlighted in the spelling of NSPCC. • No matters arising. • Previous action points were discussed. All resolved except the naming conventions, which will be addressed at a later date.
5	<p>Chair's Report</p> <ul style="list-style-type: none"> • Nothing to report. • It was shared that the pay committee still need to meet regarding the leadership team pay scales. Will be resolved as soon as possible.
6	<p>Co-Heads' Reports</p> <ul style="list-style-type: none"> • Co-Heads' Reports have been brought in line with SDP and Ofsted criteria.

DISCUSSION, DECISIONS and *Actions*

- Concern over staffing issues at TCH was discussed. Staff absence is having a significant effect on the ability to provide a quality education. Policy and procedure are being followed rigorously.
MC asked what work was being done around wellbeing and support.
KP – A stress risk assessment is in place and reasonable adjustments report. Accessibility to work team are involved. Occupational health referral made.
- A dip in outcomes for Maths is expected due to staffing issues. A long-term quality supply teacher with SEMH experience is now in place. However, students are only at TCH for nine months and it is hard to recover lost time.
The MC recognised the impact for students and understand SLT have sought to mitigate the impact on teaching and learning through high quality supply.
- Discussion of challenging cohort at TCH. The current cohort is more challenging than previous years and there is lots of complex behaviour in one small place. A lack of provision in the area is one likely cause. This cohort have also been very disrupted by Covid, giving a significant disadvantage.
AM -This makes us vulnerable to Ofsted and then at risk of losing the provision. Suspensions have increased. Vaping indoors is a massive issue. It's almost as ingrained of a habit as phone use.
There was a mixed response from schools to the proposal to change how places at TCH are allocated. Schools with less places are more receptive as the impact is smaller. Heads have agreed to discuss it in person on March 8th.
The MC acknowledged the challenge that external decisions impact CHB more than a mainstream. A transition package with a deadline is needed. Timescales were thought to be an issue, as conversations with potential future students have already begun.
- A meeting with Mark Storey resulted in £10k support which is being utilised to fund an attendance and engagement officer. The priority of the role is to work with families where barriers are most significant.
- There is also an attendance impact of some students not coming on site due to the behaviour of others. AM confirmed there is a robust recording of what is being done to support each student.

DISCUSSION, DECISIONS and *Actions*

The MC requested case studies to provide a clearer picture.

MC – Have you approached other PRUs to share ideas of good practice?

TS – Yes. The context differs. Students are taxied in at West Sussex APC, and the cohort is from a very broad area. For East Sussex – no reply.

The issue of students and families knowing one another across the city was discussed. It has an enormous impact.

MC – What other work is being done more widely regarding community issues?

AM - We are using the EAS team for restorative justice work. We are linked in with the adolescent pod. Bail conditions of no contact don't include schools.

JBL – It does include schools. Bail conditions have to be managed with timetables so that there is no contact.

- Transportation was discussed as a contributing factor to low attendance. Some students need to be walked to the bus stop to feel safe, but most require two buses each way. Funding was highlighted as an issue but it was acknowledged that even if taxis were available there would still be issues.

RC – There isn't a blanket policy on not providing transport for CHB students. The MC should write to the LA regarding this issue.

- The MC asked about the proposed drop down day for PSHE.

AM - There is now no PSHE teacher at TCH as Lead TAs are absent.

Attendance issues will affect whichever model is chosen, but a drop down day is a suggested resolution.

- The issue of free flow with placements at PRU was discussed. Some students are out of area but still on role as they have no other school. Or are PNA. There is no real turnaround in Year 10. In Years 7-9 they should be re-integrating in 12 weeks. A six-week extension can be applied for. After the relocation, the building could be split into turnaround groups and long-term groups. Schools are concerned students won't be successful if they return. Some schools keep in contact with students, some don't. Students see other students returning and experience rejection. People attending the BAP often aren't those with the authority to make decisions.

MC – It would be a good idea to model good practice, to exemplify those schools

DISCUSSION, DECISIONS and *Actions*

whom it's working well with.

TS – Rather than a managed move that they know will fail, might not come straight to PRU. I'm too soft to say no [to students staying on roll].

MC - Lean on the MC. "No" must be part of the vocabulary.

TS – When we say no the school threatens permanent exclusion and then it's an issue anyway.

- The MC enquired about procedure around students being on part-time timetables. It is all reported to the LA as required.
- The relocation is not going to happen in April. May/June half term is being worked towards. The idea is for Primary to move to Connaught for September. The building is being adapted – doors moved for more adaptability and increased breakout spaces. Three staff have asked for a meeting. Issues have been raised regarding packing/unpacking and the excess travel policy. Parking at Connaught Road will be an issue and permits will need to be bid for.

The MC have had sight of the Excess Travel Policy.

- MC – how can we be assured that pupils are making progress? How do you use progress data?

MC – It's hard to track progress data of students with SEN. You're identifying needs.

AM – Ofsted will ask the same question. It's complex to report/track. The cohorts are too small to provide an overview.

TS – Last year we had one Year 6 pupil. So, either 100% passed SATs or 0% did.

KS2 uses RAG and spreadsheets, and Onwards and Upwards data.

KS3 programmes are short and the focus is on them being able to cope in a classroom in order to be able to access learning.

KS4/TCH – mocks are happening now which will provide clear data.

We take baseline assessments and measure from there. We also get information from schools, but it's scant as many have not been working or attending.

JBL – the MC members with the role of Quality of Education focus can report on whether they have seen evidence to lead them to feeling confident in this.

DISCUSSION, DECISIONS and *Actions*

SBM Health and Safety – Finance

- SBM termly report reviewed. The pay award has had an impact. There is a projected £90k agency staff budget due to difficulty with recruitment issues. This is a national issue.
 - The MC asked if exit interviews are done. They should be but are not formally. It is done informally at time of giving notice. MC recommend formalising this. Question as to who best to complete them. Line managers thought to be too close.
 - Onward destinations of staff members discussed. Three TAs into teaching is a positive. Two relocated in the country. One for a position at WISE.
 - Forecast and budget issues were thought to be very concerning. The pay increase was not funded. The MC enquired about the projection for next year. KP has begun a draft budget, which does not look good. Commissioning letter not yet received.
- JBL - The MC have a responsibility to support the business manager to help mitigate and bring the deficit down. They will bring scrutiny and support. It cannot be addressed within the scope of this meeting but it is noted with concern. It is an early warning.
- KP - Covid-related additional funding will be stopped.
 - The MC asked about any difficult decisions that will need to be considered. KP will meet with TS/AM tomorrow to look at how things could be done differently.
 - KP - Staffing is the most costly support and it's compounded with running three sites.
- MC - We will also go back to the LA regarding operating four sites for one term. KP is unsure about how to manage the utilities at Connaught. Concern for mould on the top two unheated floors.
- The SFES was discussed. KP would like an MC member to evidence and look at the data.

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DISCUSSION, DECISIONS and <i>Actions</i>	
8	<p>Safeguarding Update</p> <ul style="list-style-type: none"> • TCH Safeguarding Lead of 10 years has handed in their resignation affective for Easter. The solution is being worked on and will be reported. Recruitment thus far not very successful. • Key issue in monitoring visit report is staff and student absence. This has been discussed in Co-Heads' reports. • EHCP students on roll at PRU is another concern, along with students on roll but out of area. The MC commented that they are aware of the concern.
9	<p>Policy Review</p> <ul style="list-style-type: none"> • The following polices were reviewed/accepted: <ul style="list-style-type: none"> - Careers Guidance Policy - Careers Policy Including Provider Access Policy Statement - Centrally Employed Teacher Pay Policy - SEND Policy - Accessibility Policy - Attendance Policy
10	<p>Training</p> <ul style="list-style-type: none"> • All MC members are required to complete Safeguarding training. Training on The Key will be used in the first instance. • MC members were reminded of the need to feedback learnings to the MC after any relevant training. • JO shared experience of Early Years Anti-Racism Training and the focus on unconscious bias. • DB recently attended data training and seconded the importance of exit interviews. • JBL recently attended LGBTQ+ training. • ACTION – MC to be sent details of when LA safeguarding training is.

DISCUSSION, DECISIONS and Actions	
	<ul style="list-style-type: none"> • ACTION – MC members to complete Prevent and Safeguarding training if not completed within two years. • JBL and clerk will discuss the results of the skills audit. Can be used to inform the MC for recruitment.
11	<p>Monitoring Visit Reports</p> <ul style="list-style-type: none"> • The requirement is one visit per term. Focus should be in line with SDP. • ACTION - MC members to arrange with Co-Heads.
12	<p>NEU Strike Action</p> <ul style="list-style-type: none"> • Letters to go out tomorrow to parents/carers regarding the school's response to the teacher strike action. The majority of teaching staff have informed Co-Heads that they will be striking. 2/3 in Primary – nurture group will run as usual in morning. In afternoon support staff will make calls to students. KS3 site will close, all teachers striking. 1 teacher striking in KS4 – mocks in morning will run as usual. TCH - 4/5 teachers have stated they are striking. School will remain open for students who wish to come in for 1-to-1 key working or catch-up sessions.
13	<p>Confidential items</p> <ul style="list-style-type: none"> • No items were declared confidential.
14	<p>Future meeting dates</p> <ul style="list-style-type: none"> • Meeting confirmed for May 17th, 4pm at Lynchet Close.

Summary of Actions:

<ul style="list-style-type: none">ACTION – MC to be sent details of when LA safeguarding training is.	Clerk
<ul style="list-style-type: none">ACTION – MC members to complete Prevent and Safeguarding training if not completed within two years.	All members
<ul style="list-style-type: none">MC members to arrange Monitoring Visits with Co-Heads.	All members