

<b>Meeting of:</b>	<b>Central Hub Brighton Emergency FMC Meeting</b>
<b>Date/Time:</b>	12 <sup>th</sup> September 2023, 13:00-13:30
<b>Location:</b>	Microsoft Teams
<b>Distribution:</b>	Full Management Committee and website once approved at the next meeting
<b>Quorum:</b>	At least half the number of current members required to be present for decisions to be binding. The meeting was quorate throughout.
<b>Present:</b>	<p><b>Members (voting)</b>  Rachel Carter (RC)  Jackie O’Quinn (JO)  Lydia Majic (LMa)  Diana Boyd (DB)  Karen Prout (KP)  Amanda Meier (AM)  Tim Self (TS) – late arrival</p> <p><b>Other</b>  Sammie Lea - Clerk</p>
<b>Apologies:</b>	None
<b>Absent:</b>	Lorraine Myles (LMy)

<b>MINUTES</b>	
	<p><b>Welcome</b>  Members were thanked for attending the emergency meeting at short notice.</p>
	<p><b>Appointments</b></p> <p>The MC voted unanimously in favour of appointing LMa as interim Chair in place of Richard Barker who resigned on 04.09.23.</p> <p>The MC voted unanimously in favour of appointing RC as interim Vice Chair (previously LMa).</p>

<b>MINUTES</b>	
	<p><b>MC Structure</b></p> <p>LMa proposed a possible structure for the MC moving forwards to be presented and agreed upon at the next FMS.</p> <ul style="list-style-type: none"> <li>▪ 4 x FMC annually (Sept, Jan, May, July) – in person meetings</li> <li>▪ Two sub-committees to meet 4 x annually – individual choice of online or in person <ul style="list-style-type: none"> <li>- Finance, Personnel and Premises (FPP)</li> <li>- Curriculum, Standards and Welfare (CSW)</li> </ul> </li> <li>▪ In addition <ul style="list-style-type: none"> <li>- Complaints, Exclusion, Appeals Committee – members drawn as necessary</li> <li>- Headteachers Appraisal Panel – members drawn as necessary</li> </ul> </li> </ul> <p>The following Lead Roles were suggested:</p> <ul style="list-style-type: none"> <li>- Safeguarding and Attendance</li> <li>- Health and Safety</li> <li>- Finance</li> </ul>
	<ul style="list-style-type: none"> <li>- SEN / LAC</li> <li>- Staff and Student Wellbeing</li> <li>- Appeals Officer</li> </ul>
	<p><b>Recruitment</b></p> <p>A brief overview of MC applicants was discussed:</p> <ul style="list-style-type: none"> <li>- 1 staff member has applied</li> <li>- 1 staff member intends to apply</li> <li>- 3 community members have applied</li> <li>- 1 community member intends to apply</li> <li>- 1 LA member (Carla Butler) has applied</li> </ul> <p>TS and AM discussed sharing one voting position on the MC to create space for more staff voices to be heard using the remaining spaces (there are three in total).</p>
	<p>The MC was thanked for their time and the next meeting date of 25.09.23 was confirmed.</p>