

Meeting of:	Full Management Committee
Date/Time:	17 th May 2023, 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) Richard Barker (RB) – Acting Chair Diana Boyd (DB) Rachel Carter (RC) Dion Page-Hammond (DPH) Jackie O’Quinn (JO) Lorraine Myles (LMy) Karen Prout (KP) Lydia Majic (LMa) - present from item 4 onwards</p> <p>Other Tim Self (TS) – Co-Headteacher Amanda Meier (AM) - Co-Headteacher Sammie Lea - Clerk</p>
Apologies:	None

MINUTES

	DISCUSSION, DECISIONS and <i>Actions</i>
1	<p>Welcome, Apologies and Absence</p> <p>RC opened the meeting and thanked everyone for attending.</p> <p>There were no apologies.</p>
2	<p>Declarations of Interest</p> <p>No declarations of interest in items on the agenda were made.</p>
	<p>Review co-opted parent/carer member application</p> <p>Members reviewed the application from Lydia Majic and voted to appoint. Lydia (LMa) joined the meeting.</p>

DISCUSSION, DECISIONS and *Actions*

Any other business notified to Chair

Jenny Barnard-Langston stepped down as chair of the Management Committee on 27/03/23. RB as Vice Chair to step in as Acting Chair.

- ACTION – Written thanks to be sent to Jenny.
- ACTION – Appointment of a new Vice Chair to be considered for a future meeting.

JO shared that she had been elected as mayor and offered to visit the school in this role.

Approval of meeting minutes and matters arising

The minutes of 25.01.23 were approved.

The MC asked about the outcome of the meeting regarding TCH places on March 8th. AM shared that schools with a larger allocation of places were less receptive and that all schools agreed to re-visit this for 2024/25.

The MC asked if the council were written to regarding transport.

- ACTION – RB to write to council regarding transport on behalf of the MC.

SBM Termly Report

The order of agenda was adjusted to ensure highest priority items were discussed first.

The carry forward for 2022/23 is a surplus of £20,380. The provisional budget allocation for 2023/24 is £1,905,124.

The draft budget 2023/24 shows a £165k deficit. The most significant pressure to the budget comes from staffing. This is a national issue. The MC need to consider the situation as it stands, the causes, and how it is addressed going forwards.

KP shared a broad overview of per site and per pupil costings.

Teaching costs are high due to experience levels – cost of UPS – plus 2 SEN points. The additional SEN point is protected until July 2024, then it will go down to 1.

Income was discussed. Pupil places are all funded differently, with age, site, and having an EHCP relevant factors.

Negative balance largest for KS2, KS4, then KS3. TCH has a positive balance. This was thought worth exploring because there is a higher funding for a PRU place than a TCH place of £3000.

DISCUSSION, DECISIONS and *Actions*

TS – we should have 10 plus 2 EHCPs. We have (I think) 32.

AM - There are 7 students with EHCPs at TCH currently. The provision was not set up to support this. There have been 3 requests for next year. I have said no, not without additional funding.

TS – There is a meeting with the SEN team this week regarding this.

The number of EHCPs have grown enormously, nationally.

The MC asked what rate another SEN setting would usually get. Usually it is a rate per school. There is no cap.

The MC asked what mitigations can be put in to balance the deficit over time. Is there a 3-year budget?

Co-Heads and the LA agreed this would not be worthwhile to produce, as the deficit would be enormous. A plan/structure is needed first, including regarding site moves. It is also hard to predict what funding will be received.

Co-Heads need to look at reviewing the staffing. MC need to give a steer. It is not equal across sites and how to balance it needs to be looked at. A working group needs to come together to discuss this, and quickly.

The MC asked about the additional budget pressure of running four sites. It is about £5k on utilities. The MC can go to the LA regarding site costs, but the deficit would be there anyway.

A staffing re-structure is necessary. TS and AM will meet tomorrow regarding vacancies, resignations, and what positions will be recruited for. It has to be sustainable going forwards, not slicing every year.

TS – It needs to be balanced over three years, not one. The results could be catastrophic and unsafe if done suddenly.

The MC asked what is different between this year and last year. Pay rises. And no support for teacher's increments increase.

The MC asked if additional income was available from lettings, especially Connaught Road.

Volunteers were sought to support in looking at how the deficit can be mitigated. RB declined due to conflict of interest. LM and RC volunteered.

The MC agreed to apply for a licenced deficit.

➤ **ACTION: Update MC with plan regarding the deficit before the end of term.**

DISCUSSION, DECISIONS and *Actions*

Attendance

Attendance is a focus of the School Improvement plan and continues to be a key issue.

MC – The deficit is with TCH students not on full time. There would be a bigger deficit if all 40 were full time.

AM – Many students are in no way ready to attend full time. But regardless, there isn't the resources/space. TCH building has only capacity for 20-25 of 40 students at a time, so 100% attendance is not possible for anyone. C-codes are now used – a national decision. The provision was designed with the expectation that some students will be off site, but that needs additional funding.

Next year, Year 11 students who are capable of full time will be at KS4 PRU.

MC – Could Lynchet CI be for all KS4 and Tilbury be KS3 assessment centre? The LA won't consider Connaught for any age other than primary.

MC – The income for TCH students supports PRU. If TCH had that funding, could staff be employed to be offsite with students?

We are failing students who can manage a bigger timetable. There are creative ways to address this.

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Any significant changes would be September 2024 at earliest.

The MC enquired about work experience placements and 14-16 college placements. Places are very limited in 14-16 programmes. Schools have struggled to secure more placements. Talks are ongoing. Work experience placements are challenging to find, and when they are found can be difficult for students to sustain.

- **ACTION: RC will work with AM regarding increasing work experience opportunities.**

AM – we need to be able to provide outreach support.

Potential safeguarding concerns around part-time timetables were discussed. Daily sight/sound checks are completed. The MC asked for clarification of what the legal obligation is for hours offered. There are no set hours but the LA needs to offer what students are capable of.

- **ACTION: AM to circulate information regarding the legalities of part-time timetables.**

MC – Ofsted won't look at the school's journey/history. They will need to see a plan and what is being worked towards in terms of relocations and finding solutions through restructuring.

DISCUSSION, DECISIONS and *Actions*

MC - The data shows how well young people are engaging with the what is on offer. It's important to present that clearly to Ofsted and show that we work hard to engage them are successful. There are cases of 20% attendance in mainstream up to 97% here.

TS - PRU has a full time offer. Complications can be around peer conflict/bail conditions, community issues. Schools block students returning after 12-week programmes.

MC – Schools won't take students back?

TS – SEN cannot find places. But they are still on roll and schools should take them back, but that can then result in PNA and then they are back anyway.

MC asked – If you could wave a magic wand, what could happen that would help?

AM – schools to take students on their roll back, a bigger provision, and more equitable funding per pupil.

At the moment schools can allocate whoever they like. We are making adjustments in induction processes to ensure we get more information from schools before students arrive.

The MC asked for an action plan summary on attendance, so impact can be measured.

- **ACTION: AM/TS to share action plan summary on attendance with MC.**

Co-Head's Reports

The discussion of attendance was thought to cover a lot in relation to the Heads' reports.

The high proportion of Year 11's with post-16 pathways in place was recognised. 35/40 in TCH and 8/10 at KS4.

Ofsted is very, very over-due.

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Quality of Education – curriculum maps/planning per site is sufficient, but it doesn't thread together across sites. This is because the sites meet different needs. Work is being done on threading it together.

The SEMH curriculum map is being re-visited to look at how SEMH skills can be weaved in across all curriculum areas.

The MC asked how cultural capital is included. 'A different kind of learning' week in the Autumn term is a focus, plus the 'cultural passport' used throughout.

	DISCUSSION, DECISIONS and Actions
8	<p>Health and Safety</p> <p>KP was congratulated for the results of the assurance checklist.</p> <p>The focus of the action plan was for MC members to have training on health and safety. A named MC member was appointed – RB.</p> <p>➤ ACTION – RB will do Health and Safety training and a monitoring visit focussed in this area.</p>
9	<p>Safeguarding</p> <p>DPH reported on monitoring visit. Sam and Karen congratulated for the up to date SCR.</p> <p>Progress is being made with the audit.</p> <p>Safeguarding and Prevent training needs to be completed at least every two years.</p> <p>➤ ACTION: All MC members to ensure their Safeguarding and Prevent training is up to date for September 2023.</p>
10	<p>Policy Review</p> <p>Additional measures have been put in place to safeguard home visits due to the increase in need for this intervention.</p> <p>The MC reviewed and accepted the Home Visits policy.</p>
11	<p>School Improvement Strategy Board</p> <p>There were no questions regarding the Strategy Board meeting from 30.03.23.</p> <p>There will be another meeting next week.</p>
12	<p>MC Monitoring Visit Reports</p> <p>Reports were received from RB, LM, DPH and DB.</p> <p>RB – Is the MC supporting the MC sufficiently? Not meeting until September 27th doesn't feel like a strong framework. How do we move forwards strongly?</p> <p>AM – MC support with the budget/restructure would be beneficial.</p> <p>➤ ACTION: RB to review MC support and produce suggested models for moving forwards.</p> <p>➤ ACTION: Arrange a meeting date for July to discuss budget, attendance and curriculum.</p>

	DISCUSSION, DECISIONS and <i>Actions</i>
	<p>➤ ACTION: Recruitment for MC to be underway, with a focus on Mainstream Secondary leadership.</p> <p>LMa requested documents related to understanding the difference between PRUs and mainstream settings.</p> <p>➤ ACTION: AM to send out AP guidance/3-tier plan.</p> <p>The MC enquired about how reading age was supported in secondary. It is a national issue across Secondary SEMH provision. Lexia is being introduced at KS3. It's hard to engage the older co-hort. Inference training has been done with staff.</p>
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"> • FMC Meetings confirmed for 27.09.23, 31.01.24 and 15.05.24.

Summary of Actions:

Written thanks to be sent to Jenny.	RB
Appointment of a new Vice Chair to be considered for a future meeting.	RB
RB to write to council regarding transport on behalf of the MC.	RB
Update MC with plan regarding the deficit before the end of term.	AM / TS
RC will work with AM regarding increasing work experience opportunities.	RC / AM
AM to circulate information regarding the legalities of part-time timetables.	AM
AM/TS to share action plan summary on attendance with MC.	AM / TS
RB will do Health and Safety training and a monitoring visit focussed in this area.	RB
All MC members to ensure their Safeguarding and Prevent training is up to date for September 2023.	All
RB to review MC support and produce suggested models for moving forwards.	RB
Arrange a meeting date for July to discuss budget, attendance and curriculum.	Clerk
Recruitment for MC to be underway, with a focus on Mainstream Secondary leadership.	RB
AM to send out AP guidance/3-tier plan.	AM