

Meeting of:	Central Hub Brighton Full Management Committee
Date/Time:	4 th July 2023, 10:00-10:50
Location:	Microsoft Teams
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) – Chair Rachel Carter (RC) Karen Prout (KP) Tim Self (TS) Amanda Meier (AM)</p> <p>Other Sammie Lea - Clerk</p>
Apologies:	Diana Boyd (DB), Lydia Majic (LMa)
Absent:	Jackie O’Quinn (JO), Lorraine Myles (LMy)

MINUTES

DISCUSSION, DECISIONS and Actions	
1	<p>Welcome, Apologies and Absence</p> <p>RC opened the meeting and thanked everyone for attending at short notice. Apologies were accepted from DB and LMa. Absence of JO and LM was thought to be due to the short notice.</p>
2	<p>Declarations of Interest</p> <p>No declarations of interest in items on the agenda were made.</p>

DISCUSSION, DECISIONS and Actions	
	<p>MC Recruitment</p> <p>Three people expressed an interest in joining the MC since an advertisement the day prior.</p> <p style="color: red;">➤ ACTION – Clerk to send an application form to Lucie Broadbent Smith.</p>
	<p>Budget 2023/24</p> <p>A Licenced Deficit has been requested. A recovery plan cannot be submitted until unknowns around sites/facilities are resolved.</p> <p>MC asked how the 10% reduction in the deficit was being met. It is being met through staffing and facilities support.</p> <p>There has been an increase in funding of pupil places at TCH for parity with PRU, ringfenced to offer full time provision at TCH (sports, college places, offsite learning mentors).</p> <p>All therapists are now employed directly. Cost of £32p/h reduced to £17p/h. Employed on fixed-term contacts.</p> <p>Previous licence deficit £163,850 minus the saving £27,393 = £136,457. Deficit on amended budget £136,777.</p> <p>3-year forecast predicts deficit of £700k+. Complete restructure needs to be planned prior to October half term to be complete for Easter and implemented Sept 2024. Will be a painful process. MC support was requested.</p>
	<p>Staffing 2023/24</p> <p>Two unrecruited TAs will be reflected in the agency budget.</p> <p>MC asked about the plan for TCH staffing for when AM reduces to 0.6 from September 2023. Plan was shared.</p> <p>Recruitment is underway for 3 x Learning Mentors with some interest.</p>

	DISCUSSION, DECISIONS and Actions
	<p>Attendance</p> <p>The LA has confirmed an additional £124,000 funding for increasing TCH's offer.</p> <ul style="list-style-type: none"> ➤ ACTION: RB to follow up on written confirmation of the funding for learning mentors (5/12ths still only confirmed verbally) <p>MC asked for a revised attendance plan in the new school year.</p> <ul style="list-style-type: none"> ➤ AM/TS to produce a revised attendance action plan for September <p>A new Attendance/SG officer starting on Thursday. 0.6TFE, working across all sites.</p>
6	<p>MC Monitoring</p> <p>Visits were reported from RC and RB. Reports to follow.</p>
7	<p>MC Structuring</p> <p>RB proposed working parties in:</p> <ul style="list-style-type: none"> - Resources/H&S (meet half termly, or to compliment key dates in financial year) - Teaching, Learning and Curriculum (meet termly) - Safeguarding and Attendance (meet half termly) <p>RB proposed for FMC to meet either half termly (6 meetings) or termly plus July (4 meetings annually)</p> <p>A balance is needed for capacity of MC members and support required.</p> <ul style="list-style-type: none"> ➤ ACTION – RB to review proposed changes and invite feedback and review. <p>Discussion of KP as staff governor and SBM as a potential conflict of interest in particularly during time of restructure.</p> <ul style="list-style-type: none"> ➤ ACTION – Email to be sent by RB/TS/AM to all staff recruiting for MC.

DISCUSSION, DECISIONS and Actions	
	<p>➤ ACTION – Secondary SENCO forum to be approached for recruitment.</p>
8	<p>Curriculum</p> <p>Work has begun following Maxine’s recommendations.</p> <p>➤ ACTION – AM to write a report updating on progress with curriculum changes.</p>
14	<p>Confidential items</p> <ul style="list-style-type: none"> • There were none.

Summary of Actions:

Clerk to send an application form to Lucie Broadbent Smith.	Clerk
RB to follow up on written confirmation of the funding for learning mentors.	RB
AM/TS to produce a revised attendance action plan for September.	AM / TS
RB to review proposed MC structure changes and invite feedback and review.	RB
Email to be sent by RB/TS/AM to all staff recruiting for MC.	RB / AM / TS
Secondary SENCO forum to be approached for recruitment.	RB
AM to write a report updating on progress with curriculum changes.	AM