

Meeting of:	CHB Full Management Committee
Date/Time:	25 th September 2023, 4-6pm
Location:	Lynchet Close, Brighton
Distribution:	Full Management Committee and website once approved.
Quorum:	At least half the number of current members is required to be present for decisions to be binding. The meeting was quorate throughout.
Present:	<p>Members (voting) Lydia Majic LMa – Interim Chair Rachel Carter RC - Interim Vice Chair Amanda Meier AM - Co-Headteacher Lorraine Myles LMy</p> <p>Other Tim Self TS – Co-Headteacher Karen Prout KP – SBM Jackie O’Quinn JO Carla Butler CB Kate Barker KB Jo Black JB Simon Bowen SB Luke Lording LL Lucie Broadbent Smith LBS Ruth Quill – RQ Sammie Lea - Clerk</p>
Apologies:	Diana Boyd DB

MINUTES AND ACTIONS

1. Welcome, apologies and absence

LMa opened the meeting and thanked everyone for attending.
 Introductions were made.
 Apologies were accepted from DB.

2. Appointment and ratification of committee members

KP has stepped down from the MC due to a conflict of interest as SBM. KP will attend SBM-related agenda items at future meetings.

TM and AM have opted to share a voting position on the MC to provide space for an additional staff member. They will alternate annually between being nominally a voting member of the MC and nominally an Associate Member. Both will attend all meetings.

AM will remain on the MC as a voting member.

TS had resigned and was elected unanimously as an Associate Member.

As an elected Mayor, JO cannot remain a voting member of the MC. Apologies were given to JO that this information was previously missed. It has been fed back to the council. JO was thanked for her long-standing membership and was unanimously voted onto the MC as an Associate Member.

The MC unanimously endorsed Carla Butler's appointment as an LA member.

The MC unanimously endorsed Kate Barker and Jo Black's appointments as MC Staff Members. Two staff members applied for two staff positions, and thus a staff vote was not required.

Following a review of their applications to be Community Members, Simon Boden, Luke Lording, Lucie Broadbent Smith, and Ruth Quill were unanimously voted onto the MC.

3. Approval of meeting minutes and matters arising

The minutes of 17.05.2023, 04.07.2023, and 12.09.2023 were approved.

Matters arising were discussed.

- ACTION - Ongoing attendance updates will be provided to the MC from Co-Heads.
- ACTION - Members to send Clerk certificates for completed Safeguarding and Prevent Training.
- ACTION - Clerk to send SG and Prevent training links to training to new members.

	<p>➤ ACTION - Clerk to create a WhatsApp group for members to be notified of receipt of emails</p>
4.	<p>Declarations of interest</p> <p>No declarations of interest were made in any agenda items.</p>
5.	<p>Instrument of government</p> <p>The MC reviewed and accepted the Instrument of Government.</p>
6.	<p>Allocations and appointments</p> <p>The Terms of Reference for two sub-committees were confirmed with the following members appointed to each:</p> <ul style="list-style-type: none"> • Finance, Personnel and Premises (FPP) <ul style="list-style-type: none"> - Tim Self - Amanda Meier - Carla Butler - Rachel Carter - Diana Boyd - Luke Lording - Jo Black - Jackie O’Quinn • Curriculum, Standards and Welfare (CSW) <ul style="list-style-type: none"> - Tim Self - Amanda Meier - Lydia Majic - Lorraine Myles - Simon Boden - Lucie Broadbent Smith - Ruth Quill - Jo Black - Kate Barker <p>Chairs of sub-committees will be decided at the first meetings.</p> <p>➤ ACTION – Co-Heads to produce a safeguarding report prior to CSW meetings</p>

7. **Lead roles**

The following lead roles were allocated and number of monitoring visits confirmed:

No. of Visits	Area of Focus	Member
3	Safeguarding and Attendance	Lucie Broadbent Smith
3	Premises and Personnel	Lydia Majic
3	Finance	FPP Chair- TBC
2	Wellbeing	Lorraine Myles
2	Leadership and Management	Carla Butler
3	Primary Curriculum	Luke Lording
3	Secondary Curriculum	Simon Boden
2	Inclusion	Ruth Quill
3	Personal Development	Rachel Carter

8. **Confirm meeting dates 2023-24**

The following meeting dates and times were confirmed:

	Day	Time	Type
FMC	Monday 25 th September	4-6pm	In person
FPP	Monday 16 th October	4:30-6pm	Hybrid
CSW	Monday 13 th November	4:30-6pm	Hybrid
FMC	Monday 22 nd January	4:30-6pm	In person
FPP	Monday 5 th February	4:30-6pm	Hybrid
CSW	Monday 19 th February	4:30-6pm	Hybrid
FPP	Monday 18 th March	4:30-6pm	Hybrid
FPP	Monday 29 th April	4:30-6pm	Hybrid
FMC	Monday 13 th May	4:30-6pm	In person
CSW	Monday 17 th June	4:30-6pm	Hybrid
FMC	Monday 1 st July	4:30-6pm	In person

Head Teachers' appraisals were scheduled for 19/10/23.
LL, RC and CB were appointed to the appraisal panel.

9. **SBM report – Health/Safety and Finance**

The SBM termly report was discussed.

- ACTION – Clerk to forward Scheme of Delegation to all members

Additional funding has brought the deficit down (£136k to £119k). The deficit was mainly caused by unfunded salary increases. It has been reduced through SIP funding and two higher paid teaching staff being replaced with two lower paid staff following resignations.

Inability to recruit TAs directly will be reflected in the Agency Staff budget. However, KP was able to negotiate the same rate.

MC asked why recruiting TAs was challenging. It was thought that the pay offered was a factor, although positions were advertised at Grade C not Grade B. It was also thought that people with school-age children are now more drawn towards WFH positions, which became more available post-Covid.

CB enquired about TA apprenticeships (not currently offered) and offered to help KP revisit this option.

- ACTION – KP and CB to meet the following week to discuss apprenticeships.

MC asked if there was any building work planned. KP reported that required work had been completed over the summer break.

KP highlighted the future risk of damage to the Lynchet Close building. This is due to the relocation of KS3 and dysregulated students who are not used to the more enclosed space, more locked doors. They are not currently wanting to use the playground space.

MC discussed the request for an increase in hours for the Caretaker. Because of the Licenced Deficit, the MC need to agree on this. KP explained the increased workload due to site moves and the savings incurred from reducing the amount of contractor hours required, plus the impact on staff and students of having incomplete maintenance work.

MC member asked if this money could be used for additional support staff. KP informed them that support staff costs are from a separate budget.

MC member asked if an apprenticeship had been explored; it had not. MC recommended deferring the decision until the next FPP meeting in three weeks.

There was concern that as the Caretaker would need to provide notice to their other part-time role, this would result in a long time delay.

- ACTION – KP to produce a paper for the next FPP meeting.

- ACTION – JO will visit as Mayor to officially open the Connaught Rd site.
- ACTION - MC members to send a short bio to be posted on the school website.
- ACTION - LMa to produce a termly newsletter from the Management Committee.

Confirmation of the licenced deficit was circulated.

KP left the meeting.

10 **Co-Heads Report**

The new format of a joint report was thought to be a positive change.

The visit report was thought to be unclear.

- ACTION – AM to circulate Self Evaluation Form.

MC member requested the report to be written in a way that anyone could understand. Co-Heads thought that understanding would improve as members became more familiar with the individual school sites and individual areas of focus.

The policy schedule was discussed. Policies have been updated in-line with the disaggregation from Homewood College. The next step is to ensure the schedule is robust and up to date.

- ACTION – TS and clerk to meet on Friday to review the policy schedule.

Member inquired about the school's current RAG rating. Co-Heads shared that there are pockets of Outstanding practice but also vulnerabilities towards a Good rating. Attendance is a key vulnerability, and this has been made increasingly challenging by the increased journey time for KS3 students. The previous site was accessible from anywhere in the city in 45 minutes or less. Lynchet close is a 1.5 hour journey from, for example, Portslade.

Another challenge is the overall change in presentation of the cohort of TCH, from more inward dysregulation to more disruptive dysregulation that affects the learning and attendance of others. The attendance of the current cohort at their previous schools was roughly 50% overall, with about 20% having roughly less than 20% attendance.

	<p>At Secondary PRU students are not being put on roll until engagement with transition meetings has begun, which will positively impact attendance and better share responsibility with referring schools.</p> <p>MC members asked what solutions would support this issue. Having an EAS worker attached to the school was suggested. A city-wide approach was thought to be necessary. Students who are PEX or have finalised EHCPs should not be on roll in Secondary as it doesn't fall under the service level agreement for Secondary. CHB should be one solution for students struggling to access mainstream, but not the only solution. But those decisions are being made at a Local Authority level.</p> <p>The MC asked if Co-Heads had written to the LA around these issues. Co-Heads were not invited to the SEMH review. They are only invited to the AVR, which has a Secondary focus.</p> <p>Member asked how the MC and Co-Heads can become part of the conversation, or what constructive things could be done.</p> <ul style="list-style-type: none"> ➤ ACTION – LMA to raise with Jo Lyons CHB's representation on the SEN forum. <p>Member asked if Co-Heads have raised this directly. Heads stated they had, with no response. The challenge of working with different LA members on the PRU side and the SEN side was highlighted.</p> <p>MC member asked for clarity on what MC members can/cannot do.</p> <ul style="list-style-type: none"> ➤ Co-Heads will send Alternative Provision Guidance to Clerk to circulate. ➤ Members to complete Governance Induction training where relevant.
11	<p>Safeguarding and attendance</p> <p>This was deferred to the CSW sub-committee.</p>
12	<p>Policy review</p> <p>The Safeguarding Policy needs some amendments.</p> <p>Member asked if policies can be approved at sub-committee meetings. It was thought would be more time efficient.</p> <p>Member asked if Staff MC members can vote on finance committee decisions. Members can vote on any items in which there is not a conflict of interest.</p>
13	<p>Confidential items</p>

	No items were deemed confidential.
14	AOB Co-Heads shared that they had been contacted today by the LA regarding offering a Year 7 EHCP provision for six current Year 6 pupils for the following academic year. The initial thought is that it would not be rational. It would have big impacts on staffing and management at a time when Ofsted is due and the direction of the current provision is not known, for example with potential site changes. There is also a question around what would be offered for the subsequent year and time after. Members were thanked for their attendance at the meeting closed at 18:15.

Summary of Actions:

- ACTION - Ongoing attendance updates will be provided to the MC from **Co-Heads**.
- ACTION – **All members** to send Clerk certificates for completed Safeguarding and Prevent Training.
- ACTION - **Clerk** to send SG and Prevent training links to training to new members.
- ACTION - **Clerk** to create a WhatsApp group for members to be notified of receipt of emails
- ACTION – **Co-Heads** to produce a safeguarding report prior to CSW meetings
- ACTION – **Clerk** to forward Scheme of Delegation to all members
- ACTION – **KP and CB** to meet the following week to discuss apprenticeships.
- ACTION – **KP** to produce a paper for the next FPP meeting.
- ACTION – **JO** will visit as Mayor to officially open the Connaught Rd site.
- ACTION - **All members** to send a short bio to be posted on the school website.
- ACTION - **LMa** to produce a termly newsletter from the Management Committee.
- ACTION – **AM** to circulate Self Evaluation Form.
- ACTION – **TS and clerk** to meet on Friday to review the policy schedule.
- ACTION – **LMa** to raise with Jo Lyons CHB’s representation on the SEN forum.
- Co-Heads will send Alternative Provision Guidance to Clerk to circulate to clarify what MC members can/cannot do. – **Co-Heads and Clerk**
- **Members** to complete Governance Induction training where relevant.