

<b>Meeting of:</b>	<b>CHB Finance, Premises and Personnel Committee</b>
<b>Date/Time:</b>	16 <sup>th</sup> October 2023, 4:30-6pm
<b>Location:</b>	Lynchet Close, Brighton / Teams (hybrid)
<b>Distribution:</b>	FPP Committee and website once approved at the next meeting
<b>Quorum:</b>	The meeting was quorate throughout.
<b>Present:</b>	<p><b>Voting Members</b>  Amanda Meier <b>AM</b> – Co-Headteacher  Lydia Majic <b>LMA</b>  Carla Butler <b>CB</b>  Jo Black <b>JB</b>  Luke Lording <b>LL</b>  Rachel Carter <b>RC</b></p> <p><b>Other</b>  Tim Self <b>TS</b> – Co-Headteacher  Karen Prout <b>KP</b> – SBM  Sammie Lea – Clerk</p>
<b>Apologies:</b>	None
<b>Absent:</b>	Jackie O’Quinn <b>JO</b> Diana Boyd <b>DB</b>

## MINUTES

<b>DISCUSSION, DECISIONS and Actions</b>	
1	<p><b>Welcome, apologies and absence</b></p> <p>CB opened the meeting and thanked everyone for attending.</p> <p>Absence was noted from DB and JO.</p>
2	<p><b>Declarations of Interest</b></p> <p>LL is a governor at Portslade Aldridge Community Academy. RC is a governor at Homewood College.</p>
3	<p><b>Election of Chair</b></p> <p>There were no volunteers for the position of Chair of the Finance Committee. LL was invited to be Chair and was elected unanimously. LL expressed concern about time constraints and LMa offered support. Thanks were given to LL.</p> <p>LL elected as Finance Lead.</p> <p>It was agreed that future meetings will be in person with the option of joining online available in exceptional circumstances.</p>
4	<p><b>Notification of AOB</b></p> <p>It was agreed that best practice moving forwards would be for AOB to be notified to Chair prior to meetings.</p> <p>Member asked if there was an update from the LA regarding funding agreements for primary pupils requiring 2:1 support and expressed concern for staff safety.</p> <p>It was noted that this question relates to specific pupils but is part of bigger questions around place funding which will be difficult to address in depth now. The processes for acquiring increased funding are either through the annual review process or by lobbying the LA. In the case of these pupils, behaviours are the result of on-going concerns stemming from outside of school and a multi-agency approach is needed to support them. Additional funded for the pupils in questions has been asked for.</p>

	<b>DISCUSSION, DECISIONS and Actions</b>
	<p>MC asked if Co-Heads are aware of staff expressing they feel unsafe as it is a strong statement. Safeguarding and health and safety take priority and MC are there to support. MC asked what processes are in place already. How many incidents of student to staff violence were taking place, the frequency and trajectory. How do things currently compare to previous years? Are HS2s completed when staff are injured?</p> <p>Historically HS2s have not been commonly completed. This is changing, but it will take time to be able to compare to previous years.</p> <ul style="list-style-type: none"> <li>➤ ACTION: KP to make number of HS2 forms part of the termly Health and Safety report.</li> </ul> <p>It was thought beneficial to re-visit the conversation, perhaps in an FMC.</p>
5	<p><b>Financial performance and compliance</b></p> <p>KP asked if an MC member can support in examining the SFVS. RC will.</p> <ul style="list-style-type: none"> <li>➤ ACTION: RC to examine with SFVS with KP.</li> </ul> <p>SBM Termly Report was discussed. KP was thanked for a helpful, succinct report.</p> <p>KP asked for a clearer picture of what reports were expected and when. It was agreed that this was one of the challenges of establishing a new format for MC meetings.</p> <ul style="list-style-type: none"> <li>➤ ACTION: Future SBM Termly Reports to include a comparison of staff absence rates and rate of challenging student behaviour incidents.</li> </ul> <p>MC asked if risk assessments are completed. It was confirmed that they are, and that staff are referred to occupational health.</p> <p>MC asked if anonymous staff surveys are completed. They are, the last being in the summer.</p> <p>MC asked for the results of the surveys. A different member responded that the surveys were not done in the summer.</p> <p>MC asked how we can best obtain staff voice, for example ‘come and meet’ sessions.</p> <p>Member – governor drop ins have taken place in the past, but not for a while.</p>

	<b>DISCUSSION, DECISIONS and Actions</b>
	<p>TS – This objective is part of the SIP. A staff member has just completed the training to begin a Staff Wellbeing group, which is due to start next term.</p> <p>The Budget Monitoring paper was discussed. Member commented that it was difficult to produce questions as it was hard to understand beyond being numbers on a page. KP offered to go through it separately with any members interested.</p> <p>The deficit has reduced due to the Teachers Pay Grant and Covid Recovery grant.</p> <p>KP raised concern for a future budget issue – school computers not supporting Office 11 which will be released in 2025. KP and TS will meet the following day to discuss this.</p> <p>MC asked what is/is not covered by Capital Spending.</p> <ul style="list-style-type: none"> <li>➤ ACTION – KP to email MC a list of what can be covered by Capital Spending.</li> </ul> <p>MC asked how similar the comparative centre is. CHB is unique, so it is difficult to find similar schools to compare.</p> <ul style="list-style-type: none"> <li>➤ ACTION – KP to share benchmarking for next FPP meeting.</li> </ul>
6	<p><b>Health and Safety / Premises</b></p> <p>Member Visits were discussed. It is expected that all members have seen all school sites and that it is valuable to see the schools with students present.</p> <ul style="list-style-type: none"> <li>➤ ACTION: LMa to visit as Premises and Personnel Lead.</li> <li>➤ ACTION: RC to visit sites whilst focusing specifically on Health and Safety.</li> <li>➤ ACTION: FPP meetings will be held at all sites.</li> </ul>
7	<p><b>Relocation Update</b></p> <p>Health and safety concerns about Connaught Road were shared with the LA in April prior to the move. There have been health and safety issues with the areas that the LA decided not to take action on. Modifications are needed still for the building to be safe for the needs of the students.</p>

	<b>DISCUSSION, DECISIONS and Actions</b>
	<p>There have been further issues at Lynchet Close related to having an older cohort than before who need less constraint from the building design. There is also the new dynamic of the KS3 and the KS4 cohorts desiring to mix, which was not the case when it was KS2 alongside KS4. There is the question of how the layout of the building can be changed to meet new needs, without spending any money.</p> <p>Because the building is more school-like for the KS3 pupils than Dyke Rd was previously, staff are seeing more school-like related behaviour challenges.</p> <p>Co-Heads asked for reassurance prior to the move that the Lynchet Close building needs would not be forgotten, but it seems they already have been.</p> <p>Member asked how much of the above had been raised in writing, and how much of a response there had been. Lots has been raised in writing related to the Connaught building. Lynchet Close is more of a picture building over time, newer issues.</p> <p>MC expressed concern that if something is not said in writing, there isn't evidence it exists.</p> <p>It was noted that Richard Baker was MC Chair and Head of School Organisation last school year and he is no longer in the position so things may be missed.</p> <p>Member asked when someone is going to write to the LA regarding the premises health and safety issues. It was suggested to email Richard Barker and Gillian with Jo Lyons cc'd in. LL offered as Chair of the FPP committee. It was thought best for Co-Heads to email first and LL to follow up if there is no response.</p> <p style="padding-left: 40px;">➤ ACTION - Co-Heads to email LA regarding premises health and safety concerns. LL to follow up if necessary.</p>
8	<p><b>Pay Progression</b></p> <p>There was concern that there was not adequate time remaining to discuss pay progression effectively.</p> <p>To address this, an additional FPP meeting was scheduled for November 9<sup>th</sup>, 16:30-18:00 at Connaught Road.</p>
11	<p><b>Confidential Items</b></p> <p>No items were confidential.</p>

<b>DISCUSSION, DECISIONS and Actions</b>	
	The meeting ended at 18:06.

**Summary of Actions:**

KP to make number of HS2 forms part of the termly Health and Safety report.	<b>KP</b>
RC to examine with SFVS with KP.	<b>RC / KP</b>
Future SBM Termly Reports to include a comparison of staff absence rates and rate of challenging student behaviour incidents.	<b>KP</b>
KP to email MC a list of what can be covered by Capital Spending.	<b>KP</b>
KP to share benchmarking for next FPP meeting.	<b>KP</b>
LMa to visit as Premises and Personnel Lead.	<b>LMa</b>
RC to visit sites whilst focusing specifically on Health and Safety.	<b>RC</b>
FPP meetings will be held at all sites.	<b>Chair / Clerk</b>
Co-Heads to email LA regarding premises health and safety concerns. LL to follow up if necessary.	<b>TS / AM / LL</b>