

Meeting of:	CHB Full Management Committee
Date/Time:	Monday 13 th May 2024, 16:30-18:00
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)</p> <p>Rachel Carter RC - Interim Vice Chair (joined online) Tim Self TS – Headteacher Luke Lording LL Diana Boyd DB Lorraine Myles LMy Jo Black JB Kate Barker KB</p> <p>Other</p> <p>Sammie Lea - Clerk</p>
Apologies:	Carla Butler CB – Co-Chair
Absent:	<p>Jackie O’Quinn JO Lydia Majic LMa – Co-Chair Amanda Meier AM Simon Boden SB Ruth Quill RQ</p>

MINUTES AND ACTIONS

1.	Welcome, apologies and absence RC opened the meeting. Apologies were accepted from CB. It was shared that LL would be arriving late.
2.	Approval of meeting minutes and matters arising The minutes of 22.01.2023, 29.01.2024 and 04.03.2024 were approved. Matters arising were discussed. ➤ ACTION – MC members to send introductory bios for the website to Sammie
3.	Declarations of interest No declarations of interest were made in any agenda items.
4.	MC Membership / Recruitment Two vacancies still remain on the MC. It was discussed that the predominant skill need was in finance. The suggestion from Governor Support was to contact Amex and other local businesses looking for volunteers. ➤ ACTION: MC to recruit a member with expertise in finance. LL joined the meeting. It was suggested that AM share information on the SEND and AP review with the MC. ➤ ACTION: SEND and AP review to be included as an agenda item on the July FMC.
5.	Finance The LA was approached regarding leadership. Various options for 3-year plans were discussed. The model for the next year has more full time teachers teaching across subjects.

	<p>The deficit has reduced. Some pay increases were funded. Facilities costs are high. Maintenance is predicted £108k. It was £60k last year. Member asked if there is not a re-allocation of facilities costs from Homewood College. Staff is costed at the top-end. It might be less. Budgets haven't been confirmed in writing.</p> <p>➤ ACTION: Recovery plan to be looked at in July FMC. – TS</p> <p>Virtual School have requested three places at TCH not two. This could cover 0.2 of the Children in Care Coordinator role.</p> <p>Member asked what grading are TAs being appointed at. B and C. There needs to be a progression route so as not to lose staff. Member suggested TAs expressing an interest in a subject area. Member asked if there was parity across sites. This is being explored.</p> <p>The outturn was discussed along with reasons for the reduced deficit. Additional students, some increased EHCP place funding, offsite learning mentor not recruited at TCH.</p> <p>PRU places will now be funded with parity at £19,700. Primary places now £25k. £25,835 for Year 7 places. Hive place are £26,900 – so there still is not parity.</p> <p>It was discussed that it isn't possible to have a balanced budget with three sites.</p>
6.	<p>Health and Safety/Premises</p> <p>Adaptations to Tilbury House to improve security are being completed in half term. The indoor corridor will be built in summer.</p> <p>HS2 incidents have dropped, or may be being less reported. There isn't time to complete them – it could take an hour a day. Someone was bitten on Friday and a HS2 was not done. Staff are becoming de-sensitised. MC – is there another way to report it. It is already logged on SIMs. HS2s have to be done by the staff member. It was discussed that they need to be reported to allow for additional support. It was also noted that it is incredibly important to record near misses.</p> <p>MC asked what is an acceptable amount for staff to endure.</p> <p>➤ ACTION – CHB Management will communicate with all staff around how to follow the HS2 process. – TS</p>

	<p>➤ ACTION – TS to report back to the MC on contacting the LA regarding process related to physical assaults and near misses, and what staff are/are not expected to endure. - TS</p>
7.	<p>Staffing update</p> <p>It was discussed that there is lots of recruitment ongoing and some excellent appointments have been made.</p> <p>MC member is needed for interviews on 21st May. RC is doing 22nd May. LL may be able to do 22nd.</p> <p>The MC congratulated the team on the Ofsted report.</p> <p>➤ ACTION: MC to write to staff congratulated them on the Ofsted result.</p>
8.	<p>Monitoring Visit Reports</p> <p>The absence of monitoring visits was discussed.</p> <p>➤ ACTION: All members to book monitoring visits for the summer term. – all</p>
9.	<p>Training</p> <p>Race and Intersectionality training will be discussed at the next FMC.</p> <p>There was no other training to discuss.</p>
10	<p>Policy Review</p> <p>Members were sent the following policies for review:</p> <ul style="list-style-type: none"> ● Charging and Remissions Policy 2024 ● CHB Capability Procedure 2024 ● CHB Complaints Policy 2024 ● Code of Conduct for School Employees 2023 ● First Aid Policy 2024 ● Grievance Procedure <p>There were no comments.</p>

11	<p>Safeguarding and Attendance</p> <p>Initial reports for next year’s TCH cohort show high numbers of students with extremely low attendance. Whether the referrals are likely to be successful depends on the reasons for the low attendance. Schools generally seem to be making slightly more appropriate referrals. One school does not, and those students have really struggled to settle. 28 of the 40 applications were received on Friday – the day of the deadline. There have be seven EHCP requests for two places. One is a Homewood College place. Some students have finalised EHCPs but no named schools.</p> <p>Member asked if we are taking students on at the middle school if we know they are not going to attend. – Yes, we have to because they are on our roll. They could potentially have offsite programmes.</p> <p>RC – Personal development needs to be prioritised with the new head and RC. Also we need to reach Year 9s. RC wants to prioritise this next year.</p> <p>➤ ACTION: All members to report on Attendance next year as part of all lead roles. - all</p>
12	<p>AOB</p> <p>None raised.</p>
13	<p>Confidential items</p> <p>No items were deemed confidential.</p> <p>The meeting ended at 18:02.</p>

Summary of Actions:

- ACTION: MC members to send introductory bios for the website to Sammie – **all**
- ACTION: MC to recruit a member with expertise in finance. – **all**
- ACTION: SEND and AP review to be included as an agenda item on the July FMC. – **clerk**
- ACTION: Recovery plan to be looked at in July FMC. – **TS**
- ACTION – CHB Management will communicate with all staff around how to follow the HS2 process. – **TS**
- ACTION – TS to report back to the MC on contacting the LA regarding process related to physical assaults and near misses, and what staff are/are not expected to endure. – **TS**
- ACTION: MC to write to staff congratulated them on the Ofsted result. – **chairs**
- ACTION: All members to book monitoring visits for the summer term. – **all**
- ACTION: All members to report on Attendance next year as part of all lead roles. - **all**