

<b>Meeting of:</b>	<b>CHB Finance, Premises and Personnel Committee</b>
<b>Date/Time:</b>	Monday 5 <sup>th</sup> February 2024, 16:30-18:00
<b>Location:</b>	Connaught Road
<b>Distribution:</b>	Full Management Committee and website once approved.
<b>Quorum:</b>	At least half the number of current members is required to be present for decisions to be binding. The meeting was quorate throughout.
<b>Present:</b>	<p><b>Members (voting)</b>  Lydia Majic <b>LMa</b> – Co-Chair  Rachel Carter <b>RC</b> - Interim Vice Chair  Tim Self <b>TS</b> – Headteacher  Amanda Meier <b>AM</b>  Jo Black <b>JB</b>  Diana Boyd <b>DB</b>  Kate Barker <b>KB</b>  Lorraine Myles <b>LM</b></p> <p><b>Other</b>  Karen Prout <b>KP</b> – SBM  Sammie Lea - Clerk</p>
<b>Apologies:</b>	Luke Lording <b>LL</b> Carla Butler <b>CB</b> – Co-Chair
<b>Absent:</b>	Jackie O’Quinn <b>JO</b>

## MINUTES AND ACTIONS

### 1. **Welcome, apologies and absence**

RC opened the meeting and thanked everyone for attending.  
Apologies were accepted from DB and CB.  
LL and LMa will be joining the meeting late.

### 2. **Declarations of interest**

No declarations of interest were made in any agenda items.

### 3. **Financial Performance and Compliance**

KP was thanked for the termly finance report.  
The ~£20k overspend was discussed. This is impacted by not being told about pay awards, and not having January reporting.  
Budgets are now closed for the year due to switching systems to BromCom.

KP will now begin budget planning for next year. Hopefully there will be enough funding to ringfence for mini buses and security works, including strengthening mag locks and further CCTV. Maglocks are £900 per door to strengthen. Security at TCH is the biggest concern. The LA have agreed to fund and outside gate and main door.

TS shared that he is exploring a progression pathway for Tas.

### 4. **Health and Safety / Premises Report and School Development Plan**

The Health and Safety Policy is being reviewed – due February. Will be complete soon. Some procedures need to be tightened up. The LAs policy is being adapted with a multi-site view.

KP left the meeting.

DB joined the meeting at 16:30.

TS – SDP marked down from amber to red from a health and safety perspective. Staff don't feel safe. The safety mechanisms in place are felt insufficient.  
Details of an incident at TCH were shared. This brought forward issues staff have been saying they have had for years. Tilbury House is too open to be safe.

	<p>LMA joined the meeting at 16:37</p> <p>It was shared that LMA and CB have been invited to a meeting with Georgina Clark-Green about the middle school.</p> <p>Modifications will be made to Lynchet Close site. The playground will be made more appropriate for Secondary age and more suitable for sports. Connaught Road Primary will have minor changes. The big sensory room is up and running well. There will be a new decompression room.</p> <p>The ceiling will be repaired at Connaught Road. A tower has been bought so the tiles can be put back.</p> <p>The need for HS2s was discussed. There hasn't been more assaults on staff, there has just been more reporting of assaults. 15 assaults were recorded at Primary. JB – it is more like 4x that. I have been assaulted three times today. It was shared that a high number of assaults comes from two high need pupils. MC asked what the criteria for filling in a form is, and how staff know. It was agreed that more clarity was needed on which incidents require a HS2 form.</p> <ul style="list-style-type: none"> <li>➤ ACTION: MC and staff to receive clarity about what incidents need a HS2 form.</li> <li>➤ ACTION: MC to receive an anonymised list of incident types, numbers, and follow up action taken.</li> </ul> <p>Member asked at what point MC Chairs receive information about major incidents.</p>
<p>5.</p>	<p><b>FPP Monitoring</b></p> <p>LMA discussed visit to TCH. Was a first visit. Impression was that it is clear it isn't fit for purpose. No outside space, claustrophobic feel.</p> <p>Connuaght Road still has heating equipment for Carlton Hill. Member asked if air con was required for IT room. Asked if it was a fire risk.</p> <ul style="list-style-type: none"> <li>➤ ACTION: LMA to be sent recent Fire reports and Health and Safety reports from the LA.</li> </ul> <p>Member asked if there was asbestos at Lynchet Close. Under grey plastic floor. Every member of staff should have a list of any asbestos in a building.</p>

	<p>➤ ACTION: TS will enquire about any known asbestos at Lynchet Close and if so share this information with staff.</p>
<p>6.</p>	<p><b>Middle School Proposal</b></p> <p>It was agreed that more concrete information is needed before saying yes. Costings are needed. Time is an issue. CB and LMa are meeting Georgina on Thursday. They asked for figures prior to then.</p> <p>Member asked who does the costings. It was an enormous amount of work with the Connaught Road move. SLTs time should be ringfenced.</p> <p>17:30 LMy joined.</p> <p>Member – funding aside, would we agree the proposal if staff contracts can't be guaranteed or the future of the provision was not secure?</p> <p>There were thought to be too many unknowns to make a decision in this meeting.</p> <p>Member – We can't say what is in the pupils best interests without it being future proof.</p> <p>Member – The LA won't be in a position to give that assurance – that's why it is an interim measure. Nothing can be decided until the future of Homewood College is decided.</p> <p>Member – it isn't an interim measure for the students who will be there. It will be their experience of those school years.</p> <p>Member – if we don't proceed, those 12 students will not be easily placed. Out of county or not.</p> <p>Member – the key is to make sure we've got the right costing. The right amount and the right leadership structure, that does not impact on current capacity. And permanent job offers to attract the right staff.</p> <p>It was concluded that a decision could not be reached and it would be necessary to re-group.</p>
<p>7.</p>	<p><b>Confidential items</b></p> <p>No items were deemed confidential.</p> <p>The meeting closed at 18:07.</p>

### Summary of Actions:

- ACTION: MC and staff to receive clarity about what incidents need a HS2 form. - **TS**
- ACTION: MC to receive an anonymised list of incident types, numbers, and follow up action taken. – **TS**
- ACTION: LMa to be sent recent Fire reports and Health and Safety reports from the LA. - **Clerk**
- ACTION: TS will enquire about any known asbestos at Lynchet Close and if so share this information with staff. - **TS**