

<b>Meeting of:</b>	<b>CHB Full Management Committee</b>
<b>Date/Time:</b>	Monday 1 <sup>st</sup> July 2024, 16:30-18:00
<b>Location:</b>	Teams
<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></p> <p>Carla Butler <b>CB</b> – Co-Chair  Rachel Carter <b>RC</b> - Interim Vice Chair (joined online)  Tim Self <b>TS</b> – Headteacher  Jo Black <b>JB</b>  Amanda Meier <b>AM</b>  Simon Boden <b>SB</b></p> <p><b>Other</b></p> <p>Sammie Lea - Clerk</p>
<b>Apologies:</b>	Diana Boyd <b>DB</b> Luke Lording <b>LL</b> Lydia Majic <b>LMa</b> – Co-Chair Ruth Quill <b>RQ</b>
<b>Absent:</b>	Lorraine Myles <b>LMy</b> Jackie O’Quinn <b>JO</b>

## MINUTES AND ACTIONS

1.	<b>Welcome, apologies and absence</b>  CB opened the meeting. Apologies were accepted from DB, LL, LMa, and RQ. It was shared that some members were at the school's forum.
2.	<b>Approval of meeting minutes and matters arising</b>  The minutes of 19.02.2024, 29.04.2024, 13.05.2024 and 17.06.2024 were approved.  TS updated the committee on the recovery plan. This is no longer advised as the school was advised to record a balanced budget rather than a £24k deficit. Member asked if TS had this in writing. – Yes.  Matters arising were discussed.  ➤ ACTION – MC members to send introductory bios for the website to Sammie
3.	<b>Declarations of interest</b>  No declarations of interest were made in any agenda items.
4.	<b>MC Membership / Recruitment</b>  There are three vacancies on the MC – two community and one staff. It was suggested to contact both parents/carers and staff members at the beginning of the Autumn term prior to the first FMC.  ➤ ACTION – clerk to contact staff and parents/carers re. MC recruitment.
5.	<b>MC Chair/Vice Chair Appointment</b>  CB shared that LMa would be happy to Co-Chair or Vice Chair. CB and RC were nominated as Co-Chairs. This was voted for unanimously. LL and SB will continue as FPP Chair and CSW Chair.
6.	<b>MC Lead Roles</b>

	<p>It was decided that lead roles will continue in the same way as this year, with the addition of Attendance as a separate role, which DB had said she was happy to take.</p> <p>Lead roles 2024-25:</p> <p>Safeguarding – AM  Premises and Personnel – LMa  Finance – LL  Wellbeing – LMy  Leadership and Management – RC  Curriculum – SB  Inclusion – RQ  Personal Development – RC  Attendance - DB</p>
7.	<p><b>MC Attendance</b></p> <p>Members confirmed the attendance data for 2023-24.</p>
8.	<p><b>MC Monitoring Visit Summary</b></p> <p>Monitoring visits will continue in the same format as 2023-24.</p>
9.	<p><b>Training</b></p> <p>Race and Intersectionality training was due to be discussed, but in RQ’s absence RC suggested meeting with heads to discuss training needs for staff and needs of each provision. There were thought to be important points from the training that require some thinking about. All staff have received two racism/intersectionality trainings over the last two years. It was thought that the discussion has moved on since 1-2 years ago.</p> <p>➤ ACTION: SB to liaise with TS and the equalities lead in the LA about training.</p>
10	<p><b>Overview of SEND and AP Review</b></p> <p>AM shared a Powerpoint updating members on the SEND and AP review.</p> <p>Early intervention and the tier 2 provisions at Patcham and Varndean were discussed. Member asked why two sites that are so close together were selected. It was because they are the only two schools that came forward, but there is hope that if it goes well then others will feel more confident to come forward.</p>

	Member commented that the summary sounds amazing and good for the city.
11	<p><b>AOB</b></p> <p>Members thanked Kim Richards for the successful minibus fundraiser. TS commented that it was a really positive day with students and staff involved.</p> <p>Recruitment is on track. Every teaching post is covered. HLTA interviews are this week and TAs the week after. Posts have received plenty of applicants.</p> <p>All bids are in for refurbishments and all contractors have been met with.</p>
12	<p><b>Confidential items</b></p> <p>No items were deemed confidential.</p>

**Summary of Actions:**

- ACTION – clerk to contact staff and parents/carers re. MC recruitment.
- ACTION - SB to liaise with TS and the equalities lead in the LA about training.
- ACTION – MC members to send introductory bios for the website to Sammie