

HOSPITAL AND HOME EDUCATION LEARNING CENTRE

Minutes of meeting of the full Management Committee of the Hospital and Home Education Learning Centre held on 12th May 2020 at 6.15pm

Meeting held virtually using Zoom

MEETING HELD DURING COVID 19 PANDEMIC LOCKDOWN

Membership (A denoted absence)	Mr D Rich, Chair Mrs V Butters Mr G Eves Mr D Harley Mr J Hutchinson Ms M Mooleedhar Dr R Sayer Mrs K Williams Mrs K Fox, Headteacher Mr P Fielding, NST support
In Attendance	Mrs C Colmore, Clerk to the governing body Mrs S Chadwick, school business manager

For the purpose of the minutes the management committee is referred to as a governing body and HHELC as a school.

The meeting had originally been scheduled as a Finance, Personnel and General Purposes Committee. It had been agreed to re-designated it as a full governing body meeting with all members of the governing body invited to attend.

PRELIMINARIES	
FGB2/19-20/01 APOLOGIES FOR ABSENCE	ACTION
There were no apologies for absence.	
FGB2/19-20/02 DECLARATION OF INTEREST AND GOVERNORS CODE OF CONDUCT	
No governor expressed a personal or related interest through attendance at the meeting. The following declarations of interest were made: <ul style="list-style-type: none"> • Pat Fielding reminded the governing body of his links with NST. • Vicky Butters was an employee of SAAF which provided financial support to HHELC. • Jamie Hutchinson, Headteacher of a school within NST. 	
FGB2/19-20/03 ELECTION OF COMMITTEE CHAIR / VICE-CHAIR	
To be discussed under agenda item FGB2/19-20/04.	

FGB2/19-20/04 MINUTES OF THE LAST MEETING

Minutes of the full governing body meeting held on 26th November 2020, available on Governorhub, were confirmed as an accurate record of the meeting.

Minutes of the Finance, Personnel and General Purposes Committee meeting held on 11th February 2020, available on Governorhub, were confirmed as an accurate record of the meeting.

FGB2/19-20/05 MATTERS ARISING FROM THE FULL GOVERNING BODY MEETING 26TH NOVEMBER 2020

Reference	Action	Responsibility of	Action taken / further action required
FGB2/19-20/05	Report to governing body regarding home tutor arrangements	Interim Headteachers	To be reported under agenda item 7 The Challenge Committee had received a report on recommendations for the development of Sherwood / home education
FGB2/19-20/05	Continue to address funding issues and report to the governing body	Interim Headteachers	To be reported under agenda item 7
FGB2/19-20/05	Liaise with Jamie Hutchinson regarding governing body self-review	Interim Headteachers	Self-review and impact of the governing body to be a focus for a full governing body meeting to be scheduled in July.
FGB2/19-20/12	GDPR	F,P and GP Committee	Reported to the committee. P Fielding had checked all policies and updated with new logo. A recent minor breach had not needed to be reported to the ICO. Office manager was the DPO and was undertaking training on redaction.
FGB2/19-20/14	Contact all members of the governing body to agree a provisional membership for both the Challenge Committee and the Finance, Staffing and General Purposes Committee	Chair	Governors to email Chair expressing interest in membership of either / both committees. It was suggested that link roles should align with committee membership.
FGB2/19-20/14	Provide access to the previous terms of reference	Clerk	The Clerk had sent the Terms of Reference to the Chair.
FGB2/19-20/15	Report on provision at the Lookout to both full governing body and Challenge	Interim Headteacher Challenge Committee	To be reported under agenda item 8

**July 7
FGB**

All govs

	Committee	Full governing body meeting		Govs
FGB2/19-20/18	All members of the governing body to read KCSIE in 2019 and acknowledge having done so through GovernorHub.	All governors	Remaining governors who had yet to read / tick GovernorHub to acknowledge having read KCSIE to complete	
FGB2/19-20/23	Consider the governing body impact	Challenge Committee	Focus for full governing body meeting July 7 th 2020	

FGB2/19-20/06 MATTERS ARISING FROM THE FINANCE, PERSONNEL AND GENERAL PURPOSES MEETING 11th FEBRUARY 2019

Ref	Action	Delegated to	Action taken	
05	Elect Challenge Committee chair	Full governing body meeting / Challenge Committee meeting	Governors invited to express interest to the Chair.	Govs
05	Bring proposal for link roles to full governing body meeting	Interim Headteachers	Headteacher to present proposal to the full governing body meeting scheduled for 23 rd June 2020.	HT FGB 23rd June
05	Review name and purpose of Challenge Committee	Full governing body meeting / Challenge Committee meeting	Headteacher to make recommendation to the full governing body meeting scheduled for 23 rd June 2020.	HT FGB 23rd June
05	Report on future asset life-cycle replacement planning	Interim Headteachers / full governing body meeting	To be considered under agenda item 7	
05	Investigate RPA for insurance	Interim Headteachers	Headteacher to report on option to purchase RPA for 2021-22 to F,P&GP Comm. It was noted that the LA insurance premiums had reduced.	HT FP&GP
06	Contact all members of the governing body to agree a provisional membership for both the Challenge Committee and the Finance, Staffing and General Purposes Committee	Chair	Governors to email Chair expressing interest in membership of either / both committees. It was suggested that link roles should align with committee membership.	
06	Review Terms of reference for presentation to full governing body meeting	Chair	Chair to review to Terms of Reference in line with the Headteacher's recommendations for the committee structure and present to 23 rd June full	Chair

			governing body meeting for approval.	
06	Read KCSIE	All governors	Remaining governors to complete	
07	Make recommendations on contracts to be reviewed for 2021-22	Interim Headteachers	To be considered under agenda item 7	
12	Staff Wellbeing Policy and Fair Workload Charter – to be shared with Gary Eves and uploaded to GovernorHub	Lynda Valentine	See below	
13	Arrange for an ADSL through NST to undertake a full safeguarding audit. David Rich to visit and check the single central record.	Pat Fielding David Rich	The Chair had completed a check of the SCR. He commended its thoroughness of the procedures in place. P Fielding to liaise with Headteacher to schedule an audit of safeguarding by an ADSL.	PF / HT
<p>Staff well-being policy and fair workload charter</p> <p>Gary Eves informed the governing body that Lynda Valentine had developed the draft Staff Well-Being Policy based on research and an exemplar from another NST school. The workload charter was based on Nottingham City Council’s fair workload charter.</p> <p>The draft policy had been shared with staff and he had received copies of feedback on the policy from CHS. He was unaware whether there was any other feedback but recommended that all feedback needed to be considered. He also advised that the policy should include reference to key aspects of physical health as well as mental health.</p> <p>The Headteacher advised that she was proposing to introduce optional access to supervision for all staff across all sites, recognising the complex needs of the children they worked with and the impact on the mental health and well-being of staff. She had spoken with LA educational psychology about what they could provide and was awaiting details of costs. Supervision could be alone or in groups.</p> <p>Governors commended the proposal. Gary Eves provided information of similar supervision provided for NHS staff working with challenging young people and recommended that existing good practice be used to inform setting up effective and efficient supervision.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • Gary Eves and the Headteacher liaise to review the policy • That the Headteacher develop a final version of the policy which would be circulated to all members of the governing body, for formal approval at the full governing body meeting scheduled for 23rd June 2020. 				HT / GE HT
FGB2/19-20/07 FINANCIAL POSITION AND BUDGET				
Receive financial report / approval of budget				
The Chair left the meeting briefly and so the Vice-Chair took the chair in his absence.				
It was noted that the Headteacher was currently leading an HHELC task force to review the				

future of HHELC provision alongside LA officers, which would have financial implications.

P Fielding led governors through the proposed expenditure for 2020-21, informing them where savings had been made, including:

- Minimising expenditure on the development of curriculum areas, with the budget reduced to £1K for each area;
- Reduction in the proposed expenditure on books from £20K to £8K;
- £6K expenditure on IT equipment to be from the devolved formula capital income.

The proposed budget included 3% cost of living increase for teachers and support staff, which it was recognised could be an over estimate. Potentially there were savings in the region of £3K if the agreed increase was 2.75%

It was noted that changes to contracts for services would produce minimal savings.

Governors asked about the percentage of income spent on staffing and were informed it was 88%. Whilst this was above the DfE expected range it was agreed that it reflected the setting.

The carry forward from 2019-2020 was £234K.

The proposed budget for 2020-21 had an in year deficit of £84K and would result in a carry forward at the end of 2021-22 of £150K.

Current expenditure was sustainable for 3 years, supported by the carry forward.

Governors approved the budget as presented.

The Chair returned to the meeting

Governors discussed the need to generate income, including potentially by using the expertise in school to provide outreach work and training in schools.

The Headteacher advised that she was discussing with the LA the role for the school in the provision of support for primary age children, which aligned with Nottingham City's commitment to early intervention.

Governors enquired about the proposed changes to home education and Sherwood and were informed that the LA were interested in the proposal. It had the potential to increase income from the LA and reduce LA costs incurred for the education of permanently excluded children and young people. The cost of a place at HHELC was in the region of £13K annually which was substantially cheaper than a place in alternative provision or special schools.

The Headteacher advised that the LA recommended HHELC should consider home schools passing pupil premium income to HHELC which did not happen at present.

Governors asked about the process for securing a change to funding. The Headteacher responded that it was important not to be seen as a cheap provider, particularly with the current Ofsted grading of requires improvement. The provision need to be recognised as high quality and effective for each young person. Reputation and marketing were critical for future success.

Governors recognised that Ofsted were not currently undertaking inspections. It was therefore agreed that an NST school review should be undertaken in the autumn term to inform preparation for Ofsted. P fielding to arrange with the Headteacher.

HT / PF

<p>Governors were informed that L Valentine, P Fielding and the Headteacher had a firm plan for the review with strict timelines over 11 weeks with the overarching priorities being to:</p> <ul style="list-style-type: none"> • Implement the contractual changes for home education tutors. ACOS were currently reviewing the contracts. • Secure a new SLA with the LA. • Refine admissions procedures. The provision across Sherwood and home education was being unified to create opportunities for bespoke provision for each young person which would lead to efficiencies. Children discharged could attend Sherwood or access home education as part of their ongoing care and to limit re-admissions. <p>Governors asked about charges to home schools, including whether a change to the funding mechanism should be considered. It was agreed that this was important but that any changes would need to be negotiated with the LA.</p> <p>Governors discussed the need for a costed 3 year financial plan to enable staffing structure modelling to be used to ensure long term financial sustainability and were advised that a three year plan was required annually, by October, for reporting to the governing body and the LA.</p> <p>Financial position and results from the taskforce to be reported to the July 2020 meeting of the full governing body.</p>	HT FGB July
<p>Approval of management choices</p>	
<p>The Finance, Personnel and General Purposes committee had approved contracts for 2020-21 at the meeting held on 11th February 2020.</p>	
<p>Business systems review</p>	
<p>The review was being incorporated in the work of the task force. Future meetings of the Finance, Personnel and General Purposes committee would monitor impact of the review and implementation of the plans.</p>	FP&GP Comm
<p>FGB2/19-20/08 QUALITY OF TEACHING</p>	
<p>Plans for re-opening</p> <p>The Headteacher informed governors that plans were being developed for the next phase, following the easing of lockdown. The plans would be bespoke to each site. The NHS currently have access to the school's rooms at both the CHS and The Lookout.</p> <p>Governors expressed full confidence in the leadership in making the right decisions on phased re-opening, based on rigorous risk assessments. P Fielding and the Headteacher would discuss the risk assessments with J Hutchinson.</p> <p>P Fielding informed governors that the 36 schools in NST were working cooperatively to develop individualised plans. He asked governors to be mindful of the pressure all headteachers were under at present.</p> <p>In response to a question from governors about how staff perceived the return to work K Williams advised that staff recognised that the plans would develop overtime.</p> <p>Governors asked about what schools did where teachers had child care responsibilities and were informed that teachers were key workers and therefore their children should be provided with school places.</p>	HT / PF / JH

M Mooleedhar advised, from an HR perspective, that employers were banding employees according to levels of risk and that staff needed reassurance, but that it was not possible for people to remain under lockdown for ever.

Staffing changes

The Headteacher informed governors that Stephanie Chadwick had tendered her resignation and would be leaving in June. Governors offered their best wishes.

FGB2/19-20/09 APPROVE COSTS ASSOCIATED WITH DEVELOPMENT PRIORITIES AND SCHOOL DEVELOPMENT PLAN

The Headteacher advised that costs were included in the budget presented.

FGB2/19-20/10 STANDARD ITEMS FINANCIAL

Virements – none reported.

Disposals and right-offs – none reported.

Assessment of financial risks – discussed under agenda item 7.

SFVS – completed and submitted by the deadline.

FGB2/19-20/11 STANDARD ITEMS GENERAL

Health and safety – the Chair would carry out a health and safety visit once safe.

Premises – no items discussed.

Governor expenses (confidential) – see confidential appendix.

Chair

FGB2/19-20/12 FINAL ITEMS

Preparation for Ofsted – covered under item 7.

Curriculum report – delegated to the Challenge Committee.

**Chall
Comm**

FGB2/19-20/13 AGENDA ITEMS FOR NEXT MEETING

No additional items required.

FGB2/19-20/14 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

The following meeting dates were confirmed:-

	Summer Term 2020
FGB	Tuesday 23/6/20
FGB	Tuesday 07/07/202

FGB2/19-20/15 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes aside from one item from FGB2/19-20/11 – see confidential appendix.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders. P Fielding and the Headteacher would discuss the publishing of the minutes and bring a proposal to the next meeting of the governing body.

**HT / PF
FGB
June**

The meeting closed at 7.55 pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsibility of
FGB2/19-20/05	Review of governing body effectiveness and impact	Full governing body meeting 7 th July 2020
FGB2/19-20/05	Contact Chair expressing interest in committee membership	All governors
FGB2/19-20/05	Read KCSIE and mark as read on GovernorHub	All remaining governors to complete
FGB2/19-20/06	Express interest in becoming chair of the Challenge Comm to the Chair of the governing body	Any governor
FGB2/19-20/06	Bring proposal for link roles to full governing body meeting	Headteacher FGB 23 rd June 2020
FGB2/19-20/06	Review name and responsibility of Challenge Comm and present proposal to the full governing body	Headteacher FGB 23 rd June 2020
FGB2/19-20/06	Headteacher to report on option to purchase RPA for 2021-22 to F,P&GP Comm.	Headteacher FP&GP Comm
FGB2/19-20/06	Chair to review to Terms of Reference in line with the Headteacher's recommendations for the committee structure and present to 23 rd June full governing body meeting for approval.	Chair FGB 23 rd June 2020
FGB2/19-20/06	Liaise to arrange an audit by an ADSL	Headteacher and P Fielding
FGB2/19-20/06	Staff Well-Being Policy <ul style="list-style-type: none"> • Gary Eves and the Headteacher liaise to review the policy • That the Headteacher develop a final version of the policy which would be circulated to all members of the governing body, for formal approval at the full governing body meeting scheduled for 23rd June 2020. 	Gary Eves Headteacher FGB 23 rd June 2020
FGB2/19-20/07	Liaise to arrange an NST school review in the autumn term	Headteacher and P fielding
FGB2/19-20/07	Monitor implementation of business system review	FP&GP Comm
FGB2/19-20/07	Financial position and results from the taskforce to be reported to the July 2020 meeting of the full governing body.	Headteacher and P Fielding

FGB2/19-20/08	Phased re-opening - P Fielding and the Headteacher would discuss with J Hutchinson the risk assessments.	Headteacher, P Fielding and J Hutchinson
FGB2/19-20/09	Complete H&S visit once school re-opened	Chair
FGB2/19-20/12	Receive curriculum report	Challenge Committee
FGB2/19-20/15	Bring proposal to the full governing body meeting regarding publishing of minutes	Headteacher and P Fielding FGB 23 rd June 2020

Academic Year 2019 -2020										
Governor Name	Autumn 2019			Spring 2020			Summer 2020			
	Chall comm 24.9.	FS&GP 15.10.	FGB 26.11	Chall comm 28.01	FS&GP 11.02	Chall comm 05.05	FGB 12.05	FGB 23.06	FGB 07.07	
Mr D Rich	✓	✓	✓	✓	✓	✓	✓			
Mrs V Butters		Apols	✓		✓		✓			
Mr G Eves	✓	✓	✓	✓		✓	✓			
Mr D Harley		✓	✓	✓	Apols	✓	✓			
Mr J Hutchinson	Apols	Apols	✓	Apols	✓	✓	✓			
Ms M Mooleedhar	Apols	Apols	✓	Apols		✓	✓			
Dr R Sayer	Appointed 26.11		✓	✓		✓	✓			
Mrs K Williams	✓	✓	✓	✓	Apols	✓	✓			
Mrs L Valentine	✓	✓	✓	✓	✓					
Mr P Fielding	✓	✓	✓	✓	✓	✓	✓			
Mrs K Fox	Appointed April 2020					✓	✓			

CONFIDENTIAL APPENDIX

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MEETING HELD DURING COVID 19 PANDEMIC LOCKDOWN

FGB2/19-20/11 STANDARD ITEMS GENERAL

Governor expenses The Chair informed governors that he had corresponded with a former chair regarding her claim for expenses.