

## HOSPITAL AND HOME EDUCATION LEARNING CENTRE

### Minutes of meeting of the full Management Committee of the Hospital and Home Education Learning Centre held at the Sherwood Education Base on 26<sup>th</sup> November 2019 at 6.15pm.

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Membership (A denoted absence)	Mr D Rich, Chair Mrs V Butters Mr G Eves Mr D Harley Mr J Hutchinson Ms M Mooleedhar Ms R Sayer Mrs K Williams Mrs L Valentine, Joint Interim Headteacher Mr P Fielding, Joint Interim Headteacher
In Attendance	Mrs C Colmore, Clerk to the Management Committee

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

**The Chair informed governors that the meeting would be shorter than usual to enable governors to short list for the headteacher post. Governors were confident that the governing body had strong systems for scrutiny and quality assurance through the committee structure and meetings.**

### PRELIMINARIES

#### **FGB1/19-20/01 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**ACTION**

#### **FGB1/19-20/02 DECLARATION OF INTEREST AND GOVERNORS CODE OF CONDUCT**

##### **Register of business interest**

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

Pat Fielding reminded the governing body of his links with NST.

Vicky Butters was an employee of SAAF which provided financial support to HHELC.

##### **Renew register of business interest forms**

The register of business interest forms were circulated for completion and return to the school.

##### **Review and sign updated Governors Code of Conduct**

Governors noted the following updates:-

- In the interest of transparency, we accept that information relating to governors will be collected and logged on the DfE's national database of governors GIAS (Get information about schools);
- Confidentiality requirements continue to apply after a governor leaves office.

The Code of Conduct was approved by governors and signed by the Chair of the governing body.

It was agreed that compliance with the Code of Conduct was a requirement of membership of the governing body.

### **FGB1/19-20/03 MEMBERSHIP**

#### **Current membership**

Details of the membership of the governing body was available to view on Governorhub.

#### **Attendance requirements**

There were no absences issues for the governing body to consider.

#### **Vacancy update**

The governing body had vacancies for 3 co-opted, 1 parent and 1 staff governor.

Ruth Sayer, who had been introduced to the governing body by NLG Margaret-Anne Dickie, was attending the meeting with a view to joining the governing body. The Chair provided details of her background in education, including previously as Executive Dean of Learning and Teaching at Bishop Grosseteste University. Ruth had already visited and met with the Chair and with Lynda Valentine.

Governors thanked Ruth Sayers for her interest in the governing body and HHELC and appointed her as a community member.

The Interim Headteachers were pleased to inform governors that a parent had expressed interest in joining the governing body.

It was agreed to reconstitute to reduce the number of staff governors to 3 (including one position reserved for the Headteacher).

#### **End of terms of office**

No issues to address.

### **FGB1/19-20/04 ELECTION OF CHAIR AND VICE CHAIR**

Governors unanimously elected:

- David Rich as Chair of the governing body for one year
- Daniel Harley as Vice-Chair of the governing body for one year.

Both elections were unopposed.

### **FGB1/19-20/05 MINUTES OF THE LAST MEETING**

Minutes of the meeting held on 26<sup>th</sup> June 2019, copies of which had been uploaded to Governorhub, for information, were taken as read, confirmed and signed by the Chair.

#### **Action points**

Reference	Actions	Delegated to	Outcomes
FGB2/18-19/03	Recruitment of new members – Chair to contact Inspiring Governance and Margaret-Anne Dickie All members to consider who could be asked to join the MC	Chair All gobs Headteachers	Actioned

	HTs – recruitment of parent member			
FGB2/18-19/03	Clarification of difference between the management committee and the governing body	Clerk	Actioned	HTs
FGB2/18-19/07	Review of home tutor provision	Headteachers	Underway. Interim HTs to continue to report to GB.	HTs
FGB2/18-19/08	Seek to address funding issues with home tutor service with the LA	Headteachers / Vicky Butters for analysis support	Underway	HTs
FGB1/18-19/12	Upload minutes of Challenge Committee held on 8 <sup>th</sup> May	Headteachers / Clerk	Actioned	HTs/JH
FGB1/18-19/13	Investigate options for governing body self-review	Headteachers	Interim HTs to liaise with Jamie Hutchinson. The Clerk advised that there was a self review available on GovernorHub.	HTs/JH
FGB1/18-19/16	Consider impact statement	Chair / Headteachers	Actioned	
FGB1/18-19/17	Best practice guidance for school complaints procedures 2019 – it was agreed to adopt the DfE’s model policy, which would need to be made bespoke to the school.	Headteachers	Actioned, approved at committee and uploaded to website.	
FGB1/18-19/17	National database of members – Get Information About Schools (GIAS) – Headteachers to ensure the information on GIAS was updated.	Headteachers	Actioned – now up to date.	

### Matters arising

There were no other items arising from the minutes.

### FGB1/19-20/06 CHAIR’S OR VICE CHAIR’S EMERGENCY ACTION SINCE LAST MEETING

Neither the Chair nor the Vice Chair reported any actions or decisions undertaken using emergency authority.

### FGB1/19-20/07 CORRESPONDENCE ITEMS

#### From the Chair

No correspondence reported.

#### From the Headteacher

No correspondence reported.

#### From the Clerk

The following documents had been uploaded to Governorhub:-

- Governors Code of Conduct;
- Governors training and development newsletter;
- Reports to Governors (DfE, NST and Local Authority);

- Terms of Reference and Scheme of Delegation (for review and completion by the governing body).

## SCHOOL PROGRESS

### **FGB1/19-20/08 HEADTEACHER REPORT**

The Interim Headteachers reported on the work and progress of the school since the summer term 2019 meeting of the full governing body. Questions were invited about any aspect of the report.

**Governors invited the Interim Headteachers to feedback on the visit from the School Improvement Advisor.** Governors were informed that the meeting had been rigorous, looking at the SEF, SIP, safeguarding and leadership and the quality of education. The SIA had commended the progress made. Copies of her report were circulated, together with the SEF and SIP. Governors were reminded that the SEF and SIP were live documents which were updated regularly.

Governors thanked the Interim Headteachers for their succinct informative report.

### **FGB1/19-20/09 ARRANGEMENTS FOR THE HEADTEACHER'S APPRAISAL**

The clerk referred to the Governors Handbook 2019  
(6.5. 5 Staffing & performance management)

Boards in maintained schools have a statutory duty to appoint an external adviser for advice and support on the Headteacher's appraisal and to consult that adviser on setting objectives for, and appraisal of, the Headteacher.

External advisor – Linda Lyn-Cook

The Chair informed that governing body that objectives had been set for the Interim Headteachers:

1. Ensure future leadership is secured by supporting the governing body in the recruitment and appointment of a new Headteacher, and that transition was effective;
2. Ensure HHELC was fully compliant with all safeguarding requirements and that the safeguarding arrangements were tailored to the needs of the organisation, including a review of procedures.

### **FGB1/19-20/10 POLICIES FOR REVIEW/APPROVAL**

Governors were informed that policies were reviewed over a 5 year rolling programme, although a number had been updated recently to ensure that all statutory policies were in place.

The following policies were ratified:

- LA HR Policies
- Safeguarding policy
- Emergency Procedures
- Attendance Policy
- Complaints Procedure.

It was noted that Gary Eves was involved in reviewing the current Equality and Diversity Policy.

**In response to a question about the role of the governing body in the approval and monitoring of policies,** governors were informed that many policies had been based on LA model policies. Some, for example the Equality and Diversity Policy, required further tailoring to reflect the unique school environment. LA HR policies were adopted as the process for their amendment

included consultation with unions. All policies requiring governor approval were brought to the governing body, either at full governing body meetings or committees.

**FGB1/19-20/11 PAY COMMITTEE**

The Pay Committee had met immediately prior to this meeting.

**FGB1/19-20/12 UPDATE ON GDPR**

Delegated to Finance, Staffing and General Purposes Committee.

**FS&GP**

**FGB1/19-20/13 STAKEHOLDER VIEWS**

Governors gave consideration to the range of stakeholder views:

- Staff – It was noted that the last staff survey had been carried out 2 years previously. It was agreed one should be undertaken with a focus on wellbeing.
- Pupils – Recognising the changing children attending HHELC it was agreed that pupil views should be sought at least annually, particularly their views around their feelings, safety and learning.
- Parents – it was hoped that a parent governor would support the governing body in hearing the parent perspective.

**GOVERNORS REPORTS**

**FGB1/19-20/14 TERMS OF REFERENCE AND DELEGATION OF FUNCTIONS**

It was agreed that:

- The Chair 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;
- Consideration would be given to developing the model terms of reference document, available on Governorhub, to reflect the previous terms of reference for the committees – Clerk to try to source the previously agreed terms of reference from 2017.

**Chair**

**Clerk**

**FGB1/19-20/15 REPORT FROM COMMITTEE MEETINGS**

The minutes from the meetings of the Challenge Committee (24<sup>th</sup> September 2019) and the Finance, Staffing and general Purposes Committee (15<sup>th</sup> October 2019) were available on GovernorHub.

Governors gave consideration to the following issues from the minutes:

- Provision at the Lookout (from the Challenge Committee) which had been discussed by Gary Eves, Karen Kilner and Pat Fielding. Pat Fielding advised that he had met with the NHS in the previous week and 3 groups had been set up. One group focused on the partnership with the medical teams, with NHS England’s involvement including consultants, so that therapy and the curriculum were aligned to meet the needs of the young people. Interim Headteachers to report on progress to both the Challenge Committee and the full governing body meeting
- Funding (from the Finance, Staffing and General Purposes Committee). The Chair reminded governors that the last received financial report indicated there was an in year deficit of £94K, which had been similar in previous years. The school’s reserves could only support that level of deficit for 2 years and therefore it was important to address issues around the income streams for the school, including the charges for places. It was noted that the SBM was absent long term for health reasons. Governors were confident that value for money had been improved, but concerned that income was inadequate. Any changes would require LA approval.

**HT  
CC**

**In response to a question about whether the LA were aware and providing support**  
Vicky Butters responded that the LA would be aware but would not yet see it as a

problem. **Governors agreed that any financial risks around expansion and changes to provision would need to be underwritten by the LA.**

Governors were informed that, due to additional income, the Interim Headteachers were optimistic that the in year deficit had reduced to in the region of £55K.

#### **FGB1/19-20/16 GOVERNOR TRAINING AND DEVELOPMENT**

Mel Mooleedhar and Karina Williams had attended induction training.

#### **FGB1/19-20/17 REPORTS FROM GOVERNOR VISITS**

Gary Eves had met with Lynda Valentine to discuss staff well-being, including the value of a staff questionnaire.

### **REPORTS TO GOVERNORS**

#### **FGB1/19-20/18 DfE REPORTS**

##### **Keeping Children Safe in Education (KCSIE) - update**

It was agreed all members of the governing body would read KCSIE in 2019 and acknowledge having done so through GovernorHub.

All governors had a Section 128 check and DBS check.

**All gobs**

##### **SFVS 2019-2020 update.**

The governing body, having considered the report and guidance from the clerk, agreed the following actions:-

1. Governors noted the changes to SFVS, including the requirements for budget variance information to be received at meetings of the governing body or committee in according the latest SFVS guidance.
2. The governing body agreed that Vicky Butters, due to the absence of the SBM, would complete the dashboard on behalf of the governing body, which would then be reviewed by governors.
3. The governing body noted the requirement that the SFVS be completed in time for final approval by the governing body and submission to the LA by 31<sup>st</sup> March 2020.

Governors noted that training on the changes and completion of the SFVS return is scheduled for Tuesday 14<sup>th</sup> January 2020 at 6pm – 8pm at Loxley House.

#### **FGB1/19-20/19 NST REPORT**

Governors noted the NST report.

### **CONCLUDING ITEMS**

#### **FGB1/19-20/20 SAFEGUARDING AND CHILD PROTECTION**

The Interim Headteachers informed the governing body that there were 6 DSLs in school.

The school used MyConcern, but also had systems in place to align with the RIO system at Hopwood, with TAs updating information onto RIO, and Nervecentre at the CHS through which staff could access information. Daily handover meetings with NHS staff provided for the sharing of information.

All staff training was up to date.

#### **FGB1/19-20/21 HEALTH AND SAFETY UPDATE**

A full fire and evacuation document was in place for the Sherwood site.

#### **FGB1/19-20/22 EQUALITY INCIDENTS REPORTED SINCE THE LAST MEETING**

No incidents reported.

**FGB1/19-20/23 EVIDENCE OF GOVERNING BODY IMPACT ON SCHOOL IMPROVEMENT**

To Challenge Committee.

**Chall  
Comm**

**FGB1/19-20/24 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS**

To be actioned.

**FGB1/19-20/25 CONFIRM DATES AND TIMES OF FUTURE MEETINGS**

The following meeting dates were confirmed:-

Committee	Spring Term 2020	Summer Term 2020
FGB	Tuesday 24/3/20	Tuesday 23/6/20
F&GP	Tuesday 11/2/20	Tuesday 12/5/20
Challenge Committee	Tuesday 28/1/20	Tuesday 28/4/20

**FGB1/19-20/26 CONFIDENTIALITY AND COMMUNICATION**

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

**The meeting closed at**

**Signed by the Chair:**

**Date:**

**ACTION POINTS FROM THE MEETING:-**

Reference	Action	Responsible
FGB1/19-20/05	Report to governing body regarding home tutor arrangements	Interim Headteachers
FGB1/19-20/05	Continue to address funding issues and report to the governing body	Interim Headteachers
FGB1/19-20/05	Liaise with Jamie Hutchinson regarding governing body self-review	Interim Headteachers
FGB1/19-20/12	GDPR	F,S and GP Committee
FGB1/19-20/14	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

FGB1/19-20/14	Provide access to the previous terms of reference	Clerk
FGB1/19-20/15	Report on provision at the Lookout to both full governing body and Challenge Committee	Interim Headteacher Challenge Committee Full governing body meeting
FGB1/19-20/18	All members of the governing body to read KCSIE in 2019 and acknowledge having done so through GovernorHub.	All governors
FGB1/19-20/23	Consider the governing body impact	Challenge Committee

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