

Hove Learning Federation Full Governing Body Meeting
Tuesday 12th December 2023, 6pm to 7.20pm
In Person – Portland Road

MINUTES

GOVERNORS	Nick Jefferson (NJ)– Chair Lisa Marshall (LM) - Co-Vice-Chair, Marcel Amour (MA) – Co-opted Governor Jo Corbett (JC) – Co-opted Governor Lorna Cummings (LC) - Head of School HR, Staff Governor Emer Gardener (EG) – Co-opted Governor David Karp (DK) – Co-opted Governor Ella Livingstone Greer (EL) - Co-opted Governor Ben Massey (BM) – Head of School SR, Co-opted Governor Anne-Marie Williamson (AW) – Parent Governor
OTHER PARTICIPANTS	Sam Ledger (SL) – Associate Member Niamh O’Shea (NOS) - Associate Member
CLERK	Chelle McCann (minutes transcribed)
APOLOGIES	Maddie Southern, Louise Wilkinson, Barbara Bush, Abby Hedger-Jones, Chelle McCann

#	AGENDA ITEM
1.	<p>Introduction</p> <ul style="list-style-type: none"> • The meeting opened at 6pm. • Apologies were noted and accepted from MS/LW/B/AHJ/CMc • Notification of Any Urgent Business – none noted • Declarations of Interest – none noted
2.	<p>Minutes of Last Meeting</p> <ul style="list-style-type: none"> • Approval of FGB Minutes – these were approved. • Approval of EFGB Minutes - ACTION: DK/AMW asked for amendments to the minutes and it as agreed these would be updated in the GVO. • These would be approved pending amendments. <p>Governor Amendments for EFGB Minutes:</p> <p><i>What is the key person risk? There is nothing written so, should this person leave the role this is not written down and governors need to be aware of.</i></p> <p><i>EHCP are currently limited, are we limiting SEND provision? What are doing with additional spend? What do we think the impact of this will be if we academize? This will be discussed in SMRA recommendations. We are being asked to spend less so are we being inefficient. This would need an impact assessment to see what non-EHCP needs do we have and what. It was agreed the governors need to understand the gaps. AAT are better at securing funding for children with EHCPs. They may have other access to funding because we do not have the same level of legal support.</i></p> <p>The SWOT provided by AMW is in the GVO for review.</p>

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	<p>There is focus on skills and knowledge progression at AAT, which is also important to HLF. However, at HLF we are especially interested in the ethos behind the specific content that is being taught. E.g. a topic on the Windrush generation, or including the contribution of diverse British communities when teaching WWII, or a climate-change focus throughout the KS1 curriculum. This focus on the ethos of knowledge seems less emphasised in the current AAT curriculum, in favour of a view that any knowledge/content could be ‘plugged in’ as long as there is progression.</p> <ul style="list-style-type: none"> • Matters Arising – none noted • Actions – please see GVO for actions allocated to each governor. Please update the GVO.
3.	<p>Code of Conduct</p> <ul style="list-style-type: none"> • Governors approved the Code of Conduct. • Action: CMC to change the review date.
4.	<p>EHT Update</p> <ul style="list-style-type: none"> • NJ has recently had confirmation that [REDACTED] will not be returning before March 2024. • Governors thanked LC for all her hard work as [REDACTED] [REDACTED] in [REDACTED] absence. • NJ has written to all staff to confirm the arrangements in place. • NJ will be writing to parents in the January 2024. • Governors thanked the SLT and staff for all their hard work.
5.	<p>Staffing Restructure – THIS ITEM WAS A CONFIDENTIAL DISCUSSION</p>
6.	<p>Finance – papers have been circulated on the GVO.</p> <p>5.1 WHIS: 2023-24</p> <ul style="list-style-type: none"> • At the end of Month 6, the current outturn shows an in-year deficit of -£300,122 and a cumulative deficit at the year-end of -£508,443. (See the Budget Monitoring Report – September 2023.) • The approved budget showed a licensed deficit of -£517,669 at the end of this year, so our final figure shows a deficit figure of -£9,226 <u>less</u> than expected. • The unfunded pay awards have further affected the budget. <p>5.2 HJS: 2023-24</p> <ul style="list-style-type: none"> • At the end of Month 6, the current outturn shows an in-year deficit of -£36,632 and a cumulative deficit at the year-end of -£78,747. (See the Budget Monitoring Report – September 2023.) • The approved budget showed a licensed deficit of -£148,775 at the end of this year, so our final figure shows a deficit figure of -£70,028 <u>less</u> than expected. • The unfunded pay awards have further affected the budget.
7.	<p>Future of our Schools Update</p> <p><u>a. AAT Partnership Agreement</u></p> <ul style="list-style-type: none"> • This support has already proven invaluable and strong working relationships are being established between AAT and our SLT and governors were asked to support this moving forward. • Governors were asked approve the signing of a Memorandum of Understanding: providing pro-bono regular advice and support for SLT, support with financial planning and a SEND surgery to support administration of EHCPs and SEND funding etc. • At a staff meeting on Inset Day in January 2024, staff will be told about our partnership with AAT.

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	<ul style="list-style-type: none"> • SLT already know about the agreement and it is felt it needs to be shared wider across the school's staff. • This kind of agreement has already been in place with local partnership groups. • If governors are asked about this – we can say: <ul style="list-style-type: none"> - HLF have agreed to work with AAT to access additional support for SLT at this time. - It is not uncommon for schools and academies to provide support for each other. - No decision has been reached about whether academisation is the right direction for HLF <p>Governor Questions:</p> <p><i>What will be the benefits outside for SLT?</i> Staff CPD, SEND administration.</p> <p><i>Could we be honest with staff about there could be a consultation?</i> There needs to be some sensitivity across this area. A partnership is not uncommon and would be building relationships with other schools in the City. The SMRA report shares the challenges around finances and the business side of the school. They have recommended that the school's need a level of financial and business support above the school and governors that can meet the business need of the school with strategic financial planning. This could come from the LA or a MAT. Other LA schools would not be able to meet this business need. The school's have to explore all the options available.</p> <p>Governors discussed the goodwill and support of the staff, and if going from Partnership to a Consultation in a short period of time would damage this.</p> <p>Governors asked if the Partnership Agreement could be in line with the Consultation.</p> <p><i>What is the risk if people know?</i> There may be an underlying expectation from staff that there may be a move to academisation. The communications are not ready yet and these need to be carefully managed.</p> <p>It was felt that the benefits of the partnership will really help staff and as long as the reasons and benefits are thoughtfully explained they will understand that this is to further support them and gives great opportunity for their development.</p> <p>SLT believe that they can express the positives movements are being made to support the whole school community and can express that there has been a lot of work and due diligence exploring the options for the school.</p> <p><i>If the news of moving towards consultation is shared prior to the launch how will we manage this?</i> We will have a detailed plan for January.</p> <p><u>b. Academy Consultation</u></p> <ul style="list-style-type: none"> • We are currently developing the consultation paper and timeline; governors will have an opportunity to review the consultation paper in January. • The Academy consultation starts on the 22nd of Jan and runs for 5 weeks until March 1st, looking at potential 1st July or 1st September academisation date. • Paper to be sent to governors for feedback in early January 2024. • Governors will be asked to attend in person consultation events for staff and parents in late Jan and early Feb - dates to be advised. These events will need to take place at each site.

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	<ul style="list-style-type: none"> • Feedback will be gathered and put into a further paper. <p>Governor Questions:</p> <p><i>When is the closing week for September 2024?</i> This is the second week of January.</p> <p><u>c. LAB Structure</u></p> <ul style="list-style-type: none"> • The LAB would meet 5 times a year, there are no sub committees. • We expect all HLF governors to be invited to join the LAB – but this would be an AAT decision. • The LAB meets and report back to the Trust. • The Trust do have sub-committed and LAB members will be invited to these. <p><u>d. SRMA</u></p> <p>Chairs and SLT have been working with Dugald Sandeman, our DfE SRMA. The finalised report will be with governors in January 2024.</p> <p>The headline conclusions from this report are:</p> <ul style="list-style-type: none"> ○ The financial position of the federation is poor and needs radical action in order to create a sustainable financial plan for the future. ○ The ICFP metrics indicate that both schools have scope for making reductions, mainly in education support staff. ○ There is a tool that could help support benchmarking financial needs of the school. It was suggested that SS have some training in this tool. ○ He suggested there are savings to be made in Support Staff across the school's – 30% to 12-15%. ○ He also suggested some SLT restructure but some of this has already taken place. ○ However, the 'legacy' issues at West Hove Infants School are contributing significantly more to the federation's financial problems than Hove Junior School. ○ Even if the [REDACTED] is able to return to work at the beginning of January 2024, the federation will need enhanced senior capacity to take forward its financial planning. ○ He recommended project management support as there is not current capacity in the current SLT or governing board with a 2-year implementation plan. ○ There was also a suggestion of vertical streaming at Holland Road. ○ The support needed could be LA funded or delivered via a Partnership Agreement with a MAT. ○ It was agreed that the modelling needs to be presented to the LA with a plan to balance the budget. <p>Governor Questions:</p> <p><i>Are we maximising the funding for children with EHCP?</i> This will need to be identified. In terms of a MAT access to additional funding would be further explored. Governors asked if AAT are using this tool. They had already taken a similar approach and thought with costings.</p> <p>It was felt that this was a useful tool regardless of whether the school academizes or not with the tools to move forward.</p>

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8.	<p>Celebrating Success LC shared the terms successes. The presentation has been uploaded to the GVO.</p> <p>These included:</p> <ul style="list-style-type: none"> • The Inclusion Quality Mark – the report was very positive and the inspector was very impressed could see the practice throughout the school. • The inspector shared that she looked forward to coming to the school and how forward thinking the school is. • AMW shared the positive experience when she met with the inspector on behalf of the governors. • This has been highlighted to parents in the latest newsletter and are working on further communications. • Staff Development – 7 ECTs have completed their first term, CC is working with Year 7 on writing moderation with a Year 6-7 project, JB has been given a place on Maths Mastery, 4 teachers are completing NPQ's and CK-H is working with LA on anti-racism/PHSE. • Curriculum Development – areas of further curriculum development – Little Wandle, Phonics, Subject Reviews and Curriculum Development. Subject Leadership has continued to develop well. The depth of knowledge of the children is evident across experiences and learning. • BM highlighted how well the SLT are working well together as well as the continued support of each other. • There have been a high number of visits for Reception 2024 and many great school wide visits and events across the school. • There was a clothes swap which was a focus on sustainability as part of Our City, Our World project. • The Safeguarding Visit discussed cultural capital for all children under the care of the schools. • Since SC (SPA) visit in Autumn 1 other schools have asked if subject leads can come and observe lessons.
9.	<p>Policies The following policies were approved:</p> <ul style="list-style-type: none"> • Child Protection & Safeguarding Policy and Procedures • Positive Relationships Policy <p>Governor Questions:</p> <p><i>Are the golden rules only relevant for WHIS? Yes, these were not previously included.</i></p>
10.	<p>Reports from Committees Please be aware that these are in DRAFT and may not have been reviewed by the Chair.</p> <ul style="list-style-type: none"> • Finance and Leadership Minutes and SBM Updates • Curriculum and Inclusion • Safeguarding • Pay Committee – 20.11.23 – it was confirmed that the process has been followed and recommendations were approved
11.	<p>Governor Monitoring and Reports - No reports were submitted.</p>
12.	<p>Items moving to January FGB:</p> <ul style="list-style-type: none"> • Policies & Documents • Review Governor Induction • Governor visits – policy and monitoring form • Ofsted – governor preparation

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13.	<p>AOB</p> <ul style="list-style-type: none">• Next Meeting – 30th January 2024, 6pm, Holland Road• The Unconscious Bias Training is available for January 2024 and governors can sign up on BEEM.• AMW has spoken to the LA about some specialist literacy training for governors.• The meeting ended at 7:36pm