

**Hove Learning Federation Full Governing Body Meeting  
19.3.24, 6pm, Portland Road  
MINUTES**

<b>GOVERNORS</b>	Anne-Marie Williamson, Lisa Marshall, Lorna Cummings, Louise Wilkinson, Ella Livingstone, Nick Jefferson, Emer Gardner
<b>OTHER PARTICIPANTS</b>	Abby Hedger-Jones (Associate Member), Niamh O'Shea (Associate Member), Sam Ledger (Associate Member)
<b>CLERK</b>	Chelle McCann
<b>APOLOGIES</b>	Maddie Southern, David Karp, Ben Massey, Jo Corbett,

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1.	<p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>Welcome and Apologies – the attendance list was updated as above and apologies accepted.</li> <li>Notification of Any Urgent Business – none noted</li> <li>Declarations of Interest – none noted</li> </ul>
2.	<p><b>Minutes of Last Meeting</b></p> <ul style="list-style-type: none"> <li>Approval – <a href="#">The minutes of the meeting held on 30.1.24 were approved.</a></li> <li>Matters Arising – none noted</li> <li>Actions – actions have been allocated on GVO. <b>Action: CMc to ensure updated and remind governors of allocated actions.</b></li> </ul>
3.	<p><b>Finance Update</b></p> <p><b>WHIS update:</b></p> <ul style="list-style-type: none"> <li>SS talked governors through the papers submitted to the meeting.</li> <li>The minus deficit £517k with forecast of plus £18k</li> <li>The school have had to cover recent pay awards and back pay.</li> </ul> <p><b>HJS Update:</b></p> <ul style="list-style-type: none"> <li>The deficit is £248k and is forecast to be £40k less.</li> <li>SS shared that there had been an underspend in some areas but the reporting is up to January this year with year-end being April 2024.</li> </ul> <p><b>Additional Information:</b></p> <p>There is some work in place with AAT re a recovery plan for the schools. LM shared that they have been providing weekly support to plan and develop the budget for next academic year.</p> <ul style="list-style-type: none"> <li>There has been some strategic development and HR support is being offered SS.</li> <li>The HR from AAT have reviewed various staffing structures but there is a need to think about capacity of staff to complete work in advance of any restructure. This is a huge job as this covers 3 sites and various staff contracts in place. This would not have immediate financial benefit.</li> <li>There are people needed to support the vision and we need someone in place for the project management. We have met with the LA to ask if there was funding available and</li> </ul>

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	<p>they do feel Project Management would be beneficial for all schools having financial challenges. They have taken this on board to see what they can do to support this work.</p> <ul style="list-style-type: none"> <li>• The resources need to be in place to support schools that have common challenges to alleviate the pressures on schools and Headteachers.</li> <li>• Governors were aware of the impact of smaller and regular staffing consultations.</li> <li>• There is work to create a 3-year vision with a plan on how to get to the vision without the need for subsequent staffing restructures.</li> <li>• The LA have reviewed the HJS budget and it has asked for a recovery plan and asked for a new licensed deficit.</li> <li>• There has been some work on a 2<sup>nd</sup> budget which includes making additional savings but this has not been submitted to the LA as it may not be achievable in the timescale needed.</li> <li>• LC shared the different roles that will be needed to ensure the school have capacity to complete the work needed.</li> <li>• The objective now is to try and get a balanced budget as quickly as is possible and create a surplus that can pay down the deficit over time.</li> <li>• SS shared the projected deficits, AAT have looked at combining the deficits.</li> <li>• There is some work to do in reviewing staffing structures and changes in staffing that need to be reviewed.</li> <li>• SS updated current staffing levels and contract types.</li> </ul> <p><b>3.1 Draft Budget 2024-2025</b></p> <ul style="list-style-type: none"> <li>• WHIS – the finalised version of this will be submitted to governors to approve at the next FGB</li> <li>• HJS– the finalised version of this will be submitted to governors to approve at the next FGB</li> <li>• <b>Action: CMc to send the GVO Finance Questions to SS</b></li> </ul> <p><b>3.2 Update from Finance Committee – governors accepted the minutes from the committee.</b></p> <p>AMW shared the recommendations made from the recent staffing consultation panel.</p>
4.	<p><b>Head’s Updates</b></p> <p><b>4.6 Brief Verbal Update</b></p> <ul style="list-style-type: none"> <li>• LC updated governors that the school re focussing on key priorities including refining the curriculum. There are regular meeting with teams.</li> <li>• There is a focus on SEN/DAL provision/practices and what this looks like in the classroom.</li> <li>• NOS shared that how work is scaffolded has been reviewed to ensure all children have access to the learning.</li> <li>• This work was shared with the C&amp;I meeting</li> <li>• There is an underlying theme of routine, structures and engagement in the class to ensure consistency across the federation.</li> </ul>

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	<ul style="list-style-type: none"> <li>• We have continued to complete shallow splashes, deep dives and subject focus. This has been a lot of work and it has moved very fast.</li> <li>• The new curriculum policy articulates the work and practice in place.</li> <li>• Progress meetings are happening this work with a collation of data. Data analysis will be available in Summer Term.</li> <li>• We are reviewing summative assessments.</li> <li>• There has been a staff meeting 19.3.24 on summer term topics to ensure complete coverage of the curriculum and these will become part of the curriculum map.</li> <li>• There is a high level of SEN with challenging behaviour. This has been challenging this term and we review the inclusion support in place for these children.</li> <li>• There has been 1 suspension this week and we have 1 with significant risk of suspension.</li> <li>• There is a high level of anxiety and mental health support needed for our children, this is also impacting attendance.</li> <li>• There are 7 ECTS and their end of term reports will be completed shortly. They are currently at the end of Year 1.</li> </ul> <p><b>4.2 Staff Well-being</b></p> <ul style="list-style-type: none"> <li>• There have been challenges for the staff especially for those working with children with high needs.</li> <li>• The staff are motivated and skilled, a staff well-being survey will be circulated this term. Data will be submitted to Summer FGB.</li> </ul> <p><i>How effective do you find suspension and what is the plan to reintegrate?</i> We have tried all we can to avoid the suspension, this would be adapted provision, support from a learning mentor. LC shared the steps used before a suspension including cross site suspension (attending an alternative site). There is a high level of SEN and complex needs. The cross-site suspension was challenging to put in place. The suspension has given us time to liaise with external agencies and have changes in place ready for reintegration. Reintegration can be a flexi timetable. The suspension is a last resort as we always review the experience and trauma as well as the safety of other students.</p> <p><i>Do you have support for this?</i> Yes, BISS come in and review children the school feel are at risk, they meet with support staff, learning mentors. Other external agencies can feed into the support for the child.</p> <p><i>Are other placements available?</i> It is challenging to find a placement, we can ask for it to go to SEN panel. However, this depends on if an EHCP is in place but short term it can be challenging to find the quick support that is needed from alternative provisions.</p> <p>Do we know what issues other schools may have had with in year transfers? Yes, there are transition notes. We do trace to see similar behaviour patterns. RJ shared some of the complex needs and reintegration.</p>
5.	<p><b>Staffing Consultation Update</b> 5.1 Verbal Update on Consultation</p>

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	<ul style="list-style-type: none"> <li>• The consultation has now ended.</li> <li>• The panel approved the recommendations to move forward.</li> </ul> <p>6. Feedback from Governor Panel</p> <ul style="list-style-type: none"> <li>• AMW updated governors on the recommendations made once the panel had agreed the consultation.</li> </ul> <p><b>Governor Questions:</b></p> <p><i>Have we mentioned our partnership to ATT to staff?</i> LC confirmed that teachers are aware of support from ATT. There has not been questions or further need to clarify this.</p> <p>LW shared that the LA are aware of the partnership and there is some suggestion that a strategy board should be put in place with a member of AAT sitting on the board.</p> <p><i>What is our further strategy for the partnership?</i> We will review this and staff communication in the summer term.</p> <p>Governors thanked the panel for their time and understood the challenges when reviewing a staffing consultation.</p> <p>The panel thanked LC for all the work that she has had to cover for the panel.</p>
7.	<p><b>Committee Minutes</b></p> <p><b>7.1 Safeguarding</b></p> <ul style="list-style-type: none"> <li>• LM shared updates from the recent committee meeting.</li> <li>• The Inclusion Leads submit extensive reporting to the committee.</li> <li>• We discussed resourcing issues that have an impact on the team.</li> <li>• There has been some additional governor monitoring for Mental Health and Behaviour.</li> <li>• There has been an increase in HS2 reporting relating to behaviour. This will be reviewed during Safeguarding and Health and Safety Monitoring.</li> </ul> <p><b>7.2 Curriculum and Inclusion</b></p> <ul style="list-style-type: none"> <li>• AMW updated governors on the recent committee meeting.</li> <li>• There was a Writing Presentation, research, implementation and ended with a book look.</li> <li>• Governors were impressed with the level of work and scaffolding evident in the books.</li> <li>• The Curriculum Policy- there was some good feedback on the policy, this is a live policy that will continue to be reviewed.</li> <li>• The subject action plans had been reviewed and submitted.</li> <li>• The committee reviewed Ofsted Planning and there has been further work completed on the Ofsted Questions to be circulated to governors.</li> </ul>
8.	<p><b>Governor Monitoring</b></p> <p><b>8.1 Health and Safety</b> – there was a site focus visit and each person met with the Site Manager.</p>

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**8.2 SEND** – LW updated governors on the discussions with the team including how the team support children with SEN who are high achievers. Moving forward BB/LW will report to C&I/SG committees and share the reporting as well curriculum and subject walks.

**Governor Questions:**

*Can we review the spend on SEN in relation to the income we receive?* This was agreed. The school are already trying to share support and reviewing the resources. Governors felt that they need to think about the future approach to SEN given the income does not match the need in the schools.

Governors reflected on exploring avenues for SEN income with AAT and how additional funding could be accessed. Governors also discussed the effectiveness of the provision in place against funding levels to ensure we are supporting our children well.

**8.3 Safeguarding**

- The SCR checks are in place.
- LM shared how the SCR is managed (Deputy Finance Manager).
- There has been an agreement to ensure best practice as well as statutory requirements.

**8.4 Curriculum Leads (SEE SUPPLEMENTARY READING)**

- NJ talked governors through the Maths monitoring which included a deep dive.
- It was evident that SEN support was in place as well as challenge for the more able.
- There is an EYFS visit on 20.3.24
- NJ will be reviewing EY and Phonics in Summer Term.
- PHSE – LW met with CKH to discuss PHSE. LW discussed some of the content in PHSE, CKH is working with the LA as the PHSE lead. There will be a meeting with HJS for the next set of monitoring. There has been some team teaching in certain areas such as anti-racist schools.

**8.5 Equality and Inclusion**

- AMW updated governors on her recent monitoring visit.
- There are pupil premium reporting to capture needs and support required by the children. There has been additional time for teachers to fill in forms. The form has been adapted to follow the children from Year R to Year 6.
- There is a lot of support for teachers as part of the process to ensure children's needs are met.
- It is impressive that the team have put in place and it is evident is supporting the children.

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	<p><b>Governor Questions:</b></p> <p><i>Is information on the children used in transition to secondary school? We pass the vulnerability index which does have this information on. The comment section is extremely detailed and strategies supporting the child is also added on them. There is also a verbal handover with the secondary schools.</i></p>
9.	<p><b>Policies &amp; Documents</b></p> <p><b>The following policies were approved:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">First Aid Policy</a></li> <li>• <a href="#">Supporting Children with Medical Needs – names of staff in charge of medication.</a></li> <li>• <a href="#">Looked after children</a></li> <li>• <a href="#">Grievance Policy</a></li> <li>• <a href="#">Attendance Policy</a></li> </ul> <p>For Info Only</p> <ul style="list-style-type: none"> <li>• Intimate Care</li> <li>• Physical Management</li> <li>• Curriculum Policy</li> <li>• Monitoring Policy</li> </ul>
10.	<p><b>Training &amp; Development - Feedback from Governors on Training/Briefing</b></p> <ul style="list-style-type: none"> <li>• LW attended the Anti-Racist Training, this was felt to be really interesting training. LW shared that it was evident that the HLF board is very engaged with this work.</li> <li>• LW has completed the Asbestos Training.</li> <li>• EG has completed Governor Induction Training, Health and Safety Training, Asbestos Training.</li> <li>• NJ completed a governor monitoring training. NJ felt that it was evident that the HLF board are ahead in best practice.</li> <li>• Governors were reminded of the upcoming conferences and to check BEEM for upcoming events and training.</li> </ul>
11.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>Governors discussed an update for inclusion in the end of term school newsletter.</b></li> <li>• <b>Next Meeting – 7<sup>th</sup> May</b></li> <li>• <b>Items for next meeting: Final Budget 2024-25, Headteacher Report</b></li> <li>• <b>Policies for next meeting:</b></li> <li>• Governor Visits</li> <li>• Governor Expenses/Allowances</li> <li>• Governor Monitoring</li> <li>• Governor Training</li> <li>• Scheme of Delegation</li> </ul> <p><b>The meeting ended at 7:38pm</b></p>