

## South West Hub Governance Board (SWH 04)

### Meeting Minutes

Monday 23<sup>rd</sup> March 2020  
11.00 am-13.00pm, Virtual

**Chair:** Dr Molly Warrington (MW)

**Acting Clerk:** Beth Souster (BS)

**In attendance:** Dr Molly Warrington (MW), Fran Russell (FR), Carolyn Dickinson (CD), Andrew Quayle (AQ), Mike Ion (MI), Mike Younger (MY), Nitesh Gor (NG), Stephen Howe (SH), Joanne Hatfield (JH), Bhavini Budhdev (BB)

**Apologies:** Suzanne Flack

#### ACTIONS

REF	Action	Lead
SHB04-A1	BB to present a report at the next meeting	BB
SHB04-A2	MI to contact Martyn Rawson regarding the Curriculum review	MI
SHB04-A3	MI to contact James Biddulph to discuss the Curriculum Review	MI
SHB04-A4	Comments regarding the Curriculum Review to be submitted to MW by Wednesday 8 <sup>th</sup> April, to feed into the next AST Board meeting	ALL

#### MINUTES

**1. Welcome and Apologies (Chair)**

- a. MW welcomed all attendees.
- b. Apologies of absence were received from Suzanne Flack.

**2. Declarations of Interest(s) (ALL)**

- a. Conflict of Interests
  - i. None declared for this meeting. If any changes arise, these are to be sent to BS.
- b. Business Interests
  - i. As above.

**3. Minutes and Confidential Minutes of meeting 27<sup>th</sup> January 2020 to be approved/signed by the Chair**

The South West Hub Board agreed the minutes and the confidential minutes from the meeting on 27 January 2020 are a true and accurate record of contents discussed at the meeting. The minutes were therefore approved and will be signed by the Chair once social distancing measures are lifted.

Q. Any corrections to the minutes?



A. Meeting minutes were agreed and can be signed at a later date.

**4. Matters arising from the minutes of 27 January 2020**

Items from the previous meeting will be addressed during this meeting

MI – Noted Joanne Hampton from the Headteacher Board had emailed to confirm that contact will be made regarding the significant change at Avanti Hall noted in Item 5. Details will be shared once this has been received.

**5. AST matters**

(MW)

(i) Update from Board of Trustees\*

The following policies have been approved and are online:

- Complaints
- SEND
- Exclusions

The Behaviour policy for Avanti Schools has been approved by the Board and is with the Principals for refinement and local adaptations.

(ii) Hub Board Terms of Reference\*

Approved and are in the public domain.

**6. Staffing update - Confidential Item (MI/CD)**

**7. Financial report\***

(BB)

Referred to the report submitted to the SW Board and noted the concerns around the budget in .4 of the report (see highlighted figures).

There are concerns around Avanti Hall's pupil numbers, ECHPs with insufficient funding, and supply staffing costs. However, measures are in place and these need to be actioned.

A staffing meeting is being held later this week with MI, CD and BB.

Risk – During the re-structure no closing positions were received from Steiner. The accounts will need to be closed off in April 20.

Avanti are working with the DFE to look at other funding channels for capital funding.

BB also noted the Cash flow .6.

Q. Will the staffing profile at the 3 schools come to this Board?

A. Amendments are being addressed and details will be released on what the SW Board will see. Work is being carried out on staffing for next year, ICFP and curriculum review. Details will be shared when completed.

Q. What are the numbers like for the next academic year?

A. Awaiting the details from the Business Managers.

MI – Reception classes for September 2020 are looking positive.

Q. Are pupil numbers currently stabilised?

A. Yes. There are regular updates with little movement.

Q. .4 deficit: was this deficit agreed and expected and are there additional funds available?

A. Cash flow is tight but there are additional funds available.

MW – Thanked BB for her report but also raised concerns over the financial situation.

**ACTION (1):** BB to present a report at the next SW Hub meeting.



8. **Curriculum Review (progress report) - Confidential item** (MI)
9. **Hub Development/Improvement Plan \*** (MI/CD)  
MI – Detailed the plan.  
MW raised a concern regarding the capacity to deal with SEND and Safeguarding.  
New appointments are expected to support SEND in a more focused way in each school.  
It was noted that the document should be reviewed monthly.  
There is a significant need across the sites for safety, security and maintenance and how quickly the work can be carried out.  
Q. Is this going to change with the schools being closed next term?  
A. Yes. However there will be more time to focus on systems but other areas will slow down.  
Nos: 2, 5 & 6 can progress.  
The SW Board discussed .5 SEND and Safeguarding and possibility of recruiting or covering with current staff.  
Q. Is the Curriculum Review a Primary review?  
A. It covers primary & secondary.
10. **Hub Director's Report\*** (CD)  
CD detailed the format and the details in the report.  
The SW Board discussed the attendance rates and the plans being implemented to improve attendance across the schools.  
Clarification was requested on Avanti Hall School and Pupil Premium and it was confirmed that some schools in the report show numbers while others show percentages.  
Q. Can you clarify the KS4 results at Avanti Hall as they look lower than predicted?  
A. This is due to erratic staffing.  
A conversation took place around the predicted results and it was noted that improvements can be seen; however it was advised to be cautious of the predictions.
11. **Term Dates and associated 'timings of the school day'** (CD)  
The significant changes to the school day were discussed and the need to meet the legal requirement of hours in schools.  
It was confirmed that there is an internal paper and the request was submitted to align with the rest of the Avanti schools.  
Q. Are the SW Board in agreement with the changes?  
A. Decision – All agreed to the changes.
12. **SEND/Safeguarding** (CD)  
MW – Thanked CD for looking after this whilst the member of staff is off from work and for preparing the report and action plan.  
Any Q's?  
This has been a significant challenge for Avanti. Resources will be used to strengthen the provision for SEND children and to secure safeguarding across the schools, in particular at Avanti Hall.  
MW – Will carry out her safeguarding visit once socially distancing has been.  
SH – Offered his support.  
Noted the new Principals will bring change and improvements.  
MY – Thanked CD and MI for their work.
13. **Ratification – Safeguarding Policies** (All)  
Safeguarding policies are being reviewed and updated for localisation. They are compliant and this has been verified.



**14. Identification of confidential item(s)** (All)  
Items 6 and 8  
Curriculum review (draft) –The document is not to be released until it has been approved by the AST Board in a month’s time.

**15. Any Other Business** (All)  
Q. Did all pupils sit mock exams in case their results are required?  
A. KS 4 Avanti Hall and Park sat full Mock exams so the data is available.

**16. Overview of Actions** (Ch./CoSec)  
See table

**17. Date of next meeting(s):** (Ch.)  
**Academic year 2019/20 (all agreed and confirmed):**  
Monday 18<sup>th</sup> May 2020- Virtual  
Monday 29<sup>th</sup> June 2020 (Exeter) – Virtual

**Academic year 2020/21 (proposed): Dates agreed and confirmed**  
Monday 28<sup>th</sup> September 2020 (Frome)  
Monday 30<sup>th</sup> November 2020 (Bristol)  
Monday 25<sup>th</sup> January 2021 (Exeter)  
Monday 29<sup>th</sup> March 2021 (Frome)  
Monday 24<sup>th</sup> May 2021 (Bristol)  
Monday 5<sup>th</sup> July 2021 (Exeter)

**15. Meeting Closed**  
MW thanked all for their attendance

\* Papers attached

**Meeting close 13:03**