



**South West Hub Board (SWH 09)
Meeting Minutes
Monday 25th January 2021
11.00 am-13.00pm, Virtual Meeting**

Chair: Dr Molly Warrington

Clerk: Louise Houston

Hub Board Members: Molly Warrington, Nitesh Gor, Stephen Howe, Salina Ventress, Mike Younger

Also in attendance: Bhavini Budhdev (Area Finance Lead), Carolyn Dickinson (SW Hub Director), Mike Ion (Education Director)

Recommended RESOLUTIONS for full Board meeting 27th January 2021*

REF	Resolution
SHB09 – R1	Member of SW Hub Board to attend as Chair of the SSC as an interim measure and reduce Hub Board meetings from 2 per term to 1.
SHB09 – R2	Confirmed arrangement to invite Principal attendance at alternate SW Hub Meetings.

ACTIONS

REF	Action	Lead
SHB09 - 01	Staff survey analysis to be fed back to the SW Hub Board.	MI
SHB09 - 02	Wellbeing webinar invite to be circulated to the SW Hub Board members.	MI
SHB09 - 03	Town hall meeting in March for parents, staff and pupils.	LH
SHB09 - 04	Process of elections for the SSC to be added to the next SW Hub Board agenda.	LH
SHB09 - 05	Trustees to receive the weekly SW bulletins.	MI

AGENDA

1. Welcome and apologies

The Chair welcomed the attendees to the SW Hub Board meeting. Apologies were sent from Jo Evans, Suzanne Flack and Rachel Howie.

2. Appointment of Clerk



The committee agreed to appoint Louise Houston as Clerk for the meetings going forward.

3. Declarations of interest

No declarations of interest were declared.

4. Minutes & Confidential Minutes of meeting 28 September 2020 to be approved

The minutes & confidential minutes from the meeting of the 28th September were both approved as a correct record.

5. Matters arising

Main Minutes:

Item 8 – The People and Compliance Committee are overseeing a Trust wide review of policies to ensure a more streamlined approach with a standard set of policies for all schools and localisation where needed.

Item 9 – Salina Ventress has been appointed as the Safeguarding Trustee. A SEND/Safeguarding Lead for the Trust, Andrea Kahn, has been appointed on a secondment basis for 3 terms.

Confidential Minutes:

Item 6 – Appointments of HTLA's have been made in Avanti Park and Avanti Gardens.

6. AST matters: items from Board of Trustees

The key focus this term is wellbeing in schools. A wellbeing charter is being developed with both staff and parents, supported by the newly appointed Organisational Culture Lead, Gopinath Bloch. All staff have been sent a copy of the book "Teacher Well-being in Schools," with a follow up webinar scheduled for the 10th February. Following on from the recent staff survey carried out, Gopinath Bloch will analyse how the Trust can draw insights and support staff and the wellbeing agenda. Learnings will be fed back to the SW Hub Board.

7. Finance and Risk

- Report to the Hub Board

See confidential minutes

- Report on lessons learnt

The report on lessons learnt was circulated to the SW Hub Board prior to the meeting.

- Allocation of transfer grant

The transfer grant allocation report was circulated to the SW Hub Board prior to the meeting. It is a work in progress with the Education Director and Area Finance Lead working together to finalise. A portion of the grant has been committed but not yet spent. In terms of training, costs for Principals and Senior Leaders have been separated.

8. Hub Director Report



The Hub Director's report was circulated to the SW Hub board members prior to the meeting, which gives an overview of remote learning (both live and pre-recorded) and pastoral check-ups. There are a high number of pupils in school and in particular a high number of SEND pupils, which presents a challenge. IT has been an issue in the South West schools, as the Trust has inherited complex and inadequate Steiner networks. Pupils have been provided with IT equipment where needed. However, some families have refused to allow screen time so in these instances work has been delivered to the families' homes.

There is a significant focus on wellbeing. One-to-one pastoral checks are carried out with home visits where necessary. All pupils are contactable. The South West schools also

conduct digital detox days for pupils whereby the work is activity based and this has been well received by parents. The Education Director and SW Hub Director have conducted quality checks on live lessons. There are 3-5 families per school that are not engaging in online learning. However, the resistance to technology has reduced since the last lockdown. Attendance is closely monitored with calls to families if there is no engagement and cross referencing of registers.

New SENDCOs have already made a significant impact in the South West Schools. In particular, in the deployment of teaching assistants, communications to staff and identifying which pupils need to be on the SEND register.

9. Process for establishing SSCs

It has been identified that the Hub Governance Board is an interim measure and as such there is a requirement to form SSCs as per the Avanti model. The initial plan is to establish local SSCs in each school with limited functions from September 2021 and gradually phase out the Hub board. The Main Board will be asked to identify 4 members to join with the Principal and the remaining 5 members of the SSC elected through a democratic process.

As per the current SSCs in place within Avanti, there is confidence that they have people with the right knowledge and expertise and in particular, local knowledge as they come from the local communities. It was agreed by the Hub board that a phased transition into SSCs would be a realistic option and then a judgement call can be made after it has been established that the South West SSCs are sufficiently staffed and well skilled. As such after September 2022 the Hub Board will continue to be in place but will meet less frequently as the SSCs assume roles and responsibilities.

The clerking for the SSCs will be carried out locally, potentially by the school admin staff and the tenure for SSC Members is 3 years. There also needs to be a process set in place to ensure that the SSCs are supporting the Avanti Way. This process could include additional Terms of Reference and an explicit reference to the Avanti Way on the application form. The SSC will also be guided by a strict code of conduct with limited powers of delegation. The overall powers of delegation will be retained by the Trust Board.

10. Principals' attendance at Hub Board meetings

Confirmed arrangement for Principals' attendance at alternate SW Hub Meetings.

11. Urgent matters (agreed with Chair by 23.01)

No urgent matters identified.



12. Identification of confidential item(s)

The Report to the Hub Board on Finance and Risk (Item 7) was identified as confidential and will be detailed in the confidential minutes.

13. Overview of actions

Actions were agreed at the meeting and are listed in the Actions section of the minutes.

14. Date of next meeting: Monday 29th March, 2021