

**South West Hub Governance Board (SWH 04)**

**Meeting Minutes**

Monday 18 May 2020

11.00 am-13.20pm, Virtual

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

**Clerk:** Beth Souster (BS)

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

From 12:30: Abigail Atkins (AA) & Phil Arnold (PA).

**Apologies:** Suzanne Flack (Suzanne was able to join the meeting at 12.45.)

**ACTIONS**

REF	Action	Lead
SHB05-A1	Update and report on the 3 schools' financial summaries at the meeting on 29 June.	BB
SHB05-A2	Share the curriculum review changes from the extraordinary Board meeting with SW Hub members.	MW
SHB05-A3	Add Terms of Reference review to the agenda for 29 June.	BS
SHB05-A4	Share training dates for tribunal review orders	MI

**MINUTES**

1. Welcome and apologies (Ch)

- a. MW welcomed all attendees.
- b. Apologies of absence were received and accepted from Suzanne Flack.
- c. MW announced the resignation of Fran Russell from the SW Hub Board.

**Additional Comments:**

Salina Ventress, member of the full AST Board has kindly agreed to join the SW Hub Board when she returns from maternity leave, bringing secondary educational experience.

MI is in conversations with other potential SW Hub Board members.

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 & Confidential Minutes of meeting 23 March 2020 to be approved/signed\***

The SW Hub Board agreed, the minutes and the confidential minutes from the meeting on 23 March 2020, they are a true and accurate record of the contents discussed at the meeting. The minutes were therefore approved and will be signed by the Chair once social distancing measures are lifted.

**4. Matters arising from the minutes of 23<sup>rd</sup> March 2020**

The significant change at Avanti Hall as cited in the previous minutes was raised and MI will pursue this with the Headteacher Board.

A number of Kindergarten parents have requested to defer their children's start date to after their 5<sup>th</sup> birthday.

Q – Do the Board have to accept this?

A – Yes, this is a legal right.

Q – Does this result in the funding not starting until they actually start?

A – Yes.

The four actions from the previous minutes have been actioned.

There were no matters arising from confidential minutes.

**5. AST matters: update from Board of Trustees (MW)**

MW – Cited the details from the Trust Board meeting the previous week and the extraordinary meeting that took place for the curriculum review.

SW Hub Board members were advised that the format of the AST main board meeting had changed to accommodate the SW hub report at the start of the agenda and therefore to give the SW schools a higher profile at meetings.

**6. Staffing update\* Confidential Section (Standing agenda item) (MI/CD)**

**7. Financial report\* (BB)**

BB shared the Summary 3 School report and talked SW hub members through the details.

There are a number of updates and these will be submitted at the next meeting.

MI – Detailed the exercise to get children with EHCP's and one to one support pupils back into the classroom at Avanti Hall.

Q – Has there been sufficient communication with the relevant parents for this?



A – Once the staffing re-structure has been completed there will be communication to parents about the new process.

BB detailed the different tabs on the summary report spreadsheet and described each of the key areas for the schools and the pupil numbers.

Q – Can you confirm the plans for the 2 form/ 4 form entry that being considered?

A – A significant change request has been submitted however there has been a delay until the autumn term.

Q – Has the re-structure been supported by the funds from the EFSA?

A – This has not been factored in this report. The EFSA have provided some funds, some of which are repayable whilst others are not. This will not be a drain on the Trust reserves.

The restructure cost is to be picked up centrally.

The SW Hub board discussed the costs, implications and the plans for the new form entry.

Q – Why are the numbers so low for the nursery at Avanti Park and can these be increased?

A – The numbers are incorporated with the nursery. From Sept 20 this will be separated and yes there is potential to increase numbers.

CD – Noted that the PAN for nursery is only 11 pupils and this can be increased with an application.

MI – Updated the SW Hub members on the 10 days of School Resource Management Advisor (SRMA) support that has been secured by the Trust. The SMRA will work with the central team looking at staffing levels and EHCP children. This is a welcomed resource for the Trust.

BB was thanked for her report

## **8. Curriculum Review\* Update on implementation and staffing restructure (MI/CD)**

The Report on the curriculum review (CR) has been discussed and approved at Trust Board level.

MI – Shared the curriculum plans and noted that the response from practitioners, agencies and many parents has been supportive and positive.

Consultations with parents on term dates and changes to the school day will close on 8<sup>th</sup> June.

The staffing re-structure was noted for teachers and non –teachers and a timetable has been prepared.

JH advised that the timeline for teachers' consultation is from 4<sup>th</sup> May until the 22 May 2020.

Further details can be found in the Business case organisational change meeting documents.

ACTION – Send the changes to the curriculum review from the extraordinary Board meeting with SW Hub.

**9. Revised aspects of Hub Development Plan\* (MI/CD)**

Refer to report – Item 9; Revised Aspects of the SW Hub Development Plan.

MI – Discussed the SEND and safeguarding priorities, detailed the SG groups and their relevant meetings.

The NSPCC are reviewing the policies and will be offering training for board members and staff.

Q – Will you be looking for volunteers to support this piece of work?

A – Yes. Plans were also shared on linking a SW Hub Board member to each school.

MW, SH and MY offered support (and potentially Salina when she joins).

Q – Are the costs currently in the budget?

A – The transfer grant is being used for year 1. Future years are being considered by BB and MI.

**10. SEND/Safeguarding update delivered in conjunction with HUB directors report item 11 (CD)**

MW – Thanked CD for her hard work and for taking on this key area of work.

Please refer to the SW Hub Board HD report 18.05.20

DECISION – The SW Hub board agreed and approved the new attendance Framework

Q – Has there been any resistance from parents in using google classroom?

A – In the early stages the system wasn't used very much, however as it is now an expected way of working and its use has increased.

Q – Will GCSE be moderated or will there be assessments and is there any guidance?

A – The plans for the GCSE moderation were detailed.





Q – Would members find it useful if the hub meetings were held 1 per term virtually and one within a school, when things return to normal?

DECISION – SW Hub Board meetings will take place alternately, one in one of the three SW schools followed by a meeting on line. This will be implemented when schools return to normal.

SH – Requested a re-visit to the Terms of Reference

**Action – BS Add Terms of Reference to the next agenda June**

Confidential Section included in confidential minutes.

**15. Overview of Actions** (Ch/CI)

BS updated on the 4 meeting actions.

**16. Date of next meeting(s):** (Ch)

Monday 29<sup>th</sup> June 2020 Virtual

**Academic year 2020/21 (dates confirmed; locations to be reviewed):**

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 13:20

\* Papers attached