**Bristol Hospital Education Service**

Meeting of the Management Committee

Held in person at Falkland Road

**Term 2, Wednesday 30th November 2022, 5.50pm**

**FINAL MINUTES OF MEETING**

*Overall Objective of the Meeting:* *Establishing Link Governor roles*

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| **Governors Present**  Jude Bramton  Vicki Franklin, Chair (except 1855 – 1900 item 6)  Mark Kennedy  Sarah Prouse (from Item 2 – 1750)  James Ralston  Xavier Ribeiro  Philippa Scholar, Headteacher (from Item 2 – 1750) | **In Attendance** (non-voting)  Gwen Bennion (from Item 2 – 1750 until Item 6 - 1905)  Andrew Langley (from Item 2 – 1750 until Item 6 - 1905)  Keira Stobie, Clerk  Quorum = 4 | **Apologies**  Fiona Lawrence |

**ACTIONS GRID from this meeting**

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| **AGENDA NUMBER** | **AGENDA ITEM** | **ACTION** | **RESPONSIBLE PERSON** |
| 2 | Welcome | KS to contact prospective new Governor | KS |
| 2 | Welcome | JB and MK to send KS details of issues with Self-Certification | JB/MK |
| 2 | Welcome | MC to set a date and decide on participants for the Headteacher Performance Review Panel | Management Committee |
| 2 | Welcome | GB to continue Parent Governor recruitment and document steps taken each term | GB |
| 4 | Approval of minutes of the previous meeting and matters arising | VF to sign minutes of the T1 meeting on Governor Hub | VF |
| 4 | Approval of minutes of the previous meeting and matters arising | VF and KS to complete Policy Review Spreadsheet | VF/KS |
| 4 | Approval of minutes of the previous meeting and matters arising | PS to bring School Charter documentation to T3 MC meeting | PS |
| 4 | Approval of minutes of the previous meeting and matters arising | KS to invite Sian Rees to the T3 MC meeting | KS |
| 6 | SLT Reports | AL and MK to meet to discuss SEND issues further | AL/MK |
| 7 | Link Governor Reports | PS to pass positive feedback from Governors to GB and SLT team | PS |

**Feedback on actions from T1 2022 - 2023 Meeting**

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| **AGENDA NUMBER** | **AGENDA ITEM** | **ACTION** | **RESPONSIBLE PERSON** |
| 1 | Welcome | VF and XR to update Pecuniary Interests on Governor Hub. | VF/XR |
| 1 | Welcome | KS to arrange for Governors’ Pecuniary Interests to be updated on the school website. | KS |
| 1 | Welcome | VF and KS to bring Governor Code of Conduct and Terms of Reference to the T2 MC Meeting. | VF/KS |
| 1 | Welcome | PS to provide KS with a copy of the School Charter. | PS |
| 1 | Welcome | KS to send GB Members’ Expense Policy. | KS |
| 1 | Welcome | GB to update Members’ Expenses Policy. | GB |
| 1 | Welcome | KS to include approval of Governor Code of Conduct, Terms of Reference, School Charter and Members’ Expenses Policy on the T2 MC Meeting agenda. | KS |
| 2 | Elections | KS to begin induction process for new Governors and update records accordingly. | KS |
| 2 | Elections | KS to invite MK to take on the role of SEND/PP Governor. | KS |
| 2 | Elections | KS to arrange creation of a BHESViceChair e mail account. | KS |
| 2 | Elections | GB to clarify if the BHESSafeguarding e mail address was already in use. | GB |
| 2 | Elections | KS to update all records to reflect changes. | KS |
| 2 | Elections | Governors to only use BHES e mail addresses for MC business from now on. | All Governors |
| 2 | Elections | KS to update Governor profiles on Governor Hub with new e mail addresses and inform Governors when this has been done. | KS |
| 2 | Elections | All Governors to use resources on The Key to reinforce their understanding of their role. | All Governors |
| 2 | Elections | All Link Governors to meet with the relevant member of SLT during T2. | All Governors |
| 3 | Approval of minutes of the previous meeting and matters arising | JR to sign minutes of the T6 meeting on Governor Hub. | JR |
| 3 | Approval of minutes of the previous meeting and matters arising | KS to send Governor Induction Policy to GB for formatting and publishing on the school website when references established. | KS |
| 3 | Approval of minutes of the previous meeting and matters arising | GB and KS to create a suitable Policy Review spreadsheet. | GB/KS |
| 3 | Approval of minutes of the previous meeting and matters arising | GB to ensure policies are available in Word format on Governor Hub. | GB |
| 8 | Feedback on Summer Exams and progress to date | VF to write to staff to acknowledge their work during the pandemic and the exam successes achieved. | VF |
| 5 | Finance | PV to share breakdown of gas and electricity billing with XR. | PV |
| 5 | Finance | PV to investigate potential templates for School Fund audit. | PV |
| 5 | Finance | JR and XR to liaise regarding auditing the School Fund. | JR/XR |
| 5 | Finance | VF to arrange finance training for Governors.  *No longer considered necessary.* | VF |
| 5 | Finance | VF to sign budget and return to PV. | VF |
| 7 | Industrial Action | VF to update Governors on any developments regarding industrial action. | VF |
| 12 | AOB and Close | KS to carry unfinished business from the T1 MC meeting to the T2 MC meeting. | KS |

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| **Item** | **FINAL Minutes of Meeting** |
| **1** | **Head’s Post – CONFIDENTIAL** |
| **5** | **Head’s Report (PS)**  PS was thanked for her thorough report and no questions regarding it were received.  A verbal presentation focused on how attendance data was scrutinised and used in planning was then given.  Historically, attendance data had been discussed and RAG rated to identify concerns but it was felt a greater level of connection between students and all aspects of the service could be achieved, especially as the service was aware that most students made erratic progress due to factors associated with their underlying conditions, however, those who maintained steady progress were more likely to successfully reintegrate into a mainstream setting. Furthermore, if a student consistently achieved 100% attendance this indicated that they were not being sufficiently stretched and changes were also needed. In some cases, trends might only emerge when data was analysed over long periods of time and it was hoped to now be able to capture this.  The increase in sessions timetabled to prepare for reintegration was ideally gradual to ensure anxiety levels remained manageable and those initially unable to access specialist provision were usually the most supported. In addition, the number of sessions provided for a student sometimes had to be reduced in order for issues with sleep or anxiety to be managed successfully.  Transport was another factor impacting on attendance and there were also a number of students with Chronic Fatigue whose attendance was particularly varied due to the nature of their condition. For these students, information from families and clinics was valuable as improvements should be possible if the condition is well managed. Further complications arose when high functioning autistic girls presented as having CF or anorexia.  A spreadsheet containing relevant quantitative and qualitative data to show student engagement, actions taken, the rationale driving these and the response was now being used. Each Monday, GB would input the initial data from SIMs and CPOMS which would then be added to by each Head of Department, before a joint verbal analysis of efficacy took place on Friday afternoon. Information relating to SEND, Safeguarding and Risk Assessments was also included. Any issues identified would be reviewed within five working days.  The key change was using the number of sessions a student was expected to attend, and reporting actual attendance with regard to this, to elicit evidence of progress instead of just the actual percentage achieved. This reflects Ofsted’s interest in responsiveness and improvement.  Case studies of students from different categories were then outlined.  *Governor Question: What input is received from the Virtual Head in the case of a Looked After Child?*  The service had worked with both BCC and BANES, and current interactions with the latter were supportive.  *Governor Question: How could an attendance figure be greater than the maximum number of sessions possible?*  BHES extended the day with sessions classed as enhancements that were aimed to increase students’ social skills.  *Governor Question: If a student attended an enhancement session but missed a curriculum session, could full attendance still be reported?*  The system differentiates between the two types of sessions and so this would be highlighted to avoid students prioritising the more social sessions and then being too tired for learning. In addition, enhancement sessions can only affect the data positively although it was recognised that students were likely to be more able to access the curriculum when socially confident.  *Governor Question: Is the workload associated with this new system manageable?*  Staff regarded it as a good investment of time.  It was noted that attendance figures were significantly better than those reported nationally for persistent absence from PRUs and the number of students returning to mainstream education was also increasing. Furthermore, it must be taken into consideration that many students had not been attending in any setting for significant periods of time before accessing the service.  It was agreed that this should generate much interesting data and therefore should be revisited at the end of the academic year. |
| **2** | **Welcome (VF)**  The Head and other staff present were thanked for their work on the new attendance initiative and apologies were given for the late start to this section of the meeting. MK was welcomed to his first in person meeting and invited to visit all BHES sites, especially as interlinking these was a current priority for PS.  Apologies  These had been received from FL and were accepted. Contact with the prospective new Governor would be pursued.  **ACTION: KS to contact prospective new Governor.**  The meeting was quorate.  Declaration of Pecuniary Interests  None were made.  Self-Certification process  Governors were thanked for undertaking these and reminders issued to those with sections outstanding. JB and MK reported issues accessing some sections.  **ACTION: JB and MK to send KS details of issues with Self-Certification.**  Training  VF had completed training in Dealing with Complaints and Ofsted, both through BCC. A link to valuable guidance from the latter had been circulated to Governors and the training had provided reassurance that the work being undertaken at BHES was in line with all expectations.  JB had completed Safeguarding training.  Headteacher Performance Review Panel  As PS was in an interim position, she did not have to volunteer for this but had done so to gain additional experience. Given the start date of her appointment, scheduling a mid-term review in February made sense. The initial review had been carried out by VF and FL with support from the LA and therefore it would be good for others to be involved to gain familiarity with the process. Targets set at the initial meeting would be reviewed and VF was prepared to support those involved.  **ACTION: MC to set a date and decide on participants for the Headteacher Performance Review Panel.**  Parent Governor Recruitment  It was felt this should become a standing item on the agenda for MC meetings as representation from this area of the BHES community was very important and currently lacking. Additionally, it was an area of focus for Ofsted. Therefore, although it was acknowledged this would be a challenging vacancy to fill, the school was encouraged to use all communication channels to reach out to the community every term and to document the steps taken. Understandably, parents tended to be very focused on their child’s health issues and the student body is drawn from a large geographical area, making transport another obstacle.  **ACTION: GB to continue Parent Governor recruitment and document steps taken each term.**  *Governor Question: Is this a national issue?*  This was believed to be the case. |
| **4** | **Approval of minutes of the previous meeting and matters arising (KS)**  Actions Arising from the T1 meeting were reviewed (see grid at start of document) and the minutes were accepted as an accurate record of the that meeting.  Proposer: XR  Seconder: VF  Agreed unanimously.  **ACTION: VF to sign minutes of the T1 meeting on Governor Hub.**  Thanks were extended to PS and GB for their extensive work on the Policy Review Spreadsheet.  **ACTION: VF and KS to complete Policy Review Spreadsheet.**  **ACTION: PS to bring School Charter documentation to T3 MC meeting.**  Members’ Expenses Policy  The completed version was now available on the BHES website and was approved unanimously.  Proposer: VF  Seconded: JR  Approved unanimously.  All Governors were encouraged to use this as appropriate, remembering it could be used to cover outlays such as childcare, as well as material items.  Communications  Following VF’s letter of thanks to all staff on behalf of the MC, a proactive letter from a member of staff thanking the MC for appointing PS had been received and responded to. The MC deeply appreciated this detailed and thoughtful contribution and had invited the staff member to present their work at a future MC meeting. The sentiments communicated were wholeheartedly seconded by SP.  **ACTION: KS to invite Sian Rees to the T3 MC meeting.**  Finance training  Due to the expertise now available within the MC and the support provided by PV, it was felt that finance training was no longer necessary, especially in light of the cost it would incur.  Industrial Action  This had arisen due to issues regarding staff pensions and employment conditions that had remained unresolved for two and a half years, during which time one staff member had sadly passed away. Currently, it was felt that progress was being made, however, the MC were adamant that they wanted to be informed if staff felt this was stalling, to avoid further delays to resolution.  Meetings were being held between BHES staff and BCC representatives, with PS meeting with the lead member of this team. BHES staff felt satisfied following these discussions and expressed confidence in the capability of the team involved.  BCC should ask a partner council in the South West to undertake an audit and if this was not completed within the timeframe specified then a private contractor can be brought in at their expense |
| **6** | **SLT Reports**  VF left the meeting 1855  SEND (AL)  AL introduced himself as SENCo and Lead at the Riverside site.  There were currently 52 students with an EHCP, 15 of which were single site and 28 transitions. Annual reviews were the dominant factor this term, with 22 due, an average of three each week. Furthermore, funding was complicated by places being commissioned by either a school or a private individual. Therefore, work on a simplified, direct funding mechanism was being undertaken with Natasha Spence. BHES had identified a test cohort of 10 students for further investigation and, although this would involve payment of additional staff costs, it was believed that the gains would make it economically viable.  VF returned 1900.  Work was also ongoing to digitise the annual review process, using in house IT expertise to tailor standard forms to ensure relevant information was obtained from all stake holders so these meetings could be as comprehensive and beneficial as possible.  Statutory assessments were also proving problematic, especially when the responsibility lay with the school. It could take a day’s work to obtain the necessary information from clinicians and families.  *Governor Question: What was causing the delays?*  The allocation of Educational Psychologists was a bottleneck resulting in delays of up to a year. Anecdotal evidence suggested other institutions had decided to fund the direct employment of a dedicated Educational Psychologist because of this.  *Governor Question: Could the students afford to wait this long?*  Of course, this was recognised as far from ideal, however, there was no alternative option.  **ACTION: AL and MK to meet to discuss SEND issues further.**  GB and AL left the meeting at this point (1905). |
| **7** | **Link Governor Reports**  Thanks were extended to MK for taking on the role of SEND/PP Governor, and encouragement to discuss both the background context and the current situation with relevant staff was given. All Link Governors were thanked for the important feedback in their reports.  The impact GB was making in her role was highlighted as particularly outstanding, in common with all the SLT contributors, who work together beautifully.  **ACTION: PS to pass positive feedback from Governors to GB and SLT team.**  SP had met with GB regarding H & S and XR had been in e mail contact with PV and SS who had been extremely helpful and answered many questions. Some resources for auditing the School Fund had been sought, but none had been fit for purpose, so PV was providing a bespoke version for JR/XR.  All Governors were alerted that The Key would shortly be changing name but would remain free via Governor Hub. |
| **8** | **Financial Update (VF/JR/XR)**  Proposed Additional Charge  *Governor Question: Given that schools were allocated approximately £4000 (four thousand pounds) per pupil per year, this works out at £21 (twenty one pounds) rather than £25 (twenty five pounds) per day. Therefore, does the proposed additional charge also factor in PP etc.?*  The figure of £25 (twenty five pounds) was based on actual data from approximately ten years ago to make the argument put forward generic and not confused by variable figures. It also provided a supportive illustrative historical context. The actual situation was further complicated by a student in Yr 11 being provided with greater funding than one in Yr 7 etc.  *Governor Question: The rationale for the figure does not seem immediately apparent in the document produced.*  RH has reported that the charge cannot be implemented in the immediate future as evidence of an impact assessment and prior consultation process would be necessary to prove due process had been followed. Although these had been done, no records could be provided as evidence.  *Governor Question: Who would need to initiate the process?*  The steps required are yet to be defined and the process is hampered by the interim nature of the current Director of Education. In addition, EL is not currently being replaced so any discussions regarding this will be delayed until a new line manager for PS is in place.  School budget  Discussions with SS indicate that BHES is currently running at a deficit and will continue to do so in the next academic year. The surplus built up is sufficient to cover these two years and it is good practice to demonstrate that this is being spent when proposing an additional charge. It is hoped that the implementation of this additional charge will coincide with the surplus being exhausted.  The variability of the intake remains another issue as the LA funds do not take into consideration the number of incoming students, however, some savings had been identified and any extra available due to cautious predictions will be returned to the high needs block.  *Governor Question: Did the current funding position leave any aspect of provision unavailable?*  All statutory requirements were being met, however, resources were not currently able to be replaced. |
| **12** | **AOB and Close**  Thanks were extended to Staff and Governors for all their much appreciated work. |
|  | Meeting closed at 7.20 pm. |

Signed as a true record: Date:

Chair of Governors,

Vicki Franklin

**DECISIONS GRID**

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| **AGENDA NUMBER** | **AGENDA ITEM** | **DECISION** |
| 5 | Head’s Report | Attendance spreadsheet data to be revisited Summer 2023 |
| 2 | Welcome | Apologies accepted |
| 2 | Welcome | Parent Governor Recruitment to become a standing agenda item |
| 4 | Approval of previous minutes and matters arising | The minutes were accepted as an accurate account of the previous meeting |
| 4 | Approval of previous minutes and matters arising | The Members’ Expenses Policy was approved |
| 4 | Approval of previous minutes and matters arising | Finance training for Governors was no longer necessary |