

Bristol Hospital Education Service
Meeting of the Management Committee
Held in person at Falkland Road
Term 1, Wednesday 18th October 2023, 5.00pm

Final MINUTES OF MEETING

Overall Objective of the Meeting: Building on success 2023/2024 onwards

<p><u>Governors Present</u> Jude Bramton Vicki Franklin Sean Lancaster James Ralston Philippa Scholar, Headteacher Dan White</p>	<p><u>In Attendance</u> (non-voting) David Sawyers (from 1805 – item 4) Keira Stobie, Clerk Patricia Varano, Burser (until 1745 – item 4)</p> <p>Quorum = 5</p>	<p><u>Apologies</u> Sarah Prouse Xavier Ribeiro</p>
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ACTIONS GRID from this meeting

AGENDA NUMBER	AGENDA ITEM	ACTION	RESPONSIBLE PERSON
1	Welcome	All Governors to complete the annual Self-Certification process on Governor Hub.	ALL GOVERNORS
1	Welcome	KS to ensure the BHESGovernor e mail account is made dormant.	KS
2	Elections	PS to ensure half termly adverts for Parent Governors appear in the school newsletter.	PS
2	Elections	KS to send JR existing advert from Inspiring Governance.	KS
2	Elections	JR to update advert for Inspiring Governance.	JR
2	Elections	KS to include confirmation of Governors Roles and Responsibilities on the T2 MC meeting agenda.	KS
3	Finance	PV to send budget documentation to VF for agreement prior to electronic submittal.	PV
4	Building on Success	PS to invite Sue Coombes to be part of the Head's Appraisal process this year.	PS
4	Building on Success	PS and DW to liaise regarding arrangements for the Head's Appraisal process this year.	PS/DW
6	SLT and Link Governor Updates	PS to present a potential standard format for reporting student progress data at the T2 MC meeting.	PS
6	SLT and Link Governor Updates	Governors to create a work plan timetabling when each Link Governor would report.	ALL GOVERNORS
7	Policies	PS to communicate comments on the Feedback Policy to GM.	PS
7	Policies	SL and GM to meet prior to the T3 MC meeting.	SL/GM
7	Policies	KS to include the Governor Visits Policy as an item on the T2 MC meeting agenda.	KS

7	Policies	KS to feedback policy decisions to GB.	KS
7	Policies	GB to published updated policies.	GB
7	Policies	GB to update Policy Tracker Spreadsheet.	GB
8	Clerk's Business	KS to make Prevent Self-Assessment tool available on Governor Hub.	KS
8	Clerk's Business	Governors to feedback on Prevent Self-Assessment at the T2 MC meeting.	ALL GOVERNORS
8	Clerk's Business	PS to feedback on a new School Charter as part of the T3 MC meeting.	PS
8	Clerk's Business	PS to circulate an introduction template to Governors via KS.	PS
8	Clerk's Business	Governors to send completed introductions and photos to KS.	ALL GOVERNORS
9	Review of minutes from the previous meeting and matters arising	VF to sign final minutes of the T6 meeting on Governor Hub.	VF
10	AOB and Close	PS and DS to arrange to meet before the T2 MC meeting.	PS/DS

Item	Final Minutes of Meeting
1	<p>Welcome (VF) Apologies were received and accepted from SP and XR and the meeting was quorate throughout.</p> <p>VF explained that she was chairing the meeting to maintain continuity as the new academic year began, but thanked JR for his offer to step in if required.</p> <p><u>Pecuniary Interests and Self-Certification</u> No updates or changes were reported at this meeting and Governors were encouraged to e mail the clerk with any issues regarding the essential annual update to declarations and confirmations carried out via Governor Hub. In addition, it was highlighted that the BHESGovernor e mail account was still active although not currently in use.</p> <p>ACTION: All Governors to complete the annual Self-Certification process on Governor Hub. ACTION: KS to ensure the BHESGovernor e mail account is made dormant.</p> <p><u>Training</u> None was reported.</p>
2	<p>Elections (VF) <u>LA Governor</u> Following a nomination from the LA, JR had kindly agreed to stand as the LA Governor. Proposed: SL Seconded: VF Agreed unanimously.</p> <p><u>Parent Governor</u></p>

An advert had been sent out on all the school's social media streams again this term, with no potential applicants responding. It was recognised by the MC that the role was potentially challenging for any family member to fulfil, as it represented an additional commitment at a time when they would already be under considerable strain. Logistical issues, such as travel, could also prove restrictive.

Continuing to publish half termly adverts would be simplified due to a new, more automated system.

ACTION: PS to ensure half termly adverts for Parent Governors appear in the school newsletter.

Governor Question: Could this role be discontinued?

It was felt important to try all means possible to involve the wider community in this way. The school was starting drop in coffee mornings for families in three locations, with a member of SLT (probably PS or AL) and an inclusion worker in attendance. As well as providing invaluable social contact during what can be an isolating time for families, it was hoped that this could also raise interest in and awareness of the role of Parent Governor as well. The Governors were extremely supportive of this initiative and agreed that the personal contact that it offered could prove very effective.

Inviting young people to join the MC had been discussed in the past, however, it was still felt that this was only appropriate once a Parent Governor was established.

Advertising for Community Governors

It was suggested that the advert for Community Governors currently active on Inspiring Governance was no longer fit for purpose. The Governors agreed that keeping this short and linking it to the school website would be ideal, and that material prepared for the Head's recruitment pack could be drawn on to form the basis of this.

Governor Question: Could an advert also be placed on Linked In?

While this could potentially be a good option, concerns were raised regarding the limited audience this would reach.

ACTION: KS to send JR existing advert from Inspiring Governance.

ACTION: JR to update advert for Inspiring Governance.

Governor Roles and Responsibilities

The Governors present agreed their roles were correctly represented on the document circulated, however, this matter would be revisited when all Governors were present.

ACTION: KS to include confirmation of Governors Roles and Responsibilities on the T2 MC meeting agenda.

Election of Chair and Vice – Chair

While this is an annual requirement for the MC, it was agreed that the MC was not in a position to elect a Chair at this point, and that other arrangements, such as electing Co-Chairs, were also not appropriate. However, JR agreed to stand as Vice – Chair and therefore to also prepare the agenda for and Chair the T2 MC meeting.

Proposed: PS

Seconded: VF

Agreed unanimously.

It was highlighted that the termly meeting between the Chair and the Head was an important aspect of the role of Chair, providing additional pastoral support for the Head and offering them an alternative perspective when required. It was emphasised that this could be carried out either in person or on line, and JR would ensure this went ahead in T2.

A final version of the documentation had been circulated on Governor Hub immediately prior to the meeting, however, it was clarified that the amendments had been minor and all questions raised on e mail by the Finance Governor had been answered satisfactorily.

Q2 Outturn

The in year deficit now stood at £178, 822 (one hundred and seventy eight thousand eight hundred and twenty two pounds) and the overall surplus balance was £325, 123 (three hundred and twenty five thousand one hundred and twenty three pounds). These were compared to the analogous figures of £264, 036 (two hundred and sixty four thousand thirty six pounds) and £85, 214 (eighty five thousand two hundred and fourteen pounds) from Q1.

Main Material Changes from Budget Report

The increased in income came from a teachers' pay and pensions grant and National Tutoring Programme & Revenue recovery funding, but, although the school had sent notification of additional pupils with SEN needs attending, this was yet to be reflected in the funding allocated. In addition, ten new staff members had been employed by the school, some of which were at a higher pay grade than predicted. A further one full time and one part time teacher would also be joining in January. Other teachers had also seen their hours increase and the expected 5% pay rise allowed for in the budget had been revised and was now 6.5%. However, this increase in staff numbers had seen costs for overtime and supply staff decrease, and it was hoped that this trend would continue in future.

Recent changes to staff contracts had also had a substantial impact. It had been imperative that those on supply contracts were moved to more standard contracts and this will also make budgeting for staff costs easier in future.

As part of the school's review process, teachers' movement through the pay progressions would also continue to be budgeted for and the Governors expressed their confidence in both the school's judgements and the rigour with which the process was followed.

The school remains hopeful that additional funding will be secured, but the difficulties of budgeting for such a unique provision were highlighted and appreciated by all.

Governor Question: Given the use of supply contracts to employ staff previously, did this mean that any had not undergone the full Safer Recruitment process?

All standard checks had been completed prior to each staff member starting work at the school, regardless of the type of contract they were employed on. Subsequently, all had been assessed and observed as part of the programme of continuous monitoring active throughout the school. In many cases, supply contracts had allowed for flexibility with respect to hours worked, in order for the school to respond to changes in student numbers throughout the year. For example, this term had seen a 42% increase in demand for one to one tuition.

Governor Question: How could this be provided without breaking the budget now that staff are on fixed contracts?

The school would first seek maximum flexibility within the existing system, carefully analysing the engagement and wellbeing of students and making adjustments where possible, however, this term the offer has had to change so that students are being offered a maximum of 2 hours of one to one tuition per week instead of the previous maximum of 5 hours per week. This had been raised with the new Director of Education for the LA.

Governor Question: Has this increased demand come from a certain age or geographic category?

It represents an increase in mental health issues evenly spread throughout the age range and areas covered by the school. Last year, approximately 6 – 7 referrals were being made at the first meeting of the year, compared with 30 this year.

A nationwide regime where the education of any student absent from school for more than 15 days due to health reasons becomes the responsibility of the LA had put additional pressure on schools and therefore BHES as well. Whereas schools were more equipped to work with students with physical ill health, working with students with mental health issues presented a greater challenge, in the face of which many had turned to the LA. For example, cases of anxiety and eating disorders have both tripled in number post-

COVID and there is anecdotal evidence that the complexity of cases is increasing, with multiple conditions co-occurring more frequently.

Governor Question: Are all referrals appropriate?

Each one is rigorously screened and must come following the involvement of a medical professional.

In addition, all teachers would now be awarded an SEN point, worth approximately £2, 500 (two thousand five hundred pounds), which has been included in the budget.

Governor Question: When would the teachers' pay rise start from?

This would appear in January, having been backdated to 1st September 2023.

The Governors requested that the same is applied to PS, given that the role of Head began on that date.

Eight Heads of Department have been appointed at TLR2 which has added £12, 000 (twelve thousand pounds) to the budget as only half of the funding required had been accounted for in advance, but employing quality personnel was considered a valuable investment for the service.

Audit

All outstanding questions raised during this process have now been satisfactorily answered and the Governors thanked those involved for bringing this to completion.

The budget was agreed by the Governors.

Proposed: PS

Seconded: VF

Agreed unanimously.

ACTION: PV to send budget documentation to VF for agreement prior to electronic submittal.

PV was thanked by the Governors before leaving the meeting at this point.

4 Building on Success (VF)

MC Development Plan

As virtually all of the targets identified on the existing MC Development Plan had now been achieved, it was suggested that producing a new iteration, possibly aligning with the current SDP, could be a consideration for the future.

In addition, GDS were offering to provide an external review of governance, the outcome of which could also form the basis of such a plan.

Governor Question: Could this idea be illustrated with an appropriate example?

Promoting a culture of undertaking proactive training or focusing on the new Government guidance regarding attendance were given as potential options. While it was appreciated that this would be an additional commitment for Governors to make, taking responsibility for their CPD would allow Governors to demonstrate their intention to offer the best possible support to the school.

Continuing to improve the policy review process was another area highlighted, particularly examining how Governors could contribute maximum strategic benefits.

Furthermore, looking at equality, diversity and inclusion and how this could be embedded in everything the MC did, rather than being added on as an extra, would also be valuable and interesting to pursue, potentially complemented by GDS trainings and membership of networks active in this area.

As an initial step, Governors considered undertaking an audit of existing skills, both to identify areas of need, which could lead to more targeted recruitment, and, additionally, in order to capture the particular expertise available from within the MC for the school.

DS arrived at this point, and introductions were made.

DS had just stepped down as a Governor after 20 years of being associated with a school, starting as a Parent Governor, but also serving as a Chair of both its Committees and the Governing Body, alongside professional employment as a fuel systems engineer.

Head's Appraisal

Documentation associated with this had been circulated prior to the meeting.

PS had undertaken this process voluntarily as an Acting Head and, as it had coincided with the recent Ofsted visit, the findings from this had also been taken into consideration. However, those directly involved wished the entire MC to be made aware of the mechanics of the process and the work that it celebrated. Ultimately, it had led to those conducting the appraisal to recommend a salary increase for PS, but it only felt appropriate to instigate this now the post of Head was substantive.

The Governors were satisfied that the necessary processes had been followed and documented with clear evidence to support the conclusions reached.

PS requested that a target setting meeting was scheduled for T2 and it was suggested to invite Sue Coombes, the Head of Inclusion at the LA, to be part of this, alongside the MC Chair and any other Governors who wished to be involved.

DW volunteered, having recently undertaken the relevant GDS training course.

ACTION: PS to invite Sue Coombes to be part of the Head's Appraisal process this year.

ACTION: PS and DW to liaise regarding arrangements for the Head's Appraisal process this year.

5 **Head's Report (PS)**

A considerable amount had been achieved during this busy term, including the appointment of Heads of Department. This had involved publishing internal adverts which resulted in a high level of applications and interviews of three candidates in both Maths and Art. As part of this process, all candidates were asked to prepare three year plans for their prospective department.

Another challenge for this term had been the lack of any concrete recommendations from the Ofsted report. However, those communicated verbally had been adopted and related to further development of the curriculum, hence the appointment of new Heads of Departments. Ofsted had found the curriculum to be sound and rigorous and was satisfied with the evidence of progression provided. However, they had encouraged the school to embed and enrich the departmental structure and develop the educational offer in the widest sense. Therefore, the school had started on a new journey.

Governor Question: What structure had existed before the appointment of Heads of Departments?

There had been subject co-ordinators, who had been given time but no salary points or any real sense of ownership or ability to plan for their area. It was hoped to move to a more collaborative style of leadership and the recently completed staff and union negotiations over contracts were felt to exemplify this. These contracts were to be released to staff at the end of October 2023 and two of the school's union representatives had been awarded South West Representative of the Year as recognition for their work. The Governors asked for their heartfelt congratulations to be passed on to the individuals concerned. In addition, issues concerning pensions had also been finally resolved.

Funding

A Funding Proposal paper had been submitted to the LA Director of Education with the intention of it then being brought to the Heads' Panel in November. PS had met with the Director and Deputy, both of whom were very supportive and agreed to take the paper forward through the legal checks required prior to submission to the Heads' Panel. An update meeting to report on the outcome of this had been scheduled. In light of this, the school felt confident that it would be able to begin charging £35 (thirty five pounds) per day for each Bristol student from 1st April 2024, however, the MC was aware continued vigilance was required to ensure this process reached a timely conclusion.

Governor Question: What was the next step following the Heads' Panel, and what contractual mechanism needed to be introduced?

A process already existed, but was not being enforced. Previously, schools had been invoiced weekly and the school had recently recruited an SEN Specialist Manager on secondment from the LA in order to facilitate the reactivation of this process. By also acting as an Exams Officer, this secondment will mean that another member of BHES staff would be free to focus on administering the additional charge.

Governor Question: If the AWPU increased in future, is the intention that the additional charge would also be increased by a similar amount?

This would be the preferred option.

Governor Question: Will the level of LA funding received by the school change in the future? And is receipt of future top up funding guaranteed?

The Director of Education appeared to thoroughly understand the need in this area and the school's place in providing the necessary provision to address this. However, due to increased demand and therefore increased staffing costs, this funding becomes even more essential as the school will not be operating with such a surplus.

In light of receiving a third successful Ofsted report, the school had also been visited by a DfE representative and PS had been invited to join the national steering group for alternative provision as the size of the service had increased due to the expansion of the Childrens' Hospital to become one of the largest provisions in the country.

Riverside

PS had been spending significant time at this site during this term and the rigorous structure and group teaching introduced now had sessions regularly attended by 75% of patients, with families requesting additional resources for holiday periods.

Governor Question: As this had been started as a pilot project, was it now to become a permanent arrangement?

Following praise from Ofsted, the decision to make the pilot arrangements permanent had been taken. This coincided with a new lead teacher being appointed and the relationship developed with the clinical managers had assisted the establishment of this programme.

6 SLT and Link Governor Updates

Safeguarding (JB)

A written report had been circulated, since which the delayed LA Safeguarding Audit had been received. An update on this would be presented at a future meeting.

Governor Question: Is this completed by the school or the LA?

The school has received a pro-forma to be completed, which is a useful process, prompting pertinent questions within this important area. Although it has been delayed by three years, the recent Ofsted report means it can be approached with a good level of confidence.

New staff have been trained on the use of CPOMS, to allow the high standard of monitoring to be maintained. As anticipated, following the end of the free trial of data sharing offered by CPOMS, the number of schools participating has decreased. However, it is felt that some maybe becoming aware of the implications of this and therefore will rejoin in future.

Curriculum (DW)

A written report had been circulated and this highlighted the issue of increased student numbers and discussed the change in amount of one to one provision the school was able to offer. The curriculum breadth had also widened, reinforced by the appointment of new Heads of Departments and the

communication of grades and pupil progress was highlighted as a potential area for consideration in the future.

The Governors felt it was beneficial to see termly data, and staff would welcome their steer on an appropriate format for this to take. In addition, the school now had access to the services of a new Data Manager who worked across South Gloucestershire as well as Bristol and were working on widening the analysis currently performed. The aim was to incorporate factors such as nature of illness or length of hospital stay into reports.

The GCSE results will appear on the school's website shortly, and were the best yet, with more students entered and achieving more grades than ever before. However, everyone was aware that this did not always represent achievements made by individual students, which were equally important.

Fortnightly meetings were held where staff examined the progress of every student, allowing trends and patterns to be identified and acted upon, however, this level of detail was not routinely required by Governors.

ACTION: PS to present a potential standard format for reporting student progress data at the T2 MC meeting.

Teaching and Learning (SL)

This area would be reported on at a future meeting, however, the draft Feedback Policy had prompted Governors to note that they were likely to be able to be of greater benefit if involved from the outset when new policies were being introduced.

Governor Question: Was a Feedback Policy a statutory requirement?

This was not, and could perhaps be more suited to inclusion as an appendix to the Teaching and Learning Policy.

ACTION: Governors to create a work plan timetabling when each Link Governor would report.

7

Policies (VF/KS)

Feedback Policy

The draft submitted was felt to be more of a guidance document for staff than a Policy, especially as its directions were already in routine use. It could possibly be included within the Staff Handbook, or as a policy appendix, as discussed under Item 6.

ACTION: PS to communicate comments on the Feedback Policy to GM.

ACTION: SL and GM to meet prior to the T3 MC meeting.

Governor Visits Policy

The existing Policy was felt to offer only minimal guidance for Link Governors and while this material could be added as appendices, the Governors wished for clarification whether this document related to their termly meetings with SLT or when physically attending on site, especially as the document seemed to predate the ubiquity and ease of online meetings.

ACTION: KS to include the Governor Visits Policy as an item on the T2 MC meeting agenda.

The Governors were informed that staff had requested that consideration of the Lockdown Policy was postponed, due to staff training scheduled for November, and attention was drawn to Appendix F of the Child Protection Policy, which has been updated in light of the 2023 iteration of KCSIE. The Governors agreed to approve this and the other remaining policies (First Aid, Pay, Teacher Appraisal, Governor's Expenses, Accessibility Plan, Code of Behaviour, Charging and Remissions and SEN), which had not required any changes.

Proposed: DW

Seconded: JB

	<p>Agreed unanimously.</p> <p>ACTION: KS to feedback policy decisions to GB. ACTION: GB to published updated policies. ACTION: GB to update Policy Tracker Spreadsheet.</p>
8	<p>Clerk's Business (KS)</p> <p><u>Prevent Self-Assessment</u></p> <p>A tool similar in format to an MC Health Check existed and, following updates to training to highlight the particular risks to neurodiverse students, of which there were a high percentage within a hospital education setting, this was felt to be a beneficial activity for Governors.</p> <p>ACTION: KS to make Prevent Self-Assessment tool available on Governor Hub. ACTION: Governors to feedback on Prevent Self-Assessment at the T2 MC meeting.</p> <p><u>School Charter</u></p> <p>ACTION: PS to feedback on a new School Charter as part of the T3 MC meeting.</p> <p><u>Governor Code of Conduct</u></p> <p>No changes were made to this document following work earlier in the year. Proposed: JB Seconded: SL Agreed unanimously.</p> <p><u>Website</u></p> <p>A refreshed school website would be going live on Monday 23rd October 2023.</p> <p><i>Governor Question: Would it be beneficial to include photographs and brief introductions by each Governor on this?</i></p> <p>It was agreed that this would raise the profile of the MC and might also enhance recruitment of Governors in the future.</p> <p>ACTION: PS to circulate an introduction template to Governors via KS. ACTION: Governors to send completed introductions and photos to KS.</p> <p><u>Instruments of Governance</u></p> <p>These had been updated and the new version (in effect from 11th October 2023) had been made available via Governor Hub.</p>
9	<p>Review of minutes from the previous meeting and matters arising</p> <p>The minutes were accepted as an accurate record of the that meeting and it was felt unnecessary to review the actions assigned as each Governor would take individual responsibility for their completion. Proposer: JB Secunder: DW Agreed unanimously.</p> <p>ACTION: VF to sign final minutes of the T6 meeting on Governor Hub.</p>
10	<p>AOB and Close</p> <p>Sincere thanks were given to VF for such extensive and committed service, alongside best wishes for the future.</p>

	ACTION: PS and DS to arrange to meet before the T2 MC meeting.
	Meeting closed at 7.15 pm.

Signed as a true record:
Chair of Governors
Vicki Franklin

Date:

DECISIONS GRID

AGENDA NUMBER	AGENDA ITEM	DECISION
1	Welcome	Apologies were accepted
2	Elections	JR appointed as LA Governor
2	Elections	JR appointed as Vice-Chair for 2023 - 2024
3	Finance	All staff pay progressions, including that of PS, supported by the Governors
3	Finance	Budget agreed as presented
4	Building on Success	Governors supported the Head's Appraisal process and its conclusions
7	Policies	Continued use of policies not requiring substantial amendments or additions agreed
8	Clerk's Business	Governor Code of Conduct agreed
9	Review of minutes from the previous meeting and matters arising	Minutes from the previous meeting agreed without amendments