

Full Governing Body	
<b>Date/Time:</b>	23 <sup>rd</sup> March 2016 5.30 pm
<b>Location:</b>	Patcham High School – Library
<b>Distribution:</b>	FGB and website
<b>Present:</b>	Governors: Stephen Berry (SB) Sarah Fitzjohn-Scott (SFS) Chair of Governors Di Bonner (DB) Mike Sandeman (MS) Caroline Greenfield (CG) Natasha Morris (NM) Charlie Miller Cooper (CMC) Andrew Saunders (ASD) Paula Sargent (PS) Laura Carney (LC) Anthony Lawes (AL) Sally Palfrey (SP) Juliet Greenwood (JG) Geoffrey Theobald (GT) Other: Janet Johnson (JJ) Clerk John McKee (JM) Deputy Headteacher
<b>Quorum:</b>	8 governors required to make decisions

## MINUTES

	DISCUSSION AND DECISIONS	ACTION
<b>1</b>	<b>INTRODUCTION, WELCOME AND APOLOGIES</b> SFS welcomed all to the meeting. Apologies from Anthony Craggs and Tracey Edwards were accepted.	
<b>2</b>	<b>DOES ANYONE HAVE AN INTEREST IN THE DISCUSSION?</b> No new notifications were made when requested. All could remain present and participate throughout.	
<b>3</b>	<b>HEADTEACHER REPORT</b> 3.1 Governors had already received and considered the report and now gave further information:  3.2 The results from the March maths mock exams were 64% A*-C and so, following the trend from previous years the final results for 5A*-C including English and maths would be suppressed and likely to be similar to last year. JM added the English projections were secure and further intervention was being put in place for maths. The data had been moderated. Governors knew the maths department had	

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	<p>continued to have difficulties with staffing changes. The department was 2.5 teachers short and there had been some complaints from parents about the numbers of teachers some pupils were having. GT arrived 17.40.</p> <p>3.3 Admissions. This was a really positive picture. The school was full on the increased PAN of 215. The number of appeals were not yet known but the indications were &gt;40 out of the catchment could not be offered a place.</p> <p>3.4 Staffing. Turnover was consistent with recent years and vacancies were being filled with high quality staff.</p> <p>3.5 Challenge Partners review. This had been successful with the judgement being that the school was at least good in every area. Further, the team had seen the impact from measures put in place from last visit. JG arrives 17.46</p> <p>3.6 A governor had visited and could confirm music had been much improved. <b>How firm are we going to be in getting maths fixed for next year?</b> We should be fully staffed for next year, we have taken on recruits and the indications from the last advert have been good. <b>Was there anything the Council could do to assist with getting more maths teachers generally?</b> In discussion it was agreed there was a national shortage, teaching was no longer so popular and the cost of housing for young teachers here was prohibitive. It was acknowledged that apart Brighton remained an attractive location and that PHS tried to grow their own teachers within the department. <b>What are the perceived barriers to keeping them?</b> The staff lost recently had not really started either due to illness or not taking up the post they had accepted. Once they get here we can get them to stay because of the good support and good CPD [as evidenced by Challenge Partners].</p> <p>The report was accepted.</p>	
4	<p><b>CHAIR'S REPORT</b> Governors had already received the report which included comment on the approach to the latest government's academies and school funding agenda and JJ had circulated news items. SFS thanked all involved again in assisting with the recruitment of the new headteacher. The parental concern had been dealt with successfully. The report was accepted.</p>	
5	<p><b>MINUTES FROM LAST MEETING</b> The minutes from the meetings 26<sup>th</sup> November 2015 and 1<sup>st</sup> March 2016 were agreed to be accurate and signed accordingly.</p>	
6	<p><b>MATTERS ARISING</b> 6.1 SFS and PS had received the SEF and confirmed it was Ofsted ready. A condensed version was available to enable Ofsted inspection trails. Both versions would be circulated to all and comments and</p>	PS <b>ALL</b>

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	<p>enquiries were to be sent to SFS.</p> <p>6.2 The social event and student survey were deferred.</p> <p>6.3 CMC was continuing with the website and a sharepoint page had been started.</p> <p>6.4 Steering group would discuss the press release re the new headteacher.</p> <p>6.5 SB requested comments on the terms of reference for Students Families and Community committee.</p> <p>6.6 Committees were addressing monitoring for Ofsted compliance.</p> <p>6.7 Work on shared school vision had commenced and JM and SFS would continue with this in the coming weeks.</p> <p>6.8 ASD had raised a query with VA figures on Raise at the Curriculum committee.</p> <p>6.9 All other matters had been completed or would be discussed elsewhere.</p>	<p>CMC</p> <p>JG</p> <p>ALL</p>
7	<p><b>SCHOOL IMPROVEMENT – COMMITTEE REPORTS</b></p> <p>7.1 Steering group had not met formally and two dates would be needed next term.</p> <p>7.2 Resources.</p> <p>7.2.1 Governors could report the outturn was in line with expectations and the indicative budgets showed the school would be able to continue to address the deficit in line with previous plans as well as deliver the school improvement plan and cover the increase in staffing costs pension and National Insurance.</p> <p>7.2.2 All governors had received the disciplinary policy which the committee recommended for adoption. <b>How does it differ from the previous policy?</b> It had been streamlined to mirror the wider council procedures. The process had not changed massively but was described better.</p> <p>JJ recommended governors review and confirm the level to which delegation of dismissal of staff should take place.</p> <p>Governors agreed:</p> <ul style="list-style-type: none"> <li>❖ It was agreed the power of dismissal would be delegated to the headteacher. At the headteacher’s discretion; however, a panel of governors could be convened. The right of Appeal would continue to be heard before a panel of governors.</li> <li>❖ The disciplinary policy, procedures and guidance were approved</li> </ul> <p>7.2.3 Governors had completed the SFVS. There was no action plan for the coming year. SFS signed the form.</p> <p>7.2.4 <b>Re the physical and health and safety team resilience checklist – can you tell me what that is and how it is to be monitored?</b> It is an electronic staff survey and will be reported to Resources committee who would follow up any issues highlighted.</p> <p>7.2.5 The minutes were accepted.</p> <p>7.3 Student Family and Community. This committee had not met and a new date would be set after this meeting. Clerk note: Rescheduled for 13<sup>th</sup> April 5pm</p>	<p>JJ</p>

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	<p>7.4 Teaching Learning and Outcomes This was the new name of the old Curriculum committee representing alignment with its remit and Ofsted area of responsibility. The changes to the provision for PE and MFL had been agreed along with extra staff. Doubt was raised as to the validity of standard of performance required to attain A* in PE and JM would follow that up. The minutes were accepted.</p>	JM
8	<p><b>GOVERNOR SKILLS AUDIT</b> Governors split into four groups to consider how to self-grade and the forms would be submitted to SB who would chase up by 15<sup>th</sup> April. JJ send details re how to send the link.</p>	ALL SB
9	<p><b>SPORTS PREMISES</b> AL tabled an up-date. To take improvements further money was required for surveys and potential funding streams needed to be explored. DB had met with a consultancy firm brought in by BHCC to review the sports provision but their remit was not known. In discussion both the funding streams and communications with stakeholders to elicit views was agreed to be taken forward by a working party consisting AL, SB, CG, DB and SP. JJ advised a scoping document be prepared. They would report back.</p>	AL SB CG DB SP
10	<p><b>ADMISSIONS, catchment area review</b> ASD had already circulated information which was now discussed. <b>Why have numbers reduced during the year?</b> PS would investigate. ASD and PS have been on the admissions working groups and the review had come about because some vociferous councillors wanted schools to have more of a mix of pupils across the city rather than to be for their local community. The boundaries on the options were not to be relied upon. <b>Why when there is so much better research re levels of deprivation, have they gone on FSM rather than another?</b> Traditional. Option A – Governors considered the 8% quoted was unreliable and 23% more realistic. SFS advised Richard Barker had advised it was just a forecast and a quota of 15% would be set anyway. <b>Would there be sufficient numbers for PHS?</b> Yes Option B &amp; C. Splitting the Varndean and Dorothy Stringer catchments was likely to be difficult in practice and BHCC would have to pay for transport if the journey was over 3 miles. The tie break by random allocation would be an issue as children in the current Patcham catchment would have to travel to BACA. Governors felt children would be criss-crossing over the city unnecessarily. PS informed that parents want their children to go to their local school with their friends. It was noted some of the principles the group was trying to put in place were mutually exclusive. There was a need for all schools to be full but at the moment there were 3 schools that were half full. <b>Did they ever discuss feeder schools?</b> Just briefly and rejected as some feeder schools feed many, they did not divide neatly and there was also a problem getting into a local primary school. <b>What happens with academies?</b> They can set their own admissions arrangements or can go with LA.</p>	PS ALL LC

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11	<p><b>Any other urgent business</b></p> <p>11.1 SB advised the School Forum had considered the national funding formula would be unlikely to change the amounts received in BHCC.</p> <p>11.2 JM advised the advertisement for the new DHT had been placed with a deadline of 19<sup>th</sup> April for applicants. Governors were needed for shortlisting on the 20<sup>th</sup> and interviews on 26<sup>th</sup>/27<sup>th</sup> April. At least one panel member would need to have completed the safer recruitment training. Interested governors were requested to contact JJ with their availability by 1<sup>st</sup> April.</p> <p>11.3 JM tabled a new staffing structure chart for the senior leadership team. Governors had many questions and it was agreed these were to be directed to Steering group.</p> <p>ASD leaves 19.30</p> <p>11.4 JM would email a suggested date to meet with governors to discuss the development of the vision for the school so it was in place by September.</p> <p>11.5 JJ reminded governors that existing governors had to have a DBS certificate by September and if they did not have a PHS DBS to check with the school regarding acceptability.</p> <p>11.6 The Prevent training – Channel safeguarding might be available for governors and further information would be sent.</p> <p>There being no further business, the meeting closed 19.41</p>	<p>ALL</p> <p>ALL</p> <p>JM</p>

..... signed ..... Dated

Item	OWNER	ACTIONS	DUE BY
6.1	PS	Send SEFs to JJ for circulation	
6.1	<b>ALL</b>	<b>Raise Question(s) on SEF and send to SFS, cc JJ</b>	11.4.16
6.3	CMC	Continue with website and sharepoint	July
6.4	JG	SG to handle press release re new HT	30.4.16
6.5	ALL	Comments on new TOR for SFC to SB	11.4.16
7.4	JJ	Suggest dates for SG meetings	
7.4	JM	Investigate and report back on GCSE PE practical standard	Email April
8	ALL/SB	<b>Send in skills audit – SB to chase if required and analyse</b>	15.4.16
9	AL SB CG DB SP	Set up sports premises working party	
10	PS	The school would promote the public meeting at PHS on 13 <sup>th</sup> April.	13.4.16
	ALL LC	Governors would attend. SFS liaise? Circulate the catchment review link amongst staff.	
11.2	ALL	<b>Contact JJ re interview panel and shortlisting</b>	1.4.16
11.3	ALL	<b>Raise questions for steering group to JG</b>	11.4.16
11.4	JM	Send email with dates re vision meeting	ASAP