

Patcham High School
GOVERNING BODY

Meeting of:	Full Governing Body
Date/Time:	29 th June 2017 5.30 pm
Location:	Patcham High School Library
For:	Full Governing Body, Website
Present:	Governors (voting) Caroline Greenfield (CG) Mark Sandeman (MSD) Anthony Lawes (AL) Lee Watts (LW) Stephen Berry (SB) Sarah Fitzjohn-Scott (SFS) Natasha Marris (NM) Laura Carney (LC) Andrew Saunders (ASD) Charles Miller-Cooper (CMC) Di Bonner (DB) Carmelo Rafala (CR) John McKee (JM) Geoffrey Theobald (GT) Other (non-voting) Janet Johnson (JJ) Clerk Helen Arnold –Jenkins (HAJ) Associate Member
Apologies noted:	Claire Wilkins (CW) Anthony Craggs (AC) Juliet Greenwood (JG)

MINUTES

Item	DISCUSSION AND DECISION	ACTION
1	Welcome and apologies SFS opened the meeting and apologies were considered.	
2	DECLARATION of Interest in items on the agenda. No new declarations were made when invited. All governors could contribute and vote throughout.	
3	HEADTEACHER'S REPORT Governors had already received and considered the report which JM then talked to and took questions. <ul style="list-style-type: none"> The school was fully staffed for September and the induction day had been successful. The school partnership advisor (SPA) had reported to JM that the school has improved its culture of respect and atmosphere for learning. The school was expecting the progress and attainment 8 figures to be affected by 'outlier' results due to the inclusive nature of the school and for comparison when discussing results with Ofsted these would be removed. These would not have affected the old, A*-C measure. An example would be non-attenders. A school uniform coat was being introduced to reduce some 	

	<p>behaviour difficulties and boost inclusion.</p> <p>3.1 Re outliers, wouldn't other schools also have this difficulty? Some schools would have a lower proportion of these students and a higher prior attaining intake. Other schools may have a higher proportion. Do you discuss this with the other headteachers? Yes. There is always a direct link with outcomes at key stage 2 and key stage 4. This would mean progress would be higher? No, we would expect a higher attaining student to make more progress. If someone is not going to school what is the problem? Someone may have health issues and they will need tutoring from home. Can you do some joint moderation in schools before they arrive? A governor confirmed teacher assessment was now more rigorous. Re admissions – do you look at attainment? I cannot say whether we accept them and we are not selective. Admissions are done by the local authority (LA). Governors could confirm that in the community this school had a good reputation for pastoral care and helping those with SEN.</p> <p>3.2 Why do you need a school coat? What is the uptake of the lockers? They are reduced. Governors wanted to know more about the school coat, pictures of it were circulated and it would be discussed elsewhere. How would you say staff morale is at the moment? A governor reflected and confirmed good and quite settled. Has there been any further feedback following governor response to the staff survey? Not that we are aware.</p> <p>3.3 A governor could report that at a mental health meeting the school had been the only secondary represented and others had noted the school had been mentioned favourably on the national news and radio about their good practice.</p> <p>JM was looking forward to the next year.</p> <p>The report was accepted.</p>	<p>SFS CG</p>
<p>4</p>	<p>CHAIR'S REPORT</p> <p>SFS reported she had been involved in a lot of work supporting JM with the restructure and the budget. Congratulations were extended to DB JM and the senior leadership team for the amazing work in reaching a balanced budget. Governors recalled this was the first time in 10 years that a 3 year balanced budget had been reached.</p> <ul style="list-style-type: none"> • The GB had already received the restructure outcomes and these were now ratified. <p>SFS and ASD had met with JM and the LA regarding the Published Admission Numbers.</p> <p>Support had been given too with managing the press and complaints, of which there had been very few this year. It was felt the open door and headteacher drop ins assisted this.</p> <p>SFS has attended at least one of each of the committee meetings.and</p>	

	considered these were continuing to develop well.	
5	<p>MINUTES OF MEETING</p> <p>The minutes were agreed to be an accurate record and signed by SFS accordingly.</p>	
6	<p>MATTERS ARISING</p> <p>SB would attend to the training item. The rest had all been completed or discussed elsewhere.</p>	
7	<p>SCHOOL IMPROVEMENT and SELF EVALUATION- WORKSHOP and GB SELF-EVALUATION ACTIVITY 'STRATEGIC INFORMATION AND REPORTING'</p> <p>Governors had already received and considered the School Self-Evaluation Form (SEF) and the up-dated school development plan (SDP). The SEF proposed a Good judgement in all four Ofsted areas as well as overall. Governors now split into committee groups to consider the statements and compare it with their knowledge of the school. They also considered where evidence could be strengthened, where governor monitoring had been successful and where it could be improved. Looking forward they also identified an area for governor focus in the coming year. The committees then summarised their discussion.</p> <p>7.1 Committees</p> <p>7.1.1 Teaching Learning and Outcomes.</p> <ul style="list-style-type: none"> SDP/SEF. Progress against the SDP was reviewed each meeting. Whilst the information was given by the deputy headteachers it was felt this could be relied upon. There had not been an issue to date, we knew from experience they are open and issues are not hidden. In addition the committee members included the staff governor who added good knowledge and others were also parents. Visits to the school on Governor days and other occasions also added to the knowledge. We could have a bit more of a focus on the SEF when tracking progress of the actions. Data scrutiny against national information was good. <p>Governors recognised the school outlined in the SDP and SEF (outcomes and teaching and learning section).</p> <ul style="list-style-type: none"> Target. For the coming year governors wished to develop a strategy to enable them to achieve a vision relating to how students would think about PHS and what they would be doing years after they left the school. This would include tracking students after they had left and with focus on the disadvantaged. The careers teacher was going to present at their next meeting and it was likely the focus for this would need to be reconsidered. Report from last meeting. All governors had received and considered the minutes from the last meeting and these were now accepted. <p>7.1.2 Resources</p> <ul style="list-style-type: none"> SDP/SEF The committee could agree with the SDP and SEF because it monitored the budget regularly and governors 	ASD

	<p>completed the schools financial value standard and found the school met it.</p> <ul style="list-style-type: none"> • Target. Rigorously monitor the budget through the year and review the scheme of delegation. • Report from last meeting. <p>DB was setting up a 'GDPR' group to ensure compliance with the new Data Protection rules and sought governor representation.</p> <p>They had considered amending the terms of reference to clarify that the agreement of the budget could be delegated to the committee and now sought the full governing body's agreement in principle. This was now considered and agreed. The amended terms of reference would be submitted at the next meeting.</p> <p>The 1 year and 3 year budget projection had been scrutinised and was now recommended for approval.</p> <p>All governors had received and considered the minutes from the last meeting and these were now accepted.</p> <p style="text-align: center;">❖ The budget 2017/18 was approved in the sum of £5,158k</p> <p>7.1.3 Students Families and Community</p> <ul style="list-style-type: none"> • SDP/SEF. This was reviewed each meeting and they were in broad agreement with the statements. They had noted some places where the outcomes or success criteria could be tightened or where they had not seen the data. Discussion also arose regarding the threshold of whether an item was 'amber' or 'green'. • Report from last meeting. <p>In addition to the usual matters it had been a useful exercise for both staff and governors to relate the information requested from the school directly to the purpose/vision of the supporting pupils with medical conditions policy. The terms of reference were continuing to be reviewed. All governors had received and considered the minutes from the last meeting and these were now accepted.</p> <ul style="list-style-type: none"> • Target. To develop a co-ordinated strategy for stakeholder feedback to inform assessment of progress against their vision. <p>7.2 Governors (if not reported elsewhere)</p> <p>7.2.1 Visits – In discussion it was agreed governor days would continue but evolve, with more emphasis on stakeholder voice, governor feedback, governor training and governor discussion as well as the SDP. Meeting together at the end to discuss findings and review next steps was considered useful.</p> <p>7.2.2 Training – This item was not taken due to time constraints. The training schedule had been circulated.</p>	<p>SB</p> <p>ALL</p> <p>JJ</p> <p>CG</p>
8	<p>SAFEGUARDING</p> <p>A governor had already circulated their report and now drew governors</p>	

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	<p>attention to the following:</p> <ul style="list-style-type: none"> • It was confirmed the LA audit would be circulated • The single central record had been checked recently. • Governors were requested to confirm with Elise Holmes if they had completed the safer recruitment training and not yet advised her. • There would be a handover of Designated lead from Mark Warner to Penny Denman. <p>Governors agreed the amount of safeguarding work at the school was considerable and the work of Vicki Knowles was appreciated. There were no questions.</p>	ALL
9	<p>ADMISSIONS A governor presented a document showing the postcode and year of intake. This year 150 pupils had come from Patcham and Hollingbury and 35 from Westdene. As the school was getting more students from our catchment area there were fewer from elsewhere and this year there were only 17 from outside, half the number from last year. The number of children in the catchment area were increasing and we expect next year to only have those from the catchment. During the year 13 had dropped from roll and this was the usual trend. The admissions meeting with the LA had been cancelled. The new free school location had been announced as the General Hospital site but this would not be opening till 2019. Will it have an affect on catchment area? Catchments will need to be reviewed.</p>	SFS FGB long term planning
10	<p>ITEMS AND WORK REQUIRED FOR NEXT MEETING Nominations for Chair/VC, Chair VC of committee to JJ.</p>	
11	<p>ANY OTHER URGENT BUSINESS Fire safety. DB informed that one of the school buildings had four storeys and cladding so fell within the scope of review following the Grenfell Tower disaster. Terrorism threat. Governors supported action in reviewing the plans and a drill to aid staff familiarity with the exercise. ASD would draft letters of thanks to those long serving members of staff leaving. The meeting concluded with thanks to all from SFS for their commitment and time next year. Meeting closed 19.46</p>	

..... Signed dated signature noted in minutes 19.9.2017

Item	Owner	Action	Due Date
3.2	SFS CG	Follow up on uniform debate as appropriate	
7	CG SB ASD	Formulate target(s) for next year and email SFS	
8	All DB	Contact Elise (and JJ) if you have completed safer recruitment training. CG liaise SFS if more needed Contact DB if interested in joining GDPR group	
9	SFS	Take forward Long term planning, including risks, agenda item	