

Full Governing Body Meeting															
Date/Time:	14 th July 2016 5.30 – 7.30														
Location:	Patcham High School – Library														
Distribution:	All Governors, Website following approval at next meeting														
Present:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Voting (governors)</td> <td style="width: 50%;">Anthony Craggs (AC)</td> </tr> <tr> <td>Natasha Marris (NM)</td> <td>Mike Sandeman (MSD)</td> </tr> <tr> <td>Laura Carney (LC)</td> <td>Tracey Edwards (TE)</td> </tr> <tr> <td>Sally Palfrey (SP)</td> <td>Paula Sargent (PS)</td> </tr> <tr> <td>Charles Miller-Cooper (CMC)</td> <td>Di Bonner (DB)</td> </tr> <tr> <td>Stephen Berry (SB)</td> <td>Anthony Lawes (AL)</td> </tr> <tr> <td>Caroline Greenfield (CG)</td> <td>Sarah Fitzjohn Scott (SFS) Chair</td> </tr> </table>	Voting (governors)	Anthony Craggs (AC)	Natasha Marris (NM)	Mike Sandeman (MSD)	Laura Carney (LC)	Tracey Edwards (TE)	Sally Palfrey (SP)	Paula Sargent (PS)	Charles Miller-Cooper (CMC)	Di Bonner (DB)	Stephen Berry (SB)	Anthony Lawes (AL)	Caroline Greenfield (CG)	Sarah Fitzjohn Scott (SFS) Chair
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Caroline Greenfield (CG)	Sarah Fitzjohn Scott (SFS) Chair														
	Other (non-voting) Janet Johnson (JJ) Mark Warner (MW) Assistant Headteacher Tom Morvan-Toone (TM) Member Sussex Police Prevent Team														
Apologies:	Juliet Greenwood (JG) Geoffrey Theobald (GT) Andrew Saunders (ASD) – accepted (representing GB elsewhere)														

MINUTES

	DISCUSSION and DECISION	ACTION
1	WELCOME AND APOLOGIES. SFS opened the meeting and apologies were considered. The theme of the meeting was reflection and resolutions.	
2	DECLARATION OF INTEREST in items on the agenda No new declarations were made when invited. All governors could remain and contribute fully throughout.	
3	TRAINING SESSION 1 – PREVENT MW now introduced TM from Sussex Police who had been invited to provide governors with for further information and an up-date on the Prevent agenda. He informed Prevent, which is pre-criminal, is one of the four prongs of CONTEST to tackle the threat of terrorism or violent extremism of any sort. The others are Pursue, Protect and Prepare. These were all detailed. It was explained how terrorists used grooming behaviours and how Prevent countered this by engaging with potential recruits and their families. Referrals could be made by anyone and usually a member of the team talks to the person in question. In a school, if teachers have a concern, what is the position with regard to informing a parent before informing anyone else and do governors have to authorise teaching staff to do this? We do basic checks beforehand because the parents might be involved. If it is a safeguarding issue we work with the school. Parents may be aware of the problem but don't know	

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	<p>how to tackle it. The referral goes in to the multi-agency services hub and we need to get the parents in. Since April 2015 it is a statutory duty to report concerns. It is all confidential. SFS offered thanks for an informative session.</p>	
4	<p>HEADTEACHER'S VALEDICTORY REPORT Governors had already received and considered the report and GCSE result forecasts. Further information was provided:</p> <ul style="list-style-type: none"> • A modest improvement was expected in maths so this was a good achievement in the circumstances. • All vacant positions had been filled • 417 places had been filled and another two expected. Admissions had been slow in reallocating. <p>PS thanked everyone who attended the school show Fame and she had found her send-off moving. The link to the you-tube recording would be circulated.</p>	
5	<p>CHAIR'S REPORT Governors had already considered the report which included a summary of the extensive work undertaken, including latterly a joint response with Patcham Junior School protesting about the LA holiday date initiative. PS had just received a letter from the LA advising there would be a 2 week half term in the autumn and the 5 days would be shaved off Easter and summer holidays. The following items were agreed:</p> <ul style="list-style-type: none"> • Governor blogs for the website would be written by SFS (summer 2016), MSD (autumn 2016), SP (spring 2017) and NM (summer 2017) • Chairs would consider the information required from the school when setting agenda at the start of the year and liaise with school <p>❖ CG was co-opted to the governing body</p>	<p>SFS SP MSD NM</p> <p>Chairs JJ</p>
6	<p>MINUTES OF LAST MEETING The minutes were agreed to be an accurate record and signed by SFS accordingly.</p>	
7	<p>MATTERS ARISING NOT REFERRED TO ELSEWHERE 7.1 Sports premises. A governor had already circulated an up-date and governors now considered whether a feasibility study costing £500 should be commissioned. Following discussion it was agreed and that this would initially be paid from the budget but repaid from elsewhere, probably fund raising. 7.2 The skills matrix had been completed by SB and would be discussed with SFS and reported back.</p>	<p>SB SFS</p>
8	<p>BUDGET The review and monitoring of the budget had been taking place as agreed at the Resources meeting including SFS CMC DB meeting with Andy Moore (AM) from Finance at the Local Authority. DB now tabled: budget plan 2015/16 to 2018/19 (4 A3 pages), Outturn 2015/16 (9 pages), budget allocation 3 year plan with adjustments (9 pages), Multiyear summary</p>	

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<p>2016/2019 (3 pages) and a list of increases and savings to the staffing budgets following review. DB talked through the documents in detail. A plan had been written showing a return to balance in 2017/18 and credit 2018/19.</p> <p>Governors knew the difficulty was that the £88k deficit as at year end 2016/17 that had been agreed the previous year was according to current forecast going to be £161k deficit but this had been refused by the LA committee and a document had been prepared to reconcile the two.</p> <p>Have other secondary's been refused and are there still secondary's in credit? Yes, but we have been given the most and yes some are in credit. It was known the LA could only give out 40% of the total underspend of the schools. Each year this was reducing but the deficits were increasing. AM agreed £88k deficit could not be attained and had explained that at the end of March a warning letter would be given if it was over £103k deficit. The LA could remove delegated powers until they consider the governing body is trustworthy enough for them to be restored. A governor added that from 2019/20 this would be the DfE.</p> <p>Has the school had a warning letter before when it was in deficit? Threatened but no.</p> <p>Where does the mentoring income come from? The university.</p> <p>Governors went through the latest budget (projected deficit £125k 2016/17) line by line. Year 2 it was suggested by AM that staffing be reduced by 4%, (£188k) – about 4 or 5 staff. The pupil/staff ratio was 15.1 was high. A governor pointed out that the budget and academic years differ so savings would take time to come through.</p> <p>It was considered this could be addressed by</p> <ul style="list-style-type: none"> • Natural wastage • Reducing the number of small groups through creative solutions • Reducing supply costs <p>Other suggested immediate actions were</p> <ul style="list-style-type: none"> • A request for zero budget planning and Chairs confirmed this had already been requested. • Review of coaching • Review capitalising the equipment portion of the cleaning budget • Challenge the LA on utilities as they had locked the school into a high tariff with review dates unknown • Reducing the temperature • Purchase used IT equipment • Review IT equipment rolling replacement programme for one year • Extend catering • Reduce printing and postage costs – a number of ideas given <p>Governors gave SFS the power to</p> <ul style="list-style-type: none"> ❖ Take the decision to amend the agreement for duty meals following a review 	

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