

**PATCHAM HIGH SCHOOL  
GOVERNING BODY  
MINUTES**

<b>Meeting of:</b>	<b>Student Family and Community Committee</b>
<b>Date/Time:</b>	1 <sup>st</sup> March 2017 5pm
<b>Location:</b>	Patcham High School – Meeting Room
<b>Distribution:</b>	Governing Body, Penny Denman, David Rogers, Allie Woodford
<b>Quorum</b>	3
<b>Present:</b>	Members of Governing body (voting) Helen Arnold-Jenkins (HAJ) Stephen Berry (SB) Sarah Fitzjohn-Scott (SFS) Caroline Greenfield (CG) Carmelo Rafala (CR) Mike Sandeman (MSD) Andrew Saunders (ASD) Claire Wilkins (CW) Other (non-voting) Penny Denman (PD) Assistant Head Janet Johnson (JJ) Clerk David Rogers (DR) Assistant Head Allie Woodford (AW) Acting Director of English - Observer

**MINUTES**

	<b>DISCUSSION and DECISIONS</b>	<b>ACTION</b>
1	<b>WELCOME, APOLOGIES and DECLARATION OF INTEREST</b> SB opened the meeting. No apologies had been received and Natasha Marris absence was noted. No new declarations of interest were made when invited. All governors could take full part in the meeting.	
2	<b>MINUTES OF LAST MEETING</b> The minutes were agreed to be an accurate record and signed accordingly.	
3	<b>MATTERS ARISING</b> 3.1 As SB was now going to be the Chair of Resources committee, CG would take the Chair for this committee, 3.2 Parent survey. CW, MSD, CG and PD would liaise on this and the pupil survey with a view to them being ready by the end of term and issued soon in the new term. 3.3 A governor had attended an equality learning walk, relating to the environment. No issues had been identified. 3.4 A governor had completed the safer recruitment training. 3.5 The terms of reference and Ofsted framework action would be attended to by ASD. 3.6 JJ would liaise with SB and CG regarding the item on the school	CG  CW MSD CG PD   ASD  JJ CG

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	<p>partnership advisor.</p> <p>3.7 A governor had been asked to join the apprenticeship policy group in Brighton and Hove regarding how to spend the apprenticeship levy and would keep governors updated. <b>Who asked you to go on the group?</b> The Principal at City College following a visit in October to find out what they were doing with it.</p> <p>3.8 Co-ordinating the monitoring of the new improvement plan had commenced. JJ requested a note on the current link governors.</p> <p>3.9 Work on destinations and links with feeder schools, the school portal, finalise plans for the evaluation of equality policy, accessibility plan and RSE policy and year 11/12 transition had not been completed.</p>	<p>SB</p> <p>CG CG</p> <p>SB</p>
4	<p><b>SCHOOL DEVELOPMENT PLAN SFC</b></p> <p><b>4.1 Pupil premium/disadvantaged students</b></p> <p>DR tabled an item covering the characteristics of the cohort and data for looked after children (LAC) as at spring 2017. The LAC link governor had already met with DR.</p> <p>The school met regularly with the Virtual school, which held the school to account. The latest evaluation showed this to be good with some outstanding. Some pupils were making brilliant progress.</p> <p><b>What is the workload?</b> 135 incidents logged since after half term <b>Is that because they have bespoke timetables?</b> In the past, now it is rare. Exclusions are rare.</p> <p><b>Is there a particular issue for the year 11 with poor progress?</b> No. Attendance has been very good. A good timetable was in place but there has not been co-operation with the change to Progress 8. The virtual school were pursuing the right thing for the pupil.</p> <p><b>Have any been transferred to the school as a result of them being LAC?</b> All were from care. One transferred in.</p> <p><b>Can you give an overview on how the pots of money are spent?</b> They are all bespoke. All are receiving one to one coaching and mentoring. We also go through the personal education plan (PEP) process via the Virtual School. This can be anything from school trips, laptops, books, prom dresses/tickets. Part of the member of staff's salary comes from the pupil premium plus funds and she meets with them most weeks. We have to get the money first before we can put it in place as there had been problems previously.</p> <p><b>Is there anything else you want to bring to our attention?</b> No. Generally speaking we are doing a lot better than average.</p> <p><b>With the post LAC do the Virtual School have interaction?</b> They didn't but they do now. We have a similar PEP but internal. The money comes from the local authority (LA) from which they were adopted out of care. It does come in to the school and we spend it.</p> <p><b>Does the money enable you to pool it or do you do it for the individual?</b> It is ring-fenced for the individual. The carers tend to be more proactive.</p> <p>Any further questions were requested to come by email. DR was thanked and left 17.21</p>	

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<p><b>4.2 Reports from governors</b></p> <p>4.2.1 Attendance of all and disadvantaged pupils. A governor had met with PD on governor day and reviewed the methods that had been put in place to address the current imbalance (90% attendance for pupil premium, 93.8 whole school). The target was 96%. Anecdotally this was still proving successful; hard data would be available in two weeks. SFS arrives 17.49</p> <p>4.2.2 Improved punctuality. Governors had met with PD and punctuality had improved generally and systems for period 5 are on the list for this term. Period 1 had seen a definite improvement. <b>Has the handshaking had an affect?</b> Yes. There is more emphasis on the start of the day and it has made a difference. Latecomers have to ring the bell if they are not in before the door shuts.</p> <p>4.2.3 On-site education centre. PD tabled a report from the Director of Maths on a short trial that had taken place, purely for maths. This was accepted. Most pupils had responded positively. Further comment on this at 4.3.3</p> <p>4.2.4 Reports on other areas would be requested by email.</p> <p><b>4.3 Behaviour termly report</b></p> <p>PD tabled a report that updated the information submitted at the last meeting. The report was accepted.</p> <p>4.3.1 Attendance had stabilised. They were still trying to recoup the position from winter illness but it was most unlikely to get to 96%. All the actions were making a bit of difference. A coffee morning for parents experiencing difficulties with year 11 pupil's attendance was scheduled. <b>Will you be giving strategies?</b> If appropriate. <b>What is point 3?</b> Improvement attendance cards, if the tutor group had better attendance than the week before the tutor gets a card. It doesn't rely on what happened before. <b>How does that affect pupils with medical difficulties?</b> We are checking on this. It shouldn't make a difference as it is the improvement that is acknowledged. It is adjusted for them if required. <b>What is happening with year 7 pupils to enable a good attendance pattern to be established?</b> We encourage them to keep up the good habits. In the future we hope to have pupil premium advocates for all years. We reward and praise them to come in but we agree, attendance does drop in later years. We will continue to target. Some governors considered it was about changing the culture so attendance was the default option. At some point children needed to take responsibility themselves. Whilst acknowledging pupils may be less likely to attend if the school came down heavily on them governors checked <b>whether pupils had been asked for their reasons for non-attendance</b>. Yes, individually, there is a lot of work going on. There are often a lot of complex reasons. <b>Have term time hols affected this?</b> They still do it and we fine. We do not authorise it.</p>	NM CG



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	<b>DISCUSSION and DECISIONS</b>	<b>ACTION</b>
5	<b>POLICY REVIEWS for Next Meeting</b> In discussion it was agreed JJ would send a list and confirm the type of review required to CG who would then take it forward.	JJ CG
6	<b>Any other Urgent Business</b> There being no further business, the meeting closed at 19.21	

..... signed ..... dated

**ACTION POINT SUMMARY**

	<b>OWNER</b>	<b>ACTIONS</b>	<b>Due By</b>
3.1	<b>CG</b>	Familiarise with the full role and consider any training needs. Liaise SFS JJ as required.	
3.2	<b>CW MSD CG PD</b>	Get together and have the surveys ready.	End of term
3.5	<b>ASD</b>	Deferred from previous meeting. Put forward amendments to Terms of Reference and Ofsted framework action.	FGB
3.6	<b>CG</b>	Obtain school partnership advisor report, JJ to provide information	11.5.17
3.7	<b>SB</b>	Follow up and report back as appropriate	ongoing
3.8	<b>JJ</b>	Request confirmation of governor links	16.3.17
3.9	<b>SB</b>	Allot work outstanding from previous meeting re Destinations and links with feeder schools School portal Year 11/12 transition	11.5.17
4.2.3/4	<b>CG NM</b>	Arrange for up-dates on SDP areas not covered at this meeting.	
4.4	<b>MSD CR CG AC</b>	Take forward the response to the staff welfare survey. Recommendations to be ready for FGB, preferably agenda paper ready by 17.3.17	23.3.17
4.5	<b>SB</b>	Follow up and report back on 'Personal Development'	11.5.17