

**PATCHAM HIGH SCHOOL
GOVERNING BODY**

Meeting of:	Student Family and Community Committee
Date/Time:	10 th November 2016 5pm
Location:	Patcham High School – Conference Room
Distribution:	Governors, Penny Denman, David Rogers, Josie Hall, Website
Quorum	3
Present:	Governors (voting) Stephen Berry (SB) Co-chair Sarah Fitzjohn-Scott (SFS) Chair of Governors Caroline Greenfield (CG) Co-chair Natasha Marris (NM) Charles Miller Cooper (CMC) Mike Sandeman (MSD) Andrew Saunders (ASD) Other (non-voting) Penny Denman (PD) Assistant Headteacher Josie Hall (JH) Director of Science Janet Johnson (JJ) Clerk David Rogers (DR) Assistant Headteacher

MINUTES

	DISCUSSION AND DECISION	ACTIONS
1	WELCOME, APOLOGIES and DECLARATION OF INTEREST SB welcomed all to the meeting. No apologies were due but CMC was not expected till 5.30. Matters turned to items 8, 9 and 10 before reverting back to order. No new declarations were made when invited and all could remain throughout.	
2	CHAIRING THE COMMITTEE In discussion it was agreed CG and SB would be joint chairs of committee.	CG SB
3	MINUTES OF LAST MEETING The minutes were agreed to be an accurate representation and signed accordingly	
4	MATTERS ARISING 4.1 Pupil Survey. This had not progressed, however a governor could confirm there had been liaison with pupils in the drawing up of the behaviour policy. The pupil survey would need reviewing prior to the meeting next term. 4.2 Parent survey. In discussion it was agreed apposite questions to inform the evaluation of policies or school development were required. Governors were to consider this further. 4.3 Further destinations and links with feeder schools Destination data had not been presented. In discussion further work	CG SB CG SB CG SB

**PATCHAM HIGH SCHOOL
GOVERNING BODY**

	DISCUSSION AND DECISION	ACTIONS
	<p>to take this forward was required.</p> <p>4.4 The school portal for governors was not discussed.</p> <p>4.5 The evaluation of equality policy, accessibility plan and relationship and sex education policies had not progressed</p> <p>4.6 The prevent training had taken place at the full governing body meeting in the summer and it was agreed that SFS would follow up those who had not attended. In addition SFS would circulate FGM and Channel training to all governors to complete if they had not already and arrange further training to governors on safeguarding matters should this be necessary.</p> <p>Governors were reminded to send their safer recruitment training certificates, as well as other training certificates to JJ.</p> <p>4.7 Staff survey. This was not followed up</p> <p>All other matters had been completed or were discussed elsewhere</p>	<p>CMC SFS CG SB</p> <p>SFS ALL</p> <p>ALL</p> <p>SFS MSD</p>
5	<p>SCHOOL DEVELOPMENT PLAN</p> <p>It was agreed this committee would monitor all of priority 4, the CALM aspect of priority 5 and point 6 in priority one.</p> <p>In discussion it was agreed governors would use their link subjects to check the school development plan items. CG would co-ordinate the allocation of work as well as monitoring and chasing progress.</p> <p>Committee members were invited to email her with preferences.</p> <p>SFS informed that as a separate matter the review of the governor links was still in progress.</p>	<p>CG</p> <p>All SFS</p>
6	<p>TERMS OF REFERENCE</p> <p>In discussion, particularly on the overarching aims, it was agreed ASD would forward suggested amendments to the draft terms of reference. The annual plan of agenda items and information required also needed reviewing.</p>	<p>ASD</p> <p>SB CG</p>
7	<p>PERSONAL DEVELOPMENT</p> <p>Governors had familiarised themselves with the information on the school website and some had attended the school careers event earlier that week. There had been previous concerns about year 11 provision. Feedback from parents had also been received.</p> <p>The careers curriculum day fell short of their expectations with regard mainly to the external providers and the extent and reliability of careers guidance support and they now enquired what had happened.</p> <p>It had been organised but information had been distributed late. In curriculum time and the teaching staff have devoted a lot of time on moving forward into college but there has been a lack of communication with parents and families and quality assurance of subject matter when people come in. The headteacher had taken it on board and it was now part of school development plan.</p> <p>SFS leaves 19.06</p> <p>SB would follow up.</p>	<p>SB</p>
8	<p>ATTENDANCE</p> <p>This item was taken after item 1.</p> <p>Governors had already considered the disadvantaged students report including the evaluation and summary of pupil premium. Further information was given:</p> <ul style="list-style-type: none"> • They were predicted to meet the National average (NA) of non- 	

**PATCHAM HIGH SCHOOL
GOVERNING BODY**

DISCUSSION AND DECISION	ACTIONS
<p>disadvantaged pupils and within 7% of school non pupil premium pupils.</p> <ul style="list-style-type: none"> • Predictions were that they would meet school expectations of 5 A*-C grades at GCSE • Attainment this year bucked national trends with pupil premium pupils attaining better in English maths and attendance. • There were only 28 pupil premium pupils in year 11 and they were receiving lots of interventions. • They were trying to change the culture and interviewed every one before they took their options. • Attendance continued to be a hard slog. • Key stage 3 had not worked so well. Previously progress was not being made and they were not attending; however, now attendance had improved and progress was expected to follow. The homework club was helping. <p>What is working best? The coaches now they are accurately deployed. Lots of attendance initiatives are in place. The bursaries have been replaced and they were now working with HumanUtopia and making sure each child had a mentor. The cost of the programme was £6k working with 20-40 in each year group; this is a better use than the previous >£12k that reached fewer. 1to1 coaching was also successful as well as bespoke items such as revision guides or bus passes.</p> <p>Are all the programmes you mention coming from the pupil premium funds? Yes. Also, although most of the pupils on the programme are pupil premium about 20% are disadvantaged or vulnerable.</p> <p>Do you have the pupil premium budget and so you know how much is in it and what it is spent on? Yes, this year, but it has taken time to achieve. The things we spend our money on are working and when you look at other schools there is nothing they are doing that we aren't that is working. We also do more on attendance. We are now getting years 7 and 8 coming in to school so later on in the school will benefit.</p> <p>Is the reducing percentage of those on pupil premium positive or negative? At the moment it is negative as a lot is spent on salary; however, the coaching makes a significant impact. It has fallen from 26% to 20% of pupils.</p> <p>Governors recalled the 8% claim by the local authority on the admissions consultation. DR informed that nationally if schools had between 8% and 33% of pupil premium pupils they did not do as well as those with lower or higher percentages.</p> <p>Is there anything that you would like to fund that would make a good impact? Yes, staffing to work across phase to change habits before they get to us. The earlier the intervention the longer the impact. We want to get to know the year 5s. The summer school did well but it could not be funded this year.</p> <p>Can you cost that for next summer? A governor knew it was £14.5k last year. DR informed we could make it smaller but it is getting the staff to come along and the bit that worked was the tutor.</p> <p>PD advised that the residential year 7 camp that had taken place this</p>	

**PATCHAM HIGH SCHOOL
GOVERNING BODY**

	DISCUSSION AND DECISION	ACTIONS
	<p>year had been very effective in bringing children in. It had been organised by Jess day.</p> <p>Can you tell us more about Class Charts? This was seating plan software with information about pupils and linked to SIMS but not 4matrix. There was an annual fee of £1200 and governors wondered whether it was good value. SB would investigate and report back. CMC arrived 17.20</p> <p>How is Studybugs doing? Authorisation to renew this was awaited. 20% would be covered by pupil premium; parents liked it and there were benefits for attendance.</p> <p>DR was thanked and he advised the summary report would continue to be updated fortnightly. DR leaves. 5.30</p> <p>PD informed that she was responsible for attendance across the school and DR was responsible for the pupil premium pupils. She gave further information:</p> <ul style="list-style-type: none"> • The target of 96% was aspirational as it was only 94% last year. • There were now weekly meetings between the tutors and year group leaders to ask them to account for any absences. It was felt this would have a strong impact. <p>How do you make a distinction between children who are ill and those truanting? This is why we have a weekly award for 100% attendance. We are encouraging greater resilience.</p> <p>A governor reminded that the supporting pupils with medical conditions policy stated they cannot be penalised and another confirmed they had not been preventing from attending proms and the like.</p>	
9	<p>BEHAVIOUR</p> <p>Governors had already considered the up-dating report from PD which included an up-dated behaviour policy. Governors confirmed the aims as their behaviour principles written statement and PD was requested to provide a termly report.</p> <p>Has there been a palpable change for the better? A governor had received good feedback and PD advised the School partnership advisor had been in to review the atmosphere and relationships and commented they had been very good.</p> <p>Further information was given:</p> <ul style="list-style-type: none"> • Year 11 behaviour had improved and they had settled in well. • Year 7s camp and HumanUtopia had worked well. • Challenge partners had judged this well. • Exclusion figures had spiked in comparison to last year due to a group of a few pupils. A stand had to be made for serious behaviour breaches but those that needed therapeutic work had bespoke timetables to avoid this. • Setting up a new unit was being investigated but it would need to be cost neutral 	SB CG

**PATCHAM HIGH SCHOOL
GOVERNING BODY**

	DISCUSSION AND DECISION	ACTIONS
	<ul style="list-style-type: none"> The phone policy change had been successful. <p>What is your biggest challenge? Finding the right sort of provision for the most challenging children, the ones with mental health or home issues to get the support to enable them to function during this time of diminishing funds.</p> <p>Have you looked up for leads on social work placements? The school was aware of this possibility.</p> <p>Has 'toot toot' progressed? Not really; however, it might go forward with one year group.</p> <p>Governors congratulated the school on the success of the new phone policy and noted the consistency document.</p>	
10	<p>WELFARE</p> <p>10.1 Supporting pupils with medical conditions PD informed 22 pupils were now being supported and the school continued to request information to enable assistance. CG continued to monitor.</p> <p>10.2 Looked after children MSD had just become the linked governor and would meet with DR and report back. PD leaves 18.19</p>	
11	<p>PARTNERSHIP AND COMMUNITY</p> <p>11.1 Governors had already considered the Engagement and school improvement documents and SB informed the aim of the local authority as set out in the documents was to merge education under one umbrella or move to academisation. He would continue to keep a watching brief on the development of their plans.</p> <p>11.2 In discussion concern was expressed about year 11/12 transition. This centred on transfer of information and that children needed more assistance. SB would take queries forward and consider the benefits of surveying ex-pupils.</p>	SB SB
12	<p>SCHOOL ENVIRONMENT</p> <p>SB had walked round the school to consider whether the right messages, including on safeguarding, were being delivered. It was felt they were. The absence of offering a safe space specifically for some equality groups was noted but following clarification with JH and further discussion no recommendations for change were made.</p>	
13	<p>CURRICULUM CHANGE</p> <p>Committee members had already been apprised of the suggested changes. They considered more information including the rationale was required. They were concerned for the wellbeing of pupils and PE and music played an important part.</p>	
14	<p>Date of next meeting and requirements for next time</p> <p>The next meeting was 1st March. No further requirements were discussed.</p>	
15	<p>Any other Urgent Business</p> <p>There being no further business, the meeting closed at 19.30</p>	

..... signed Dated

**PATCHAM HIGH SCHOOL
GOVERNING BODY**

ACTION POINT SUMMARY

	OWNER	ACTIONS	Due By
2 6	CG SB	Meet and clarify split of role, liaise SFS/ JJ others as required Draw up annual plan of agenda items and information required	24.11.16 14.1.17
4.1 4.2	CG SB	Arrange co-ordination of questions for pupil and parent surveys	Be in place by EOT
4.3	CG SB	Decide how to take this forward and commence	10.12.16
4.4	CMC	School portal/sharepoint take forward, liaise SFS	24.11.16
4.5	SFS CG SB	Decide how to evaluate the effectiveness of: Equality policy, RSE policy and accessibility plan	10.12.16
4.6	All SFS	Send safer recruitment certificates to JJ Take action as required to inform/train appropriate governors of relevant safeguarding matters	27.11.16 24.11.16
4.7	SFS MSD	Item c/f from previous meeting – follow up staff survey	FGB
5	All	Contact CG with any preferred monitoring sections then carry out duties and report back. CG or SFS	Now
5	CG	Co-ordinate the monitoring of SFC sections of school improvement plan. Report back on progress at Allot roles, set up system for receiving and chasing reports and following up any missed areas. Liaise SFS	24.11.16 24.11.16
5	SFS	Review governor links/arrange training if required for GB re monitoring/reporting back	24.11.16
6	ASD	Put forward amendments to Terms of Reference	24.11.16
7	SB	Follow up and report back on 'Personal Development'	14.2.17
9	SB CG	Obtain school partnership advisor report	14.2.17
11	SB	Keep abreast of LA strategy Follow up careers queries Consider surveying ex pupils	14.2.17