

**PATCHAM HIGH SCHOOL
GOVERNING BODY**

Full Governing Body	
Date/Time:	5 th July 2018 5.30
Location:	Patcham High School – Library
Distribution:	FGB and website and Assistant Headteacher PD
Quorum:	9 Governors required to be present for decisions to be binding. The meeting was quorate throughout.
Present:	Governors (voting) Helen Arnold-Jenkins (HAJ) Jackie Ashwood (JA) Stephen Berry (SB) Di Bonner (DB) Sarah Fitzjohn-Scott (SFS) Chair of Governors Caroline Greenfield (CG) Helen Kennedy (HK) Anthony Lawes (AL) Natasha Marris (NM) John McKee (JM) Headteacher Carmelo Rafala (CR) Mike Sandeman (MSD) Andrew Saunders (ASD) Geoffrey Theobald (GT) Lee Watts (LW) Claire Wilkins (CW) Other Janet Johnson (JJ) Governance Advisor Penny Denman (PD) Assistant Headteacher, observer
Apologies	Laura Carney (LC) - accepted

	DISCUSSION and DECISIONS	ACTIONS
1	INTRODUCTION HK and JA were welcomed to the full governing body and general introductions followed. Apologies were considered. Juliet Greenwood would be contacted.	ASD
2	DECLARATIONS OF INTEREST No new declarations were made when invited. All governors could take full part and vote throughout.	
3	MINUTES OF LAST MEETING The minutes of the previous meeting were agreed to be an accurate record and signed accordingly.	
4	MATTERS ARISING NOT COVERED ELSEWHERE Any remaining outstanding matters were to be completed by the September meeting.	
5	CHAIR'S REPORT Governors had already received and considered the report along with application for co-opted memberships from Richard Eeva and	

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	<p>summary of changes to the DfE guidance on Keeping Children Safe in Education.</p> <p>5.1 Co-option of governors</p> <ul style="list-style-type: none"> ❖ Governors had been impressed with HAJ's contribution as associate member and she was now co-opted. ❖ RE had been a headteacher in West Sussex and had met with JM and SFS. RE was co-opted with effect from the close of the meeting. <p>5.2 It was recommended that next year the FGB took a deep dive into each of the Ofsted areas. Governors were reminded the new 'keeping children safe in education' would be in force from September 18 and governors would be required to confirm they had read the new document at the next meeting. Annual agenda plans were to be put forward for the next meeting and Committee Chairs were to liaise with JJ and SFS to get these prepared. JJ would furnish a template. GT arrived 17.40 The report was accepted.</p>	<p>#</p> <p>Chairs SFS JJ</p>
6	<p>HEADTEACHER's REPORT - To what extent were SDP actions successful and possible areas for further development</p> <p>6.1 Governors had already received and considered the report which included addressing some of the school development plan areas. An updated plan was tabled. It was suggested in future a clearer method of identifying which actions had been started/completed and when be adopted.</p> <p>6.2 Further information was provided:</p> <ul style="list-style-type: none"> • At this stage the deficit was expected to be able to be reduced without further staff restructuring and it would continue to be worked upon. • The issues in the science department had been addressed • The upper pay spine requirements had been addressed. • Much work was, as expected, ongoing • Predictions continued to be for a slight improvement with the exception of Ebacc 5+. The latter was expected to rise again next year. The treatment of 'outliers' as discussed at Teaching, Learning and Committee was becoming clearer and for secondary schools it now appeared disapplication might be possible; however, they would still show on the data. A case would need to be put forward regarding absences. <p>6.3 For the drop in percentage of those entering Ebacc subjects, will that reflect on us? No, only in terms of the Ebacc. Are the government imposing the percentage entering? No. What happens? Ofsted will ask. We are well above the national average and the 75% has not been set in stone. In addition it would appear at present that government preferred a broad, balanced and suitable curriculum. There is strong teaching here in the Ebacc subjects and we have also introduced more options, more than in other schools.</p>	<p>JM</p>

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	<p>What is the national disadvantaged attendance? This would be checked. Actions were in place It was being followed up by SFC committee.</p> <p>With the change in behaviour management result in the senior leadership team reducing their teaching commitment? We are very good teachers and we will be increasing our teaching.</p> <p>Can you let us know whether that is sustainable? Yes.</p> <p>6.4 Governors</p> <ul style="list-style-type: none"> • agreed the school has been impressive in terms of budgeting and extended their congratulations. • Supported provision of a broad, balanced and suitable curriculum, feeling this was in line with their vision for the school. • Noted JM was particularly proud of the numbers of staff that had taken or were studying for an MA in education. It would mean a highly qualified set of staff with commitment to the school. A governor knew it took two years and as there was a 'Hub' at the school there was a greater presence from members of Brighton University. • Continued to be concerned with teacher workload and it was suggested retention could be a method of tracking. Although teachers did go above and beyond the call of duty governors were pleased to note that following a review a bold move had been made in reducing the number of meetings. They hoped teachers would respond well. <p>6.5 What is the situation regarding the £15m held by the local authority? It was for school buildings and specifically secondary schools with no alternative source of major funding (i.e. not Church funded). Headteachers and Chairs of Governors have agreed to criteria that would suit best and remain fair. These are (highest weighting first) : Parity of facilities, for example if they have a sports hall, theatre, suitable canteen; net capacity; quality of facilities; equality of provision; agreed increase in admission numbers and housing developments. Patcham should score quite highly. We would be told in due course the outcome and what the funds could go on but if it could be directed to areas that could create early income streams that would be beneficial.</p> <p>How would the PFI agreement be affected? Gillian Churchill at the local authority was leading on the project and she was considered to be well versed in the area.</p> <p>A governor pointed out that there was in fact a housing development for the area.</p> <p>The report was accepted.</p>	
7	<p>IS SCHOOL IMPROVEMENT ON TRACK AND HOW DO WE KNOW?</p> <p>Governors split into groups to review the school development plan monitoring.</p>	

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	<p>7.1 Resources Committee The minutes from the latest committee meeting were accepted.</p> <ul style="list-style-type: none"> ❖ The budget was approved and signed by the Chair of Governors in the sum of £5,246,735. <p>An outturn with a small surplus was forecast. At present a deficit at the end of year 3 based on 2% pay rises would be likely to result in a £325k deficit. In discussion it was agreed the school should continue to recruit the best person for the post and seek to retain them. Most of the actions on the plan for this section had been completed. A more co-ordinated approach to monitoring pupil premium was now considered to be required, along with monitoring for the sports developments and a sustainability plan.</p> <p>7.2 Teaching Learning and Outcomes This committee had improved its monitoring of the plan and governors had submitted reports accordingly following visits to the school. Some information provision had been reviewed and agreed to be accepted in the format provided to the local authority. The committee needed more members. The minutes from the latest committee meeting were accepted.</p> <p>7.3 Student Family and Community The committee had found it useful to receive the data and then triangulating it. The visits to school, which had been better reported this year, had been useful and all sections bar those allotted to an absent governor, completed. A more focused approach for that area was supported. In response to queries it was agreed:</p> <ul style="list-style-type: none"> • The senior leadership team member would bring an updated plan to each meeting. • Items going into the red would be discussed and a comment box would be provided. • It would be useful for governors to attend an assembly and HAJ would consider taking forward raising governor profile within the student body. <p>The number of pupils with medical conditions was checked and the minutes from the last meeting, including extension of the term of that policy, were accepted.</p> <p>7.4 Governor reports A governor had met with new year 7 pupils, the SENCO and an Educational Psychologist regarding pupils with ASD and highlighted an issue with the premises. It was agreed this would be investigated by DB and the PFI team. A governor had had a long conversation with a local Councillor and associate membership would be considered.</p>	SFS
8	<p>GB Evaluation of effectiveness In part this had already been considered at item 7 and 5.</p>	SFS
9	<p>Work required for next meeting This item had been taken at 5.2</p>	
10	<p>Thank you and Goodbye AL was stepping down as governor and GT was retiring after 20</p>	

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	<p>years. They were thanked for their commitment and dedication. GT was pleased to report that he had enjoyed seeing the school thrive and its standing in the community to have improved such that he could not now remember the last time he had received unsatisfactory comments.</p> <p>There being no further business, the meeting closed 19.47</p>	

Item	Owner	ACTION	Due Date
7.12.17			
5	Chairs	Review work of committee, liaise SLT, JM, JJ and ensure clear timetable of information needed agreed	April-4.9.18
6	SFS	Liaise with JJ re governor emails/filing and etc	April-Sept
22.3.18			
4	Chairs	Review governor links to ensure all strategic matters covered	April-Sept
5.7.18	ASD	Contact JG for review of membership	1.9.18
	JJ	Bring amendments to Disciplinary Policy to FGB	Sept
6.1	JM	Tweak SDP layout as appropriate re governor comments, liaise committee Chairs if needed.	
7.1	SFS	Delegating as required, take action to ensure co-ordinate PP monitoring. Also re Sports Hall	
7.4	DB	Follow up query.	
8	SFS	Review as appropriate	