

**PATCHAM HIGH SCHOOL
GOVERNING BODY**

Meeting of:	Student Family and Community Committee
Date/Time:	7 th March 2018 5pm
Location:	Patcham High School – Conference Room
Distribution:	Governing Body, Website, R Strong, P Denman
Quorum	3
Present:	Members of Governing Body (voting) Mike Sandeman (MSD) Claire Wilkins (CW) Helen Arnold-Jenkins (HAJ) Caroline Greenfield (CG) Carmelo Rafala (CR) Other (non-voting) Penny Denman (PD) Assistant Headteacher, in attendance Hannah Kinchin Frost (HKF) Head of Life Skills, in attendance Janet Johnson (JJ) Clerk James Mackay (JM) Head of IT & Computing, in attendance Rachel Strong (RS) Director maths, observer
Apologies:	Andrew Saunders - accepted Stephen Berry - accepted Natasha Marris - accepted Sarah Fitzjohn-Scott - accepted

MINUTES

	DISCUSSION and DECISION	ACTION
0	<p>RAINBOW FLAG AWARD</p> <p>JM had been invited to brief governors on this award that the school was seeking to gain, relating to the objective on the school improvement plan of recognising diversity.</p> <p>Governors recognised that the school had low numbers of instances of homophobic language being used in a bullying format and had good provision re safe spaces and LGBT allies and staff allies. A lot of background work had already taken place regarding work in the curriculum, especially in PSHE so just some minor actions such as emailing parents to support the work being done to raise the profile of extra advice being available and using more gender neutral language were anticipated to be needed to be able to qualify for the award.</p> <p>When is the deadline? November but we would like to be the first school to submit.</p> <p>Is there anything similar for other minority groups? This is funded and targeted specifically at this group. I am not aware of any others.</p> <p>In discussion HAJ offered to be the LGBT link.</p>	

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	JM was thanked for the information and would respond to any further queries by email. JM leaves 17.10	
1	WELCOME and APOLOGIES CG opened the meeting and apologies were considered.	
2	DECLARATION OF INTEREST No new declarations of interest were made when invited. All governors and associate members present could take full part and vote throughout the meeting.	
3	<p>RELATIONSHIP AND SEX EDUCATION</p> <p>3.1 HKF tabled curriculum maps for governors to examine. Much of the information was on the website. Results from the pupil survey were also presented. The local authority had not carried out the safe and well at school survey this year so the school had carried out a similar survey of its pupils. The numbers never smoked or using drugs were the same as in previous years. Areas for further work were for there to be more lessons regarding alcohol in key stage 3 and more anti-bullying work in key stage 4. Numbers agreeing lessons were useful had dropped and was thought to be both because the team delivering the lessons had increased from 3 to 15 and also in the changed format of the questions. As a result a further survey was being carried out at the end of the year and focus group of 24 pupils from year 8 & 9 had been consulted of which 19 had liked the lessons. Some would appreciate more information on money and careers. Specialised staff were brought in to teach some lessons and this was being considered for gangs and drugs as part of a city response to the County Lines action with the police.</p> <p>Can you compare with other schools? Yes, with Dorothy Stringer and Varndean.</p> <p>Why is it not being done as a city this year? Cost. It is now every other year.</p> <p>3.2 Considering the RSE policy.</p> <p>What would be the best way to provide the report showing the impact of the policy? Following receipt of data in summer term. It was agreed the report should be provided in the autumn term.</p> <p>Do you get many withdrawing from lessons? No and we speak to them and try to include as much as possible. There are some that are withdrawn from religious studies.</p> <p>Governors decided they would reflect on whether this aspect needed further consideration.</p> <p>With RSE being compulsory now what happens with those pupils that have reduced timetables for life skills? This was explained to governors' satisfaction.</p> <p>What is the definition of appropriate [in the policy]? Generally it means being age specific. The PSHE leads in the local authority meet regularly and discuss the current issues, learning support materials and related matters and ensured Council guidelines were met. Before we begin to teach RSE I do annual training and as part of that training I teach the other teachers how to approach</p>	<p>CG</p> <p>CG</p>

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	<p>sensitive issues. We have good contacts in the council. Will there be a massive impact now it is statutory? Not for us. We already deliver a very good RSE programme. This develops through the years from how to be a good friend to exploitation, consent, contraception and sexually transmitted diseases. Students also had access and were using further sexual advice available on site and the nurses in attendance had reported back favourably.</p> <ul style="list-style-type: none"> ❖ The RSE policy was approved. The report on effectiveness would be considered in the autumn term. <p>HKF was thanked for her input and left 17.35</p>	
4	<p>MINUTES OF LAST MEETING MATTERS ARISING The minutes of the previous meeting were agreed to be an accurate record and signed by CG accordingly.</p> <ul style="list-style-type: none"> • The school partnership advisor report would be followed up • Visit reports were now starting to be received • Poverty proofing had been discussed today at the senior leadership team meeting • It was confirmed there was now an ongoing record if registers had not been completed properly and had been followed up with teachers. • Any other actions had either been completed or were no longer needed. <p>JJ recommended governors reviewed what reports and information they needed to monitor disadvantaged pupils.</p>	CG/SFS
5	<p>TERMS OF REFERENCE Subject to a final check regarding the list of policies this was approved as presented for consideration by the full governing body.</p>	CG JJ
6	<p>BEHAVIOUR 6.1 PD tabled up-dating information which governors now scrutinised. Data were received fortnightly and discussed at line meetings with year leaders. Governors noted year 7 was doing well and were pleased to learn on an instance of a pupil for whom this year there had been no exclusions in contrast with last year. Year 11 seems high? Yes there is a hard core of difficult boys. A teacher was working hard with them and they are co-operating a bit better. Is there an average period of time for exclusions? We don't have a tariff but there is a range depending on the severity and we would consider permanent exclusion if say, a pupil was dealing drugs on site. We do keep a good watch and make searches if necessary. The One Church inclusion facility, primarily for maths and English teaching was now being used for some off-site provision. If excluded does it affect attendance? Yes. What about if long term? A code to indicate they are educated off-site is given but they do have to attend and we receive a daily diary of work.</p> <p>Attendance.</p>	

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<p>Whole school attendance had increased very slightly to 94.7% (pupil premium 90.2%).</p> <p>What happens with the snow days? There is a neutral code for pupils unable to come in because of the snow.</p> <p>Governors were pleased to learn that on the days the school was open during the snow attendance from pupils and staff was high, there had been a great atmosphere, pupils had been able to play in the snow, there had been hardly any behaviour issues and mock exams had continued.</p> <p>PD gave further information.</p> <ul style="list-style-type: none"> • Attendance initiatives were continuing. • Accuracy with registers was improving. • The Bridge was helping to minimise exclusions. • More attendance support meetings were taking place where targets were set with parents, with legal action following if they were not met. • The minibus had been offered to transport some pupils. • The current leader of the Bridge would be able to provide pastoral support when the Director post commenced. • Another punctuality detention was being introduced to pick up the lesson tardiness as the senior leadership team detention was becoming overwhelmed. The idea was to make the consequence more instant. <p>Are some taking it up? Yes a couple very regularly and some are picking and choosing the days.</p> <p>How does it work? They phone if it is not required. There is a driver and an escort.</p> <p>Are they in by 8.35? Yes.</p> <p>Are pupils escorted to the school from the bridge? Often not.</p> <p>A governor knew the numbers of pupils with reported medical conditions had increased and the policy was to be reviewed at a later date.</p> <p>There were no further questions and PD was thanked for her report.</p> <p>6.2 Student Survey.</p> <p>6.2.1 Governors had already received and considered the results of the survey. CG would forward a copy to PD.</p> <ul style="list-style-type: none"> • The vast majority had been positive responses. • It was pleasing to see the vast majority felt safe at school. • The survey differed from the safe and well survey in that the focus was on school. • Around 50% were involved in extracurricular activities. • Although most perceived behaviour to be good, a sizeable minority did not. The responses were more positive higher up the school. Governors found little further information from the open comments box to guide where the problem lay although they noted a comment regard lack of reward for good behaviour. <p>Governors wished to see numbers involved in extracurricular school activities increase and would review how to take this</p>	<p>MSD</p> <p>CG – Chairs/Chair</p>

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	<p>forward. They noted there had been a number of comments regarding smaller items of uniform requirements.</p> <p>6.2.2 PD informed the student voice cycle, via tutors and lead students had been completed and would report back to this committee with their needs and wants.</p> <p>6.2.3 Governors expressed concern that a particular student's issue had not been followed up and PD would check with tutors that they checked the reporting system regularly. They noted it was thought food was good in the canteen but expressed the desire for more salad in the summer.</p> <p>The survey would be repeated at least annually and the results were to be put on the student information system.</p>	<p>TLO</p> <p>CG PD</p>
7	<p>WELFARE</p> <p>7.1 Health and Safety - policy and stakeholder feedback Governors had already received the existing health and safety policy which was due for review. Their vision extended beyond premises matters to the health, safety and wellbeing of the school community and felt the policy needed a thorough review including consideration of some items included in the local authority model and how effectiveness would be monitored. CW would take this forward. JJ would provide further information.</p> <p>7.2 Looked after children It was agreed the report would be annually in the autumn.</p>	<p>CW – JJ SB/SFS</p> <p>MSD</p>
8	<p>SCHOOL DEVELOPMENT PLAN</p> <p>The plan had yet to be updated with the February review outcomes. Governors noted the school attendance lead would no longer be PD and they requested the new appointee reported to this committee.</p> <p>PD informed the plan was on track and progress had been continuing:</p> <ul style="list-style-type: none"> • Bullying incidents were now being logged on SIMS as either the alleged perpetrator or victim and that parents could view items relating to their own children. This had been a suggestion from Ofsted. • A stable set of heads of year were now in place. • Panels to triage pupils were in place and attended by all pastoral staff, led by the SENCO. This was going well. • Staff undertaking patrols had been very successful. <p>Re culture – are there still ripples from the coat issue? It has settled down now.</p> <p>3 patrols had been attended by a governor and they could confirm they had evidenced consistency and the behaviour policy was very clear. There was more of a problem at the start but period 5 less so. Another governor had also been on patrol and an incident witnessed was discussed.</p> <p>The governor reports were accepted.</p>	

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	The February update was awaited.	
9	PARTNERSHIP AND COMMUNITY The final page, the agreement of the Home School Agreement was tabled. Governors made recommendations relating to the inclusion of social media and increasing the frequency. They would consider it further and discuss other ideas by email.	ALL
10	Date of next meeting and requirements The date of the next meeting was to be changed to 14th June at 5.15	
11	ANY OTHER URGENT BUSINESS In the absence of no other business the meeting closed 19.10	

ACTION POINT SUMMARY

Item	Owner	Action	Due by
7.3.18			
3	CG	Note for agenda – RSE report	
3	CG	Co-ordinate discussion if required re withdrawal from RE	
4	CG	Liaise SFS re Spa report	
5	CG JJ	Provide policy list and take to FGB	
6.2.1	MSD/CG	Take further action if required re survey results on behaviour and engagement in other activities, liaise with chair of TLO + others as required.	
6.2.2	CG	Co-ordinate format of the report, from whom and when	
7.1	CW	Commence strategic governor review of H&S policy. Discover actions taken so far re H&S policy review – liaise SFS and JJ. JJ – send information to CW	
9	ALL CG	Review Home School Agreement – CG co-ordinate response and liaise with other committees if applicable	
10	ALL	Note amended meeting date	

Signature noted in minutes 14.6.18