

**PATCHAM HIGH SCHOOL
GOVERNING BODY**

| Full Governing Body | |
|----------------------------|--|
| Date/Time: | 22 nd March 2018 5.30 |
| Location: | Patcham High School – Library |
| Distribution: | FGB, website upon approval and Mark Warner |
| Quorum | 8 Governors required for decisions to be binding. The meeting was quorate throughout. |
| Present: | Governors (voting) Di Bonner (DB) Laura Carney (LC) Sarah Fitzjohn-Scott (SFS) Chair of Governors Caroline Greenfield (CG) 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 (non-voting) Helen Arnold-Jenkins (HAJ) Associate Member Janet Johnson (JJ) Clerk Mark Warner (MW) Deputy Headteacher, observer |

ACTION SUMMARY

| Item | Owner | ACTION | Due Date |
|-------------|--------------|--|------------------|
| 7.12.17 | | | |
| 4.1 | SFS | Report Back re long term planning | July |
| 5 | Chairs | Review work of committee, liaise SLT, JM, JJ and ensure clear timetable of information needed agreed | April |
| 6 | SFS | Liaise with JJ re governor emails/filing and etc | April |
| 22.3.18 | | | |
| 4 | Chairs | Review governor links to ensure all strategic matters covered | April |
| 6.2 | ASD JJ JM | Finalise nomination request letter (ASD/JJ) and process Carry out parent governor 'election' | Summer 2. |
| 7.1.1 | SFS SB | Finalise action re SFVS, arrange send off to LA | 31.3.18 |
| 7.1.3 | ASD | Note item for future agenda | April meeting |

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| | DISCUSSION and DECISION | ACTION |
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| 1 | INTRODUCTION, WELCOME AND APOLOGIES SFS opened the meeting. Juliet Greenwood (JG) had requested a sabbatical until September. Stephen Berry's (SB) absence was noted. | |
| 2 | DECLARATIONS OF INTEREST No new interests were declared when invited. All members of the governing body could contribute throughout and vote if applicable. | |
| 3 | MINUTES OF LAST MEETING The minutes of the meeting were agreed to be an accurate record and signed accordingly. | |
| 4 | <p>MATTERS ARISING NOT COVERED ELSEWHERE</p> <ul style="list-style-type: none"> • The sports hall planning application had been made and local residents had been providing their messages of support on the planning website. Very few objections had been raised and a governor informed these would largely be assuaged by attention to the design and these were then listed. Objections were to the pitch rather than the hall. • SFS and JJ had yet to meet. A reminder was given to ensure agenda items were strategic and had a clear purpose and that actions should not be carried forward if no longer needed. A reminder of actions needed before a meeting was requested. • Current committee membership was confirmed for those present as: <ul style="list-style-type: none"> ○ TLO – NM, LC, CR, ASD (JG?) ○ Resources – LW, AL, GT, DB, SB ○ SFC – CW, HAJ, NM, CG, MSD (SB?) • [Taken after item 8] It was agreed Chairs of Committees would review governor links to ensure all strategic matters were covered. LW was confirmed as maths link and SFS as modern foreign languages. • All other actions had either been completed or were no longer required. | Chairs |
| 5 | <p>HEADTEACHER'S REPORT</p> <p>JM talked to a report that would be circulated. It included a summary of actions taken on the post Ofsted action plan. Updating information from that already provided was:</p> <ul style="list-style-type: none"> • He was confident school will be fully staffed in September but in the meantime staffing in science was difficult. • The second round of mocks had seen a notable improvement • The local authority has allotted 226 places for September and around 20 appeals were being considered in the next two weeks. • The budget was still being worked on but the indications were that although tight, a major restructure was not likely to be required. • Fast track funding for the pitch would require an 8 year loan and a business plan. <p>ASD arrives 17.58</p> <p>How do you staff the extra revision classes? Through goodwill. Teachers do get paid. Governors were appreciative of their work and a governor would draw up a letter of thanks for JM to pass on to those involved.</p> <p>What are the numbers in classrooms? Around 28; lower for some options in the later years.</p> | |

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| | <p>Can we do anything about science before September? The position and the creative solutions were explained and it was confirmed all the year 11 lessons had an experienced science teacher delivering lessons. In the meantime resources were being put into the subject including revamping a laboratory. It should have a good opportunity to be better in the September. A governor had been assisting in recruiting new talent.</p> <p>Will the plan for design technology have a cost implication? No.</p> <p>How would the loan work with the PFI contract? We have to negotiate and can take it out of their remit.</p> <p>Do you publicise the sports results? I put it on twitter.</p> | |
| 6 | <p>CHAIR's REPORT SFS provided a verbal report:</p> <p>6.1 She had attended many meetings, including monitoring aspects of the school development plan, met with some disadvantaged pupils, attended governor day and a drop in clinic.</p> <p>6.2 The invitation for nominations for parent governor had been reviewed to include the 'skills' gap on the governing body. ASD would finalise, liaising with JJ.</p> <p>6.3 An informative updating summary of current education news was provided and it was noted that some government social mobility funds had been getting through to some areas of the country, for example Hastings.</p> <p>Can the school make more use of the apprenticeship levy? In its present form it is not practicable for teachers.</p> <p>6.4 The poverty proofing report recommended governors had poverty proofing training and more of an overview on disadvantaged pupils. SFS now gave a brief training session. It could be confirmed that staff at the school were well aware of their disadvantaged pupils and good systems were in place to assist them.</p> | ASD JJ |
| 7 | <p>IS SCHOOL IMPROVEMENT ON TRACK? <i>And any policies, minutes and terms of reference for approval</i></p> <p>7.1 COMMITTEES</p> <p>7.1.1 Resources – In the absence of SB, GT gave a brief summary of the meeting and the minutes were accepted.</p> <p style="text-align: center;">❖ The terms of reference were approved</p> <p>By way of brief update governors were informed the forecast for 2020/21 was £150k dr but this was expected to reduce with further work. DB leaves 18.48</p> <p>A governor enquired whether the committee received satisfactory answers to their financial questions. In discussion it was agreed they did and the majority of time was spent on questioning the budget.</p> <p>What is happening with the teacher workload survey? A governor informed they were about to do a survey when the local authority did one. Workload would continue to be reviewed by appropriate committees.</p> <p>Two governors had met with the school business manager and completed the SFVS return which had been circulated to governors. Going forward, an update on governor finance skills by September 2018 and time in the finance office to further understand the process of audit trails re purchases was recommended. The document would be signed</p> | SFS SB |

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| | <p>and minor queries followed up by email.</p> <p>7.1.2 Teaching Learning and Outcomes. ASD gave a brief summary. The school development plan was reported to be on track. The minutes were accepted.</p> <p>7.1.3 Student Family and Community. CG gave a brief summary. The minutes were accepted. ❖ The terms of reference were approved</p> <p>A governor requested that the date for the Ebacc 75% to be achieved be discussed at the next meeting and this was agreed.</p> <p>7.2 GOVERNORS There were no additional reports.</p> <p>7.3 RECOMMENDATIONS FROM TRAINING Governors had already considered the report and further information provided following attendance at the governor conference. The main speaker had been a public policy analyst who had been commissioned to undertake research into 'who governs our schools'. The value added by governors was clear. There was concern about losing these benefits with the development of groups of schools and Multi-Academy Trusts. Stakeholders' professionalism of school governors was good but not if that meant losing local interest. There should be more collaboration of governance in the private sector as well as greater training in governance there and amongst school leadership. The right people around the table remained important. The report was accepted.</p> | ASD JJ |
| 8 | <p>ADMISSIONS Governors had already received and considered the governor report on the allocations for Year 7 places and Patcham High Pupils by postcode and year of intake. Only 191 of 226 pupils were allotted Patcham who had put the school down as 1st preference but these were probably from out of the catchment. Numbers of pupils coming from out of the catchment had usually been reducing annually although there had been a slight increase last year.</p> | |

Signed ...signature noted in minutes 5.7.18 Dated.....