

**PATCHAM HIGH SCHOOL
GOVERNING BODY**

Full Governing Body Meeting	
Date/Time:	20 th September 5.30 – 7.30
Location:	Patcham High School – Library
Distribution:	Governing Body, Mike Newman, Mark Warner
Quorum:	For decisions to be binding at least one half of current governors are required
Apologies:	Richard Eves (RE) Jackie Ashwood (JA) Juliet Greenwood (JG)
Present:	Governors (voting) Helen Arnold-Jenkins (HAJ) Stephen Berry (SB) Di Bonner (DB) Laura Carney (LC) Sarah Fitzjohn-Scott (SFS) Chair of Governors Caroline Greenfield (CG) Helen Kennedy (HK) Natasha Marris (NM) John McKee (JM) Headteacher Carmelo Rafala (CR) Mike Sandeman (MSD) Andrew Saunders (ASD) Lee Watts (LW) Claire Wilkins (CW) Other Janet Johnson (JJ) Clerk to Governors Mike Newman (MN) Deputy Headteacher in attendance

MINUTES

	DISCUSSION AND DECISIONS	ACTION
1	JJ welcomed everyone to the first meeting of the new academic year. Apologies were considered. No new declarations of interest in agenda items were made when invited. All governors could contribute throughout and vote unless where noted in the minutes.	
2	ELECTION - CHAIR of GOVERNORS No nominations had been received for the role of Chair of Governors which was for a term of one year. Nominations were invited and SFS informed she would be willing to stand again and offered to withdraw. Governors elected SFS to the position and she took the chair for the remainder of the meeting.	
3	HEADTEACHER REPORT 3.1 JM talked to his report already seen by governors. Further information was provided: <ul style="list-style-type: none"> • Recruitment was underway to fill two new vacancies • The new science department team was working well and with 	

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	<p>no negative reports from parents</p> <ul style="list-style-type: none"> The budget was working to plan but under pressure from agency costs. The pay increase would not be fully covered by funds from the local authority/government. At 1057, this was the highest number on roll ever and some appeals were still in course. Following the expected approval of release of funds from the Council the first stage of the development process could be addressed which would include the 4G pitch, canteen and netball area. <p>A governor informed that so far the new behaviour policy was working well and staff felt supported.</p> <p>Governors were pleased to note the slight increase in funds from the local authority.</p> <p>Has the new allocation of funds from the local authority been agreed by CYPs? No, it will go to them before the Committee. The time scale will be mid-October. It was likely the local authority would impose restrictions on use.</p> <p>Will it be business as usual for the school whilst the building takes place? Yes, apart from the canteen which would be completed over the summer.</p> <p>Are any of the admission appeals ongoing? One.</p> <p>Were there any successful appeals? Yes but not all. We offered to take them all but the local authority said it would be to the detriment of Hove Park. Some pupils did not arrive from the original allocation but no further movements are expected now.</p> <p>A governor noted that the school had lost 9 pupils for the current year 11, which followed the previous pattern. It was noted 5 had gone to The Connected Hub.</p> <p>Have we had any pupils back from UTC? No, they have stayed there.</p> <p>A parking issue was discussed and governors gave advice. A governor would contact the authorities on behalf of the governing body.</p> <p>The report was accepted.</p> <p>3.2 GCSE Performance Governors had already received the GCSE performance data report and some had raised and settled queries by email. The school development plan had already been circulated to governors. The priority areas remained as previously discussed and amendments were invited by email or direct to the document.</p> <p>MN talked to the extensive report. The main points were:</p> <ul style="list-style-type: none"> Results had reverted in general to around levels seen in 2016 which was a little disappointing. Comparison of results was difficult with the new systems and it was felt results reflected the number of staff issued and a period of increased teacher learning. 	ALL

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	<ul style="list-style-type: none"> • Fewer subjects; however, were now adrift. • The disadvantaged group did not do as well as we expected. • The gender gap was still significant - now twice the national average and greater than other local schools. Girls were performing very well. • Progress 8 had dropped back to -0.16 (provisional – national confirmed not yet available). • Attainment 8 had fallen again slightly from 4.8 to 4.6 (national figures had fallen to 4.2). Pupils needed to access the higher grades. • 69% achieved at least level 4 in both English and mathematics. • EBacc passes had dropped from 34% to 23% although there had been fewer entries. The pass rate in Latin had dropped. • Boys were lagging behind on every measure. • The disadvantaged group with special educational needs (SEN) had made better progress than those without SEN. <p>3.3 Plans to move outcomes to outstanding Interventions needed to be targeted on areas which would make a difference. Much analysis had taken place and the Senior Leadership Team (SLT) had been in discussion even that day, reviewing research.</p> <ul style="list-style-type: none"> • The new behaviour system reviews revealed the problems were 70 boys:30 girls. The gap started very quickly -by the end of year 7. • Attainment also needed to be increased at level 5 and above. • The SLT had concluded there was a lot that could be done attitudinally in the school both to discover and remove the barriers preventing boys from displaying learning traits as well as actions that could be taken as a community to promote boys. • Some of the subjects causing concern the previous year had now improved and action plans for subjects that did not do as well as expected this year were either in place or in development. TLO committee would continue to monitor this area. <p>It was noted the gender in staffing was female heavy but that was consistent with other schools. Governors acknowledged the improvement plan would focus on boys and disadvantaged pupils. In addition moving all students to higher grades by having higher expectations would be aided by continuing with intervention in reading as the exam papers needed a reading age of 16+.</p> <p>3.5 Governors had a number of comments and queries: 3.5.1 How would you target boys and not disadvantage girls? We think there may be some unconscious bias. Examples were given: the school production was nearly all girls; low level disruption was by boys but the Bridge had mainly girls attending and we may reward male traits less than female. Our expectations and what we are providing needs unpicking.</p> <p>3.5.2 What is the significance of last year's decrease in standard</p>	

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	<p>deviation (13.3 to 8.1) in centre variability for percentage gaining GCSE English language level 4+? The guarantee of a similar percentage achieving the standard has now been removed.</p> <p>3.5.3 Are there other schools with a similar gender pattern that have successfully addressed that, and are you engaging with parents enough with that challenge? Yes, local successful practice was known and we use national research. There were also 9 members of staff undertaking research for Masters degrees. The deputy headteacher had been at a meeting that morning with others in the area and would be following up with those schools that have closed the gap. The English team were reviewing the texts being covered. We try all the time with parents and this evening there are 200 in the hall for a talk about excellence and engaging parents in the process. More might be able to be done – it is reaching the right parents.</p> <p>3.5.4 Can the system you use for homework be used more consistently and with a guide as to the time that it should take? We can probably review the homework software system as there are limitations that make it difficult to use.</p> <p>3.5.5 Do you have enough of an ambition on excellence? Where is that being reinforced across the board? In discussion some governors could confirm they had seen evidence of a strong emphasis on excellence in assemblies and lessons. Can you pin down what worked well last year and asked students who were having problems what we can do to help them? This was already being done with the learning advocates and external agencies as well as parents were also involved. There are some things we are doing that if we persevere will pay dividends. I believe we are doing the right things.</p> <p>3.5.6 Do we have data for destinations of students and patterns regarding the courses then attended? There is in a sense that of the main feeder colleges the boys that don't do so well will go to the MET and girls and the boys that do well go to BHASVIC and Varndean for A-levels. It is only boys doing apprenticeships.</p> <p>3.5.7 How did these results compare with predicted grades? Our forecast grades got better as the year went on. They gradually became less optimistic but they were still above that achieved, especially for English. Maths was very close. We are doing some work on what contributes to the predictions. One of the activities with staff on inset day was around predictions and what can be done differently. The PE predictions; however, were all pessimistic but they did really well. JM informed that in comparison with other schools, this school predicted well but confirmed there was no complacency. Is there still a lead teacher in English? No. The report was accepted. MN leaves 7.15.</p>	
4	<p>GOVERNING BODY ORGANISATION</p> <p>4.1 SFS put forward a number of recommendations.</p>	

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	<p>The focus for each of the full governing body meetings would be to further strengthen the way leaders and managers evaluate school improvement so that there was a more consistent approach across the team to identify the changes that were improving pupil's progress. The SFC committee was requested to report at the December and July meeting on improving the attendance of disadvantaged pupils and the extent to which pastoral leaders routinely analyse and evaluate pupils' attendance and behaviour patterns so pupils can quickly receive appropriate support. The TLO committee would report at the March meeting on: all subject leaders being as effective as English, maths and modern foreign languages at raising standards; improving the quality of teaching and assessment in science and technology so that outcomes for pupils improve; and further improving the outcomes of disadvantaged pupils. Resources committee would take on pupil premium resource monitoring and the school sports hall resource monitoring. Agreed.</p> <p>4.2 The organisation for panels and governor links including the school development plan would remain unchanged; however, governors were requested to include their name on the school development plan if they were interested either now or in the future being linked to a particular section. New governors should liaise with SFS or committee chairs re their area of interest.</p> <p>4.3 Governors were to be issued with @patchamhigh.org.uk emails. JJ would set up a linked group filing system to enable governors to access information. Agreed.</p> <p>4.4 Election of Vice Chair Two vice chairs were requested to support the Chair of Governors. This would be for a term until the first meeting of the next academic year. 3 nominations were received. Each nominee gave a short address then all 3 withdrew. ❖ In a secret ballot HAJ and MSD were elected to joint Vice Chair.</p> <p>4.5 Appointment of Associate Member ❖ Councillor Lee Wares was appointed to associate member for a term of one year to be one method of providing the governing body with the community stakeholder view. No voting rights were conferred. His attendance at any governing body meeting would be at the request of the Chair of that meeting.</p>	<p>SFS Chairs</p> <p>ALL New governors SFS JJ</p> <p>DB</p> <p>#</p> <p>SFS</p>
5	<p>DATES OF MEETINGS Meetings were agreed to be on the following dates: Full governing body 5.30 – 13th December (Thurs), 27th March (Wed) and 9th July (Tues) SFC 5/5.30 – 18th October (Thurs), 7th March (Thurs) and 23rd May (Thurs) TLO 5.00/5.30 – Tues 13th Nov, Wed 23rd Jan and 25th June (Tues) Resources – 5.00/5.30 Weds 7th Nov, Mon 25th Feb and 14th May</p>	
6	<p>ANNUAL DECLARATIONS 6.1 Governors had handed in their declarations of continued eligibility as well as their annual declaration of interests prior to the start of the</p>	

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	<p>meeting. It did not appear there were any difficulties; however, they would be reviewed fully at Resources meeting.</p> <p>6.2 The draft governor code of conduct had been received and considered.</p> <p style="padding-left: 40px;">❖ The code of conduct 2018 was approved</p> <p>6.3 Governors signed to confirm they would: abide by the code of conduct; had read the September 2018 Keeping Children Safe in Education and had read the Data Protection policy. They also updated their contact details.</p> <p>JJ would follow up declarations from absent governors.</p>	
7	<p>MINUTES OF LAST MEETING and MATTERS ARISING</p> <p>The minutes from the meeting 5.7.18 were agreed to be an accurate record and signed accordingly. Governors were reminded that the agenda plans needed to be in place if not by October, by the first committee meeting. They were to ensure the statutory work of the committee was addressed as well as strategic focus and that in liaison with SLT/JM/JJ a clear timetable of information needed was agreed. JJ would forward a list of the SFC statutory policies.</p>	
8	<p>Any other Urgent Business (with prior agreement of Chair)</p> <p>A governor reported some feedback about the school from the community regarding police presence. JM confirmed police were often in the area for reasons other than related to the school.</p> <p>Do we know our young carers? Yes, we give them support.</p> <p>Following the agreement of governor attendance at the school's open day the meeting closed 19.58.</p>	

..... Signed Dated

ACTION POINT SUMMARY

	OWNER	ACTION	DUE BY
3.2	ALL	Follow up queries re data and SDP – refer to Chairs of related committee if unsure	October
4.1	Chairs	Follow up with SFS re any queries	October
4.2	ALL	Review SDP and other links. SFS – ensure new governors are allocated	15.10.18
4.2	JJ	Check re any other links required	15.10.18
4.3	DB	Set governors up with @ ph.org emails. Keep JJ advised.	15.10.18
4.4	HAJ MSD	Consider role and any training. JJ signpost info.	15.10.18
4.5	SFS	Provide clerk with further information re Associate member. Consider other associate member.	15.10.18