

PATCHAM HIGH SCHOOL
GOVERNING BODY
MINUTES

Full Governing Body	
Date/Time:	13 th December 2018 5.30
Location:	Patcham High School – Library
Distribution:	FGB and website
Quorum:	8 governors required to be present for decisions to be binding. The meeting was quorate throughout.
Apologies:	Lee Watts - accepted Jackie Ashwood - accepted Sarah Fitzjohn-Scott - accepted
Present:	Governors (voting) Helen Arnold-Jenkins (HAJ) Di Bonner (DB) Laura Carney (LC) Richard Eeva (RE) Caroline Greenfield (CG) Helen Kennedy (HK) Natasha Marris (NM) John McKee (JM) Headteacher Carmelo Rafala (CR) Mike Sandeman (MSD) Chair for this meeting Andrew Saunders (ASD) Claire Wilkins (CW) Other Janet Johnson (JJ) Clerk to Governors Rachel Strong (RS) Director of Maths, observer Andy Ingram and other members of IT team for item 3 only.

	DISCUSSION AND DECISION	ACTION
1	INTRODUCTION, WELCOME AND APOLOGIES Mike Sandeman opened the meeting and as requested by the Chair of Governors took the chair in her absence. Apologies were considered. Stephen Berry and Juliet Greenwood's absence were noted.	MSD
2	DECLARATIONS OF INTEREST No new declarations were made when invited. All governors could take full part throughout.	
3	GOVERNOR EMAILS and GDPR TRAINING SESSION Governors were provided with access arrangements and log in details for school email account and guided through the system by the IT representatives. Using school email would enable the encryption of messages and a linked filing system would enable governor access to governor files. Codes for wifi access were also provided. Governors would continue to have regard to the data protection regulations. The clerk gave a brief outline and showed governors how to access information on the Key. Other sources of information, such as the national governors association were also provided.	

PATCHAM HIGH SCHOOL
GOVERNING BODY

	DISCUSSION AND DECISION	ACTION
4	<p>MINUTES OF LAST MEETING The minutes were agreed to be an accurate record and signed by MSD accordingly.</p>	
5	<p>MATTERS ARISING NOT COVERED ELSEWHERE There were no matters arising.</p>	
6	<p>HEADTEACHER's REPORT The report had already been circulated and considered by governors. Actions were continuing in line with school improvement plan. The column headings for exclusions were incorrect – 2017 should be 2018 and vice versa. JM talked to the report, gave some further information and took questions.</p> <p>6.1 Governors</p> <ul style="list-style-type: none"> • Were pleased to learn the visit to year 9s from the Albion boss had gone down very well. • Noted increasing numbers of pupils on EHCPs. • Noted the local authority had sent a letter confirming the school was self-improving and sustaining and would not be receiving extra support. This decision had been based on the Good Ofsted report, the School Partnership Advisor reports, improvements in science and computer science and that maths remained a strength, there was a strong correlation between projections and outcomes in 2018 for core subjects, attainment at 5+ in English and maths was significantly above the national average, Attainment 8 was in line with national average, and there had been no permanent exclusions in 2017/18. • Noted improvement areas continued to be outcomes (progress for all and disadvantaged pupils), reduction in fixed term exclusions and attendance. <p>6.2 JM informed the requests for removal of outliers in the local authority had all been discounted. A governor informed they could be adjusted for in Analyse School Performance.</p> <p>6.3 The review of curriculum would include reviewing the length of each GCSE course. It was known some schools were returning to 2 year courses or at least for some subjects. Those taken over 3 years were more expensive as they had fewer students in those classes. The decisions had yet to be made.</p> <p>A governor recalled the compelling argument at the time for having a 3 year course was that it would enable the teaching of the subject at greater depth. JM informed it would only affect the option subjects. The evidence from one year was that it did not make an impact on results.</p> <p>A governor enquired whether the dip in results was due to it being the first cohort for the subject. This had been discounted as it was the same for all schools. JM suggested a possible reduction in urgency for a 3 year course.</p> <p>Might there be an effect on inclusivity? Probably not, we will make sure they have an appropriate curriculum. There are also problems sometimes with ensuring consistency of staffing over 3 years rather than 2.</p> <p>Was behaviour better in year 9? Yes, that was one of the reasons why we made the change and yes, it has improved. It was mentioned this had moved to year 8 now.</p> <p>6.4 Progress</p>	

PATCHAM HIGH SCHOOL
GOVERNING BODY

	DISCUSSION AND DECISION	ACTION
	<p>What is the difficulty with the intake from Carden making progress? Those coming up with low prior attainment were finding it very difficult to make progress. We need to look at the transition here and the breadth of curriculum at feeder schools.</p> <p>Why are you 2 over roll in year 8? The reason was given to governors satisfaction.</p> <p>Will our heavy bias towards numbers of males on roll have an effect on results? Yes.</p> <p>6.5 Admissions data had been provided and a governor reported there had been 26 fewer children in the catchment area this year. The level was projected to be steady next year then it increases again. It is not an underlying issue with the popularity of the school.</p> <p>6.6 Building projects. JM informed the local authority would retain ownership of the £1.5m funds and control expenditure but would provide the floodlit 4G pitch and 2 x multi-purpose courts and major extension to canteen. This would all be managed by the local authority contracted strategic board. They will also build a canteen for us. The school will keep the same architect for the dining hall. The s77 proposal will be going ahead. Completion of all work should be by September 2020.</p> <p>6.7 The Health and Safety policy would again be reviewed at Resources Committee.</p> <p>The report was accepted.</p>	SB
7	<p>CHAIR'S REPORT The report had not been received.</p>	SFS
8	<p>HEADTEACHER PERFORMANCE Management Group (Staff to withdraw) A meeting was required. Ideally members needed to have experience in the area or could have input from experience as committee chair. MSD would take this forward as priority.</p>	MSD
9	<p>STUDENT FAMILY AND COMMUNITY COMMITTEE Papers circulated: Minutes from last meeting; terms of reference; child protection policy; SEND policy; SEN report; report on progress for items 4.3 and improving the attendance of disadvantaged pupils.</p> <p>Questions were invited.</p> <p>Last year someone went out to collect children – it did have a good effect on attendance. Is this not being done this year? We cannot find someone to do it. It is also expensive to do the required course.</p> <p>A governor reported they would be doing a little bit more work on the SEN sections.</p> <ul style="list-style-type: none"> ❖ It was confirmed Richard Eeva would be the pupil premium link governor. ❖ The Child Protection Policy 2018 was approved ❖ The SEND policy and report were approved. ❖ The Terms of Reference were approved. <p>In discussion later a clearer remit for SEN governor and related monitoring was</p>	HAJ MSD

PATCHAM HIGH SCHOOL
GOVERNING BODY

	DISCUSSION AND DECISION	ACTION
	recommended. The minutes were accepted	NM
10	<p>RESOURCES</p> <p>Papers circulated: Minutes, pay policy, terms of reference and scheme of delegation. The budget was on track.</p> <ul style="list-style-type: none"> ❖ The Pay policy was agreed for 2018. ❖ The scheme of delegation for 2018 was agreed. ❖ The terms of reference were approved as stated. <p>The minutes were accepted.</p>	
11	<p>TEACHING LEARNING AND OUTCOMES COMMITTEE</p> <p>The chair of committee could confirm design technology were now providing a curriculum more in line with governor vision and that boys were being engaged in a variety of ways.</p> <ul style="list-style-type: none"> ❖ It was agreed governors would now be linked primarily to the school development plan rather than subject links. <p>The committee felt the school was in good shape for the new Ofsted framework that was being consulted on but had some concerns about the amount of time being taken up by the behaviour policy for the senior leadership team.</p> <p>The minutes, already circulated, were accepted.</p>	
12	<p>GOVERNORS (<i>if not reported elsewhere</i>)</p> <p>There had been a recent governor day and reports were requested to be sent to the clerk.</p> <p>A governor had seen the behaviour process and confirmed it was working smoothly. The school development plan was on track for those 5 related items. Another governor had attended for 4 hours, met 7 staff and a small number of children. This had improved his knowledge of the school and brought him up-to-date. He reported that children thrived because the focus was on them and that it was a learning school. Learning within the school was also adding to the school's knowledge as research was being undertaken by staff. At the Bridge, he had evidenced a student being helped to engage and some Latin work being brought in so it was good to see learning taking place there. He had also been impressed with the year 7 advocacy.</p> <p>No further actions were recommended at present.</p>	
13	<p>MATTERS ARISING FROM TRAINING ATTENDED or NEWS</p> <p>A governor had attended the safeguarding network meeting, another some online GDPR training. The clerk had completed some online safeguarding training. There were no issues to discuss.</p>	
14	<p>PERFORMANCE DATA/ADMISSIONS</p> <p>A governor reported reviewing a secondary school benchmarking tool for performance data and performance would be reviewed at the next meeting. A document showing the first preferences for Patcham High was tabled. It showed the dips in first preferences were linked to dips in low numbers of children in the catchment area. It was not expected that the indicative numbers would change significantly in reality. The general picture was good and the second preferences had gone up slightly.</p> <p>Are you finding there is enough room? The canteen is tricky at times as is outside. By building the canteen we will be in the middle of recommended capacity. In the old part of the school with narrower corridors you notice it then so we have to manage these areas more. You wouldn't notice it being busy</p>	ASD SFS

PATCHAM HIGH SCHOOL
GOVERNING BODY

	DISCUSSION AND DECISION	ACTION
	when going around. There being no further business, the meeting closed 19.24	

..... signed Dated

Signature noted in minutes of meeting 27.3.19

	OWNER	ACTION	DUE BY
1	MSD	Contact absentees. Review with other governors re those with term due to expire.	
5.7	SB	Ensure review of H&S policy	
7	SFS	Take forward any items for discussion by email – consider Chairs/VC meeting – clarity of roles	
8	MSD	Ensure HTPM group up and running	
9	HAJ NM MSD	Clarify roles re SEND/Mental Health/related SDP monitoring	
14	SFS ASD	For agenda for next meeting	