

PATCHAM HIGH SCHOOL  
GOVERNING BODY  
**MINUTES**

Full Governing Body	
<b>Date/Time:</b>	27 <sup>th</sup> March 2019 5.30pm
<b>Location:</b>	Patcham High School – Library
<b>Distribution:</b>	FGB, M Warner, S Berry, D Bonner and website
<b>Quorum:</b>	Half the current governors are required to be present for decisions to be binding: 5 at start of the meeting, 7 from item 2.3. The meeting was quorate throughout.
<b>Present:</b>	<p>Governors (voting)            Jackie Ashwood (JA) From 17.42            Laura Carney (LC)            Richard Eeva (RE)            Sarah Fitzjohn-Scott (SFS) Chair of Governors            Caroline Greenfield (CG)            Helen Kennedy (HK)            Natasha Marris (NM)            John McKee (JM) Headteacher            Mike Sandeman (MSD)            Andrew Saunders (ASD)            Lee Watts (LW)</p> <p>Other (non-voting)            Janet Johnson (JJ) Clerk to Governors            Lee Wares (LW) Associate member</p>
<b>Apologies (governors):</b>	Stephen Horne (SH) - accepted

	DISCUSSION AND DECISIONS	ACTIONS
1	<p><b>PRELIMINARIES:</b> [NB NM took the chair for items 1.1, 1.2, and 1.3]</p> <p>1.1 The meeting was opened and introductions followed for those who had not yet met.</p> <p>1.2 Declarations of interest were invited. No new interests were declared. All governors could contribute and vote throughout. Those whose membership was under discussion would withdraw for that item.</p> <p>1.3 Co-option of SFS. SFS withdrew. The governing body wanted SFS to continue as Chair until at least September 2019.            ❖ SFS was re-co-opted to the governing body by those governors in post.</p> <p>SFS returned and took the chair for the remainder of the meeting. A timekeeper and a task-keeper were appointed for the meeting.</p> <p>1.4 GOODBYES. Di Bonner and Stephen Berry had reached the end of their term as governors. Both had been long serving and whilst neither were able to attend this meeting, the governing body wished to record its appreciation for their valued service. They would be invited to attend at the start of the next meeting.</p>	#

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<b>2</b>	<p><b>GOVERNOR BUSINESS:</b> Agenda papers: Governing Body Membership. Chair's report.</p> <p>2.1 APOLOGIES – Carmelo Rafala's absence was noted. Stephen Horne, who had only in the last few days been elected as parent governor, had sent apologies and these were accepted. He would be meeting with MSD the following week to progress with induction.</p> <p>2.2 Re CO-OPTION: MSD and ASD MSD and ASD withdrew.</p> <ul style="list-style-type: none"> <li>❖ Governors considered both to be active and useful and agreed they should be re co-opted for a further term.</li> <li>❖ It was agreed MSD would continue as sole Vice Chair, a replacement for Helen Arnold-Jenkins, previously joint Vice Chair, would not be sought at the present time.</li> </ul> <p>2.3 RECRUITMENT and CONSTITUTION Progress on reviewing membership was covered in the Chair's report. JJ was requested to outline the current situation with regard to the different categories of governor and overall numbers on the governing body. In discussion it was felt that at the present time it would be easier to co-ordinate the work of a smaller governing body.</p> <ul style="list-style-type: none"> <li>❖ NM was approved to be the local authority governor subject to local authority panel approval, if a current candidate did not proceed.</li> <li>❖ It was agreed the number of co-opted governors should reduce from 11 to 8. JJ was instructed to obtain a new instrument of government accordingly.</li> </ul> <p>JJ would take forward the staff governor election in the summer term and discuss with LC. Jackie Ashwood arrived 17.42</p>	<p>#</p> <p>#</p> <p>#</p> <p># NM SFS</p> <p>JJ SFS</p> <p>JJ</p>
<b>3</b>	<p><b>CHAIR'S REPORT</b> Agenda papers: Chair's report; training list 19/20; health and safety March 2019 policy; SFVS. NB some of these items were originally to be taken elsewhere on the agenda.</p> <p>3.1 Health and Safety. The governing body had recently adopted a new health and safety policy following a tragic incident at a school in the local authority. Since then the local authority had rewritten their policy and the Health and Safety Executive required all schools to adopt either this or another policy approved by them by 29.3.19. Governors now considered whether to adopt the policy.</p> <ul style="list-style-type: none"> <li>• Headteachers had met with the local authority.</li> <li>• SFS and RE had visited the school regarding health and safety before the last governor day. They had been provided with a governor checklist which they worked through. They had confidence in the school business manager and the site manager and anything that was not yet in place was being moved forward with pace. The majority of the actions following the meeting had now been completed.</li> <li>• In discussion governors considered the rationale for a school that was not going to adopt the policy but felt it would be foolhardy not to work with the local authority on this issue. They were mindful some of the wording was a little vague and it was suggested these areas should be clarified as it could expose the school quite considerably.</li> <li>• Governors enquired whether there was anything substantial that the school or governors were not doing and from responses were satisfied</li> </ul>	

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<p>these were mostly procedural aspects.</p> <ul style="list-style-type: none"> <li>• JM confirmed the procedures had been tightened up.</li> <li>• The health and safety link governor confirmed having checked the policy in detail with SFS and there was no change in the governors' role. The system was set up so feedback was by way of report to governors.</li> <li>• The policy was recommended for approval and there would be a termly report by the health and safety governor to the Resources committee and annual to full governing body. In addition it was recommended to be included as an annual document for governors to confirm reading.</li> <li>• It was felt that the time period to adopt the policy was very short.</li> <li>• <b>Are there other meetings in the school calendar where they reflect on health and safety?</b> JM informed there would be an inset day. A deputy headteacher was part of the school health and safety committee and it is on the senior leadership team meetings' agenda.</li> <li>• <b>Where is staff wellbeing captured?</b> Can each meeting for a short while include it to check all is in place and the school is happy with the system? Governors were aware it was addressed but might need more thought.</li> <li>❖ <b>The health and safety policy March 2019 was adopted as presented although further clarification re 'ambiguous' items was to be sought. The recommendations regarding reporting and annual confirmation were to be adopted.</b></li> </ul> <p>Questions regarding the policy, monitoring, wellbeing etc were invited to be directed to RE.</p> <p>3.2 Ofsted new framework Governors were aware the consultation for this finished in April and it was proposed to be in effect from September 2019. Several governors had attended related presentations and all had seen information provided for the TLO committee who would continue to review the situation. They recalled the main areas for change. In discussion it was noted:</p> <ul style="list-style-type: none"> <li>• There would be less of a focus on performance data but that it will be assessed within the context of the breadth of curriculum</li> <li>• They will look at data and workload. So schools will be asked why they collect the data they do and how it informed teaching.</li> <li>• There would be focus on intent for the curriculum, implementation and then impact but still seemed to be contrary to the purpose of baseline assessment.</li> <li>• The new handbook was due in May.</li> </ul> <p>3.3 School Financial Value Standard Two governors reported they had attended at the school and carried out robust questioning. To each question but two a thorough answer had been received, evidence referenced and seen. Every item was compliant. The other question was addressed by a different governor who could confirm having attended the previous week to review the asset register audit. His report would be circulated but in brief all items over £100 were on the register and logged on the database which was cross referenced with the purchase order. Copies had been seen and a cross check made on a sample where all but one had been recorded correctly. Certificates were obtained when assets were destroyed and copies had been seen. JJ reminded governors that write offs needed to be authorised in line with the financial scheme of delegation. The certificate for voluntary funds was awaited.</p>	<p>#</p> <p>ALL/RE</p> <p>SFS</p>

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	<p>The action plan for the next year was to improve the budgetary links with the school development plan, tightening up the process for prediction of the outturn. It was noted the draft budget had to be submitted in circumstances that were particularly uncertain in comparison with previous years and this had been discussed separately with the people in receipt of the document.</p> <p>Item 21: are there arrangements in place? Yes, this will be added to the form.</p> <p style="padding-left: 40px;">❖ The SFVS was approved and signed by SFS accordingly.</p> <p>3.4 It was agreed the next Resources committee meeting, on 14<sup>th</sup> May 2019 would now be a full governing body meeting, to enable the budget to be fully considered and approved. The time was to be confirmed as a later time of 6 pm appeared to be more convenient for the wider group of governors to attend.</p> <p>3.5 Other role vacancies.</p> <p style="padding-left: 40px;">❖ There being no current Chair of Resources committee, governors now elected RE to chair that committee.</p> <p style="padding-left: 40px;">❖ A new role of training governor was agreed. HK was appointed. JJ would signpost further information and suggestion liaison with MSD who was undertaking the governor induction process.</p> <p>The report was accepted.</p>	<p>#</p> <p>ALL</p> <p>RE JJ</p> <p>JJ HK</p>
4	<p><b>LAST MEETING</b></p> <p>4.1 MINUTES <i>for approval</i></p> <p>Subject to the deletion of LW in the list of attendees (he had been noted as given apologies), the minutes were agreed to be an accurate record and signed accordingly.</p> <p>4.2 MATTERS ARISING NOT COVERED ELSEWHERE</p> <p>All actions had been completed and any impact that needed following up was dealt with elsewhere.</p>	
5	<p><b>HEADTEACHER'S REPORT</b> [Sundry items not reported on at committee meetings or elsewhere + any statutory documents for noting or approval]</p> <p>Agenda papers: Headteacher brief report; school development plan; March 2019 health and safety policy.</p> <p>Further information was provided and JM took questions:</p> <ul style="list-style-type: none"> <li>• JM had attended the Ofsted briefing and would consider it further with the senior leadership team. The quality of education and curriculum would be the priority.</li> </ul> <p style="color: red;">If a pupil needed to focus on English and or maths, what is being done for them?</p> <p>We consider the existing number of lessons is enough. A governor added that a very small group that might be needy had additional assistance during modern foreign language teaching in year 9 at the moment.</p> <ul style="list-style-type: none"> <li>• Pursuant to the dramatic drop in exclusions JM had been in touch with the DfE to let him know about actions the school was taking.</li> </ul> <p>A governor had attended a behaviour meeting with the senior leadership team and reported it was effective in enabling discussion regarding the pupils that had problems that day. All had been taking responsibility for the children.</p> <p>Discussion had taken place at SFC committee relating to the behaviour of some children of secondary school age in the community, albeit not necessarily pupils of this school. JM confirmed he got lots of complaints even if they were not PHS</p>	

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	<p>pupils or it was away from the school or outside school hours. It was time consuming for the behaviour team.</p> <p>What do you say if it is in the evening? It is horrible the school is being taken into disrepute but I have limited jurisdiction beyond the school gates or when there is no support from parents.</p> <p>A member of the governing body offered to discuss some possible projects, to take some positive action.</p> <p>A governor wished to give a 'well done' to pupils who had stayed behind to talk to the police after an incident not instigated by PHS pupils.</p> <p>Your outlined staffing changes: will the computing department be short? We have cover.</p> <p>Will the Head of Year post be open? Yes.</p> <p>5.2 WHAT AREAS OF SDP ARE <b>NOT</b> ON TRACK? All were on track and there were no questions.</p> <p>5.3 HEALTH AND SAFETY This item was covered as part of the Chair's report.</p>	
<b>6</b>	<p><b>SCHOOLS FINANCIAL VALUE STANDARD</b> This item had been taken at item 3.</p>	
<b>7</b>	<p><b>ADMISSIONS POSTCODE ANALYSIS</b> Agenda paper: Admissions 2019 and comparisons with previous years.</p> <p>A governor added that following the circulation of the information an error by the local authority an error had come to light. Their software did not take into account some of the parents had applied to West Sussex so Hove Park and PACA now have lower numbers than that offered.</p> <p>It was noted Hove Park admissions were dropping in recent years and JM added that they had 26% of the directed children there.</p> <p>The allocation by postcode breakdown showed there were now 158 from Patcham and Hollingbury which was the highest ever for pupils coming to this school from the local community.</p>	
<b>8</b>	<p><b>OFSTED NEW FRAMEWORK OVERVIEW</b> This item had been taken at item 3. The proposed Ofsted Framework had been an agenda paper.</p>	
<b>9</b>	<p><b>HEADTEACHER PERFORMANCE Management Group Update</b> (Staff to withdraw) This item was taken after item 16. LC and JM withdrew.</p> <p>Governors confirmed the appointment of HK RE and NM to the panel. Training dates were provided. This year's objectives were shared in outline and it was agreed these addressed the priorities of the school. Progress on an ongoing area was continuing to be made.</p> <p>The panel was thanked for the report. The next meeting was on 5.4.19.</p>	
<b>10</b>	<p><b>TEACHING LEARNING AND OUTCOMES COMMITTEE</b> Agenda papers: Minutes 23.1.19 and Curriculum paper.</p> <p>It was this committee's turn to provide an update on progress of areas identified by Ofsted for focus. These were:</p> <ul style="list-style-type: none"> <li>• All subject leaders are as effective as the leaders of English, mathematics and modern foreign languages at raising standards. The Director of maths and JM met with the Heads of Curriculum areas to scrutinise progress data and discuss impact of actions.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Improve the quality of teaching and assessment in science and technology so that outcomes for pupils improve. The Head of Technology and Director of Science had attended committee meetings, made reports including regarding how the actions to improve were proceeding and took questions.</li> <li>• Improve the life chances of disadvantaged pupils by further improving their outcomes. The progress update remained a standing item on the agenda. Progress still needs to improve, especially for boys who are in the middle prior attaining group.</li> </ul> <p>In addition the school development plan was a regular standing agenda item. We have an update every meeting. Governors had reported back following visits to the school surrounding data, planning, teaching, monitoring and assessing learning, monitoring and supporting staff, continued professional development, basics and year 7 catch up. It was considered action plans were on track and there were no areas currently in need of discussion.</p> <p>Curriculum There were no questions relating to the proposed curriculum changes. These had been discussed at committee and by email. The report was accepted.</p> <p>The minutes were accepted.</p>	
<b>11</b>	<p><b>STUDENTS, FAMILIES AND COMMUNITY COMMITTEE</b> Agenda papers: Minutes from the meeting 7.3.19 and updated SEN report. ❖ The SEN report was approved. The minutes were accepted.</p>	#
<b>12</b>	<p><b>RESOURCES</b> Agenda papers: Minutes from the meeting 12.2.19 and the Code of Conduct (Staff) 2019. <b>Is the legionella problem ongoing?</b> No it is all right at the moment. ❖ The code of conduct was approved. The minutes were accepted.</p>	#
<b>13</b>	<p><b>PUPIL PREMIUM MONITORING UPDATE</b> The governor who was reviewing the governing body monitoring gave a verbal updating report pending final recommendations.</p> <ul style="list-style-type: none"> <li>• 5 visits had been made to the school.</li> <li>• Attendance continued to be a key issue and it affected progress 8. At the moment it was most difficult to find anything new to try.</li> <li>• It was difficult to see how the impact can be quantified as further time was needed. Some pupil conferencing is planned.</li> <li>• The level of detail is good and it is very clear the spectrum is very broad.</li> <li>• The advocates are working very well.</li> <li>• The new 'text nudging' was promising and apparently already working well.</li> <li>• The triangulation of the book looks and following up with those not doing well has been evidenced and going well. A further look at the data was planned.</li> <li>• Extraordinarily supportive teaching had been evidenced.</li> <li>• Non-exclusion was fully supported.</li> <li>• There were currently 10 members of school staff undertaking research on improving the quality of teaching and learning, all with a strong overlap with pupil premium. The impact when this was disseminated to</li> </ul>	

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	<p>the staffing body was expected to be powerful. A governor suggested seeing the school engaging in some of the work carried out by a local school. Thanks were given for the update.</p>	
14	<p><b>GOVERNORS</b> (<i>if not reported elsewhere</i>) Reports from governor day were being made to committees and governors were reminded to send in any outstanding reports. Members of the governing body had attended training.</p> <ul style="list-style-type: none"> <li>• Updating on educational and local authority news at the governor strategic partnership.</li> <li>• There had been several health and safety visits and SFS had completed working at height training.</li> <li>• JJ had attended updating governor panels training and the clerks' forum which had had a focus on IT. Current practice was compliant.</li> </ul>	
15	<p><b>MATTERS ARISING FROM TRAINING ATTENDED or NEWS (if not covered elsewhere).</b> These matters had been addressed elsewhere.</p>	
16	<p><b>REFLECTION:</b> <b>Where should governor priorities lie in the next term?</b> In discussion it was agreed governors should consider the new focus areas for the Ofsted areas and try to match them as the school development plan was monitored. It was suggested committees could consider changing their names to correspond with the Ofsted areas. There were no other suggestions.</p>	
17	<p><b>AOB (if any) Meeting close</b> The meeting closed with a discussion about the information needed to address forthcoming issues. The meeting closed 19.00</p>	Chairs

**Signature noted in minutes 14.5.19**

Item	Owner	Action	Due by
2.3	SFS NM	Liaise re LA governor appointment	
2.3	JJ LC	Liaise re staff election	
2.3	JJ	Obtain new Instrument of Government	
3.1	RE ALL	Re read policy and direct questions to RE	
3.5	SFS	Follow up if any outstanding matters – SFVS actions and write offs	
3.4	ALL	Note diaries. Prepare for meeting	
3.5	JJ RE HK	Liaise re information for role	
#	JJ	Take administrative actions	
17	Chairs	Review agenda papers and liaise with SLT	One month before next meeting