

PATCHAM HIGH SCHOOL  
GOVERNING BODY  
**MINUTES**

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| <b>Meeting of:</b>   | <b>Full Governing Body</b>   |
| <b>Date/Time:</b>    | 14 <sup>th</sup> May 2019 6 pm   |
| <b>Location:</b>     | Patcham High School Meeting Room   |
| <b>Distribution:</b> | Governing Body, Website  |
| <b>Quorum:</b>       | At least half of current governors required to be present for decisions to be binding (7). The meeting was quorate throughout.   |
| <b>Present:</b>      | <p>Governors (voting)<br/> Jackie Ashwood (JA)<br/> Laura Carney (LC)<br/> Richard Evea (RE) Chair of this meeting<br/> Sarah Fitzjohn-Scott (SFS) Chair of Governors<br/> Caroline Greenfield (CG)<br/> Stephen Horne (SH)<br/> Helen Kennedy (HK)<br/> John McKee (JM)<br/> Carl Rafala (CR)<br/> Mike Sandeman (MSD)<br/> Lee Watts (LW)</p> <p>Other (non-voting)<br/> Di Bonner (DB) School Business Manager, in attendance for items 1-12<br/> Janet Johnson (JJ) Clerk to Governors</p> |
| <b>Apologies:</b>    | Natasha Marris (NM) - accepted<br>Andrew Saunders (ASD) - accepted   |

|   | <b>DISCUSSION AND DECISION</b>  | <b>ACTION</b> |
|---|---|---------------|
| 1 | <p><b>WELCOME</b></p> <p>1.1 SFS opened the meeting.</p> <ul style="list-style-type: none"> <li>• A warm welcome was extended to SH who had recently been elected as a parent governor.</li> <li>• DB was thanked by all for her outstanding service as a governor and given some flowers.</li> <li>• No new declarations of interest were made.</li> </ul> <p>1.2 Chairing of the meeting was passed to RE as previously arranged. RE had become Chair of Resources Committee the previous term and he outlined his commitment to provide an appropriate level of challenge and support to the school. He had already met with DB and planned on having monthly meetings to enable him to have greater knowledge of the school and he would report back to governors. His extensive relevant experience was recalled.</p> <p>General introductions followed.</p> |               |

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| 2 | <p><b>MINUTES OF LAST MEETINGS</b><br/>Papers: Minutes Resources meeting 25.2.19 and full governing body meeting 27.3.19.</p> <p>Both sets of minutes were agreed to be an accurate record and signed by RE accordingly.</p>  |  |
| 3 | <p><b>MATTERS ARISING</b><br/>3.1 Matters arising from Resources meeting 25.2.19</p> <ul style="list-style-type: none"> <li>• RE would now be drawing up annual agenda plan, liaising with DB and JJ</li> <li>• The item on appraisal and pay process was deferred.</li> <li>• Staff register of interests. This will be provided for the next FGB</li> <li>• The school fund and certificate would be sent by DB by email.</li> <li>• The asset register had been checked by a governor who had followed up the enquiry that there had not been any disposals brought to the attention of the Resources Committee. The disposals had related to memory assets that came through other media, which did not need to be authorised by governors.</li> <li>• DB informed a new local authority model Freedom of Information policy had just been received from Paul Platts. It would be circulated by email and then formally approved at the next full governing body meeting.</li> <li>• The Staff code of conduct was still to be amended with PHS detailed and displayed.</li> </ul> <p>3.2 Matters arising from FGB 27.3.19 would be addressed at the next meeting of the full governing body.</p>   | <p>RE<br/>ASD RE<br/>DB<br/>DB</p> <p>DB</p> <p>DB</p> |
| 4 | <p><b>CHAIR'S REPORT</b><br/>There was no additional report.</p>  |  |
| 5 | <p><b>OUTTURN 2018/19</b><br/>Papers: (Late) Final outturn 2018/19, with notes about anomalies and Chart of Accounts. School budget share 2019/20. These documents were signed by RE. DB and JM took questions.</p> <p>The local authority had confirmed the £1,221 surplus outturn on the budget share document. DB informed: but for overspending on the agency budget by £107k and on the supply budget by £26k, the surplus would have been significantly higher. Overspending was largely attributable to long term sickness.</p> <p>Governors noted the budget for agency and supply had been £130k but expenditure had totalled £263k. It was recalled obtaining insurance for sickness had been discussed and rejected as a viable option at a previous meeting. Governors considered it was a phenomenal achievement to bring in such a balanced budget but lamented the opportunity costs of the overspend on agency and supply.</p> <p>JM added there was scope for cutting back or delaying some department expenditure. They had not cut back on the curriculum apart from moving to a 2 year key stage 4. Neither had there been a need to do another restructure. DB added that some primary schools had substantial surpluses which was not helping the local authority prove funding was an issue.</p> <p><b>Does the local authority claim the money back if schools have surpluses over a set limit?</b> They ask the school how it will be spent but some surpluses have remained for</p> |  |

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|   | <p>years.</p> <p>Are you able to know if any department budget was cut more than they should have liked? DB replied that one department had overspent and most had underspent. I ask the head of department to justify it if there is more than 5% left. JM added that the departments wanted extra coaches, teaching assistant support and some more capacity in their departments, especially the option subjects. This is where we are being squeezed.</p> <p style="text-align: center;">❖ The outturn 2018/19 was approved in the sum of £1,221.</p> <p>The school was praised for its achievement.<br/>JA arrived.</p>   |  |
| 6 | <p><b>BUDGET 2019/20</b></p> <p>Papers: 3 year summary budget, Services for Schools, School Budget Share 19/20, High Needs Funding 19/20, Formula Budget. Tabled: local authority budget share breakdown between schools. RE signed the papers.</p> <p>The multi-year budget showed projected outturns at the end of year 2019/20 as £930 surplus, year 2020/21 (year 2) as deficit £258k dr, and a deficit of £592k dr at the end of year 2021/22 (year 3).</p> <p>DB gave further information and took questions.</p> <ul style="list-style-type: none"> <li>• The local authority expected years 2 and 3 to be in deficit because the staffing was calculated as if there were no staff movements, whereas in practice this was not the reality.</li> <li>• This year the government have funded most of the increases in pension but the extent this would be covered in future was not known.</li> <li>• She was comfortable with the budget in year 1. Years 2 and 3 would need monitoring with the staffing position but were in line with previous years.</li> <li>• Staffing expenditure in year 1 was 91%.</li> </ul> <p><b>Do the budgets include income the pitches?</b> Yes. 7/12ths in the first year then it will increase the following. It also includes an element of income from the canteen.</p> <p><b>Is the pupil premium grant income your best guess?</b> Yes. It has not been confirmed for this year yet. A governor had already asked DB to make further investigations with the local authority regarding their allocation of the pupil premium between the schools and governors now examined these tabled documents. It had been felt there were different allocations but no supporting data explaining the drop in the sum allotted between primary and secondary schools and the variation in allotment between schools with similar deprivation catchments.</p> <p><b>Do primary schools let you know if a child is pupil premium?</b> Yes, but not yet so there is a bit of guesswork for year 7.</p> <p><b>What groups work with the local authority?</b> There is a secondary business managers group and we invite local authority representation. There is also the school forum; however, business managers may only observe.</p> <p><b>Is there anything we can say as governors?</b> There are governors on the school forum, drawn from across the local authority.</p> |  |

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|    | <p>As previously discussed, governors considered likely there was not full uptake of pupil premium relating to adopted children, those ever in care for very short times, and from families regarding the application to have a stigma and associated more for free school meals than with extra money for education. Governors noted numbers of pupil premium children had increased by 13. Funding was mainly directed at staffing and they knew time was still needed to evaluate the impact from coaches.</p> <p><b>Will the budget enable the school development plan to be delivered?</b> Yes.</p> <p>In discussion governors agreed their priorities continued to lie with protecting staffing as the best way to optimize outcomes.</p> <p>❖ The budget was agreed in the sum of £5,348,801</p>   |          |
| 7  | <p><b>SFVS 2019/20</b><br/>Papers: SFVS format 2019/20; write off list.</p> <ul style="list-style-type: none"> <li>• DB reported there were no outstanding actions on the school financial value scheme action plan.</li> <li>• It was agreed RE would review with DB the new requirements, which included an increased frequency of budget monitoring. He would report back.</li> <li>• DB informed the write off list related to IT that had come to the end of its life.</li> </ul> <p><b>What happens to it?</b> A company disposes of it securely and we get a certificate.</p> <p>❖ The write off list (170 items) was considered, approved as presented and signed by RE accordingly.</p>  | RE<br>RE |
| 8  | <p><b>SCHOOL BUSINESS MANAGER POLICY REPORTS</b><br/>Papers: Data Protection Policy May 2019</p> <p>8.1 DB informed the policy presented was the new local authority policy, which had not changed much from the previous policy.</p> <p>❖ The policy was approved. The wording would be reviewed in 2 years. It would be monitored by reporting of breaches to RE who would provide an annual report to the Resources committee.</p> <p>8.2 Charging and remissions report. DB gave a verbal report. The advocates applied via Ruth Astley for any pupil premium student who cannot fund trips. All had been approved. For other students a payment plan is established where possible.</p> <p><b>Do you think there are some pupils that miss out as they don't want to be seen to be asking?</b> DB responded that the procedure was on the website and all trip letters but could not be certain that those who struggle financially but were not pupil premium missed out. She reassured they did what they could to help.</p> <p><b>How can we monitor that?</b> Tutors or heads of year.</p> <p>8.3 Freedom of information policy<br/>See item 3.1</p> | RE DB    |
| 9  | <p><b>School improvement L&amp;M s 1.1 1.6 Environment and Resources s 6.</b><br/>This item was not taken.</p>  |          |
| 10 | <p><b>CONTRACT RENEWAL</b></p>  | DB RE    |

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|    | DB informed a contract renewal list had not been kept as they were reviewed as they fell due but one had now been started.   |                 |
| 11 | <b>RISK REGISTER/MANAGEMENT</b><br>In discussion it was decided further information was needed and DB and JJ would signpost.   | SFS RE          |
| 12 | <b>PREMISES<br/>SPORTS HALL UPDATE<br/>PFI</b><br>Sports Hall. JM provided an update. The first phase was set to commence; however, development at other schools was taking priority.<br>Phase 2. Planning permission was held but was not yet funded. Revenue was expected from phase 1 and some grants.<br><br>Variations. DB reported variations would be put in for electronic gates on car and pedestrian access and some gender neutral toilets. Room S1 was being refurbished. Kitchen equipment was to be replaced but the school had asked this to be delayed until next year when the requirements of the bigger canteen would be known.<br><br><b>Why do we need electronic gates?</b> Security and safety. Governors discussed this further along with the arrangements for the community.<br><br>Thanks were passed to DB who requested governors contacted her by email if they had any further questions. She left 7.15.  |                 |
| 13 | <b>PUPIL PREMIUM</b><br>This item was postponed. RE had met with the school pupil premium lead as part of his in depth enquiries into the use of pupil premium. His full report would be forthcoming.  |                 |
| 14 | <b>POLICY REVIEW</b><br><b>14.1 Discipline and grievance</b> Consider any recommendations<br>JM gave a verbal report on the disciplinary and grievance procedure. A new local authority model grievance procedure had just been produced and would come to full governing body for approval at the next meeting.<br>JJ recommended governors consider agreeing that for any policy that called for a governor panel, this could include governors from other schools.<br>❖ It was agreed any governor panel required under any policy or procedure could include one or more governors from another school.<br><br><b>14.2 Complaints procedure</b><br>In discussion it was agreed that HK would visit the school with RE, review the complaints record and report back to governors this term. Included in their review would be to check any recommendations had been acted upon and a review of the procedure wording in the light of their visit and latest guidance from the DfE. | JJ<br><br>HK RE |
| 15 | <b>EFFECTIVENESS OF COMMITTEE</b><br>Papers: Terms of reference<br>RE would liaise as appropriate to consider this and review of terms of reference.   | RE              |
| 16 | <b>HEALTH AND SAFETY</b><br>The premises management document report had not been received.<br>The health and safety link governor confirmed no issues had arisen and no concerns had been raised by email. The review of the premises management documents would   |                 |

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|    | be incorporated within the health and safety policy brief.<br>RE and SFS would meet and report back to the next full governing body.<br>JM informed that health and safety would be part of the governance briefing on 22 <sup>nd</sup> May 2019 6.30 at the Friends Meeting House. The information would be circulated. | RE SFS |
| 17 | <b>Any other urgent business</b><br>There being no further business, the meeting closed at 19.25   |        |

Signature noted in minutes of meeting 9.7.19

..... Signed ..... dated

ACTION SUMMARY

| ITEM                   | OWNER  | ACTION  | DUE BY       | Update<br>14.5.19                       |
|------------------------|--------|---|--------------|---|
| <b>Meeting 7.11.18</b> |        |   |              |   |
| 4.3                    | ASD    | Review appraisal/pay process, arrange visit and report back   | Next FGB     | RE and ASD to liaise re new date        |
| 7.1                    | DB RE  | Provide staff interest register   | Feb 2019     | Now 2.7.19                              |
| 7.3                    | DB RE  | Bring School fund and certificate to the next meeting   | Next FGB     | Now email by 25.5.19?                   |
| 11                     | DB RE  | Make amendments to FOI policy and bring back to Resources   | Next meeting | Now email by 25.5.19 and for FGB 9.7.19 |
| <b>Meeting 25.2.19</b> |        |   |              | <b>DUE BY</b>                           |
| 3.2.9                  | DB     | Check re governors that have accessed the Key. Email JJ/SFS   |              | 20.3.19<br>Now 2.7.19                   |
| 5.3                    | ASD    | Carry out benchmarking exercise against performance tables  |              | 7.5.19 Now Next Resources               |
| 8                      | SFS    | SDP. Co-ordinate governor input to leadership and management review   |              | Now 2.7.19                              |
| 9.1b                   | DB JM  | Code of conduct – take action to display and ‘PHS it’   |              | ASAP                                    |
| <b>Meeting 14.5.19</b> |        |   |              |   |
| 7                      | RE     | Follow up re 2018/19 action plan and set up system for 2019/20 as appropriate. Liaise DB<br>First report to FGB |              | Ongoing<br>2.7.19                       |
| 8.1                    | RE     | Note re reporting. Liaise JJ re other governor involvement  |              | 2.7.19                                  |
| 10                     | DB RE  | Take forward contract renewal list as appropriate   |              | Ongoing<br>(Resources)                  |
| 11                     | SFS RE | Take forward risk register/management   |              | ongoing                                 |
| 14                     | JJ     | Note related records  |              | 24.5.19                                 |
| 15                     | RE     | Review effectiveness of comm, liaise members, review TOR  |              | 2.7.19                                  |
| 16                     | SFS RE | Meet re H&S and report back to next FGB   |              | 2.7.19                                  |
| 3.2                    | SFS    | Ensure FGB matters arising from March meeting considered  |              | 9.7.19                                  |