

**PATCHAM HIGH SCHOOL  
GOVERNING BODY**

	<b>Full Governing Body</b>
<b>Date/Time:</b>	9 <sup>th</sup> July 2019 5.30
<b>Location:</b>	Patcham High School – Library
<b>Distribution:</b>	FGB and website and Penny Denman
<b>Quorum</b>	7 governors required to be present for decisions to be binding. The meeting was quorate throughout.
<b>Present:</b>	Governors (voting) Laura Carney (LC) Richard Evea (RE) Sarah Fitzjohn-Scott (SFS) Chair of Governors Caroline Greenfield (CG) Natasha Marris (NM) John McKee (JM) Headteacher Carl Rafala (CR) Mike Sandeman (MSD) Andrew Saunders (ASD) Lee Watts (LW)  Other (non-voting) Janet Johnson (JJ) Clerk to Governors
<b>Apologies:</b>	Steve Horne (SH) - accepted Lee Wares (LW) Associate member

	<b>DISCUSSION AND DECISION</b>	<b>ACTION</b>
<b>1</b>	<b>INTRODUCTION AND APOLOGIES</b> SFS opened the meeting and apologies were considered. The absence of Jackie Ashwood (JA) and Helen Kennedy (HK) was noted. [Later, HK had sent last minute apologies]	SFS
<b>2</b>	<b>DECLARATIONS OF INTEREST</b> No new declarations were made when invited. All governors could take full part in the meeting.	
<b>3</b>	<b>MINUTES (14.5.19) and MATTERS ARISING NOT COVERED ELSEWHERE (27.3.19 + 14.5.19)</b> Papers: Minutes 27.3.19 and 14.5.19  3.1 Matters arising from 27.3.19 <ul style="list-style-type: none"> <li>• NM had not heard further regarding the application for local authority governor. JJ would contact governor support for an update.</li> <li>• A new staff governor, Rachel Christy, had been elected. The term would start 1.9.19. LC was thanked for her useful contribution to the governing body.</li> </ul> All other actions had been completed and there were no further queries.  3.2 Minutes 14.5.19 The minutes were agreed to be an accurate record and signed by SFS accordingly.	JJ JJ

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	<p>3.3 Matters arising 14.5.19</p> <ul style="list-style-type: none"> <li>• A governor had reviewed the appraisal documents and confirmed he was very happy with the appraisal process at the school. The system was looked at in the light of Ofsted judgements.</li> </ul> <p>Are you going to do a trail with an anonymous member of staff as you have done before? I go through them all every year and I am happy with the process. I will also make recommendations for best practice to be shared elsewhere.</p> <ul style="list-style-type: none"> <li>• The staff interest register had not been provided. This was requested to be provided as a matter of priority and preferably by sharepoint link.</li> <li>• The certificate for the school fund had been provided but no further details. RE would review it in greater depth either over the summer or in autumn. It would be followed up at Resources committee.</li> <li>• The amended Freedom of information policy had not been provided. RE/JM would follow up.</li> <li>• Some governors continued to have difficulty accessing the Key. JJ would contact the School Business Manager. The safeguarding governor was to have access to the school safeguarding compliance tracker and the Chair of Resources was to have access to the finance compliance tracker.</li> <li>• The input to leadership and management review would be carried out following the results meeting in September</li> <li>• SFVS. RE and the School Business Manager had met and population of the document had commenced. It would be fully populated by their next meeting during the summer. The budgetary information would be provided at 4 full governing body meetings and 2 Resources Committee meetings.</li> <li>• SFS and RE were attending the school health and safety committee meeting the following week.</li> </ul> <p>3.4 The Grievance Procedure was adopted.</p>	<p>JM</p> <p>RE</p> <p>RE/JM</p>
4	<p><b>CHAIR's REPORT</b> Paper: Chair of Governors Report</p> <p>Safeguarding training <b>Our contact with children is minimal. Why is additional training required?</b> In discussion it was agreed it was needed not only for if governors had contact but also to have an insight into the workload of the school. Looking after pupils was core to the school and knowing the procedures, that the protocols were appropriate and being versed with the local and national picture enabled better decisions when, for example, considering financing or if there were a complaint. It was also high profile with Ofsted. JM added that some events occurred outside of the school and they were getting 120 disclosures a week. Children's mental health was also an issue.</p> <p>Governors agreed the safeguarding training proposed at the September full governing body meeting. It was suggested that governors submit the areas in which they needed to be better informed and JM suggested this included some anonymous case studies.</p>	

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	<p>Governors commented that it was fantastic that the relationships have been built by the school that enabled the disclosures to be made.</p> <p>The report was accepted.</p>	
<b>5</b>	<p><b>NEW OFSTED INSPECTION FRAMEWORK</b> Papers: how governance will be inspected; final Ofsted framework; changes from draft framework. Also covered in TLO minutes.</p> <p>5.1 A governor who had attended a training event talked to the papers which reported on the developments relating to the inspection framework and summarising the focus on Intent, Implementation and Impact. He added there was also an inspection evaluation schedule that went into the specific areas in more detail.</p> <p>5.2 <i>When the transitional phase ends in 2020 do you think that will be when the curriculum will need to be in place?</i> Yes. <i>Will the Parentview questionnaire and the bullying question still exist?</i> The questionnaire will but I do not know whether the bullying question will remain. <i>So it isn't about whether bullying is happening; it is what are you doing about it?</i> It seems to be, yes. <i>Will they take into account outcomes of previous year 11 exams if they are only looking at current pupils?</i> They will look at the intent and impact of internal assessment, progress from primary and the year 11 results.</p> <p>5.3 <i>Re governance it is considered as part of leadership and management. Governors need to continue to ensure the school has a clear vision, hold the leaders to account and manage the finances well in addition to the statutory roles. What evidence will they use?</i> Meetings, governance records, purposeful visits and that we regularly attend. And will check the Chair of Governor is making use of each governor's skill set. They will continue to meet with as many governors as possible and the feedback meeting will continue. It was suggested there should be questions to ask school leavers.</p> <p>5.4 The Ofsted training was flagged for governors to attend – 18<sup>th</sup> July. A number indication their intention to attend.</p> <p>5.5 School actions to date Some of these had already been discussed at committees. JM response:</p> <ul style="list-style-type: none"> <li>• The curriculum had been reviewed, options and choices had changed, the arts had been protected, they had promoted humanities and Ebacc numbers are on track.</li> <li>• The main area of change was in the Quality of Education section. JM had attended briefings. We have put both Deputy Headteachers in charge and also Rachel Strong.</li> <li>• The School Self Evaluation form (SEF) will be changed to the new areas.</li> <li>• The School development plan (SDP) has already been changed.</li> <li>• The current school improvement partner was retiring and a different approach was being considered. This will involve not just reviewing</li> </ul>	

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	<p>data but also a learning walk and review of the curriculum. This should be an improvement.</p> <ul style="list-style-type: none"> <li>Continued professional development next year would include 4 sessions after school on quality of education and 4 sessions within departments which we will call implementation sessions.</li> <li>The secondary school partnership is a little anxious about the possible effects of parents and children misusing the term bullying. We need to make it clear for example that falling out with friends is not bullying.</li> <li>The Drop Everything and Read programme (DEAR) is going to be tightened up.</li> <li>The SEN department is being developed. The new SENCO already knows the school well and will be working closely with the Bridge and CALM. The idea is to have the 3 areas working more coherently and they would maintain links with the previous SENCO who would be working on mental health throughout the LA.</li> </ul> <p>5.6 Governor comments and questions. A governor confirmed the SENCO appointment process had been very rigorous. <b>Is the LA trying to push children from other schools here at the moment?</b> No. The BAP process is still working. We do have to receive more if we lose some. We do still have managed moves and we have taken a few. They go to the Bridge for a transitional period. A governor informed that the year 11s in the Bridge had all got onto further education courses and had taken exams. . <b>How have you addressed problems arising from the location of the Bridge?</b> I have spoken at length with the local Councillor and met youth workers. Also some of the students are setting up an action group working with Penny and Lee Wares to work with the community. <b>Can you get the bus stop moved?</b> It was campaigned for a long time. We are having difficulties with antisocial behaviour in the community or students out of school hours or in the vicinity, or not even our pupils. Governors commented these issues were really beyond the scope of the headteacher. A governor reported her visit on governor day to the Bridge was successful. JM added that staffing on Fridays had been strengthened and this would help with consistency.</p> <p>There were no further queries or comments.</p>	
<b>6</b>	<p><b>HEADTEACHER'S REPORT</b> To what extent are we ready for new Ofsted framework? See item 5.5 Paper: Headteacher's Report</p> <p>6.1 JM gave further information and took questions.</p> <ul style="list-style-type: none"> <li>Since writing the report when there was a full complement of staff, a post had not been filled as expected and would be readvertised.</li> <li>The three year Key Stage 3 and two year Key Stage 4 was fit for purpose.</li> <li>The SDP was focussed on the quality of education and development of the curriculum</li> <li>GCSE predictions were strong, as outlined in the report.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• An additional, temporary post was proposed to manage supply cover</li> <li>• The numbers on roll for Sept 2019 had increased. There were now, for example, 231 in year 7 and only 6 spaces in year 11.</li> <li>• The key challenges for 2019/20 were: <ul style="list-style-type: none"> <li>○ Developing greater clarity and coherence with regard to the <i>intent, implementation and impact</i> of our curriculum.</li> <li>○ Managing our increased PAN.</li> <li>○ Finance.</li> <li>○ Ensuring full inclusion.</li> <li>○ Student mental health.</li> <li>○ Staff well-being.</li> <li>○ Building works.</li> </ul> </li> </ul> <p>6.2 Governor comments and questions</p> <ul style="list-style-type: none"> <li>• It was noted the budget was on track to be balanced.</li> <li>• Surprise was expressed about difficulties recruiting a PE teacher. JM elaborated that previously they had had a field of 120 but this time it was 25. A different approach would be taken. Governors supported the need to have good calibre staff and sought and received assurance the exam groups would be fully staffed.</li> <li>• <b>How many admissions appeals were there?</b> 17</li> <li>• <b>Are you able to look creatively at the use of the new spaces?</b> We are thinking about this. It is going to be useful to have an additional stage area/hall so year group meetings can continue to take place when the main hall is not available. This will have a beneficial effect on behaviour.</li> <li>• <b>What do you think about having a MENco as well as a SENDco?</b> It is being reviewed. JM informed the DfE were at the Bridge and CALM last week to take away good practice. We do have a primary mental health worker twice a week at the school.</li> <li>• A governor suggested thinking of ways to put pressure on politicians due to the gap between SEN needs and funding.</li> <li>• <b>How did you devise the SDP?</b> We got together as the senior leadership team and I asked them to cut it down and have greater clarity. The success criteria and sections are very aligned to Ofsted. Governor monitors are needed.</li> </ul> <p>6.3 Consideration of new post</p> <p>JM informed the post was required following a review of the management of supply teaching to reduce costs and make it better for pupil outcomes.</p> <p><b>How has that affected the budget?</b> If there was someone managing it there would be a reduction that would at least cover their costs.</p> <p><b>Apart from long term illness has staff absence improved?</b> Yes but I don't have the figures to hand. It is an issue discussed as a staff. The intention is that this role will also include HR administration.</p> <p><b>Is it a full time role?</b> Yes. The cover figure was £300k last year.</p> <p><b>Is it a permanent position?</b> One year</p> <p><b>Do you speak to other secondary heads about ways to tackle this?</b> They all have similar problems. We have a cover supervisor too.</p> <p>A governor with staff experience added it was important there was someone to sort out the cover during the day. Sometimes someone has to go home and a classroom has to be manned. It is a safeguarding issue and it can</p>	

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	<p>have an impact on other areas. Another governor commented that morale seemed high, staff are returning to the school and pupil behaviour is good.</p> <p style="text-align: center;">❖ After discussion, the new post was approved on a temporary basis.</p> <p>The report was accepted.</p>	
<b>7</b>	<p><b>IS SCHOOL IMPROVEMENT ON TRACK AND HOW DO WE KNOW?</b> Papers: TLO draft minutes 25.6.19, SFC minutes 23.5.19, SDP 18/19 and 19/20 Governors split into groups and considered to what extent the SDP actions had been successful and possible areas and ways of monitoring in future. Additionally they considered what impact the committee had had and possible areas for further development. The chair or vice chair of committee fed back.</p> <p><b>7.1 Resources</b></p> <ul style="list-style-type: none"> <li>• A lot of monitoring has been done and would be needed. There is a need for governors other than the Chair of Committee to liaise with the School Business Manager to ensure independence.</li> <li>• The new School financial value standard appears to encompass all the financial monitoring.</li> <li>• A calendar of items and annual agenda needs to be drawn up and some new faces on the committee.</li> <li>• A learning walk on the human cost of inclusion would be beneficial. We are committed to inclusion.</li> <li>• Governor responsibilities and monitoring of appraisal and pay needs checking and equalities is due to be revisited.</li> <li>• The terms of reference are in course of being rewritten.</li> </ul> <p><b>7.2 Teaching Learning and Outcomes</b></p> <ul style="list-style-type: none"> <li>• The name of this committee was changing to quality of education committee and the terms of reference, to be aligned with the new framework will be ready for September.</li> <li>• Governor monitoring had been successful this year. There had been visits, we produce evidence of discussion with the senior leadership team and it is a standing item on the agenda.</li> <li>• We have open and honest discussion on areas not going so well and also discussions re intent implementation and impact.</li> </ul> <p>The minutes were accepted.</p> <p><b>7.3 Student Family and Community</b></p> <ul style="list-style-type: none"> <li>• The committee was reviewing its name and membership.</li> <li>• The SDP 18/19 was on track for the SFC areas</li> <li>• The committee had reviewed data, met with the assistant headteacher and the attendance assistant headteacher.</li> <li>• It would be useful to have more feedback from students especially as we will be covering pastoral issues, behaviour and mental health. In discussion it was agreed it would be useful to have feedback from random pupils but that triangulation would be needed, a learning walk, a broad range of evidence to monitor effectively.</li> </ul>	

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	<ul style="list-style-type: none"> <li>The agenda plan would be based on the SDP. The Ofsted framework and training.</li> </ul> <p>The minutes were accepted.</p> <p>It was agreed the chairs of committee would meet before the new year to firm up on the ideas and agenda plans.</p> <p>7.4 Headteacher To what extent were SDP actions successful and possible areas for further development? In terms of SDP what areas really still need some focus from 18/19? Attendance still needs to shift but it is not an area of massive concern. Our attendance officer now is very accurate and detailed. The coding is exactly right and rigorous but attendance has not shifted despite lots of initiatives and checking with other schools that we have not missed something. Of the 3 reasons, illness, truancy or holidays, what is the big one? There is no truancy – it would be a school refuser. I don't have the numbers to hand. Holidays remain an issue, as are ill health and mental health. It is sitting at the national average.</p>	SFS ASD RE CG/MSD
<b>8</b>	<p><b>GB Evaluation of effectiveness</b> This was taken as part of item 7</p>	
<b>9</b>	<p><b>Health and Safety</b> This item was deferred to the next meeting. The Health and Safety meeting was taking place the following week.</p>	
<b>10</b>	<p><b>Governor Training/Reports</b> This item was deferred as HK was absent. Some training ideas were to have been shared.</p>	
<b>11</b>	<p><b>Elections - Chair and Vice Chairs</b> Paper: RO application and skills form.</p> <p>11.1 Election of Chair of Governors SFS withdrew JJ invited but did not receive any further nominations for the position of Chair of Governors which was for a term of one year. ❖ <i>Governors were pleased to elect SFS for a further term of one year.</i> SFS returned and retook the chair.</p> <p>11.2 Election of Vice Chair of governors ❖ <i>Andrew Saunders and Mike Sandeman were elected as joint Vice Chair of Governors for a term of one year.</i></p> <p>11.3 Co-option Rebecca Ouassa Governors considered the application of RO who had already met with SFS. Governors were of the opinion her skills in finance and in chairing a governing body committee elsewhere would be a useful addition to the governing body. ❖ <i>Rebecca Ouassa was co-opted onto the governing body</i></p>	JJ  JJ MSD/ASD  JJ/MSD
<b>12</b>	<p><b>Work required for next meeting:</b> Paper: Provisional dates for next year Dates were agreed with the exception of the September date when a</p>	

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	Thursday would be preferred.	
<b>13</b>	<b>Thankyous and Goodbyes</b> A warm thanks was again extended to LC for her service. LC responded that she had got a lot from the experience and had found it enjoyable. There being no further business, the meeting closed 7.30	

**...Signature noted in minutes of meeting 19.9.19**

<b>ITEM</b>	<b>OWNER</b>	<b>ACTION</b>	<b>DUE BY</b>	<b>Update 9.7.19</b>
<b>Meeting 25.2.19</b>				
5.3	ASD	Carry out benchmarking exercise against performance tables		7.5.19 Now Autumn 19 Resources
8	SFS	SDP. Co-ordinate governor input to leadership and management review		Now 2.7.19 Now Sept 19
<b>Meeting 14.5.19</b>				
10	DB RE	Take forward contract renewal list as appropriate		Ongoing (Resources)
11	SFS RE	Take forward risk register/management		ongoing
16	SFS RE	Meet re H&S and report back to next FGB		2.7.19 Now Sept
<b>FGB 9.7.19</b>				
1	SFS	Arrange for follow up with non-attending governors. Consider annual reviews		
3.1	JJ	Set up RC and RO, contact Gov support re NM, admin re LC Minutes on website		
3.3	JM	Provide staff interest register, possibly by sharepoint link – liaise RE. Original action dates from Nov 18 DB		Priority.
3.3	RE	School fund review and report back to Resources JJ – note for agenda		Autumn resources
3.3	JM/RE	Liaise, ensure provision of amended FOI policy. Original action dates from Nov 18 DB		Priority.
3.3	JJ	Contact SBM to request log in assistance for the key for governors who are experiencing difficulties.		Completed
7.3	Chairs	Meet up to get next year's plan of action for governors together – agenda/tors/papers/visits/training/governor reviews		
11	JJ	Set up new governor/complete admin re elections		
11	MSD ASD	Oversee induction. Both – consider related training		