

**PATCHAM HIGH SCHOOL
GOVERNING BODY**

Full Governing Body Meeting	
Date/Time:	19 th September 5.30 – 7.30 (Receipt of annual declarations from 5.00)
Location:	Patcham High School – Library
Distribution:	Governing Body, Mike Newman, Mark Warner, Di Bonner, Penny Denman
Quorum:	For decisions to be binding at least one half of current governors are required. The meeting was quorate throughout.
Present:	<p>Governors (voting) Jackie Ashwood (JA) Rachel Christy (RC) Richard Eeva (RE) Sarah Fitzjohn-Scott (SFS) Chair of Governors Caroline Greenfield (CG) Natasha Marris (NM) John McKee (JM) Headteacher Rebecca Ouassa (RO) Carl Rafala (CR) Mike Sandeman (MSD) Andrew Saunders (ASD)</p> <p>Other (non-voting) Di Bonner (DB) School Business Manager – item 3 Janet Johnson (JJ) Clerk to Governors Penny Denman (PD) Assistant Headteacher and Designated Safeguarding Lead - in attendance item 2</p>
Apologies:	Lee Wares - accepted

MINUTES

Item	DISCUSSION AND DECISION	ACTION
0	RECEIPT OF ANNUAL DECLARATIONS (see item 8)	
1	WELCOME SFS opened the meeting and welcomed RC and RO. Matters turned to item 2. The absences of Helen Kennedy and Steve Horne were noted. Lee Watts had resigned and his support to the governing body during his term was acknowledged. There were no declarations of interest in the items on the agenda and all governors could take full part throughout.	
2	SAFEGUARDING AND CHILD PROTECTION TRAINING (including KCSIE declaration) See also item 8.2 Governors had already considered the September 2019 Keeping Children Safe in Education 2019 part 1 and Annex A document and Penny Denman, the Safeguarding lead now gave training on	

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	<p>safeguarding as given to staff and also explained in greater detail the CPOMS recording system. She also took questions to clarify and outlined any issues of particular relevance to the school.</p> <p>Can you link across schools using CPOMS? No, it is a standalone system. Since we have been using it we have become secure in knowing all is logged, including the paperwork. We still have paper files but they are not needed so much now. Information is passed around on a need to know basis only so a teacher may not be aware.</p> <p>The objectives were to ensure governors:</p> <ul style="list-style-type: none"> • were aware of the laws and national guidance • understood what children and young people want and need to feel safe • were aware of different forms of abuse • were aware of possible signs and indicators of abuse and neglect • knew when to take action <p>ASD arrived 17.50</p> <p>Items covered included:</p> <ul style="list-style-type: none"> • the aims of the policy • the categories of abuse and possible signs of abuse and risky behaviours <p>Rebecca arrives 18.00</p> <ul style="list-style-type: none"> • the prevent strategy and objectives were discussed along with the systems that were in place at the school to help flag children • Female Genital Mutilation whole school training had been held but a refresher was probably due. Systems were in place/ <p>A governor signposted the useful online training from the home office which was free.</p> <ul style="list-style-type: none"> • Honour based violence • Peer on Peer abuse and unhealthy relationships • Child Sexual and Criminal exploitation, including the business structure of the County line gangs • Upskirting • Private fostering arrangements • School policy if a child presented as being under the influence of drugs <p>JM arrives 18.12</p> <p>Are you seeing an increase in self-harming? Yes, mental health and depression. And in younger children.</p> <p>Are the police interested in low level drug activity? PD gave an example of when they had been involved.</p> <p>Thanks were passed to PD. A further session would be given on the governor day for any not present today.</p>	

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3	<p>FINANCE REVIEW Papers: Outturn as at end August 2019.</p> <p>RE had met with DB to discuss the current position. DB was invited to comment:</p> <ul style="list-style-type: none"> • The commitments of new staff had been included. • The outturn projection was still in surplus, now £21k. • Outturns would be provided to governors monthly – governors were aware of the change in scrutiny required by the new SFVS. • Receipts from the government towards the pay award were not yet known and more information would be received by the end of October. <p>Have you filled the post for cover supervisor? No and we are now advertising further afield. We are not the only school having difficulty. JM informed they do now have a cover manager.</p> <p>DB outlined the need for a variation to the PFI contract relating to the gates and difficulties in obtaining comparable quotes.</p> <p>❖ In discussion it was agreed the Finance Health and Safety Committee would be delegated the authority to agree this variation, subject to it not being in excess of £60k. It was acknowledged an extraordinary meeting might be required.</p> <p>Discussion reverted to item 1.</p>	
4	<p>RESULTS ANALYSIS Papers: Results analysis – Year 11. School Development Plan 2019/20</p> <p>4.1 Governors had already considered the extensive analysis, which included comparisons with the national average for the previous year, 3 year trends, areas of strength and weakness, EBacc, comparing prior attainment. JM talked to the presentation and took questions.</p> <p>4.2 Further information was given:</p> <ul style="list-style-type: none"> • The school continued to have results midway or a little higher in comparison with local schools. • Both attainment and progress had increased. • Progress for disadvantaged students had improved. • The gender gap difference had diminished: girls attainment as a cohort had reduced a little; boys progress had increased, especially in maths. • The key focus area of science had improved. • RSL Music had been discontinued; replaced by BTEC. • The progress 8 figures were now more reliable as the legacy qualifications are no longer included. • The current years 7,8 and 9 had higher than average attainment. • The Bridge, an inclusive school, had affected the overall progress scores; however, improvements were expected in 	

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	<p>coming years.</p> <p>4.3 What has been the issue with Latin? It is the second year running with results we were not pleased with. The course had changed and the historical content reduced. It is a subject that is predominantly taught at private schools which pushes up the grade boundaries. We have put bespoke interventions for those still taking the course but it is no longer being offered.</p> <p>Did you have any re-marks? We don't do so many anymore as nothing seemed to be altered.</p> <p>Did you get papers back for Spanish? Yes so we can look and see where we went wrong. It is the progress of the higher and middle prior attaining students that needs to improve and this will have a bigger impact on the progress 8 figure.</p> <p>How do you raise children's aspirations? Why should they try and get higher grades? If they are not making the progress it shows there may not be high quality of teaching.</p> <p>What are English going to learn from maths success? The had the same revision sessions? Targeting the higher attainers. They have to get more of the students with mixed ability to get higher grades. They are raising the bar from everyone. At class level, they are realising the need to scaffold high and go down rather than building up from below. We are changing how we are teaching. We are also having a change in belief in what the children can do and are confident progress can continue.</p> <p>4.4 In discussion it was clarified that whilst there would be an increased spotlight on those that should be doing better the spotlight would also still remain on the disadvantaged and other prior attainers. The importance of having increased entries to EBacc was considered and whilst governors had their doubts about favouring some subjects over others and that when the curriculum was designed it was not to reduce options, it was felt a degree of pragmatism was needed and to go along with the government's ideas. They recalled it was EBacc entry not pass rate that was the target.</p> <p>4.5 Results would be reviewed further at the next meeting of the Quality of Education committee.</p> <p>4.6 Whole school action areas to improve outcomes to move to 'outstanding'. The way forward had been outlined in the school development plan which included intent, implementation and impact of all areas – in brief:</p> <ul style="list-style-type: none"> • Attitude to learning - modelling enthusiasm, ensuring behaviour is not inhibiting progress, improving attendance. • Quality of Education – build and deliver a highly effective curriculum and have reliable and valid assessments. • Focus on Progress – high expectations • Emphasis on disadvantaged students, planning for progress, interventions in place from Year 7. • Reading target now all able to be able to read at age 16 or 	

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	<p>above.</p> <ul style="list-style-type: none"> Leadership and Management – shared vision for high quality provision, focus on high quality implementation, further develop inclusive safe and inspiring environment. 	
5	<p>RECOMMENDATIONS AND EXPECTATIONS FROM CHAIR OF GOVERNORS REPORT Papers: Chair of Governors Report. Governor Code of Conduct 2019 (draft) – agreed</p> <p>Governors agreed</p> <ul style="list-style-type: none"> ❖ The change in names of committee to align with the revised Ofsted framework. ❖ Membership of committees. ❖ The Governor Code of Conduct 2019 was adopted as presented ❖ Dates of meetings. The spring term full governing body meeting date would be reviewed. ❖ ASD would join the headteacher performance management group. He had undertaken the training. <p>The report was accepted. No other changes to governing body organisation were proposed.</p> <p>Monitoring of the school development plan would continue to be addressed at committees and governors were invited to attend not only on governor days but at other times to fulfil their duties.</p>	<p>RE</p> <p>SFS</p>
6	<p>MINUTES OF LAST MEETING and MATTERS ARISING Papers: Minutes 9.7.19</p> <p>6.1 The minutes of the meeting on 9th July 2019 were agreed to be an accurate record and signed accordingly. were agreed to be an accurate record</p> <p>6.2 Matters arising</p> <ul style="list-style-type: none"> The staff interest register had not been provided; however, the school were now in course of obtaining fresh declarations. JM informed the Freedom of information policy had been updated. Ratification would be arranged. Chairs had met and the terms of reference, agenda plans, papers and governor monitoring would be addressed at the first committee meeting. <p>All other items had either been completed, discussed elsewhere or deferred.</p>	<p>RE</p> <p>CHAIRS</p>
7	<p>GOVERNOR TRAINING This item was not taken</p>	<p>SFS HK</p>
8	<p>ANNUAL DECLARATIONS Papers: Eligibility and interest declaration forms; Data protection policy; health and safety policy and Part 1 of September 2019 Keeping Children Safe in Education Part 1+ Annex A</p> <p>Governors had already handed in their declarations of eligibility and interest. They also signed to confirm they had read and would comply with the Health and Safety Policy, the Keeping Children Safe in Education part 1, the Code of Conduct and the Data protection policy.</p>	

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	JJ would follow up with any governors who were not in attendance.	
9	REAPPOINTMENT OF ASSOCIATE MEMBER ❖ The reappointment of Lee Wares was agreed for a term of two years. His voting rights remained unchanged.	
10	Any other Urgent Business (with prior agreement of Chair) Governor presence at the open evening on 3rd October was suggested and JJ would email governors for availability. The latest visit report form would also be reviewed. There being no further business the meeting closed 19.50	

..... Signed Dated

Signature noted in minutes of meeting 4th December 2019

ITEM	OWNER	ACTION	DUE BY
Meeting 25.2.19			
8	SFS	SDP. Co-ordinate governor input to leadership and management review	
Meeting 14.5.19			
11	SFS RE	Take forward risk register/management	ongoing
16	SFS RE	Meet re H&S and report back to next FGB	
FGB 9.7.19			
1	SFS	Arrange for follow up with non-attending governors. Consider annual reviews	
3.3	JM	Provide staff interest register, possibly by sharepoint link – liaise RE. Original action dates from Nov 18 DB	Now FHS autumn?
3.3	JM/RE	Liaise, ensure provision of amended FOI policy. Original action dates from Nov 18 DB	Ratification needed
7.3	Chairs	Prepare for meetings -Agenda plan /tors/papers/visits/training/governor reviews	Autumn committee meetings
19.9.19			
5	SFS	Clarify membership of pay committee	
5	RE	Liaise JJ/govs re March FGB	
8	SFS HK	Take forward Training item	
10	SFS ASD	Review reporting form	19.10.19