

PATCHAM HIGH SCHOOL  
GOVERNING BODY  
MINUTES

Full Governing Body	
<b>Date/Time:</b>	5 <sup>th</sup> December 2019 5.30 pm
<b>Location:</b>	Patcham High School – Library
<b>Distribution:</b>	FGB, Di Bonner, website
<b>Quorum</b>	6 governors required to be present for decisions to be binding. The meeting was quorate throughout.
<b>Present</b>	<p>Governors (Voting)            Richard Eeva (RE)            Sarah Fitzjohn-Scott (SFS) Chair of Governors            Caroline Greenfield (CG)            Stephen Horne (SH) from 17.57            John McKee (JM) Headteacher            Natasha Marris (NM)            Michael Sandeman (MSD)</p> <p>Other (non-voting)            Di Bonner (DB) School Business Manager in attendance            Janet Johnson (JJ) Clerk to Governors            Lee Wares (LW) Associate Member</p>
<b>Apologies</b>	Rachael Christy - accepted Rebecca Ouassa - accepted Carl Rafala - accepted Andrew Saunders - accepted

DISCUSSION AND DECISION		ACTION
1	<b>INTRODUCTION, WELCOME AND APOLOGIES</b> SFS opened the meeting and apologies were considered. The absence of Jackie Ashwood was noted. LW completed annual declarations.	MSD
2	<b>DECLARATIONS OF INTEREST</b> No new declarations of interest were made when invited. All governors could take full part throughout.	
3	<b>MINUTES OF LAST MEETING</b> Papers: Minutes 19.9.19 The minutes were agreed to be an accurate record and signed accordingly.	
4	<b>MATTERS ARISING NOT COVERED ELSEWHERE</b> LW acknowledged with thanks, his reappointment as associate member and clarified the position re voting. The action list was updated. There were no further matters arising.	
5	<b>GOVERNOR RESPONSE TO HEADTEACHER'S REPORT</b> Paper: Headteacher report  5.1 JM talked through the report and took questions.	

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<p><b>How can admissions be fewer in number than the number of first choices if not oversubscribed?</b> Only get first preference if it was in your catchment area. Dear programme relaunched.</p> <p>5.2 Governors expressed their concern as the date for the 4G pitch to be operational was materially later than previously represented by the local authority. The pitches had been expected to be open at Easter, avoiding noisy works during the exam period and enabling use of the field during the summer months. Delays in the commencement of revenue stream would also have impact as would lack of amenity for the community. It was agreed that LW and SFS would write to the local authority to ascertain the exact position and timeframe of the 4G works and the canteen.</p> <p>Steve Horne arrived 17.57. Annual declarations were completed. No new interests were declared.</p> <p>5.3 It was noted that the school had now joined The Brighton City Partnership of 13 schools and nurseries. It was the only secondary school in the Partnership.</p> <p>Governors were also interested to learn the school was considering re-joining the peer to peer framework. They supported the process of external support, including HM inspectors and the cost was around £7k and enquired as to the best way to be involved. They would receive a report and could attend the feedback session. The Chair of Governors was also going to attend the next School Partnership Adviser visit which was a deep dive into the curriculum.</p> <p>5.4 Special Educational Needs Governors acknowledged the school had a good reputation for those with SEN and noted there were 12 admissions to year 7 with EHCP. <b>Is the school fully able to accommodate their needs?</b> These pupils are accepted here wherever they may live. We are struggling to get high quality teaching assistants. A governor added that the Inspection framework meant it was no longer allowable to insist upon experience in school before starting a PGCE and there had been an increase in numbers not completing the course.</p> <p>5.5 School Development Plan JM was asked to summarise the impact of the plan.</p> <ul style="list-style-type: none"> <li>• The behaviour system has had a major impact – reducing disruption in lessons, enabling more dialogue with parents, and improving the targeting and follow up of interventions. It had been very well received by staff.</li> <li>• Attendance was not improving despite a range of interventions and staff absence was comparable. Nurturing strategies might now be considered. Governors recalled that over many years there had been a great number of different strategies and JM confirmed that some had worked for a while for some pupils but it was not sustained. Governors checked that data was easily</li> </ul>	

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	<p>available to identify the effect on a myriad of groups and in discussion supported the notion of a temporary moratorium on actions as a method of establishing control data. They requested Rachael Strong attended the next full governing body meeting to present relevant statistics. She would not be expected at BAPD committee meeting in the spring term. RE offered to visit the school.</p> <ul style="list-style-type: none"> <li>• The uptake of the Duke of Edinburgh scheme had been very pleasing.</li> <li>• The Grit and Green project had been started in response to environmental issues. A governor was concerned that it had been seen that worries about climate change, President Trump and Brexit was increasing anxiety in young people.</li> <li>• The girls' network mentoring group had had a massive impact and was now in its third year.</li> <li>• The school health and safety group and the BAME meetings with staff were up and running and the school was very proud of its diverse workforce.</li> </ul> <p>The report was accepted.</p> <p>MSD left 6.40</p> <p>5.6 LW reported that his monthly visits with JM continued. Work continued in raising the positive profile of the school in the community by doing some projects. The planters had been received positively and were being treated respectfully. The Patcham community partnership, comprising representatives of lots of groups now talked more frequently and understood the constraints and issues, for example, if the school could not take action the police or other services may be able to. They were also seeking feedback about the community from children in the community.</p>	JM
6	<p><b>CHAIR'S REPORT</b> Papers: Chair's report; School Partnership Advisor report</p> <p>SFS focus for the year would be attendance and engagement. The vacancies were discussed. A new staff governor would also be required after 20<sup>th</sup> December. Nominations would be sought in January for staff and parent governor.</p> <p>The report was accepted. JJ would circulate the overview Ofsted Framework presentation for all to read if they had not attended the training session.</p> <p>The School Partnership Advisor report was accepted. It was very positive, containing thoughtful comments on the work the school was doing and its drive. It was noted that she was sharing with other schools what the school was doing as good practice.</p>	
7	<p><b>FINANCE:</b> Papers: SFVS 2019/20; Outturn report as at 4.12.19</p> <p>7.1 MAIN ITEM: SFVS</p>	

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	<p>DB took questions. Some queries had already been submitted by email. RE would view the staff interest register and report back. DB was requested to email the independent confirmation regarding the school fund. DB informed the contract renewal date list would be addressed by concentrating on grounds maintenance and would be reviewed when the pitch was built.</p> <p>Are solar panels an option here? A lot of our roofs are not sufficiently fit for that purpose. We have looked at it in the past but we would have to pay too much to the PFI company for variations. We will look at with the new sports hall. We are investigating a cover for the swimming pool but it will cost £18k. It was agreed to discuss schemes with local schools that had recently had solar panels fitted.</p> <p style="text-align: center;">❖ The SFVS was approved as presented and signed by SFS.</p> <p>7.2 Budget monitoring. The outturn was noted and signed by SFS. It was currently on track at £1.5k surplus. DB informed the local authority had confirmed an overpayment of redundancy money would be returned. DB was thanked for the information and there were no questions.</p>	<p>RE DB</p> <p style="text-align: center;">DB</p>
8	<p><b>FINANCE HEALTH AND SAFETY (including Pay Committee)</b> (including SDP progress) Papers: Minutes of FHS committee 19.11.19; pay policy; scheme of delegation; terms of reference.</p> <p>8.1 FHS Committee meeting RE ran through the actions of the committee and pay committee and then sought approval/ratification:</p> <ul style="list-style-type: none"> <li>❖ The minutes of the meeting were accepted.</li> <li>❖ The pay policy was ratified. DB would make the formatting amendments, display where required and send a copy to JJ.</li> <li>❖ The financial scheme of delegation was agreed to be extended pending review of the new model by the spring meeting of FHS. Reference to Resources committee would be changed immediately to Finance Health and Safety committee.</li> <li>❖ The terms of reference for the committee were approved.</li> </ul> <p>8.2 RE reported on the School Health and safety meeting today he had attended.</p> <ul style="list-style-type: none"> <li>• They had scrutinised the wellbeing of staff, particularly those in the line of fire and we reviewed all the support they would be able to get.</li> <li>• The 2 outstanding issues from the previous meeting were being actioned.</li> <li>• A Fire assessment was due shortly and a Health and Safety walk was due before the end of term. Governors pointed out yellow marks on the stairs were still needed and this was discussed.</li> </ul>	<p>DB</p> <p>DB</p>

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9	<p><b>BEHAVIOUR ATTENDANCE AND PERSONAL DEVELOPMENT</b> Papers: Minutes 17.10.19; draft terms of reference; Child protection policy 2019</p> <ul style="list-style-type: none"> <li>❖ The minutes were accepted</li> <li>❖ The terms of reference for the committee were approved</li> <li>❖ The child protection policy was approved</li> </ul>	
10	<p><b>QUALITY OF EDUCATION</b> Papers: Minutes; terms of reference</p> <ul style="list-style-type: none"> <li>❖ The meeting had not been quorate and governors now reviewed and approved the recommendations on the minutes. The reports were accepted.</li> <li>❖ The minutes were accepted.</li> <li>❖ The terms of reference for the committee were approved.</li> </ul> <p>RE agreed to join the committee. SH agreed to join the committee on a temporary basis.</p>	
11	<p><b>GOVERNORS</b> (<i>if not reported elsewhere</i>) There were no reports.</p>	
12	<p><b>MATTERS ARISING FROM TRAINING ATTENDED or NEWS</b> There were no matters arising not covered elsewhere.</p>	
13	<p><b>POLICIES</b> RO would report back on the review.</p>	
14	<p><b>AOB – please notify the clerk in advance.</b> There being no further business, the meeting closed 19.23</p>	

..... signed ..... dated

**Signature of minutes approved at the full governing body meeting 30.4.20**

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ITEM	OWNER	ACTION	DUE BY
<b>Meeting 14.5.19</b>			
11	SFS RE	Take forward risk register/management	ongoing
<b>FGB 9.7.19</b>			
3.3	JM RE	Provide staff interest register, possibly by sharepoint link – liaise RE. Original action dates from Nov 18 DB 5.12.19 RE would view the register and report back	17.12.19
3.3	JM/RE	Liaise, ensure provision of amended FOI policy. Original action dates from Nov 18 DB. 5.12.19 JJ to check records	
7.3	Chairs	Prepare for meetings -Agenda plan /tors/papers/visits/training/governor reviews	Autumn committee meetings
<b>19.9.19</b>			
5	RE	Liaise JJ/govs re March FGB	
10	SFS ASD	Review reporting form	19.10.19
<b>5.12.19</b>			
1	MSD	Follow up re non attendance	
5	LW SFS	Write to LA re timeframe of works	
5.5	JM	Arrange with Rachel Strong to come to FGB with attendance information – liaise BAPD/RE re info needed	
7.1	DB	Provide the independent confirmation regarding school fund.	
7.1	DB	Make enquiries with local schools re solar schemes.	
8.1	DB	Make final adjustment and complete procedures re pay policy, send copy to JJ	
8.1	DB	Amend SOD, immediate re committee name, have review for next FHS	