

PATCHAM HIGH SCHOOL  
GOVERNING BODY  
**MINUTES**

Full Governing Body	
<b>Date/Time:</b>	19 <sup>th</sup> May 2020 5.30 pm
<b>Location:</b>	To be held virtually by MS teams
<b>Distribution:</b>	FGB, Rachael Strong, Di Bonner, website
<b>Quorum:</b>	Half the current governors are required to be present for decisions to be binding. The meeting was quorate throughout.
<b>Apologies:</b>	Lee Wares - accepted Caroline Greenfield (CG) - accepted
<b>Present:</b>	<p>Governors (Voting) Sarah Fitzjohn-Scott (SFS) Chair of Governors and Chair of this meeting Jamie Guiver (JG) Catherine Jordan (KJ) John McKee (JM) Headteacher Rebecca Ouassa (RO) Michael Sandeman (MSD) Andrew Saunders (ASD) Alex Sheppard (AS)</p> <p>Other (non-voting) Di Bonner (DB) School Business Manager (by phone) R Eves (RE) Governor – attendance intermittent - technical difficulties Natasha Marris (NM) Governor – attendance intermittent – technical difficulties Janet Johnson (JJ) Clerk to Governors</p>

DISCUSSION AND DECISION		ACTION
<b>1</b>	<p><b>PRELIMINARIES:</b> 1.1 Welcome and Introductions SFS opened the meeting and thanked everyone for attending. Technical difficulties were hampering the attendance of RE NM and DB. 1.2 Declarations of Interest No new interests were declared when invited. All governors could take full part throughout. 1.3 Apologies Apologies from governors were considered. Lee Wares and Rachel Strong had also sent their apologies. Discussion turned to item 3.</p>	
<b>2</b>	<p><b>LAST MEETING</b> Papers: FHS committee meeting minutes 26.2.20 2.1 Minutes RE contacted the meeting and confirmed approval of the minutes. The minutes were agreed to be an accurate record and signature authorised.  2.2 Matters arising not covered elsewhere There were a number of outstanding actions. These were being addressed and</p>	#

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	RE and SFS would meet in the next week and provide an up-date. DB left 18.28	RE SFS
3	<p><b>FINANCE</b> Papers: Final outturn + chart of accounts; Budget 2020/21 summary and detailed figures as at 17.3.20 and 5.5.20; [late paper] governor budget questions and answers 13.5.20. Papers would be signed when current restrictions lifted.</p> <p>3.1 Budget monitoring 2019/20 6 of 6 The outturn was approved in the sum of £23,875 surplus. The surplus was required to finance provision in the following year.</p> <p>3.2 Budget 2020/21 presentation Forecast outturns at the end of the years 2020/21, 2021/22 and 2022/23 were £1k surplus, £215k deficit and £612k deficit respectively. SFS and RE had met with JM and DB to discuss the budget. They had been questioned closely on aspects including income, expenditure, staffing, assumptions, and ability to finance the school development plan. Questions and their responses had been recorded and answers circulated amongst all governors for further comment and query. The document was now talked through. DB gave some further updates and took questions.</p> <p>3.2.1</p> <ul style="list-style-type: none"> <li>• Re <b>when the pitch could generate income</b>: the local authority had assured the school that the tendering process for the new pitch would continue and as soon as they could get contractors on site they would start. There was no time line in place at present due to the ongoing pandemic.</li> <li>• Re <b>specific COVID-19 expenses so far</b>: mobile phones £100; laptops £33k (but funded mainly from pupil premium and the National Collaborative Outreach Programme); free school meal vouchers; health and safety signage and tape £700; cleaning materials £1k and PPE £1200. Loss of income would be added.</li> <li>• <b>Are all pupil premium and SEN funds ring-fenced to priority actions for these pupils?</b> SEN funds are spent in the areas covered by the SEN department – the majority on staff and some, e.g. The Bridge is very expensive. All pupil premium funding is ring fenced and an annual report published.</li> <li>• <b>Has furloughing of staff been considered?</b> The very few staff to which this can apply is the canteen staff. We are using two members of the team on site at the moment.</li> <li>• <b>Why does the total Curriculum spend appear to drop in year 2?</b> This is because the overspend in 2020/21 leaves a reduced available budget.</li> <li>• <b>Why is there a large and increasing deficit forecast in years 2 and 3?</b> This is because the budget is based on the worst-case scenario for staffing and historically staffing movements have usually negated the need for a deficit. The local authority has no concerns with the 3 year plan.</li> </ul> <p>3.2.2 Further updates</p> <ul style="list-style-type: none"> <li>• Swimming pool. This was not in use so the water temperature had been reduced.</li> <li>• Summer lettings were on hold and this was reflected in the budget.</li> <li>• Ski trip. The refund attempt and claims were continuing. The Zurich was hopeful the school would get back the majority if not all the funds.</li> <li>• Opal Coast trip. If this was cancelled by us 60% would still be payable.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Electric gates. Ground work commences 15<sup>th</sup> June 2020.</li> </ul> <p>3.2.3. In discussion governors agreed the temporary staff should not be furloughed. ASD and DB would work together in September to carry out a bench-marking activity on staffing. Are there any staffing issues? JM replied that there were none. There were no more questions.</p> <p>❖ The budget for 2020/21 was approved in the sum of £5,682,356 plus underspend of £23,875, giving a total budget available of £5,706,231.</p>	
4	<p><b>HEALTH and SAFETY – Reopening</b> Paper: Situation report covering: school priorities; the new focus for each member of the senior leadership team; Public Health England data summary for Brighton and Hove; update from the local authority; and action plan for reopening, including protocols and communications.</p> <p>4.1 Situation report JM talked through the report and gave further information:</p> <ul style="list-style-type: none"> <li>• There had been much discussion with secondary headteachers and all were going to proceed to open the school to a wider number of pupils, with caution.</li> <li>• He had attended a meeting with the local authority following discussions with the unions.</li> <li>• The risk assessments needed to be completed and the local authority had informed they could not review them individually. JM had run them by the Chair of Governors. The risk assessments will enable the plans and protocols for the opening.</li> <li>• Letters had gone to year 10 parents and the school was expecting to see a few more pupils attend but this was unlikely to exceed 8 per group.</li> <li>• He was confident about the position having spoken with staff and he continued to be in conversation with the union representative, although 8<sup>th</sup> June was a more realistic date than 1<sup>st</sup>. Staff would have the new set of protocols by the end of the week and their risk assessments completed which would then enable rotas to be drawn up.</li> </ul> <p><b>What has been the feedback from parents?</b> We have not done a survey, concentrating on preparing for them to arrive anyway. Two parents have made contact: one did want children to come back and the other did not think it worth it for such a small amount of time.</p> <p>The letter from the local authority was discussed and it was felt it was possibly politically driven given the current makeup of the Council.</p> <p><b>Are you planning for a full opening in September?</b> We are planning for it. We cannot keep going just partially open for a great length of time. We cannot house one quarter of the school on the measures we are proposing for the year 10s.</p> <p>Governors considered that to be a sensible view. There were no other questions and the report was accepted. Governors agreed JM, the senior leadership team and the staff were handling the situation magnificently and they confirmed the</p>	SFS JM

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	priorities and supported the actions being taken and planned. Discussion turned to item 2.	
5	<b>ANY OTHER URGENT BUSINESS</b> There being no other business, the meeting closed 18.31	

..... signed ..... dated Signature authorised at meeting 15.7.2020

Item	Owner	Action FHS Minutes	Due by
19.11.19			
2.3	DB RE	Send SBM annual work plan Draw up plan, liaise DB JJ	29.11.19 EOT
9	DB	Provide Charging and remissions policy for FGB	28.11.19
10	DB	Biometric information statutory policy/document requirements – include with Data protection policy – update committee	19.12.19
10	RO	Continue to move forward on general policy review/process. Liaise JM RP Chairs JJ / as required. Update for	Next meeting
11	SFS	Review wellbeing system with Jm	March 20
26.2.20			
4	RE JM/RA	Liaise with Ruth Astley for pupil premium report/presentation at FGB	Info 5.5.20 FGB 12.5.20
5.2	RE JM?	Revised Staffing structure for FGB approval	5.5.20
5.3 7.4 5.6 5.7	RE	Follow up re benchmarking, asset management plan, asset register, BCP and write offs items not taken	
5.5	DB	Forward electronic copy of school fund certificate to JJ	
5.8	DB Committee	Discuss by email and consider variation, bearing in mind approval limits.	
6	RE	Decide how to include in annual agenda	
7.2	DB	Up date Scheme of Delegation (action FGB 5.12.19) for review by committee prior to FGB	ASAP for FGB circulation 12.3.20
9	DB	Provide Charging policy and annual report	5.5.20
19.5.2020			
2.2	RE SFS	Review FHS action points	
4.1	JM SFS	Risk Assessments – check actions required by governors completed (if any)	