

PATCHAM HIGH SCHOOL
GOVERNING BODY
MINUTES

Full Governing Body	
Date/Time:	30 th April 2020 5.30 pm
Location:	Held virtually via MS Teams
Distribution:	FGB, website, Di Bonner
Quorum	Half the current governors are required to be present for decisions to be binding. The meeting was quorate throughout.
Present (virtually):	Governors (Voting) Sarah Fitzjohn-Scott (SFS) Chair of Governors and Chair of this meeting Caroline Greenfield (CG) Jamie Guiver (JG) Stephen Horne (SH) Catherine Jordan (KJ) John McKee (JM) Headteacher Natasha Marris (NM) Michael Sandeman (MSD) Andrew Saunders (ASD) Alex Sheppard (AS) Other (non-voting) Janet Johnson (JJ) Clerk to Governors
Apologies:	Carmelo Rafala (CR) - noted Richard Eeva (RE) - accepted Rebecca Ouassa (RO) - accepted Lee Wares (LW) - accepted

	DISCUSSION AND DECISION	ACTIONS
1	<p>CONDUCTING GOVERNOR BUSINESS VIRTUALLY SFS opened the meeting and thanked everyone for making the necessary arrangements to attend. She talked through the guidance for virtual attendance and confirmed the agenda had been amended to focus on urgent business and providing support.</p> <p style="color: #0000FF;">❖ It was agreed that full governing body and committee meetings could take place remotely whilst government restrictions on movement and meetings were in place. All other meeting requirements were unchanged.</p> <p>Those present confirmed they were in an appropriately private setting and the meeting was not being recorded.</p>	#
2	<p>PRELIMINARIES: Paper: AS co-option application (previously circulated and discussed by email). 2.1 A warm welcome was extended to KJ, AS and JG. It was KJ's first attendance as staff governor.</p>	

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	<p>JG and AS were applicants to the governing body. It had already been considered that their skills and knowledge would make them useful additions.</p> <p style="padding-left: 40px;">❖ AS and JG were formally co-opted to the governing body.</p> <p>2.2 No declarations of interest were made when invited. All governors could take full part throughout.</p> <p>2.3 Apologies Apologies were noted from CR who was at a meeting elsewhere, as was LW. Despite good efforts to enable attendance, RE and RO had technical issues which precluded attendance. These would continue to be addressed with the aid of IT support.</p>	<p>#</p> <p>JJ RE RO</p>
3	<p>CHAIRS REPORT <i>discuss and reach agreement on issues raised</i></p> <p>3.1 In the light of the current pandemic and unprecedented circumstances it was considered the likelihood of urgent actions may increase. SFS proposed that she would speak to as many governors as possible before any chair's action was taken.</p> <p style="padding-left: 40px;">❖ It was confirmed chair's action would only be taken following best endeavours to liaise with other governors. The requirement for chair's actions to be recorded and later ratified remained unchanged.</p> <p>3.2 Apologies were recorded and requested to be passed on to the School Business Manager for the lack of clarity relating to the attendance at this meeting.</p> <p>3.3 SFS spoke for all governors in wishing to record thanks and admiration for the staff team and JM for all their efforts and provision for staff, students and parents. They were very proud for how the school has operated and had received many glowing reports from the community.</p>	SFS JJ
4	<p>COVID 19 Headteacher update Papers: Headteacher Report and School Development Plan</p> <p>4.1 The report covered:</p> <ul style="list-style-type: none"> • Attendance • New priorities • Vulnerable pupil, pupils with EHCPs, those with free school meals and children of key workers • Learning at home • Additional offers, • Awarding of GCSE grades • Safeguarding • Staff and wellbeing • Communication • PPE • Brief budget comment • Ongoing work and forward planning. <p>JM talked through the report and took questions. Governors gave feedback from their links with the community.</p>	

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<p>4.2 Remaining open A governor commented that the local authority had been very supportive of the school's open door approach to pupils while the school was 'closed'. JM commented the school had been determined to remain open and that staff have been fantastic in allowing that to happen.</p> <p>4.2 Food deliveries What happens to food parcels that are left over? They are being delivered. A governor confirmed they were packaged in the canteen and then delivered. The food is much needed and deliveries were ongoing. Contents included items such as baked beans and pasta and had been very well received.</p> <p>4.3 Home learning JM informed and some governors could confirm, there had been good feedback from the learning from home package. A range of online platforms had been trialled and were now being refined. Governors checked whether Zoom was being used for online lessons and asked whether there had been any issues with disadvantaged students getting online? JM advised this was their main effort at the moment and being addressed by the advanced skills teacher. About 135 students needed assistance and it was not just for a laptop but also getting online. The school was in the process of buying 100 laptops using pupil premium funds. Only 14 laptops would be available from the government scheme. Safeguarding issues were being investigated. It will cost about £25000.</p> <p>Has any paper based work been organized for those who do not have the internet/laptop? Work packs are being posted out to those students and were even before lockdown.</p> <p>4.4 GCSE/ Exams JM informed the vast majority of pupils were displeased or devastated there would be no exams. The process for assessment was in hand. A governor confirmed there was a clear process in place at PHS as they had dialled into a Head of Curriculum Area meeting the previous day.</p> <p>Is there a dialogue with the exam boards if they change the grades? No. We foresee there will be some difficulties. Ofcom have put some procedures in place.</p> <p>Is the process common across all schools in Brighton and Hove or bespoke? It is rigorous and fair. I acknowledge the appeals process could be tricky.</p> <p>Will exam boards need to see some of the student's work? There is no requirement for the work to be sent in. We have a standard letter now to counter approaches from parents seeking to claim special circumstances affecting previous performance.</p> <p>How will moderation take place? We have to look at it and check there are no anomalies. There is no moderation across schools as there is no evidence. I am hoping they are fair and positive but they cannot be unrealistic. If pupils are not happy with the grade they may take an exam or continue with studies. Across the city some schools have taken the decision to send no more work out to students in year 11. We aren't doing that. We will send work out till half-term and then after that they will be encouraged to participate in a project that a deputy headteacher is setting up with the colleges that will lead to an award. The secondary heads are sending a letter</p>	RE/FHS

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<p>in conjunction with the further education colleges regarding pupils preparing themselves for 6th form.</p> <p>Governors supported the school in continuing to send out work and agreed it was likely a handful of schools would inflate grades. They noted exam boards could change the grades they were given but they would have no evidence. JM felt that the school probably would not deviate from previous Progress 8 scores but would inform governors on 29th May when they were submitted.</p> <p>4.5 Safeguarding and pupil wellbeing A governor who was staff gave a brief rundown of the work being undertaken to keep in contact with parents and the safeguarding calls. These included tutors contacting their group at least once a fortnight for a proper conversation.</p> <p>Is the figure of 500 pupils for daily tracking correct? Yes. It doesn't mean they are at risk. It means a lot of communications but there are a lot of staff involved and contact is required in varying degrees and as has always been the case if there is a serious situation, we deal with it. It is really any important.</p> <p>Governors were pleased to note the very rigorous approach to safeguarding was being maintained. Are there any students you have not been able to get in touch with? If we haven't social services have been informed.</p> <p>4.6 Staff Have any support staff been furloughed? We can only furlough staff not employed through the school budget, so for example a few catering staff if they were not needed. Governors expressed concern that JM had not had enough time away from the school and recommended he gave this some thought. SFS confirmed it had been discussed. JM gave reassurance and appreciated being asked.</p> <p>4.7 Premises Are there any issues with students on site drinking and smoking? With the exception of one (for whom an explanation was given to governors), the few have been ex-students. We have adults coming onto site with dogs that we need to deal with but no real problems. Is the pool being heated? No but this has led to problems with algae. Can you social distance within school? It is difficult and we do not know how it will unfold.</p> <p>4.8 Budget (see also item 6 and 9) Governors noted the headline outturn and balanced budget submission. JM informed they were expecting a reduction in income from letting of around £15k and the school was in dispute with an insurance company relating to the cancelled ski trip (possible loss £70k). The outcomes from other cancelled trips were not yet known.</p> <p>Do we still have to pay re exam fees? Yes. They will not refund. It is the same across all schools. The exam papers had been written and all they will</p>	# RE/FHS

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	<p>save on is the marking fees. We are keeping a record of Covid-19 outgoings re and there is funding of up to £70k for a school of our size.</p> <p>Do you know how many admissions appeals there are for PHS? No.</p> <p>❖ Governors approved the new priorities as presented in the report.</p> <p>Governors thanked JM and the staff for their work and highly commended them on the standard of level of care.</p>	#
5	<p>LAST MEETING Papers: Minutes of meeting 5.12.19</p> <p>5.1 The minutes were agreed to be an accurate record and signature was authorised.</p> <p>5.2 Matters arising if not covered elsewhere.</p>	#
6	<p>FINANCE Paper: Outturn 17.3.20 for budget monitoring.</p> <p>Note: see also item 4.8 and item 9. The outturn had already been circulated for email comments. JJ confirmed no comments had been raised. There were no queries and the outturn was noted.</p>	#
7	<p>QUALITY OF EDUCATION COMMITTEE Paper: Minutes of meeting 19.3.20</p> <p>7.1 Meeting 19.3.20 The minutes were accepted.</p> <p>7.2 Review of priorities, tasks and governor monitoring In discussion, in the coming term the focus would be on support for pupils at home and GCSE grading.</p>	ASD
8	<p>BAPD COMMITTEE Papers: Minutes from meeting 12.3.20; SEN policy and SEN report</p> <p>8.1 Meeting 12.3.20 The minutes were accepted.</p> <p>❖ The SEN policy and SEN report were approved.</p> <p>8.2 Review of priorities, tasks and governor monitoring</p> <p>In discussion it was agreed that the focus of the committee would change to the new priorities of:</p> <ul style="list-style-type: none"> • Providing places to vulnerable children and children of workers critical to the Covid-19 response • Monitoring wellbeing and welfare of students. <p>JJ enquired whether an amendment to the child protection policy was imminent and it was agreed this could be addressed outside of committee, by chair's action procedure if warranted.</p>	# CG MSD/ BAPD comm CG
9	<p>FINANCE HEALTH AND SAFETY COMMITTEE Paper: Minutes from meeting 26.2.20</p>	

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	DISCUSSION AND DECISION	ACTIONS
	<p>9.1 Meeting 26.2.20 The minutes were accepted.</p> <p>9.2 Review of priorities, tasks and governor monitoring</p> <p>Prior to the meeting RE had:</p> <ul style="list-style-type: none"> • Requested his thanks to the School Business Manager be recorded, for all the work on the outturn and budget. These would be the focus of the next full governing body meeting. • Recommended governor involvement with the budget plan and staffing structure as a matter of priority. <p>Governors acknowledged the good work of the School Business Manager and noted the final outturn figures had now been received. It was agreed that RE SFS DB and JM would meet to review budget and staffing plans before the next full governing body meeting.</p> <p>9.3 Health and Safety Have there been any issues? No A governor had attended a health and safety walk and invited JM to make comments. Some work, such as tidying up in a science room, had been identified but was not urgent and had been put on hold. A new risk assessment was in place re Covid-19 to keep children and staff safe in school. It was a live, working document. A governor confirmed all actions previously identified had either been actioned or were in course.</p>	<p>RE SFS DB JM</p> <p>#</p>
10	<p>AOB (if any) Meeting close With apologies for the circumstances leaving this item till the end of the meeting, governors now introduced themselves in a more detailed manner for the benefit of new governors. The next meeting was confirmed to be the full governing body meeting with the main focus of agreeing the budget. It would be held 12th May. There being no further business, the meeting closed 19.20</p>	<p>RE/SFS ALL</p>

..... signature dated

Signature authorised at meeting 15.7.2020

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ITEM	OWNER	ACTION	DUE BY
14.5.19			
11	SFS RE	Take forward risk register/management	ongoing
FGB 9.7.19			
3.3	JM/RE	Liaise, ensure provision of amended FOI policy. Original action dates from Nov 18 DB.	
7.3	Chairs	Prepare for meetings -Agenda plan /tors/papers/visits/training/governor reviews	
19.9.19			
10	SFS	Review reporting form	
5.12.19			
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	Deferred
7.1	DB	Make enquiries with local schools re solar schemes. Update 30.4.20 – SFS to discuss with RE and DB	
8.1	DB	Make final adjustment and complete procedures re pay policy, send copy to JJ Update 30.4.20 – SFS to discuss with RE and DB	
8.1	DB	Amend SOD, immediate re committee name, have review for next FHS	
30.4.20			
#	JJ	Attend to administrative matters	8.5.20
2.3	RE RO JJ	Liaise, with IT if need be to resolve technical issue	10.5.20
3.1	SFS JJ	Note and record actions for later ratification	Ongoing
4.3	RE/FHS	Oversee support if required re use of budget, ensuring compliance with scheme of delegation	As required
4.8	RE/FHS	Liaise re insurance claims?	As required
7.2	ASD	Liaise with committee re tasks for new priorities	Now
8.2	CG/MSD BAPD	Liaise with committee re tasks for new priorities	Now
9.2 &10	RE/SFS/ JM/DB	'Meet' re staffing structure and budget ready for approval discussion at FGB – RE SFS Liaise and with JJ re agenda for next meeting	5 th May