

**PATCHAM HIGH SCHOOL
GOVERNING BODY**

MINUTES

	Full Governing Body
Date/Time:	15 th July 2020 6 pm
Location:	Virtual
Distribution:	FGB, website, P Denman and D Bonner
Quorum:	At least half the number of governors currently in office required for decisions to be binding. The meeting was quorate throughout.
Present:	<p>Governors (Voting) Richard Evea (RE) Sarah Fitzjohn-Scott (SFS) Chair of Governors and Chair of this meeting Jamie Guiver (JG) Catherine Jordan (KJ) Marc Ducroquet-Lavin (MDL) from item 4 Natasha Marris (NM) John McKee (JM) Headteacher Rebecca Ouassa (RO) Michael Sandeman (MSD) Andrew Saunders (ASD) from 18.28 Alex Sheppard (AS) Stephen Horne (SH)</p> <p>Other (non-voting) Di Bonner (DB) School Business Manager, in attendance Caroline Greenfield (CG) from 6.25, in attendance Janet Johnson (JJ) Clerk to Governors</p>

	DISCUSSION AND DECISIONS	ACTION
1	<p>INTRODUCTION AND APOLOGIES</p> <p>SFS opened the meeting. ASD and SFS had just attended the virtual governance briefing. This event was run by the local authority and they had stressed how thankful they were for all the tireless work of schools and in its view, the headteachers were exhausted.</p> <p>Throughout the period governors had been checking as to JM's wellbeing as well as staff and now did so again. Reassurances were received.</p> <p>Apologies were considered. The absence of Carmelo Rafala was noted. Discussion turned to item 4.</p>	MSD/SFS
2	<p>DECLARATIONS OF INTEREST</p> <p>There were no new declarations of interest. All governors could take full part throughout.</p>	
3	<p>MINUTES and MATTERS ARISING NOT COVERED ELSEWHERE</p> <p>Papers: Minutes 30.4.20, 19.5.20 and 8.6.20</p> <p>3.1 The minutes were all agreed to be an accurate record and signature</p>	#

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	<p>approved. 3.2 Matters arising RE had reviewed these. Further discussion would take place outside of the meeting.</p>	SFS RE
4	<p>CHAIR'S REPORT Paper: MDL application 4.1 Co-option of Marc Ducroquet-Lavin The governing body considered MDL's application. He had completed the skills form, been interviewed by a governor and references followed up.</p> <p style="padding-left: 40px;">❖ Governors agreed MDL's skills would be beneficial for the governing body and approved the application.</p> <p>4.2 Re-co-option CG This item was not taken</p> <p>4.3 Appointment of parent governor No parents from outside the governing body had come forward following requests for nomination. ASD had agreed to be parent governor.</p> <p style="padding-left: 40px;">❖ ASD was appointed as parent governor and would change category from co-opted.</p> <p>Discussion returned to item 3.1</p> <p>4.4 Chair's report SFS would circulate a report. See also item 8.2</p> <ul style="list-style-type: none"> • All governors would need to read the Keeping Children Safe in Schools 2020 that would be brought in from September. • There was a need to improve governor attendance, particularly for committee meetings. Volunteers were requested for a new governor role relating to governor training and development. Interested governors should contact JJ. 	<p># MSD MDL</p> <p>SFS CG</p> <p>#</p> <p>ALL # ALL</p>
5	<p>COVID UPDATE (JM) Papers: Covid update for governors; Keeping school Covid secure</p> <p>JM was invited to comment; he talked through the report and took questions.</p> <p>5.1 School priorities The school was very busy working on the temporary priorities. New priorities were listed upon which work had already started.</p> <p>5.2 Staffing The school was expected to be fully staffed. Recruitment had taken place on-line and there had been a good field.</p> <p>5.3 Risk Assessments These had been completed for the school, staff and students.</p> <p>5.4 Reviews had been or were in course for Home learning and provision for various pupil groups, including vulnerable and those with Educational</p>	<p>SFS JM</p> <p>RE SFS JM</p>

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	<p>Health Care Plans. Some progress had been made regarding levels of attendance. Discussions continued regarding the levels of engagement and helping pupils be ready for school in September. The year 6 transition days were set for 20th and 21st July.</p> <p>5.5 Reopening in September The school would be following government guidance. How this would look like in the school was explained and the new school day timetable shared. Information regarding school buses was awaited.</p> <p>5.6 Next steps A new behaviour policy would be introduced imminently. The inset days in September would be based on protocols and teaching, including how to teach within the current constraints. A lot of work on site was still required.</p> <p>5.7 Will you get your Covid cost claim in on time? DB confirmed they would. It was for nearly £77k and included e.g. food parcels, skips, signage, safeguarding thermometers, postage. Governors thanked DB. What are the catch-up plans for those children falling behind? JM informed that as engagement levels were around those of the national average, namely 60%, a large proportion would be affected. The school would assess informally by way of day to day teaching, finding out the gaps and then adjusting the teaching and curriculum accordingly. Coaches and teaching assistants can assist and, it was to be hoped, some access to some additional funds for teaching. We don't know what we will be faced with but the teachers will know what they need to look for and we can then put it in place. Our main concern is year 7 as we don't know what they have done at primary school and we will not have their data. CATS tests would take place in the first 2 weeks. Will you set classes? JM this will continue in those subjects we set at present. Is there extra support for members of staff teaching in a different classroom each lesson? It was recalled some staff did not have their own room anyway and equipment would stay in the relevant room. Other support for staff included: the senior leadership team providing all lunch and break duties; access to the well-being group; referrals to a coach; their line manager; signposting to further support. What happens if students lose their face covering for the bus? There will be spare stock here.</p> <p>5.8 Governors</p> <ul style="list-style-type: none"> • Were pleased to learn of the variety of methods for involvement with parents and for adaptation of the usual events. • Sought clarification of the movements of staff and pupils for the different lessons and ascertained the sports director would write to parents about the sports clubs. • Sought reassurance about support for uniform purchase and noted the school had pledged they would support any parent that needed assistance. Free school meals would continue over the summer. • Commented that it had been and continued to be a huge amount of work from senior leadership team and staff. They were impressed 	JM BAPD

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	and thanked all involved.	
6	<p>COMMITTEE REPORTS Papers: BAPD minutes; child protection policy; Quality of Education minutes</p> <p>6.1 BAPD The minutes were accepted. Governors noted that the safeguarding system had proved robust and effective. KJ expressed an interest in being linked to equalities.</p> <p style="padding-left: 20px;">❖ The Child Protection Policy was approved as presented. MSD left 19.00</p> <p>6.2 Quality of Education The minutes were accepted.</p> <p>6.3 Finance Health and Safety Whilst no separate meeting had been planned for this term the outstanding actions had been reviewed and the only notable items was outstanding policy reviews. RE had kept in touch with DB. Priorities were keeping on top of the urgent and important work. The financial situation was too fluid at present. DB had prepared a short report which would be circulated. The Covid claim would be sent in tomorrow. The government had retracted on their agreement to honour the free school meal vouchers from 'Wand' over the summer holidays.</p> <p>DB was invited to comment. She informed</p> <ul style="list-style-type: none"> • The budget had allowed for savings in oil and reduced income from lets. Lets could perhaps start up from September but the priority was to ensure staff and pupils could attend. • Supply costs had reduced but costs also included a retainer for regular supply a retainer, pre-booked agency and exam invigilators. There would be no refund from exam boards. • An administration assistant start date had been delayed. • There had been a lot of problems getting reports from the local authority for example they were still waiting some from April and only got some June data this morning. Will send the reports to RE and SFS. • Parents had been refunded in full for the ski trip but after negotiations with the company the school had had to accept a credit note for ~£4750. The Opal coast trip negotiations had not finished but at present only a credit note had been offered. <p>A governor reported DB had done an extraordinary job whilst being under a huge amount of pressure and a lot of work. All governors joined in thanks for her and indeed all staff and the headteacher.</p>	<p>KJ SFS</p> <p>#</p> <p>RE/DB</p> <p>RE SFS FHS committee</p>
7	<p>HEALTH AND SAFETY There were no other particular issues to report.</p>	
8	<p>GOVERNOR TRAINING/REPORTS 8.1 ASD and SFS had attended the governance briefing. Some points that had been discussed were:</p>	#

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	<ul style="list-style-type: none"> • The local authority would not be seeing any more risk assessments • Some HR issues • Attendance • Published admission numbers (Patcham Infant School had now been removed from the consultation list) <p>8.2 Discussion turned to Chair's report – see item 4.4</p>	
9	<p>ELECTIONS - CHAIR AND VICE CHAIRS</p> <p>9.1 Election of Chair of Governors JJ chaired this item. The position would be for a term of one year. There had only been one nominee and SFS withdrew from discussion. In discussion JJ ascertained there were no other nominees.</p> <p style="padding-left: 40px;">❖ SFS was re-elected as Chair of Governors. SFS returned and took the chair.</p> <p>9.2 Election of Vice Chair This again was for a period of one year. ASD and MSD were nominated.</p> <p style="padding-left: 40px;">❖ ASD and MSD were elected as joint Vice Chair of Governors.</p>	
10	<p>Work required for next meeting: Work plan from committee chairs with annual agenda plan and papers for approval</p> <p>Papers: provisional meeting dates 2020/21</p> <p>Subject to a fresh date to be set for BAPD in March (18), the dates were approved. JJ would circulate.</p> <p>Governors not currently on a committee were requested to join. MLD would join FHS but would also try out the others. DB was still willing to attend FHS and FGB.</p> <p>The agenda plans for FGB and committees needed to be drawn up. The previous year's could be used as a base if that was in place.</p> <p>SFS thanked everyone for their assistance in the past year.</p> <p>There being no further business, the meeting closed 19.25</p>	<p>JJ Elise</p> <p>ALL</p> <p>Committee Chairs/SFS</p>

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Item	Owner	Action	Due by
15.7.20			
1	MSD SFS	Take forward non attendance issues CR	20.8.20
#	JJ	Take admin action	
3.2	SFS RE	Discuss how to tackle remaining issues. Update JJ	
4.1	MSD MDL	Liaise re induction needs. JJ to send information.	30.7.20
4.2	SFS CG	Take forward re membership matters. Expired member CG and parent vacancy (JJ to seek nominations Sept?)	30.7.20
4.4	ALL	Read KCSIE – JJ to forward	5.9.20
4.4	ALL	Contact JJ if interested in training and development role	
5.1	SFS JM	Take forward re governor strategic involvement in strategic priorities. Approval in Sept	FGB Sept
5.2	RE SFS JM	Take forward re governor approval/ratification of any changes to staffing structure to ensure compliance. Review system.	FGB Sept
5.6	JM BAPD	Submit new behaviour policy to BAPD or FGB for noting.	5.9.20
6.1	KJ SFS	Consider suggested new role of Equalities governor	Sept
6.3	RE/DB	Circulate FGB report	EOT
6.3	DB	Send RE & SFS updated budget monitoring data for review.	EOT?
	RE SFS	RE – submit for noting at next FGB	
10	JJ	Take action and circulate dates	8.8.20
10	ALL	Inform SFS re committee/role preferences	20.8.20
10	SFS RE ASD MSD	Consider Chair's meeting at commencement of term re work for the year	31.7.20

Signature authorised at meeting 24.9.20