

PATCHAM HIGH SCHOOL
GOVERNING BODY

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| Meeting of: | Full Governing Body |
| Date/Time: | 21 st January 2021 – 5.30 pm |
| Location: | MS Teams JJ Host |
| Distribution: | FGB, Di Bonner, website, R Astley |
| Quorum: | 6 Governors required to be present for decisions to be binding. The meeting was quorate throughout. |
| Present: | <p>Governors (Voting) Marc Ducroquet-Lavin (MDL) Richard Evea (RE) Caroline Greenfield (CG) Jamie Guiver (JG) Steve Horne (SH) from 17.53 Kate Jordan (KJ) Natasha Marris (NM) John McKee (JM) Headteacher Rebecca Ouassa (RO) from 17.49 Michael Sandeman (MSD) from 17.45 Andrew Saunders (ASD) (Chair) Alex Sheppard (AS)</p> <p>Other (non-voting) Ruth Astley (RA) in attendance for items 1-3 Di Bonner (DB) School Business Manager, in attendance Janet Johnson (JJ) Clerk to Governors</p> |
| Apologies: | Sarah Fitzjohn-Scott (SFS) - Accepted |

MINUTES

| | DISCUSSION AND DECISION | ACTION |
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| 1 | <p>INTRODUCTION, WELCOME AND APOLOGIES ASD opened the meeting and thanked everyone for attending. Apologies were considered. Carmelo Rafala's term had expired and thanks for his contribution were noted.</p> | |
| 2 | <p>DECLARATIONS OF INTEREST AND PRIVACY No new declarations of interest were made when invited and governors confirmed they were in a suitably private location. All governors could take full part throughout.</p> | |
| 3 | <p>PUPIL PREMIUM Papers: Presentation pupil premium/disadvantaged pupils update; governor visit report RE NM 18.11.20.</p> <p>3.1 Presentation RA talked to her report, gave further information and took questions.</p> <ul style="list-style-type: none"> • All bar a few students were now working on laptops. • Wi-Fi dongles had been given out if internet was a barrier. | |

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| <ul style="list-style-type: none"> • The results of a questionnaire sent to disadvantaged students about their learning environment were awaited. It was apparent the environment was still difficult for some. • Advocates would then identify and make more contact with those students who have no one to talk to about learning at home. • The report included the current position on the Covid premium and governors noted coaching would comprise 80-90% but recruitment for some of posts was being delayed until pupils were back in school. • Free school meal pupils. The previous voucher system had been extended and the school topped it up to £20. Those coming in to school would be provided with a proper lunch from Monday. <p>3.1.1 Re disadvantaged, how many are not attending any lessons? RA: we are awaiting the breakdown for this group. Coaches are looking at individual cases by looking at registers. What can we do for them? JM: attendance is running at 88%. The Assistant Head, the SENCO and the lead at The Bridge were checking up on children we have concerns about. About 10% aren't engaging regularly and those without legitimate reasons are being followed up. What do the coaches do? Are pupils withdrawn from lessons? What is the impact? RA: there is one advocate for the disadvantaged group in each year. Subject coaches work in two different ways, before and after school and in tutor time, taking up to 3 or 4 students 2 or 3 times a week for intensive tutoring. In the day they help out in class or will take pupils out if necessary. Initially this was just with the disadvantaged group but this now expanding where there was potential for significant impact. [MSD and RO arrive.] Re impact: historically, students with coaches make at least ½ a grade progress on those that don't during a year.</p> <p>3.1.2 A governor with secondary teaching knowledge commented that this was a very good impact. RA added that ideally focus could be on all the year groups and prioritise the disadvantaged but a balance would need to be struck if withdrawing support from some areas. There was still a need to support year 11 but also to start with year 7. Where we can identify individuals where it would be beneficial we look to provide the support.</p> <p>3.2 Governor reports</p> <ul style="list-style-type: none"> • The report from 18.11.20 was accepted with thanks. • A follow up virtual visit had taken place the previous day with RA. Governors reported their opinion was that the work done for the disadvantaged had been both extraordinary and extraordinarily well spent. They considered those children now knew they are noticed and valued and it had made a difference to their motivation. RA responded that the whole school was aware of this group. | |

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| | <p>[SH arrived]</p> <ul style="list-style-type: none"> A governor had checked the pupil premium reports on the website and informed that they had been very thorough. <p>3.3 Covid premium. In discussion, governors drew on their experience with other schools and concluded that overall similar problems had been encountered, resulting in similar responses and that knowledge of the children and a bespoke response worked best. In particular, the use of known staff was felt to be more beneficial for tutoring than outside input.</p> <p>Governors thanked RA for the report and the extensive work. RA leaves 18.01</p> | |
| 4 | <p>MINUTES OF LAST MEETING Paper: Draft minutes 24.9.20</p> <p>The minutes of the meeting were agreed to be an accurate representation and approved for signature accordingly.</p> | |
| 5 | <p>MATTERS ARISING The action list was updated. Actions for the Chair of Governors would be reviewed at the next Chair's strategy meeting. There were no further matters arising.</p> | |
| 6 | <p>HEADTEACHER'S REPORT Paper: Headteacher's updating Report. This covered timeline, Christmas holidays, school priorities, testing, exams, free school meals, attendance and building projects.</p> <p>6.1 JM gave further information and take questions.</p> <ul style="list-style-type: none"> Students were receiving 5 lessons a day plus tutor session all by synchronous learning, which corresponded to what they would normally have been doing. There had been 300 responses from a survey of students about access to learning, engagement, feedback from teachers and work demands. Feedback would be shared with governors. Good feedback had been received from parents. Parents' evenings were continuing. The Covid testing regime was explained and the commitment by the administrative and teaching staff was commended. He continued to attend weekly meetings with other secondary headteachers in the city. <p>6.2 Do you have figures for attendance and engagement on the online sessions? About 88% (probably 90% if take out tutor time) - but levels of engagement may be less. There are about 40 pupils coming in to school daily. Are there any patterns re the dissenters for testing? Not yet. Is there any concern from parents or staff over maintaining the full time table? It is easier for staff and students prefer it. A member of staff who was a governor added that the breaks between lessons were useful. Homework: do any years have homework? At the moment there is no homework for any year. The next review of this is next week.</p> | JM |

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| | <p>What is the position re exams? We are awaiting instructions. The grades will be centre assessed.</p> <p>The report was accepted. Governors thanked JM and commented that the teachers were doing an amazing job providing remote learning. Governors were aware from the community that parents appreciated having the structure and feedback.</p> <p>6.3 Published Admission Numbers JM informed governors that the consultation on catchment areas was in course. The local authority had advised it was to even out the oversupply across the city. At present this seemed both alarming in that the local authority were proposing reducing the PAN in 2025 to 210 and then to 180 in 2028, and at odds with their purpose, as Varndean and Dorothy Stringer had no proposed reductions and PHS was an oversubscribed school. Governors would consider the matter at a later date.</p> | ASD |
| 7 | <p>CHAIR'S REPORT Paper: letter to parents from the governing body including thanks to all staff, including administration and site staff for their superb efforts during the current pandemic.</p> <p>In view of SFS's absence, this item was brief. Governors had been pleased the letter had been sent. ASD encouraged governors to attend committee meetings, even if they were not formally linked to them.</p> | |
| 8 | <p>CO-OPTION C GREENFIELD CG's term as co-opted governor had expired and governors were keen for her to continue. ❖ Caroline Greenfield was appointed as Co-opted governor.</p> | |
| 9 | <p>FINANCE: Papers [late]: SFVS 2020/21; outturn report and Chart of Accounts as at 20.1.21 [DB and RE confirmed at the meeting that the outturn report had been reconciled with the Chart of Accounts]</p> <p>9.1 SFVS The Chair of the Finance Health and Safety Committee and another member of the committee had met with DB recently. They reported that they had robustly reviewed the checklist questions and the dashboard. DB had then completed the form. They recommended it for approval. JJ drew attention to the requirement that governors had at least 7 days to review the documents, which had not, on this occasion, been met. Governors were satisfied the review had been carried out with vigour.</p> <p>❖ The SFVS 2020/21 was approved as presented ❖ Andrew Saunders, a Vice Chair of Governors, was requested to sign off the form. This could be in a virtual form in the absence of SFS and in the light of current Covid restrictions.</p> <p>9.2 Budget monitoring The papers were accepted. Queries were invited to be raised by email.</p> | JJ RE RO |

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| | <p>Members of Finance Health and Safety committee would continue to check regularly with the School Business Manager and RE and RO would arrange to meet.</p> <p>DB gave a brief summary. The outturn was still forecast to be a very small surplus. Some costs were lower which partially offset the reduction in letting income and £15 per week was being received for those with free school meals, which went some way to the £20 provided by the school.</p> <p>The governing body expressed their thanks for all DB's work and acknowledged it was very helpful to have the benefit of all her experience.</p> | |
| 10 | <p>FINANCE HEALTH AND SAFETY Papers: Draft minutes from meeting 10.11.20; Terms of Reference 2020</p> <p>10.1 The draft minutes, including recommendations were accepted.</p> <p style="padding-left: 40px;">❖ The terms of reference for this committee were approved as recommended.</p> <p>10.2 Health and Safety A governor reported that there were no health and safety issues to raise with the governing body at the moment. He would be recommending the Site Manager is accompanied by a union representative when he conducts the next health and safety walk.</p> | |
| 11 | <p>BEHAVIOUR ATTENDANCE AND PERSONAL DEVELOPMENT</p> <p>In discussion it was decided members of the committee would liaise to provide notes from the meeting held in the autumn term. NM and CG would discuss ongoing monitoring of the Single Central Record.</p> | |
| 12 | <p>QUALITY OF EDUCATION Papers: draft minutes of meeting 1.12.20; terms of reference 2020</p> <p>12.1 The draft minutes, including recommendations were accepted.</p> <p style="padding-left: 40px;">❖ The terms of reference for this committee were approved as recommended.</p> | |
| 13 | <p>GOVERNORS NM reiterated the messages from training on virtual monitoring.</p> | |
| 14 | <p>MATTERS ARISING FROM TRAINING ATTENDED or NEWS There were no matters arising.</p> | |
| 15 | <p>ANY OTHER DOCUMENTS FOR APPROVAL There were no other documents for approval.</p> | |
| 16 | <p>AOB – please notify the clerk in advance There were no other items for discussion</p> | |
| 17 | <p>REFLECTION – How has this meeting impacted upon school improvement? Has every governor something to contribute before the next meeting? In discussion, it was confirmed that recruitment to fill the parent governor vacancies should go ahead as soon as possible.</p> <p>The meeting closed 19.07</p> | ASD JJ |

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| Item | Owner | Action | Due by <i>Update 21.1.21</i> |
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| 15.7.20 Updated 24.9.20 | | | |
| 3.2 | SFS RE | Discuss how to tackle remaining issues. Update JJ | <i>Strategy meeting</i> |
| 4.4 | ALL | Contact JJ if interested in training and development role | <i>Strategy meeting</i> |
| 5.1 | SFS JM | Take forward re governor strategic involvement in strategic priorities. Approval in Sept | FGB Sept <i>Strategy meeting</i> |
| 5.2 | RE SFS JM | Take forward re governor approval/ratification of any changes to staffing structure to ensure compliance. Review system. | FGB Sept <i>Strategy meeting</i> |
| 5.6 | JM BAPD | Submit new behaviour policy to BAPD or FGB for noting. | Awaiting minutes |
| 6.1 | KJ SFS | Consider suggested new role of Equalities governor | Sept <i>Strategy meeting</i> |
| 10 | ALL | Inform SFS re committee/role preferences | 20.8.20 <i>Strategy meeting</i> |
| 24.9.20 | | | |
| 4.6 | SFS | Continue to oversee governor strategic involvement in strategic priorities. Receive SDP and allocate roles | <i>Strategy meeting</i> |
| 21 st January 21 | | | |
| 6.1 | JM | Share survey results with governors | When available |
| 6.3 | ASD | Follow up re PAN | <i>Strategy meeting</i> |
| 9.2 | RE RO | Meet re finance | |
| 9.1 | ASD JJ | 'Sign' SFVS and forward to school/LA | End Jan |
| 10 | RE | Follow up re pay policy query and bring to FHS/FGB | |
| 17 | ASD JJ | Update/ new 'seeking nominations' letter in the light of current circumstances. To JJ . | End Jan? |

Signature authorised at meeting 13th May 2021