

**PATCHAM HIGH SCHOOL
GOVERNING BODY**

Meeting of:	Finance Health and Safety Committee and Pay Committee
Date/Time:	10 th November 2020 5.30 pm
Location:	Virtual – MS Teams – JJ Host
Distribution:	Full Governing Body, Di Bonner
Quorum:	3 governors excluding the headteacher required to be present for decisions to be binding. Both the FHS and Pay Committee meetings were quorate throughout.
Present:	Governors (Voting) Marc Ducroquet-Lavin (MDL) Richard Eves (RE) Chair of Committee Sarah Fitzjohn-Scott (SFS) Chair of Governors John McKee (JM) Headteacher Natasha Marris (NM) Rebecca Ouassa (RO) (from item 5.2) Andrew Saunders (ASD) Other (non-voting) Di Bonner (DB) School Business Manager Janet Johnson (JJ) Clerk to Governors
Apologies:	Kate Jordan - Accepted

MINUTES

	DECISION AND DISCUSSION	ACTION
1	WELCOME, APOLOGIES and DECLARATIONS OF INTEREST RE opened the meeting. Apologies were considered. No new declarations of interest were made. Members of staff would withdraw from discussions regarding pay of individual members of staff.	
2	CHAIRING THE COMMITTEE RE was re-elected as Chair of the committee. MDL would join the committee.	RE MDL #
3	MATTERS ARISING Papers: Signed minutes FHS 26.2.20; signed minutes FGB 19.5.20 There were no matters arising.	
4	TERMS OF REFERENCE Papers: School Development Plan; Terms of reference 2019/20 ❖ The terms of reference were recommended for FGB approval unchanged for a further year. In discussion it was agreed that with a bit of creative thinking, monitoring duties could be undertaken virtually and successful methods had already been used. It was considered particularly useful if more than one governor was at the 'meeting' with the key member of	RE

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	staff to assist with questions and support. It would also be helpful for succession. Photos and videos were also felt to be useful. Governor links would be allotted to the school development plan sections. JM confirmed his agreement to the monitoring plans.	RE
5	<p>FINANCE Papers: Chart of Accounts – Cost Centre as at 5.11.20 (reconciliation not yet checked by governor); Budget monitoring report with notes on exceptions as at 5.11.20; Secondary school dashboard data comparison local schools from 2019/20 SFVS.</p> <p>5.1 Budget monitoring (2 of 6). The current outturn forecast was for a surplus of £11k, on track, and DB was invited to comment and took questions.</p> <ul style="list-style-type: none"> • The pay increases had been budgeted for but not yet included in the figures. • COVID cleaning costs continued. Masks were an additional expense. • Staff cover costs had been excellent since the start of term but were now starting to be needed. • In common with all schools, levels of costs outside of their control were the highest ever. The local authority was being kept up to date. • Budget information would now be forwarded to governors monthly. <p>Has the COVID claim been refunded? DB informed £74k had been claimed over the 4 categories. They had refunded for 3 of these but the last ‘other’ category with expenditure of £10k had not been received. No school has received any from this category yet. What did it include? Educational items such as mobile phones for safeguarding for teachers, resources for students with no stationery, resources quickly needed at the beginning for key worker children.</p> <p>Disadvantaged Is there enough in the budget for the pupil premium and disadvantaged children? JM we have budgeted for what we have provided. We have also got some laptops and some extra, catch up funding. A lot of that will be directed to disadvantaged students, using some of the national tutoring programme. We have another coach in science and we are considering hiring another coach for a year.</p> <p>Governors suggest a monitoring meeting with Ruth Astley, the link teacher. JM agreed. RE and NM would attend.</p> <p>5.2 SFVS 5.2.1 Benchmarking. Governors considered the comparisons with local secondary schools for pupil to teacher ratio, teacher contact ratio and average class size. There were no surprises and no actions identified. RO arrives 17.50</p>	<p>RE</p> <p>DB #</p> <p>JM NM RE</p>

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	<p>5.2.2 Other documents No other documents were presented. The scheme of delegation was to go to the next FGB for approval.</p> <p>5.2.3 Review process RE would arrange for this to be organised.</p> <p>5.3 FHS statutory policies RE would review the situation.</p> <p>Pay Policy The local authority model policy had been circulated and JJ drew attention to the sections that could be amended without further reference to the unions.</p> <p>Are there any subjects with a shortage of teachers? It is not an issue at the moment.</p> <ul style="list-style-type: none"> ❖ The pay policy 2020/21 was recommended for approval as presented subject to removal of governor notes and ensuring all sections were completed and any of the allowable amendments were unchanged from the previous year. <p>5.4 Staff and governors interest review This was ongoing.</p>	<p>RE</p> <p>DB</p> <p>RE SFS</p>
6	<p>PREMISES Paper: Governor 'visit' report 5.11.20</p> <p>6.1 Premises report. DB gave a verbal report</p> <ul style="list-style-type: none"> • Canteen works. The start date was now scheduled for 23.11.20. The signing of the legal agreement PFI/BHCC was a pre-requirement but was not expected to be a problem. The local authority contractor had confirmed all was running to plan. • Football pitch. This was now scheduled to commence February 2021 half-term. • The swimming pool was leaking. Investigations were underway. <p>Will the works cause a problem at the year 10 entrance? JM informed that at the moment and for the next month at least this would not be a problem. The lunch area would need to change in due course.</p> <p>Are there any PFI issues? DB informed there were not. The lifecycle works needed to be submitted by 31st December and 2 new science laboratory refurbishments had been requested.</p> <p>Have the stairwells been completed? The majority.</p> <p>Are there any other premises concerns? No.</p> <p>6.2 Land at the top of Ladies Mile Road. Governors viewed on screen the portion of the proposed City Plan part 2 (April 2020) relating to land at the top of Ladies Mile Road. This was still part of the school land, had to be maintained by the school and counted as part of its footprint. It had been earmarked for 60 new houses.</p>	

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	<p>In discussion governors recommended continuing to keep a watching brief on developments and reminding the local Councillors that it was school land. DB informed it was likely still to be subject to s77 [Schools Standards and Framework Act 1998]. If the council were entitled to any proceeds, they would probably claim the funds.</p> <p>6.3 Contract management & 6.4 PFI There was no further discussion on these aspects. See item 6.1.</p> <p>6.5 Facilities' policies No papers had been presented. This item was included at item 5.3. Moved to item 8</p>	RE
7	<p>GOVERNOR DEVELOPMENT Ascertain Training Needs. This item was not taken.</p>	All
8	<p>HEALTH AND SAFETY Paper: Reported accidents 2019/20.</p> <p>The accident report was received. There were no recommendations.</p> <p>There had been fewer accidents during the year due to lower attendance because of COVID restrictions. Governors asked for more details regarding one of the incidents and ascertained there was nothing of concern regarding the accidents. They enquired about the current welfare of staff and JM informed this continued to be okay and staff were adapting well to the changes.</p> <p>Governors passed on their thanks to all staff and JM.</p> <p>RE and MDL would undertake the next health and safety visit together.</p> <p>Discussion turned to item 12.</p>	RE
9	<p>LEADERSHIP AND MANAGEMENT Update on SDP This item was not taken.</p>	RE
10	<p>PAY COMMITTEE Paper: Pay policy Draft 2020/21</p> <p>The committee now sat as Pay Committee. Members of staff withdrew for discussions on individual staff to which they were not involved in the recommendations.</p> <p>10.1 Pay decisions – all staff A governor gave a verbal report following a meeting with JM where they had discussed the appraisal process and recommendations for pay awards. All staff had had improving outcomes objectives. JM was invited to give further information on some decisions and governors were satisfied with the responses.</p> <ul style="list-style-type: none"> ❖ The pay recommendations were approved. ❖ Recommendations for increases to TLR or grade were 	

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	<p>approved.</p> <p>Governors suggested and JM agreed that appraisal was an area that could be tightened up further as well as simplified.</p> <p>Capability policy JM gave a brief annual report which governors noted.</p> <p>JM and DB were thanked for all their hard work and they left 18.26.</p> <p>10.2 Headteacher Performance Management A verbal report from a member of the headteacher performance management group was made.</p> <ul style="list-style-type: none"> • Advice had been received from the school partnership advisor, Sue Childs. • Information from a wide range of sources had been obtained and evidence considered and triangulated. • The process had been robust. • It gave the opportunity to thank JM for his achievements and for leading the school well, including during the continuing COVID era. • Future objectives, in line with current educational thinking, would not include restrictive quantitative improvement targets. <p>❖ The recommendation of the performance group was confirmed.</p> <p>SFS would relay the outcome to JM and check whether further actions were required for the Deputy Headteacher pay review.</p> <p>10.3 Pay policy review No further information was presented. See item 5.3 re approval of new wording.</p>	SFS
11	<p>RECAP – work due for the next meeting</p> <p>NM and RE would meet with Ruth Astley MDL and RE would meet re H&S – MDL to send availability to JJ to liaise with RE</p>	
12	<p>ANY OTHER URGENT BUSINESS</p> <p>12.1 How did the Mock exams go? JM informed students had taken them very seriously and they had gone well.</p> <p>12.2 Staffing This item had been due to be discussed. The staffing structure and staffing policies were deferred.</p> <p>Discussion reverted to item 9.</p> <p>There being no further business, the meeting closed 18.36. Next meeting 24th February 2021</p>	JM RE

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ACTION PLAN SUMMARY

Item	OWNER	ACTION	DUE BY
10.11.20 2	RE	Review committee membership	18.11.20
2	RE MDL JJ	JJ signpost information MDL inform JJ of dates suitable for H&S visit, liaise RE re H&S visit + general 'induction' to committee?	11.12.20
4	RE	Allot governor links to SDP, plan work for year liaise JJ re agenda and papers needed	EOT
#	JJ	Take administrative action	18.11.20
5	RE	Check COA/Budget information agrees. Report back.	24.11.20
5.1	DB	Forward monthly budgeting information to JJ for governor consideration.	
5.1	RE/NM	Liaise Ruth Astley, JM RE re meet up for PP/Disadvantaged review. Report back	Report to FGB? 14 Jan 21
5.2.3	RE	Oversee presentation of documents & completion of SFVS and (FGB approval 14.1.21 with time for FHS governors to raise queries/discuss dashboard beforehand)	5.1.21
5.3	DB	Carry out amendments for pay policy and forward to JJ	24.11.20
5.4	RE SFS	Interest review, liaise JJ	24.11.20
6.2	RE	Consider gaining clarity re entitlement.	
7	All	Review training needs	ASAP
8	RE	Follow up termly school H&S committee report if not received	
9	RE	Follow up item not taken.	
10.2	SFS	Arrange for final actions re 19/20 HTPM	18.11.20
12.2	JM RE	Liaise re information required for staffing structure and staffing policies review	FGB January

Signature authorised at meeting 24.2.21