

PATCHAM HIGH SCHOOL
GOVERNING BODY

Meeting of:	Full Governing Body
Date/Time:	13 th May 5.30 pm
Location:	MS Teams JJ Host
Distribution:	FGB, Di Bonner, website, R Strong
Quorum	6 governors required to be present for decisions to be binding. The meeting was quorate throughout.
Present:	Governors (voting) Richard Eves (RE) Marc Ducroquet-Lavin Caroline Greenfield (CG) Jamie Guiver (JG) Steve Horne (SH) from 17.40 Kate Jordan (KJ) John McKee (JM) Headteacher Natasha Marris (NM) Michael Sandman (MSD) Andrew Saunders (ASD) Acting Chair of Governors and Chair of this meeting Other Janet Johnson (JJ) Clerk to Governors, in attendance Di Bonner (DB) School Business Manager, in attendance Rachel Strong (RS) observer
Apologies:	Alex Sheppard – AS - accepted Rebecca Ouassa – RO – accepted

	DISCUSSION AND DECISION	ACTION
1	INTRODUCTION, WELCOME AND APOLOGIES ASD opened the meeting and thanked everyone for attending. Apologies were considered and governors were reminded to ensure they were in a setting affording privacy.	
2	DECLARATIONS OF INTEREST No new declarations of interest were made when invited. No withdrawals from discussion were requested. JJ was requested to send reminders to any members with outstanding annual declarations.	JJ
3	MINUTES OF LAST MEETINGS Papers: Minutes FGB 21.1.21; Minutes FHS 24.2.21 The minutes were agreed to be an accurate record and signature authorised accordingly.	
4	MATTERS ARISING The action plan for the full governing body was updated. <ul style="list-style-type: none"> • The Finance Health and Safety Committee actions would be reviewed outside of the meeting. • The request for a volunteer for the role of training and development 	RE ASD ALL

PATCHAM HIGH SCHOOL
GOVERNING BODY

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	<p>governor was repeated.</p> <ul style="list-style-type: none"> • A reminder was given that changes to staffing structure post agreement today required prior approval by governors. • ASD would liaise with MW regarding the survey from students about access to learning, engagement, feedback from teachers and work demands. <p>There were no other matters arising.</p>	<p>JM RE ASD</p>
5	<p>HEADTEACHER'S REPORT Paper: Headteacher update; Complaints procedure 2021.</p> <p>5.1 Update The update was accepted. JM gave further information and took questions.</p> <p>Covid Parents had been understanding during the recent outbreaks. No masks were required from 17th May unless social distancing was not possible. The school was trying to get to a normal timetable soon and reopen changing rooms for sport.</p> <p>In view of the lengths of time out of school, what help is in place for year 7 to develop their talk and contact with older year groups? Year 7 is still in bubbles but they have been in contact with older pupils in corridors and break times. Pastoral leaders and tutors are working with them. Vocabulary and literacy skills are being taught by teachers and through use of the Covid premium. The children are keen to be in school but there are occasional upheavals due to Covid so the school does not move around quite so easily as normal.</p> <p>Return Plan (SDP) 2021 This remained unchanged and a new SDP was planned for September. High quality teaching</p> <p>Covid Premium Recommendations on how to spend this have been set using recommendations from the Education Endowment Fund. They included the Thinking Reading reading recovery programme; coaches for maths, English and science; an IT technician and Staff CPD. A governor expressed confidence in the school using appropriate research.</p> <p>Is there a time limit on the use of the funds? No and we have not spent all of it yet. How have you assessed the gaps? JM informed pupils sat an online reading test on Accelerated Reader. Those below their age level were provided with an intervention package and at the end tested again to assess impact. For coaching, it is based on teacher assessment in class and we have a reporting cycle where students are assessed and this includes reporting to parents. We are not getting any SATS data from primary schools so we have to do our own assessments. When do we know if they have done enough? Some will never catch up but we will continue to intervene till we can do the best we can for them. So getting them back on track is ongoing.</p> <p>RS explained the process regarding maths 'catch up'. Each teacher identified those that would benefit from intervention. They are then put into groups and given a 6 or 8 week intervention programme, focussing on basic skills and the hope is that they go back into lessons so they can access it better. An extra cycle may be</p>	

PATCHAM HIGH SCHOOL
GOVERNING BODY

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	<p>needed.</p> <p>Building works This was progressing well and on course to finish on time. There had been a few complaints about start and end times. The school has ironed them out and successfully pressed the local authority to ensure adherence. They were very pleased with the space that was being created and it will be kitted out by September. Funds remaining, some £237k should be enough to start on phase 2, re multi-use courts, for which there was already community interest.</p> <p>Governors were pleased with the news and also that the prom was going ahead. They added that they were aware online parents' evenings were working well. JM informed they would likely be continued.</p> <p>5.2 Complaints procedure ❖ The updated local authority model complaints procedure was approved. The agreement regarding composition of any panels remained in place.</p> <p>5.3 Staffing The school was on course for being fully staffed in September and there were no concerns regarding recruitment.</p> <p>5.4 Wellbeing Is there fatigue in the staffing body? Some. The constant change and frustrating methods of teaching are major factors and also some of the usual events not going ahead, for example, the productions. Governors praised DBs team for picking up a lot of the work re testing, which enabled the rest of the staff to get on with their work with less disruption. JM added and governors acknowledged with thanks that all staff had contributed more, and volunteered.</p>	
6	<p>CHAIR of GOVERNOR's REPORT Paper: (Acting) Chair's Report</p> <p>Governors had already considered the report and ASD drew attention to current membership and vacancies. A few longer standing members had indicated they may be stepping down and governors were requested to come forward with suggestions for distributing the work and how they could contribute to ensure succession.</p> <p>NM had given notice of her resignation and thanks were extended to her for all her service. She had joined in 2013 commented that she had been pleased to witness the improved standing of the school in the community and its rise in popularity.</p>	
7	<p>BUDGET OUTTURN 2020/21 Papers: Governor visit report finance 30.4.21; Chart of accounts and outturn 2020.21 pdf.</p> <p>This item was chaired by RE.</p> <p>A few governors had been meeting regularly with DB to monitor the budget monthly and overseeing the development of the new year's budget. The final outturn was a surplus of £15,268. DB was congratulated in her management of the budget. Having a small carry forward had meant current income was spent on provision for</p>	

PATCHAM HIGH SCHOOL
GOVERNING BODY

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	<p>current pupils, which supported governors' vision for the school.</p> <p>DB was invited to comment. The year had presented difficulties because of the impact of Covid. There had been extra costs and no income from lettings. Keeping a very careful record of Covid related expenditure and claiming properly for reimbursement when possible had eased the budget pressure.</p> <p>Governors approved the final outturn.</p>	
8	<p>BUDGET 2021/24</p> <p>Papers: Budget share notification 2021/22; 3yr summary budget plan and detailed breakdown; Staffing and curriculum forecast; Services to schools 2021/22 (previously circulated); Late paper – visit report 10.5.21; see also report for item 7. Note: the pupil premium allocation 2020/21, Formula budget from the LA, estimated High Needs Funding, Dashboard from SFVS had previously been circulated.</p> <p>This item was chaired by RE.</p> <p>8.1 Budget Presentation</p> <p>DB, JM and two governors had recently met to discuss the proposed budget 2021/22 and the three-year forecast to 2024. The 3 year forecast outturns were £2k surplus (2021/22), £163k deficit (2022/23) and £444k deficit (2023/24). The report from the meeting had already been circulated and a governor now summarised the position.</p> <ul style="list-style-type: none"> • The budget presented for 2021/22 was tight but allowed for a little flexibility on each budget head. • Assumptions included reasonable estimate on letting income and uncertainties had been included on a worst-case basis. As ever there may be some unplanned for staff absence; however, student numbers were strong and may rise. • All expenditure has been agreed by the Committees. • The proposed budget ensured sufficient staffing for both teaching and non-teaching areas and to enable delivery of the agreed curriculum, the school's agreed priorities, including the use of the government premiums, and development plan. • All the additional staff were included in the budget list, as were any expected absences and pay increases and progression. • It was useful that the PFI contract absorbed the building maintenance risks. • The 3 year forecast had been drawn up assuming no staff movement. The level of risk implied by the forecast deficits had been discussed and considered to be minimal. This was because it was not out of line with previous years and they had the benefit of many years of past practice and knowledge and expertise from DB. • The group recommended approval of the budget 2021/22 as presented. <p>JM/DB took questions.</p> <p>What are the planned lettings for the new astro pitch? JM advised they were Albion in the community and Patcham United. The rate was still being explored by DB but a fair, not exploitative rate was envisaged. An amount needed to be built in to ensure turf renewal in 10 years' time would be financed. Lettings could go up significantly. The two netball courts should be going ahead and there is also demand for the evenings.</p>	RE

PATCHAM HIGH SCHOOL
GOVERNING BODY

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	<p>What is happening with the swimming pool? It has a leak. A liner is being put in with a lifespan that will ensure when there is only 2 years to run on the PFI contract and the local authority surveyor does the condition check, that any defect, no matter the cost, would be made good. The PFI contract runs till 2027.</p> <p>The cost of Covid safety provision has had a detrimental effect on the budget in some other schools. Has it for us? DB yes, the cleaning. But as we were in lockdown we saved on utilities and we claimed our entitlement back from the government (nearly £75k).</p> <p>Will there be any knock on effect in years to come? DB had the opinion it should settle and offset by increasing pupil numbers. She added they had just received approximately £18k for having the test centre which just about covered its costs.</p> <p>Do sports clubs use the buildings? This needs to be resolved. There are Covid considerations but we do have a member of staff on site when the facility would be open so it might be possible. We need to consider covid and when the facility is open there would be a member of staff on site so it might be possible. JM added we would need to ensure users would be accountable and this would be an advantage of using the community groups.</p> <p>Is there a separate entrance for external use? Yes.</p> <p>There were no further questions. Another governor confirmed the budget meetings had been rigorous and DB had been very helpful. The papers were accepted.</p> <ul style="list-style-type: none"> ❖ The budget for 2021/22 was approved in the sum of £6,154,124 plus underspend of £15,268, giving a total budget available of £6,169,392. ❖ The staffing structure was approved as presented. ❖ The Services to Schools contract was approved as presented. <p>All thanked DB for her continued diligence and evident expertise in managing the budgets and supporting the school. RE was thanked for his presentation.</p>	
9	<p>GOVERNOR REPORTS ASD chaired this item.</p> <p>Pupil premium – RE reported back from attendance at a webinar by a nationally acknowledged expert relating to provision for the disadvantaged. He would circulate the notes taken by Ruth Astley. He had reviewed a lot of research in primary and secondary stages and 2 key aspects had emerged for secondary for gaining the best impact. Firstly: improving reading. Secondly: that schools avoid information overload. The leadership of that should be spread.</p> <p>With regard to this school the use of ‘Drop everything and read’ was particularly powerful. Part of this expert’s work was to see whether all children had access to good teaching. One thing he did at other school was to compare what was happening in the last 5 minutes of a lesson in different sets and he found that bottom sets teaching had stopped and coats were on. JM confirmed that had given food for thought and it had been a very good webinar.</p>	
10	<p>FINANCE HEALTH AND SAFETY 10.1a Pay policy Papers: Scheme of Delegation; Data Protection Policy; Charging and Remissions policy; pay policy</p> <p>10.1 Policy and documents</p> <ul style="list-style-type: none"> ❖ The pay policy was approved as presented. It had been reviewed by FHS committee and recommended by a governor. 	

PATCHAM HIGH SCHOOL
GOVERNING BODY

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	<p>❖ The scheme of delegation was approved for a further year.</p> <p>It was suggested governors considered further the updated data protection policy and the charging and remissions policy.</p> <p>10.2 Contracts for approval Nothing was submitted for this item.</p>	ASD RE
11	<p>BEHAVIOUR ATTENDANCE AND PERSONAL DEVELOPMENT The meeting in March had not gone ahead due to other school priorities. The next meeting was scheduled for June.</p>	
12	<p>QUALITY OF EDUCATION The meeting in March had been cancelled due to the school being under pressure setting up Covid testing procedures. The next meeting was scheduled for June.</p>	
13	<p>SCHOOL ADMISSIONS Papers: Allocation Factsheet: PHS Postcode Analysis.</p> <p>A governor reported on admissions.</p> <ul style="list-style-type: none"> • Numbers continued to be projected to fall in the city over the next 10 years. • As a smaller school this meant relatively more risk so more likelihood of the need to resist any suggestions for reductions. • For this September intake was broadly consistent with previous years and the school would be full in year 11. • The school was now consistently getting more local children attending. This was in line with governors' vision. <p>The report and papers were accepted with thanks.</p>	
14	<p>CHALLENGE PARTNERS Paper: Challenge Partners Consultation report</p> <p>JM was invited to comment and he informed it had been a positive experience and morale was boosted by the reviews received. The intention would be to continue with Challenge Partners.</p> <p>What would you say are the main things to be doing better? JM informed it was about making our Self Evaluation a bit slimmer. The coaching they suggested has already been put in place.</p> <p>The report was accepted.</p>	
15	<p>TEACHER ASSESSED GRADES Paper: Guidance for Teacher Assessed Grades</p> <p>JM commented that this involved a lot more work than they expected and a lot of evidence had to be produced. Each subject area was offering 3 pieces of assessment, then moderating and amassing the evidence in case of challenge. The school was not inflating the grades and he considered they had a really good system in place.</p> <p>A governor agreed it seemed very thorough and a lot of work gone into it, as it had the previous year. Another governor, with experience of teaching at the school, agreed.</p>	
16	<p>SCHOOL DEVELOPMENT PLAN Paper: Return plan 2020-21</p> <p>JM reminded that the return plan was quite simplistic but that moving forward we need other areas to improve upon so another plan is being brought together. He would liaise with ASD with regard to arranging governor attendance at relevant meetings for the SEF and SDP.</p>	JM ASD

PATCHAM HIGH SCHOOL
GOVERNING BODY

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	The papers were accepted.	
17	PRIORITY WORK before NEXT MEETING Governors were reminded to get in touch with regard to taking on link areas and/or organisational responsibilities. RE would undertake a Health and Safety walk and visit the Bridge.	
18	Any other urgent business There were no other items.	
19	REFLECTION – How has this meeting impacted upon school improvement? Has every governor something to contribute before the next meeting? The procedure for governor involvement in this year's SDP had commenced. All governors were encouraged to attend committee meetings. There being no further business, the meeting closed 19.20	

Item	Owner	Action	Due by
FGB 13 th May 21			
# & 2	JJ	Send annual declaration reminders Take admin action	27.5.21
4	RE ASD	Review FHS actions	4.6.21
4	ALL	Consider becoming governor training and development link	20.6.21
4	ASD	Liaise with MW re pupil survey on remote learning	27.5.21
8	RE	Follow up if any other information needed	Next mtg
10.1	RE ASD?	Take forward review of charging and DP policies	For next mtg
16	ASD JM	Co-ordinate governor attendance when appropriate at SEF/SDP development/review meetings, ready	Summer term

Signature authorised at meeting 13.7.21