

PATCHAM HIGH SCHOOL
GOVERNING BODY
MINUTES

Meeting of:	Full Governing Body	
Date/Time:	12 th July 2022 – 5.30 pm	
Location:	Patcham High New school canteen	
Distribution:	FGB, Di Bonner, R Strong, R Astley website	
Apologies:	Governors: Sarah Box (SB) - accepted Steve Horne (SH) - accepted Rachel O'Halloran (RO) - accepted Alex Sheppard (AXS) - accepted	Other: R Astley, Lead Practitioner Di Bonner, School Business Manager R Strong, Assistant Headteacher
Present:	Governors (voting) Christopher Street (CS) Marc Ducroquet-Lavin (MDL) Richard Eeva (RE) Hazel Gould (HG) Jamie Guiver (JG) Greg Johnson (GJ) till 6.53 pm Kate Jordan (KJ) John McKee (JM) Headteacher Mike Sandeman (MSD) Andrew Saunders (ASD) Chair of Governors and Chair of this meeting	Other (non-voting) Janet Johnson (JJ) Clerk to Governors Carol Theobald (CT) Associate Member Quorum: Seven governors required to be present for decisions to be binding. The meeting was quorate throughout.

ITEM	AGENDA PAPERS (circulated 7 days or more before the meeting and accepted unless stated)
3	Minutes 12.5.21
4.1	Pupil Premium report 2022/23
4.2	Pupil Premium Presentation
5	Co-opted governor application AF
5	Co-opted governor application CB
6.1	School Self-Evaluation (SEF) 2021/2
6.2	School Development Plan (SDP) 2021/22
6.3	School Development Plan 2022/23
7	Headteacher Report July 2022
7.1	Staffing Structure September 2023
7.2	Complaints Log Spring Term 2021/22
7.3	Complaints Log Summer Term 2021/22
8	Chair of Governor Report July 2022
8.1	Art Bulletin
9.1	Ofsted update
9.2	RSHE and Ofsted
9.3	Experiences of Ofsted autumn 2021
11.1	Budget monitoring Excel doc June 2022 and Chart of Accounts
12.1	BAPD draft minutes 9.6.22
12.2	Updated Child Protection policy 2021/22
13	Quality of Education committee draft minutes 13.6.22
16	Suggested dates of meetings 2022/23

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	DISCUSSION AND DECISIONS	ACTIONS
1	<p>INTRODUCTION, WELCOME AND APOLOGIES ASD opened the meeting and thanked everyone for attending. Apologies were considered. Covid continued to be an issue. ASD would review attendance with AXS over the summer.</p>	ASD
2	<p>DECLARATIONS OF INTEREST No new interests were declared when invited. No withdrawals were anticipated except where indicated. Governors were reminded that input from all was welcome throughout the meeting.</p>	
3	<p>LAST MEETING 3.1 Minutes Other than noting that re action 10 of 12.5.22, RE had agreed to undertake learning walk from a diversity standpoint, the minutes of the meeting 12.5.22 were agreed to be an accurate record and approved accordingly. Stakeholder view to include from diverse groups required further consideration by the GB. RE would review BAPD minutes.</p> <p>3.2 Matters arising not covered elsewhere</p> <ul style="list-style-type: none"> • It was noted a number of items were awaited from the school re finance and MDL would follow those up, ideally for the first meeting of the year. • The asset management item required further governor assistance. RE and MDL would take forward. • JJ gave advice regarding assurance of effectiveness of the data protection policy. JM informed there was a programme of staff training and the SBM monitored that and data protection generally. <p>Are there any breaches? JM informed there had been a number of breaches but the school had not been left exposed. Is a record made of incidents? Yes.</p> <p>In discussion, governors considered some kind of an audit was required and it was ascertained the local authority may have a format for self-review. MDL would take this forward with the SBM in the first instance and take up ASDs offer of assistance if required.</p> <p>The action summary was updated and there were no further matters arising.</p>	<p>MDL DB RE MDL#</p> <p>MDL DB ASD</p>
4	<p>PUPIL PREMIUM R Astley was unable to attend for the presentation. JM confirmed it was a clear rationale for how to spend the money and based on research from the Education Endowment Fund (EEF). The report showed the evidence of impact. The link governor recommended the report and strategy to the governing body, with the comment that it was difficult to see how the school could do better. Another governor confirmed that an expert in the field, Mark Rowland had praised the strategy, also commenting that it was very comprehensive. Another governor added that this year it had been targeted more specifically at different pupils.</p> <p style="text-align: center;">❖ The pupil premium report 2022/23 was approved as presented.</p> <p>Governors expressed the intention to invite R Astley to a meeting in the</p>	ASD

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	new year.	
5	<p>CO-OPTION of GOVERNORS</p> <p>In a lengthy discussion, governors agreed that the applicants had a plethora of skills that would be of benefit to a governing body but were mindful of its intentions to widen its diversity of views and they had not recently undertaken a strategic view of its skills requirements. They agreed that in the case of there being no vacancies, if necessary, the constitution would be amended to enable the appointment of a governor with ethnic minority experience. A governor with experience in teaching and management in higher education had recently left, so there were currently three vacancies. It was felt there was scope for the governing body to be more proactive and targeted in their approach to recruitment. Some such approaches had been made. It was decided to postpone making a decision on approving the applicants pending an urgent audit and review of skills, recruitment and diversity strategy by a group of governors to report back in time for the next meeting. It was agreed that there would be a second vote on the applicants at the next meeting regardless of progress on the Skills Audit and Diversity Strategy as it was felt the two applicants could not be kept holding on for a decision indefinitely. JJ would send some relevant papers.</p>	HG RE MDL
6	<p>SCHOOL DEVELOPMENT</p> <p>Main Theme – School Evaluation – where we are and where we are on how to move forward</p> <p>6.1 JM provided further commentary on the papers provided and took questions.</p> <ul style="list-style-type: none"> • The school self-evaluation had informed the new school development plan. • Focus would be on achieving consistency of behaviour and the wellbeing of both staff and students so they were at school and performing well. Attendance needed to increase because although above national average at the moment, it had not reverted to pre Covid levels. <p>GJ left 6.53 pm.</p> <ul style="list-style-type: none"> • Work to achieve distributed leadership would continue. • Quality of education would be improved by improving classroom practice, consistency and addressing gaps in students' wider learning. This would be partly with the pupil premium group but also throughout the school, particularly in literacy and numeracy. • Wellbeing. With the decline in effectiveness of support from CAMHS and some other agencies, the school was taking other action. The mental health strategy is being introduced. Diversity was being promoted and access to a wide range of experiences and trips provided. • Behaviour and attitudes. The RESPECT agenda would be followed to have respect amongst the whole community. The DfE guidance on attendance would be implemented. • Personal Development. Our offer is being reevaluated, including ensuring it is available to everyone. There will be some residential trips. 	

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	<p>6.2 What happened to pupils who went to Homewood College (SEMH school)? We have taken one pupil back. The secondary school headteachers have discussed as a group what is available for high tariff pupils. The local authority are considering how to resource it and are going to encourage schools to have alternative provision on site, as we do already but they will continue with the year 11 PRU.</p> <p>Are there a lot of students with Covid? They are not tested and the impact on attendance is less than with staff.</p> <p>Re 'enabling all students to learn to sing, play and instrument and create music together': is that just as per the curriculum? No. It is beyond. We have a big uptake but we want to extend that.</p> <p>CT left 7.03 pm.</p> <p>6.3 Governors commented that it made a lot of sense to improve management skills throughout the staff. JM responded that the benefit of more staff having good levels of leadership had become apparent. They then discussed their involvement. They were keen to visit the school early in the year and the week beginning 26th September was agreed. MDL would attend on appraisal day. JM would contact governors. CS would liaise with JM regarding clarity of the statements of methods to achieve the goals.</p> <p style="padding-left: 40px;">❖ The SDP was approved. Governors would be linked to items on the SDP and it would be reviewed at each meeting.</p>	<p>ALL JM ASD</p> <p>ASD</p>
7	<p>HEADTEACHER's REPORT</p> <p>JM confirmed the staffing structure Sept 23 document represented no change from that presented in the budget. There were no further questions.</p>	
8	<p>CHAIR's REPORT</p> <p>ASD was thanked for his report.</p> <p style="padding-left: 40px;">❖ Governors considered and agreed to change the name of the governing body to Patcham High School Governing Board.</p>	
9	<p>OFSTED</p> <p>A governor drew attention to Ofsted current practice being to look only at verified performance data. The big focus on harmful sexual behaviour continued. They would assume it is happening and there was a corresponding big focus on PSHE and RSE. Children had been asked about sexualised bullying and behaviour. In discussion, JM would put together a crib sheet to assist in guiding governor enquiries in this area.</p>	JM
10	<p>SAFEGUARDING (discussion about Keeping Children Safe in Education training/ NSPCC training / Prevent training)</p> <p>In discussion it was agreed governors would complete the NSPCC safeguarding training offered via the local authority. JJ would resend the links to the NSPCC training and Prevent.</p>	JJ
11	<p>FINANCE HEALTH AND SAFETY</p> <p>Since the last meeting, which had been amalgamated with full governors, to approve the budget, MDL had visited the school and conducted a general health and safety walk. There were no issues to report.</p>	

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	<p>RE had attended a fire safety walk 4.7.22 with the deputy headteacher and reported that all was in order.</p> <p>What is the situation with the netball court 'melting'? JM informed this had happened before we had the official handover, so it was clearly not our responsibility. We had assurances it would become a more firm and stable surface and the damage has been repaired.</p> <p>MDL continued to meet regularly with the school business manager and confirmed there was nothing to note regarding the budget.</p>	
12	<p>BEHAVIOUR ATTENDANCE AND PERSONAL DEVELOPMENT (including input to SEF) The minutes were accepted.</p> <p style="padding-left: 40px;">❖ The updated child protection policy was approved as presented.</p>	
13	<p>QUALITY OF EDUCATION The minutes were accepted.</p>	
14	<p>GOVERNOR REPORTS There were no further reports.</p>	
15	<p>MATTERS ARISING FROM TRAINING ATTENDED or NEWS for consideration Nothing was put forward for discussion.</p>	
16	<p>GOVERNING BODY</p> <p>16.1 Self-evaluation It was agreed ASD would draw up an impact statement. Other governors were invited to contribute.</p> <p>16.2 Organisation The dates of meetings were agreed as suggested with the exception of Quality of Education which would move to 21st February from 28th February. JJ would circulate final and also send a calendar notice.</p>	ASD
17	<p>ELECTIONS</p> <p>17.1 Chair of Governors NB: JJ was in the chair for item 17.1. She reiterated that the post was for a term of one year/until last FGB of the 22/23 year. No nominations had been received other than from ASD who was willing to stand again if the board wished. No further nominations were received when now invited. JJ gave ASD the opportunity to make further comment, then he withdrew.</p> <p style="padding-left: 40px;">❖ ASD was elected as Chair of Governors.</p> <p>ASD returned and accepted the position, with thanks from the board.</p> <p>17.2 Vice Chair It was confirmed no nominations had been received. Discussion followed.</p> <p style="padding-left: 40px;">❖ MSD and HG were elected as joint vice chair with the agreement that should MSD stand down from governance during the year, HG would continue alone.</p> <p>MSD and HG accepted the position, with thanks from the board.</p> <p>17.3 Committee Chairing</p>	# HG MSD

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	It was agreed this item would be taken at the next meeting, when there would be more governors present.	All
18	WORK REQUIRED BEFORE NEXT MEETING Governors would need to attend to safeguarding training and annual reading and declarations preferably before second week of term as well as the other actions as per the agenda.	ALL #
19	THANKS ASD thanked all governors and JJ for their service and asked JM to extend thanks to staff for all their efforts during the year. There being no further business, the meeting closed 19.42	

Item	Owner	Action	Due Date
FHS 28.2.22			
			<i>Update 12.7.22</i>
6.3	MDL + RE	Asset register/management – ensure systems are in place to enable assurance of completeness, management, insurance, replacement/write off and audit.	<i>FHS autumn 22</i>
7	MDL/RE	Make recommendation re H&S policy approval – for FGB	Sept FGB.
9	MDL +ASD	Take forward risk register <i>Ongoing. ASD would assist. JJ to provide further information</i>	<i>FHS autumn</i>
10.1	MDL	Clarify method of assurance for governors re data protection	<i>FHS autumn</i>
10.2	RE	Charging policy – submit report on effectiveness <i>12.7.22 RE Liaise MDL re date</i>	<i>FHS autumn</i>
FGB (Budget) 12th May 2022			
3	SB ASD +?	Review (questionnaire from SB) and get plan to increase diversity in the the GB	Will cover later
9	ASD/JM	Review system re governor approval of staff ing structure and changes	Will cover later
10	RE	Take forward stakeholder view from diversity groups	Needs more discussion Re will look at bapd mins.
FGB 12.7.22			
3.2	MDL DB	Liaise DB/JM re provision of <ul style="list-style-type: none"> • School fund confirmation of registration (if required) • School fund audits • Menu pricings • Quality assurance re school meals • Lettings policy • Scale of Charges • Any other outstanding items 	13.9.22
3.2	MDL/RE	Asset management – see 6.3 of FHS 28.2.22	-

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3.2	MDL DB ASD	Re Data protection – see 10.1 of FHS 28.2.22	-
	#	JJ to take admin action	26.7.22
5	HG MDL RE	Ascertain skills gap and put forward recruitment plan	13.9.22
4	ASD	Decide when pp presentation/pshe	13.9.22
6.3	ALL	JM and ASD firm up arrangements for Sept governor day/visits – all to note diary	???
6.3	ASD ALL	Review SDP and contact ASD if an area you wish to monitor. ASD to co-ordinate	3.9.22
9	JM	Prepare crib sheet to assist with visit	14.9.22
10	JJ/ALL	Send links to training/ all to complete/send confirmation of completion to JJ	26.7.22
16	ASD ALL	Consider impact of GB – ASD to collate	31.8.22
17.2	MSD HG	Liaise re share duties + with ASD HG – review and book appropriate training	13.9.22
	ALL	Undertake training and annual declarations in time to enable clerk to report back at first meeting	13.9.22
		ASD liaise VCs/ governors wishing to stand for ctee chairs and consider meeting v early in new year – 12/13 Sept?	

The minutes were agreed to be an accurate record and approved at the meeting of the full board on 22.9.22