

PATCHAM HIGH SCHOOL GOVERNING BOARD

MINUTES

<b>Meeting of:</b>	<b>Finance Health and Safety Committee</b>
<b>Date/Time:</b>	14 <sup>th</sup> November 2022 5.00 pm
<b>Location:</b>	Patcham High School - library
<b>Distribution:</b>	Full Governing Body, Di Bonner, Leigh Ward
<b>Quorum:</b>	Three governors required to be present for decisions to be binding
<b>Committee Member Apologies:</b>	Carol Theobald - accepted Christopher Street - accepted Mike Sandeman - accepted
<b>Present:</b>	Governors (voting) Marc Ducroquet-Lavin (MDL) till 5.33 pm Richard Eves (RE) Chair Greg Johnson (GJ) John McKee (JM) Andrew Saunders (ASD)  Other (non-voting) Di Bonner (DB) School Business Manager, in attendance Janet Johnson (JJ) Clerk to Governors Leigh Ward (LW) Incoming School Business Manager, in attendance

<b>Agenda item</b>	<b>Agenda Papers</b> (circulated 7 days before and accepted, unless stated in minutes)
3	Minutes FGB 12.5.22
3.1	Proposed Fee options
5.1	Chair's report
5.2	Draft annual work schedule 2022/23
6.1	[10 Nov] Budget monitoring excel document to end Oct 2022 + Chart of accounts review
6.4	Governor annual interest declarations
6.6	[Late paper] Pupils on roll: first preferences 2022 and 8 year catchment forecast
7.2	NGA HR self-assessment template
7.2a	Staff absence + comparison
7.2b	[Late paper] Governor visit report – SDP 1B – staff communication improvement
7.2c	[Late paper] ECT update – governor training feedback
8.1a	Charging policy
9	[11 Nov] Governor visit health and safety
10	SDP 2022-23
13	Pay policy adoption information and Pay policy

MINUTES

	DISCUSSION AND DECISIONS	PAPERS
1	<p><b>WELCOME, INTRODUCTIONS APOLOGIES and DECLARATION OF INTEREST</b></p> <p>1.1 As planned, RE would chair the meeting and a warm welcome was extended to LW, who introduced himself.</p> <p>1.2 Apologies were considered. Agenda items would be taken in a different order to accommodate the need for MDL to leave early.</p> <p>1.3 Interests were considered. No new interests were declared when invited. Staff would withdraw from pay discussions. As the governors not involved in the headteacher pay recommendation would number two, ratification of their decision would be made by all other non-staff governors.</p>	
2	<p><b>CHAIRING THE COMMITTEE</b></p> <p>Nominations were received for MDL as Chair. To improve resilience it was agreed a Vice Chair should also be appointed and RE was nominated. No further nominations were received when invited.</p> <ul style="list-style-type: none"> <li>❖ MDL was elected Chair of Committee and RE Vice Chair until the first governor meeting in the next academic year.</li> </ul> <p>Both accepted and the committee thanked them for their work to date. One of the new governors would be expected to join the committee.</p>	ASD
3	<p><b>MATTERS ARISING</b></p> <p>In discussion relating to the scale of fees for lettings, governors suggested consideration of a reduced rate on Fridays, the need to cover costs and be comparable with other local schools.</p> <ul style="list-style-type: none"> <li>❖ Increases to the scale of fees were agreed in the sum of £50 per hour for the pool and 5% increase elsewhere.</li> </ul> <p>No other matters were raised.</p>	
4	<p><b>PAY DECISIONS</b></p> <p>4.1 Pay Committee DB and LW withdrew for this item. ASD reported back from the Pay Committee who had met that day. JM had submitted recommendations for pay for all staff. JM confirmed all staff had been through the appraisal system, which used the Blue Sky recording system. The Pay Committee had reviewed the evidence and did some sampling. CS had also attended on governor day and spoken to some staff.</p> <ul style="list-style-type: none"> <li>❖ The recommendations for pay progression had been approved and the committee had no further recommendations for discussion.</li> </ul> <p>The report was accepted.</p>	

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	<p>4.2 Headteacher pay. JM withdrew 5.21 pm. It was agreed DB and LW could remain but would leave if requested. ASD reported back from the meeting to review the headteacher performance. The School Partnership Advisor, Sue Child had been in attendance as well as the headteacher performance group. The appraisal process had been completed including interim appraisals.</p> <ul style="list-style-type: none"> <li>❖ The recommendation was put forward, then considered and agreed by the governors present who had not been involved in the meeting. The decision would be ratified by email.</li> </ul> <p>JM returned 5.27 pm and informed of the outcome. DB and LW would attend to the administration. It was suggested that it would be good practice to build in succession planning for senior staff and it was recalled some actions were already in place.</p> <p>4.3 Consider recommendation re approval of pay policy It was confirmed the pay policy was the local authority model, agreed by the Unions and the school adaptations were the same as in previous years.</p> <ul style="list-style-type: none"> <li>❖ The pay policy was recommended for approval by the full governing board as presented.</li> </ul>	<p>RE</p> <p>JJ/ASD</p>
5	<p><b>GOVERNOR REPORTS</b></p> <p>5.1 Chair's report MDL gave further information. He had continued to discuss the budget situation with DB and reported good progress had been made and the expected deficit had already reduced by £35k.</p> <p>The Annual agenda for the committee was agreed.</p> <p>MDL left 5.33 pm.</p> <p>5.2 Other Reports These would be taken under related agenda items.</p>	
6	<p><b>FINANCE</b></p> <p>6.1 Budget monitoring DB was invited to provide the latest update:</p> <ul style="list-style-type: none"> <li>• The budget monitoring currently showed a forecast outturn of deficit £114k outturn but the back pay would not be paid until the end of December so the January position would be the most accurate. Her estimate was that the forecast deficit would reduce month by month to a final of around £30k to £40k. She recommended that unless there were any marked variations to this on receipt of the monthly figures, no drastic action would likely be needed.</li> <li>• Staff movement had now increased from Covid levels.</li> <li>• Absence was still high and on a par with the previous year. It was an area with potential to save money. Stress related absence had increased. In line with policy, referrals are made to occupational health. She listed some of the other</li> </ul>	

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	<p>support in place and added that they were checking with HR to see if there was anything else they could offer. The delays in obtaining DBS were delaying the start date of the cover supervisor.</p> <ul style="list-style-type: none"> <li>• There may be some savings on utilities as a worst position had previously been forecast. We are on a fixed term contract via the local authority.</li> <li>• The local authority had informed Longhill, Varndean and Dorothy Stringer schools this year would be the year their large underspends over the agreed limit would be clawed back this year if not spent. The local authority had confirmed they did not have enough schools with a surplus to cover deficits elsewhere.</li> </ul> <p>JM added that the staffing structure would be reviewed, especially if there were changes in the senior leadership team. <b>Governors enquired whether it could be beneficial to look at a preferred structure sooner or if anything else could make a difference. It was acknowledged that once essential staff were included there was limited flexibility.</b> JM informed there were areas the budget could be reduced, the pupil premium expenditure would be reviewed as would fixed term contracts.</p> <p><b>Do we get any business support for energy?</b> We do not think so, due to the fixed term contract.</p> <p>6.2 SFVS No documents had been received for noting. MDL and RE would take SFVS forward, with MDL as lead.</p> <p>6.3 Receive assurance and consider any approvals/ ratifications re virements, contracts + contract list review DB confirmed there were no virements for approval or items for ratification. There were no new contracts being considered other than the 4G pitch maintenance and this would be within the delegation limit of the headteacher. The photocopier contract would be due soon and the network managers would be involved.</p> <p>6.4 Staff and governors interest review DB informed there were no mitigations to consider relating to staff interests. The governor declaration update was noted. There were no mitigations other than applied at meetings to consider.</p> <p>6.5 Confirm eligibility for teachers' pension scheme has been reviewed. DB gave verbal confirmation that all teachers were eligible and in the scheme.</p> <p>6.6 Budget planning Governors considered how to provide a clear lead on strategy for budget planning assumptions.</p>	<p>MDL RE</p>

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	<p>In reviewing pupil numbers in the catchment area and in discussion about the local context, it was thought likely that the school would be full for 2023 and 2024. The indicated reduction over the following 4 or 5 years may be somewhat offset by attracting pupils, as at present, from outside the catchment area and would continue to be the preferred option for the main bulk of the entrants. The issue was not therefore considered to be of current concern; however, governors would continue to keep it under review and the local authority was continuing with their programme of awareness.</p> <p>Governors recommended setting a realistic budget for the following year and continue to be guided by the vision and improvement plans for more difficult decisions. JM confirmed DB and LW would soon move forward on the staffing expenditure.</p>	
7	<p><b>STAFFING</b></p> <p>7.1 Existing/proposed/ideal structure</p> <p>No changes had been put forward and the item covered as part of item 6 above.</p> <p>7.2 Staffing policies</p> <p>The statutory policies were: capability/appraisal of staff, Early Career Teachers, teachers' pay, staff discipline, conduct and grievance.</p> <p><b>Are expectations high, fair, applied consistently and fairly?</b> In discussion, it was agreed that through their work, meetings and visits, governors had good oversight and confidence with regard to teachers. They now asked after support staff. DB informed their reviews were usually done at the beginning of spring term.</p> <p><b>Is there any governor involvement?</b> DB said there could be and JM would consider all staff reviewing on the same day.</p> <p>A governor stressed it was about transparency and equal value and it might be useful to have some feedback. JM agreed.</p> <p>Governors considered the impact of the policies. They recalled there was a lack of complaints, the appraisal process was going well and teaching staff were happy to progress in their careers. They had evidenced that feedback from staff was obtained in a variety of manners and governors were able to confirm changes had been made as a result of the feedback, for instance the timetable and the behaviour policy. The educator of the week initiative was working well.</p> <p>JM added that Challenge Partners had reported that feedback from staff had been good. He suggested that a governor could ask a question of staff on governor day.</p> <p>The workload and wellbeing group was very representative and several supporting policies e.g. menopause policy had been introduced.</p> <p>Have the additional demands relating to the Early Career Teachers added to the workload of leaders? JM confirmed it had, for middle leaders. Additional support had been bought in.</p>	

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	<p>How many are there and who has overall responsibility? JM informed there were about 12 ECTs and Nancy Meaker was responsible. He went on to explain the process.</p> <ul style="list-style-type: none"> <li>❖ Governors would have an agenda item at BAPD committee agenda relating to the non-financial aspects of ECT.</li> <li>❖ All the other staffing policies, which followed the local authority model and approved by the unions, were agreed to be recommended for full governing board to mark on for a further year, subject to the minor amendments proposed by the local authority. The amendments affected appraisal and discipline and related to the location of linked documents.</li> </ul>	<p>RE JJ</p> <p>JJ JM/DB LW</p>
8	<p><b>Policies and documents</b></p> <p>A charging and remissions policy had been received. DB confirmed it was in accordance with the local authority model. <b>The policy was approved.</b></p>	#
9	<p><b>GOVERNOR DEVELOPMENT</b></p> <p>RE would attend the latest Health and Safety for governors training.</p>	RE
10	<p><b>HEALTH AND SAFETY</b></p> <p>RE gave an update to his report.</p> <ul style="list-style-type: none"> <li>• The police had identified the perpetrators of the damage to the fire doors and damages should be recovered.</li> <li>• A fire safety review triggered by a small fire had not indicated any ongoing issues.</li> <li>• He recommended the health and safety policy be reviewed with regard to removing reference to the School Health and Safety Committee and to ensure it showed current post-holders.</li> </ul> <p>DB added that a member of staff who had been injured had returned to work.</p> <ul style="list-style-type: none"> <li>• In the matter of a staff injury, the process was being followed and there were no recommendations.</li> </ul> <p>JM was in agreement with the recommendation regarding the School Health and Safety Committee. Governors acknowledged they received feedback from stakeholders on premises safety and wellbeing but agreed this should be reviewed in greater detail.</p> <p>Has the outstanding work on the netball courts now been completed? It is in hand.</p>	
11	<p><b>LEADERSHIP AND MANAGEMENT</b></p> <p>Update on SDP</p> <p>There was nothing additional to report.</p>	
12	<p><b>IMPACT of MEETING</b></p> <p>The review of staff policies, monitoring and setting direction for budget would ensure sustainability of provision.</p> <p>Agreeing the schedule of work would ensure compliance could be demonstrated.</p>	
13	<p><b>RECAP</b> – work due for the next meeting</p> <p>Budget work would continue. SFVS would be prepared for</p>	

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	recommendation to FGB. Information for next meeting would be reviewed.	
14	<p><b>ANY OTHER URGENT BUSINESS</b> (with prior agreement of chair) A governor had contact with a lawyer involved in the Schools Consent Project gave further information. JM had been very impressed with the Prima Facie play and welcomed the offer of an introduction. It would also be a matter for discussion at BAPD.</p> <p>This would be DB's last meeting and all took the opportunity to thank her for her long, diligent service and wish her a happy retirement. They were particularly impressed with her budgeting ability and appreciated her being very generous with her time.</p> <p>There being no further business, the meeting closed 6.32</p>	GJ JM RE

Item	Owner	Action 14.11.22	Due by
2	ASD	Ensure sufficient numbers on Ctee	
3	MDL	Follow up any outstanding items	
4.2	RE	Arrange for ratification of HTPM decision	
4.3	JJ/ASD	Take the pay policy to FGB	
6.2	MDL/RE	Review SFVS. Bring documents for noting and SFVS dashboard/checklist, related party transactions (even if zero) to FGB. Circulate to Ctee members at an earlier date for comment.	
7.2	RE JJ	Have ECT as agenda item for BAPD	
7.2	DB/LW /JM?	Ensure the capability/appraisal/discipline/conduct and grievance policies are sent to JJ for ratification at next FGB duly updated with LA recommendations. Inform JJ if any difficulty ASAP	
9	RE	Attend updated H&S training	
14	GJ JM RE	Liaise re introduction re Schools' Consent Project and include on BAPD work.	

The minutes were approved as an accurate record at the meeting of the FHS committee 22.2.23