

**PATCHAM HIGH SCHOOL
GOVERNING BOARD
MINUTES**

Meeting of:	Full Governing Board	
Date/Time:	11 th July 2023 – 5.30 pm	
Location:	Patcham High School Library	
Distribution:	FGB, L Ward, Website	
Present:	Governors (voting) Lauren Attallah (LA) Christine Bennett (CB) Sarah Box (SB) Julia Cason (JC) Marc Ducroquet-Lavin (MDL) Hazel Gould (HG) till 6.50 pm Jamie Guiver (JG) John McKee (JM) Headteacher Jonathan Harris (JH) Isa Kwabe (IK) Philip McDonald (PM) Andrew Saunders (ASD) Chair of Governors and Chair of this meeting	Others (non-voting) Janet Johnson (JJ) Clerk to Governors Carol Theobald (CT) Associate Member, till 6.50 pm. Leigh Ward (LW) School Business Manager, in attendance for items 2 and 3
Apologies:	Kate Jordan (KJ) - accepted Greg Johnson (GJ) – accepted Christopher Street (CS) - accepted	

AGENDA PAPERS

Item	Paper (circulated 7 days before and accepted unless stated)
2	Licensed deficit application 3.7.23 +Cost centre 2023/24 June version 2
2	Budget monitoring End Jun 23 (tabled)
2	Premises Hire agreement and Premises Hire policy
3	Strategic Policy Review
4	Draft minutes FGB 11.5.23
4	Health and Safety policy June 23
4	Freedom of Information policy, including publication scheme
5	Final SDP 2022-23 (Late paper)
5	SEF 2022-23 (Late)
5	Final Ofsted Report from visit April 2023
5	SDP Draft overview of intent 2023/24
6	Headteacher report + Staff Structure 2023/24 + complaints log
7	Governor visit report
8	Draft minutes BAPD committee 8.6.23
9	Draft minutes QE committee 12.6.23
10	Allocation factsheet2023; postcode analysis; projected pupil numbers BHCC, secondary school modelling
13	Equalities objectives and policy (+ link to equality information) (Late)
13	Website compliance list
13	GB meeting dates 2023/24
14	Chair's report; summary of current board
1+14	Governor Application RF

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	DISCUSSION AND DECISION	ACTION
1	<p>WELCOME, INTRODUCTIONS PROCEDURAL MATTERS</p> <p>1.1 Consideration of Apologies ASD opened the meeting and extended a special welcome to the new governors. He would liaise with them, taking forward their ongoing induction activities and allocate to committees. General introductions followed. There was an issue with school emails such that the chair, clerk and some other governors had not been able to access their accounts and apologies were given for any lack of response. The issue was being addressed.</p> <p>Apologies for absence were considered and a reminder given particularly for new governors to ask questions.</p> <p>1.2 Consideration of Interests IK made his declaration of interest. No other new interests were declared when invited. No withdrawals from discussion or voting were envisaged.</p> <p>1.3 Recommendations for change of practice or discussion from any governor training attended and not reported elsewhere. HG had commenced the Chair's course and had already found it useful. As part of the course she would undertake a project related to recruitment.</p> <p>1.4 Governor application The search for new governors had continued and Rosie Flint had applied and been interviewed by JM ASD and HG. They were assured she shared the values of the school and had much to offer from her skill set and experience within the education sector.</p> <p style="color: blue;">❖ Subject to reference, Rosie Flint was appointed to the board, initially as co-opted governor.</p>	# ASD HG
2	<p>FINANCE – update JM/MDL</p> <p>LW gave an update and took questions.</p> <p>2.1 Budget approval A revised deficit application had been requested by the BHCC so the school had reduced the request to £155k. Notification of acceptance was awaited.</p> <p>2.2 Budget monitoring - update The school had received the budget template from the local authority and taking into account the licensed deficit, which is included as a negative item in the form, a surplus of £45k outturn was projected at the end of the year. Budget heads shown represented either the school's own budget or forecast assumptions stated by the local authority. The pay awards have still not been agreed.</p> <p style="color: red;">How confident are you in the mitigations in the applications? A lot of the mitigations in the deficit application are achievable. There are always staff savings in year but it is a guess as to where they will be. We have made some savings already where new recruits started later than budgeted.</p>	

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	<p>Does it feel low risk to you? Yes.</p> <p>Governors were aware some schools retained reserves and that about half the schools in BHCC had submitted deficit requests. A governor congratulated the school team for the work they had done to address the budget challenge. The confidence issue was around government funding salary. LW added that on the local authority's insistence they had been required again to inflate two income lines despite the knowledge this would not be received.</p> <p>Have you had any s106/CIL money yet? JM confirmed they had not for a long time.</p> <p>2.3 Audit/SFVS action plan update The lettings policy and hire agreement had been drawn up using the local authority template.</p> <p style="padding-left: 40px;">❖ The lettings policy and hire agreement were approved as presented.</p> <p>2.4 Contracts/ other items for approval No items were put forward.</p> <p>2.5 Contracts for review No items were put forward for discussion. LW confirmed none were imminent and it was agreed this would be reviewed by FHS.</p> <p>2.6 FHS Input to SEF and SDP This would be covered later.</p>	
3	<p>STRATEGIC POLICY WORK</p> <p>Using the review paper drawn up by the clerk, governors discussed their strategic role relating to statutory policies so there was shared understanding. The school would continue to write and review policies regarding operational aspects and where they were needed on the website, ensure they were the correct versions. Governors would review strategically, be concerned the aims and objectives were in line with their vision and assessing to what extent the aims were met. The monitoring might utilise reports provided by the school and or governors from visits and incorporate stakeholder view. There was a need to be clear about metrics and have robust ways of working, with the school having plenty of notice about the information required should it not be specified in the policy. Committees would take this forward.</p>	
4	<p>LAST MEETING</p> <p>4.1 Minutes The minutes were agreed to be an accurate record subject to HG being removed from the attendance list.</p> <p>4.2 Matters arising The action plan summaries were updated</p> <p style="padding-left: 40px;">❖ The Freedom of information publication scheme was approved as presented.</p> <ul style="list-style-type: none"> • The amendment to the Health and Safety policy to incorporate the first aid section as requested, was noted. • A new Health and Safety Governor was required. ASD would discuss with PM. The school was requested to update the Health and Safety policy in due course. JM confirmed there were no issues requiring an 	<p>ASD PM LW</p>

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	<p>urgent meeting of the school health and safety committee. A date had not been set and this could now be in the autumn term.</p> <ul style="list-style-type: none"> • The report on data protection assurance was being considered. LW confirmed there had been no breaches. JM informed there was one live SAR request and deadlines were being kept. • Governors ascertained there were no urgent concerns re wellbeing in the premises work team as a result of the increase in lettings and FHS would review the arrangements as part of their usual work. <p>Other items had been completed or covered elsewhere on agenda and no other matters were raised.</p>	MDL
5	<p>SCHOOL DEVELOPMENT PLAN (SDP) 23/24– Part 1 PRESENTATION JM</p> <p>5.1 JM was invited to give an overview of the rationale for the plan.</p> <ul style="list-style-type: none"> • Next year’s SDP will build on the previous year’s and would incorporate Ofsted’s suggestion to be tighter with regard to the measurement of impact. • The school partnership advisor had had input. • The school was looking to improve performance and progress by improving behaviour including behaviour for learning. A cultural shift would be needed. This would be brought about by developing relational practice with the help of an organisation called ‘When the adults change’. • An audit, a health check, had taken place. Changing the way the school interacts with staff, parents, students and the community would be involved, with actions under each of the Ofsted judgement areas. • It is expected to address some of the problems that have arisen due to Covid. I will try and relate it to specific impacts. <p>5.2 Governor questions and comments included:</p> <ul style="list-style-type: none"> • Will the students be involved? Yes but we say a lot relies on staff. • If teachers speak in a positive way in a potentially tricky situation the outcome is likely to be better. • Recommended reading the book. It talked a lot about consistency. Are staff on board as a whole? We have talked about this with staff for a number of months. The health check has found where there was and was not consistency. They recommend simplification re rules, behaviours and practices. The 3 rules we have come up with are around our values. We want to do away with shaming, shouting and not taking things personally, retain good things such as praise and have 3 consistencies. It will be embedded over two years. • Some related matters come up at meetings and some are not on board but on the whole everyone is. The expectations of the school might not suit everyone. • How will you communicate it to parents? I don’t think we will spell it out as a system yet but hopefully parents will pick up on the change. We seem to send a lot of negative information and it needs to be balanced by positivity. All schools have to be inclusive. We have spoken about building cultural capital but not really unpicked what they mean with staff. It will get quite complicated when we look at the curriculum. • How will you change the communications with parents? It will be the language used and in making regular contact by text. School events will use relational skills. • How do you check teachers are being consistent? We have our usual 	

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	<p>monitoring systems such as learning walks.</p> <ul style="list-style-type: none"> • What do you imagine will be the impact in terms of educational outcomes? Our belief is that if children feel safe and staff are kind and caring they will have success, be happy to discuss their learning and be willing to expose themselves to try things. Most of the teachers here believe that. The biggest impact for staff is to see it address the more challenging behaviours and make them being feel better in themselves. • How will you support those that want to do it but find it difficult? We have coaching. Most are on board. <p>This item would be returned to at a later date. JM invited governors to the training.</p> <p>5.3 The Ofsted report was formally accepted.</p>	
6	<p>HEADTEACHER REPORT (other – exceptions only for discussion)</p> <p>6.1 The report was accepted and JM gave a brief update.</p> <ul style="list-style-type: none"> • Staffing – the computer science post was still vacant. There were no changes to the staffing structure to report or be proposed. • Results – these were expected to be similar to the previous year. • Premises/contracts – there is a quote for a prayer room. The rest of the work is through the PFI. • Meeting – he had met with Councillor Jacob Taylor who is on the Children and Young Person Committee. He was trying to change the catchment areas to try and address the disadvantaged. <p>6.2 Whistleblowing Annual report No whistleblowing reports had been made.</p> <p>6.3 Complaints In common with most headteachers a lot of time was spent on these. He found it best to deal with them as quickly and as best we can. Chatting with the parent usually resolved matters. No queries were raised.</p>	MDL
7	<p>Governor visit reports <i>for consideration</i></p> <p>The report was accepted with thanks. ASD will arrange a date in autumn for the next governor day.</p>	
8	<p>BEHAVIOUR, ATTITUDE and PERSONAL DEVELOPMENT COMMITTEE + input to SEF and SDP</p> <p>The minutes were accepted.</p>	
9	<p>QUALITY of EDUCATION COMMITTEE + input to SEF and SDP</p> <p>The minutes were accepted.</p>	
10	<p>SCHOOL ADMISSIONS</p> <p>ASD talked through the papers and governors discussed the issues.</p> <ul style="list-style-type: none"> • This year the PHS allocation was 225 of which 196 were first preferences. • The projected numbers tail off in the city including the Patcham area in the years to 2032. • The intake of PHS has changed. The numbers of pupils outside 	

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	<p>catchment had come down since 2017 and now expected to rise.</p> <ul style="list-style-type: none"> • The local authority had mentioned reducing PHS roll to 200. • Smaller secondary schools would be adversely affected in connection with curriculum provision. • Trying to persuade a bigger school to reduce its PAN, particularly if this were in an area with comparatively vocal parents, was fraught with difficulty. <p>Governors were aware of the impact of drop in numbers on finances and the implication of reductions in PAN of local primary schools. FGB would continue to keep a watching brief.</p> <p>JH left 7.16 pm</p>	
11	<p>SAFEGUARDING, HEALTH AND SAFETY, STAFFING</p> <p>The safeguarding governor had been assured the assistant headteacher had safeguarding under control and had no issues to report.</p> <p>MDL had a health and safety visit report that would be circulated. There were no major issues to report and it would be considered at the FHS committee.</p>	
12	<p>SCHOOL DEVELOPMENT PLAN part 2</p> <p>The plan was still under development and approval would be considered next term. The discussion on risk management did not take place.</p>	JM ASD
13	<p>GOVERNING BODY</p> <p>13.1 Governance Policies</p> <ul style="list-style-type: none"> ❖ Website compliance assurance was accepted <p>The Equality objectives needed amendment and would be provided for the September meeting for approval.</p> <ul style="list-style-type: none"> ❖ The annual equality information had been updated. <p>13.2 Self Evaluation</p> <p>This item was not taken.</p> <p>13.3 Organisation</p> <p>The meeting dates for the new year were agreed.</p>	JM ASD Chairs
14	<p>Chair's report</p> <p>The resignation of the Chair of the BAPD committee had left a vacancy and governors interested in the position were invited to contact ASD.</p> <p>He had attended the secondary chair of governors meeting. The Ofsted report following their inspection of the local authority SEN/alternative provision had not reflected some of the other schools' experience. PHS had been one of the few schools visited and governors were not surprised it had given a good impression.</p>	
15	<p>Election Chair of Governors (item to be chaired by JJ)</p> <p>No nominations had been received by JJ before the meeting. ASD had indicated he was happy to stand again but was willing for others to come forward. No further nominations were received when invited. ASD withdrew. JJ invited discussion.</p> <p>Governors discussed the process for becoming chair. They were very happy</p>	

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	<p>for ASD to continue.</p> <ul style="list-style-type: none"> ❖ ASD was re-elected as Chair of Governors. This would be until the last meeting in the 2023/24 year. <p>ASD was recalled to the meeting and accepted the position with thanks.</p>	
16	<p>Election Vice Chair of Governors – term of one year (till last meeting in 23/24) HG had offered to continue in the role and no further nominations were received when invited. The nature of the role was briefly discussed.</p> <ul style="list-style-type: none"> ❖ HG was re-elected as Vice Chair of Governors. This would be until the last meeting in the 2023/24 year. <p>ASD and HG would liaise regarding split of work for the year</p>	ASD HG
17	<p>REVIEW OF THE YEAR <i>Where we are now and where do we want to go</i> School JM said it had been the toughest year he had experienced for the school. There had been staff changes and all staff had been affected by the fallout from Covid. The cost of living crisis was having an impact on children. There had been industrial action, extra bank holidays and finance issues.</p> <p>Governing board ASD said the board now comprised a good cross section of governors. Next year there would be a tightening of procedures e.g. on policies. He invited comments on areas for improvement – by email.</p>	ALL
18	<p>WORK REQUIRED BEFORE NEXT MEETING – No priority monitoring work was considered necessary. Chairs would liaise to prepare for the next meeting.</p>	Chairs
19	<p>THANK YOUS AND GOODBYE's</p> <p>Governors wanted to acknowledge with thanks the service of Richard Evea. His contribution had been much appreciated. Thanks too were passed to JG who was now stepping for his input to the school over the years. He responded that he had found governance it a valuable experience.</p> <p>There being no further business, the meeting closed 7.37 pm</p>	ASD

ACTION PLAN SUMMARY

Item	Owner	Action (update)	Due Date
FGB 23.9.22			
8.3	Chairs ASD #	Review delegation plan. Liaise JJ if query.	Now Sept 23
FGB 11th May 2023			
5.3.4&5	LW MDL	Follow up if any contracts need ratification – photocopier?	
FGB 11th July 2023			
1.4	ASD HG	Consider re LA governor In general – take forward the induction, allocate roles for	

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		new governors	
2	LW	Circulate electronic copies of budget information tabled at meeting	
#	JJ	Complete related admin work	
4.2	LW	Update re names on H&S policy	
4.2	ASD/ MDL PM?	Recruit to vacant H&S governor position	
4	MDL	Review Data Protection draft compliance document submitted by SBM	
6.1	MDL	Oversee if any compliance needed by governors eg re quotes/approval	
12	JM ASD	Bring SDP to next FGB for approval.	
12	ASD	Schedule risk discussion	
13.1	JM	Update and send in equality objectives for Sept meeting	
13.2 +17	ASD HG	Consider format of self-evaluation eg NGA 20 questions	
17	ALL	Contact ASD with ideas for improvement	
16	ASD HG	Liaise re split of work	
18	Chair/s	Prepare for next meeting – liaise JJ <ul style="list-style-type: none"> - TORs, - GB action plan, eg skilling up, succession, - Review of code of conduct ... perhaps extend to include some values of the GB/standing orders? - delegation planner, - annual agendas - Risk /swot - SDP how to evaluate - Who to do what and make sure they know what to do - What does a chair of ctee do 	
19	ASD	HTPM ensure filled and trained	

These minutes were agreed to be an accurate record and approved at the meeting of the full board on the 19th September 2023