

**PATCHAM HIGH SCHOOL
GOVERNING BOARD MEETING
AGENDA**

Meeting Type	Full Governing Board
Date/Time:	18 th January 2024 5.30 pm – 7.30 pm
Location:	Patcham High School - Library
For:	Full Governing Board, Website
Quorum:	For decisions to be binding at least one half of current governors are required

Agenda Item	Agenda Papers
2	Draft minutes 19 th September 2023
3	Pupil Premium report
4	HT report Bid for funding re Alternative Provision at PHS
5	Chair's report Allocation of governors to committees
6	5.1 FHS – draft minutes 15.11.23 and documents for approval - staffing policies recommended for approval by FHS are: Pay, Appraisal, Capability, Disciplinary, Code of Conduct (Staff), and Grievance. 5.2 QE – 14 th November 2023 minutes 5.3 BAPD – draft minutes 14.12.23 and any documents recommended for approval (Supporting pupils with medical conditions; SEND Policy and Information report)
8	SFVS checklist (for finalization and approval) and related party transactions Budget monitoring Excel doc and COA At end Nov <i>for noting</i>
9	SDP latest. SPA report (school partnership advisor formerly known as school improvement partner)

AGENDA	
	<i>Comments</i> ✓ <i>Decisions</i>
1	WELCOME, INTRODUCTIONS AND PROCEDURAL MATTERS 1.1 Consideration of apologies 1.2 Consideration of interests ✓ ✓ Decide whether any withdrawals from discussion or voting required 1.3 Reports from recent training relevant to this meeting <i>Governors to contact Chair prior to meeting if anything to be brought forward</i> <i>Consider new information and decide if any action required</i>
2	PUPIL PREMIUM STRATEGY AND IMPACT Ruth Astley to take questions ✓ ✓ Approve strategy expenditure. Agree governor monitoring.
3	LAST MEETING Minutes - <i>For acceptance unless query raised beforehand</i> Matters Arising not covered elsewhere on agenda <ul style="list-style-type: none"> • Action list update (see Appendix) • Any other matters arising
4	HEADTEACHER REPORT

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✓	Questions encouraged to be submitted in advance. ✓ Decisions required on items incurring/committing expenditure over HT limit or change in strategic plans (SDP)
5	CHAIR'S REPORT <i>Consider any recommendations</i>
6	REPORTS FROM COMMITTEES <i>Chairs to: comment on progress of SDP; bring forward any other items requiring FGB approval or having cross committee implications</i>
✓	✓ Receive minutes and consider recommendations from: 6.1 Finance Health and Safety Committee 6.2 Quality of Education Committee 6.3 Behaviour Attitudes and Personal Development Committee
7	SAFEGUARDING AND HEALTH AND SAFETY
✓	7.1 Safeguarding and health and safety – any urgent issues?
8	FINANCIAL COMPLIANCE (SFVS)
✓	8.1 ✓ Approve SFVS report, including action plan. 8.2 Strategic approach to budget – in line with vision curriculum offer, school improvement and staffing structure discuss options re draft budget prep. 8.3 Budget monitoring as at end Nov 23 <i>for noting raise queries by email</i>
9	SCHOOL IMPROVEMENT PROGRESS + GOVERNOR REPORTS (if any) not reported elsewhere <i>Consider information and form view on progress/SEF. Ascertain whether</i>
10	SECONDARY SCHOOL ADMISSIONS /BHCC PANS
11	CONSIDER WORK REQUIRED TO DEVELOP LONG TERM VISION
12	IMPACT OF MEETING
13	Work required before next meeting –any priority actions? + review agenda briefly and consider information needed to achieve purpose.e.g. from stakeholders

APPENDIX

Item	Owner	Action (update 19.9.23)	Due Date Jj update4.8.23
FGB 23.9.22			
8.3	Chairs ASD #	Review delegation plan. Liaise JJ if query. <i>To be reviewed at next meeting of Chairs. Liaise JJ if query ASAP</i>	7.11.23 FHS
FGB 11th May 2023			
5.3.4&5	LW MDL	Follow up if any contracts need ratification – photocopier? <i>This issue was re the last renewal of contract picked up by audit.</i>	7.11.23 FHS
FGB 11th July 2023			
1.4	ASD HG	Consider re LA governor ASD will liaise with RF. In general – take forward the induction, allocate roles for new governors	ASAP
4.2	LW	Update re names on H&S policy <i>Requested full review for next meeting</i>	7.11.23 FHS

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4	MDL	Review Data Protection draft compliance document submitted by SBM – for next fhs meeting	7.11.23 FHS
6.1	MDL	Oversee if any compliance needed by governors eg re quotes/approval <i>Re prayer room but also re PFI work and maintenance costs post PFI?</i>	7.11.23 FHS
12	ASD	Schedule risk discussion – <i>FHS meeting</i>	7.11.23 FHS
13.1	JM	Update and send in equality objectives for Sept meeting Not received. <i>To go to BAPD</i>	4.10.23 BAPD
13.2 +17	ASD HG	Consider format of self-evaluation e.g. NGA 20 questions Carry it forward	Autumn term
17	ALL	Contact ASD with ideas for improvement Subsequent meeting	
16	ASD HG	Liaise re split of work – will have a strategy meeting	ongoing
18	Chair/s	Prepare for next meeting – liaise JJ if any query <ul style="list-style-type: none"> - 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 	Autumn term
FGB 19th September 2023			
2	HG	Liaise with MN re information required for QE	ASAP
4.2	JM LW ASD HG CB GJ MDL	Undertake updated actions from 23.9.22,11.5.23 and 11.7.23 listed above	ASAP
7	ASD HG	Ensure new chairs and appointees (LA CB JC GJ PM) fully briefed in their role.	
7.2.6	Chairs	Review annual agenda for ctee and FGB, delegation planner and GB plan of action	.
FHS 15.11.23 (FGB items only)			
3.5	FHS Ctee	Contact MDL if wish to be involved in: SFVS review - Meeting early January Monthly finance meeting with LW – usually 3 rd Friday	
4.2	ASD	Follow up with RB re PAN proposals.	
6	LW JJ	Ensure latest policy versions available to staff/ on website if applicable Take pols requiring FGB approval/ratification to FGB	ASAP Jan
9.3	LW	Make amendments to H&S policy and send to JJ for inclusion for noting at next FGB .	4.1.24