

**PATCHAM INFANT SCHOOL  
GOVERNING BODY MEETING  
MINUTES**

<b>Meeting Type</b>	<b>Full Governing Body</b>
<b>Date/Time:</b>	15 <sup>th</sup> November 2017 4.30 pm
<b>Location:</b>	Patcham Infant School
<b>Distribution:</b>	Full Governing Body, Michelle Lankstead (ML)
<b>Status:</b>	Open/ <del>Confidential</del>
<b>Quorum:</b>	For decisions to be binding at least 6 governors required to be present
<b>Present:</b>	Governors (voting) Andy Flowerday (AF) Ron Guilford (RG) Chair of Governors Helen Hawkins (HH) Graham Kane (GK) Nina Taylor (NT) Chris Taylor (CT) Headteacher Claire Wickham (CW) Other (non-voting) Michelle Lankstead (ML) Associate Member Janet Johnson (JJ) Clerk
<b>Apologies:</b>	Andrew Ahmad-Walsh (AAW) - accepted Helen Emerson (HE) - accepted Irene Evans (IE) – (previously Irene Leeves) accepted Margaret Maslin (MM) - accepted Thomas Rhodes (TR) - accepted

	<b>DISCUSSION AND DECISION</b>	<b>ACTION</b>
1	<p><b>INTRODUCTION</b></p> <p>RG opened the meeting and a warm welcome was given to GK, the newly elected parent governor, and ML.</p> <p>No new declarations of interest were made when invited and apart from where noted, all could take full part in discussion.</p> <p>Apologies were considered.</p> <p>Governors had already considered ML's application to join the governing body and she had met some governors and the clerk. They had been impressed; however, there were no current governor vacancies.</p> <p>❖ ML was appointed as associate member for a term of 4 years.</p> <p>JJ informed both ML and GK had completed the annual declarations, taken the required actions regarding DBS checks and rapidly following the induction programme.</p> <p>General introductions followed.</p>	
2	<p><b>TEACHERS' PAY 2017/18 HT Appraisal</b></p> <p>2.1 Teachers' Pay 2017/18.</p> <p>CT informed the 2017/18 Pay Policy released the previous week by the local authority had been withdrawn. There would be further consultation.</p> <p>16.35 Alister Sutherland, the new headteacher from the Junior School entered upon request and introduced himself. Teachers</p>	

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	<p>from 3 schools were attending at the school for joint training. He considered strong positive links between the schools were important and gave thanks to Chris and the school for making him welcome to the Patcham group of schools. He left 16.37</p> <p><b>Why is the national recommendation to have a lower increase for middle band teachers on the main scale?</b> They would have an increase in their salaries from movement up the pay scale.</p> <p><b>Do we have the resources to pay if necessary?</b> We will talk about it more at the next meeting; we aren't in deficit but we need to think of the future, especially as we have a young staff at the moment.</p> <p>2.2 Deputy Headteacher pay. HH withdrew 16.42. CT reported on the deputy headteacher objectives and made the pay recommendation.</p> <p><b>How does this fit in with the pay increments put in abeyance?</b> It is in a scale of 7 but on the leadership scale.</p> <p>❖ The pay recommendation was accepted</p> <p>CT withdrew</p> <p>2.3 Headteacher pay. The chair of the headteacher performance management group confirmed they had set the objectives and met termly to review progress when a detailed account was received from CT. The objectives were related to the improvement of the school and the panel was assisted by the School Partnership Advisor (SPA).</p> <p><b>Were any objectives not met?</b> No</p> <p>❖ The recommendation for a one point rise was accepted.</p> <p>Governors who were staff returned 16.52 and CT and HH were thanked for their significant contribution.</p>	
3	<p><b>MINUTES FROM LAST MEETING AND MATTERS ARISING</b> The minutes were agreed to be an accurate record and signed by RG accordingly.</p> <ul style="list-style-type: none"> <li>• CW and IE would mentor ML and GK</li> <li>• The improvement plan review had taken place. IE had attended.</li> <li>• No new action was needed regarding the register of interests.</li> <li>• The child protection policy would be brought to the next meeting.</li> <li>• Governors knew implementation of the General Data Protection Requirement was an issue in other organisations. So far there had not been sufficient guidance from the local authority and governors recommended following this up. CT would take action. JJ informed the local authority considered governing bodies should use school email systems.</li> </ul>	<p>CW IE ML GK IE</p> <p>JJ RG AF NT</p> <p>CT RG</p>
4	<p><b>HEADTEACHER REPORT</b></p> <p>4.1 The Culture for Learning Policy had already been circulated and was now noted. It included the behaviour policy and emphasised how the vision and its four key goals would be taken forward. Some of the changes in emphasis in the behaviour policy were described. Governors were enthusiastic in their support for the approach outlined.</p> <p>4.2 Governors had already received and considered the headteacher's report which now included more focus on the school's vision and goals. Action appeared to be on course. Governors had been tracking the current year 2's from arrival in the school and the initiatives to address</p>	

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	<p>the difficulties that had been identified at the outset. They noted that, as expected, the phonics results had dipped below national average. CT informed this year the cohort had also been allocated an additional member of staff and given improved training.</p> <p><b>Does the dip in phonics results show up more as you are a key stage 1 school only?</b> I suspect so. There is a new curriculum; historically we have been above the national average.</p> <p><b>Can you compare with similar schools?</b> No, there are few in the local authority.</p> <p><b>Do they have similar problems elsewhere?</b> There are not enough similar schools to check. We have case studies for pupils that haven't been making progress.</p> <p><b>Are there any other implications of having a dip? Is it linked to performance management?</b> No, we measure both performance and progress and if there is a problem we need to consider what we are doing to assist them.</p> <p>The report was accepted and discussion turned to item 6.</p>	
5	<p><b>DATA OUTCOMES 2016/17 – All Groups and comparison with National</b></p> <p>Due to illness of a governor, the meeting re data had been postponed. A brief verbal report would be made today with AAH and IE giving a full report in due course.</p> <p>CT tabled comparative data which he then talked to.</p> <ul style="list-style-type: none"> <li>• The school had done very well, with results above the national average in all areas at the expected standard.</li> <li>• Where we fared less well was at working at greater depth.</li> <li>• Expectations had increased under the new curriculum and under the old curriculum the school was over the national average. More research was required into the actions other schools were taking for children working at greater depth as it was not yet clear why the school was not still above national average. It could be cautious moderation. The school worked hard with the Junior school to have good transition. We were attaining higher than the other schools but we are not now.</li> </ul> <p>HH voiced concern that as a local authority not many children left reception at exceeding the expected level of development.</p> <p><b>A governor enquired how the school targeted a child to say they should be working at greater depth.</b> They sit a SATS test which will give them a band, but a teacher may not agree with that from their other evidence.</p> <p><b>Are you saying there is not consistency? Do you check back and forward following the baseline test at the junior school?</b> Yes we have meetings when we have feedback. We also send up all of their books, with the expectation they will continue to use them.</p> <p><b>What about the pupil premium children?</b> This year they did really well, better in reading than national average but not so good at working at greater depth. It was a similar position with reading, writing and number. Phonics; however, had been improving, from 47% then 70% then 86% but now back to 70% and some of the lower attainers were disadvantaged. Within that group 80% were also SEN with quite complex difficulties so we have case studies.</p> <p>Governors agreed it was not particularly useful to compare SEN with the non-SEN national average.</p>	

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	<p>Did you receive the correct amount for the child with the Education Health Care Plan? Yes, the maximum.</p> <p>Data would be on the agenda for the next meeting.</p>	CT RG NT
6	<p><b>SCHOOL DEVELOPMENT PLAN (operational) 2017/18</b></p> <p>A governor had attended the meeting with school leadership team when it had been reviewed. The resulting school development plan, to be referred to as the Operational Plan had already been considered. A governor commented the plan was to the point and costing the plan had improved. <b>Are the objectives tied in with your personal objectives?</b> Yes.</p> <p>A governor congratulated the school on attendance. CT informed he monitored anyone with attendance below 95% and closely any under 90%. Letters were sent to parents and anyone significantly below was firmly followed up by the deputy head teacher. The school had given one family 2 penalty notices. School action was now taking place. The local authority fining policy had now changed to be from the 3<sup>rd</sup> day. Governors considered this was fair.</p> <p><b>Can you clarify with the parents on this - a lot don't expect to get fined?</b> Yes and that the fine doubles if it is not paid promptly. CT would write a letter.</p> <p><b>Is compassionate absence still allowed?</b> If there is a genuine reason absence can be authorised by CT.</p> <p><b>Does it apply to those not yet legally having to be in school?</b> No.</p> <p><b>How will Katie Meegan and Lizzie Hilton share developments?</b> In the following term.</p> <p style="text-align: center;">❖ The Operational Plan was agreed</p>	CT
7	<p><b>GOVERNOR REPORTS (visits/training)</b></p> <p>7.1 CW had attended the 'stay and play' session when parents came to into the classroom. She had approached parents and asked if there were any issues, including the demise of the swimming pool. There had been no grumbles and the children had been happy to show what they were doing. There were no recommendations.</p> <p>7.2 CT informed IE and TH had attended a fundraising event and it had been a good opportunity for new parents to chat informally. IE had also attended a year 1 curriculum evening for parents that had been really well attended and from which there had been good feedback about the presentation led by HH and the maths lead. It included the developments of the school in recent years.</p> <p>7.3 The PSHE report had already been circulated. Helen Erikson was recommended for thanks for all her hard work and dedication. She was now on secondment for one day a week as a PSHE primary lead teacher for Brighton and Hove. It was considered PSHE clearly supported the school vision and that student voice was going from strength to strength. SMSC had been seen to be threaded throughout the school. Given the information provided the expectation was that the school would meet the statutory requirements for RSE when they are released.</p> <p>The next steps identified were:</p> <ul style="list-style-type: none"> <li>• To review the RSE curriculum in preparation for statutory RSE Sept 2019.</li> <li>• Review relevant policies</li> </ul>	HE

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	<ul style="list-style-type: none"> <li>• Introduce economic strand to PSHE</li> <li>• More student voice work</li> <li>• Learning walks across the school</li> <li>• Global education</li> </ul> <p>The report was accepted. 7.4 Governors had already considered the report from RG following attendance at the local authority's categorisation process with CT and the school improvement partner. Each of the four Ofsted areas had been considered. As expected all had been very positive and there were no issues. The school was now classified as self-improving and sustaining; CT was no longer to receive the support available to a new headteacher. A learning walk had followed to consider whether the school vision was in evidence and it had been agreed all 4 goals were really well met. There were no recommendations. The report was accepted.</p>	
8	<p><b>BEHAVIOUR PRINCIPLES WRITTEN STATEMENT</b> Governors had already received and considered the draft statement of principles from which the behaviour policy was drawn. <b>What is the discipline?</b> In discussion it was agreed it was a sanction and helping to make the right choices. It included references to the culture for learning policy and governors agreed that policy included appropriate reference regarding restraint. ❖ The behaviour principles written statement was agreed.</p>	
9	<p><b>SCHOOL COUNCIL UPDATE</b> The minutes were accepted.</p>	
10	<p><b>EQUALITIES – GOVERNORS' DUTIES</b> This item was deferred.</p>	RG
11	<p><b>PSHE; RSE; DATE policy</b> The PSHE RSE DATE policy had been received. Helen Erikson had used the Brighton and Hove policy and adapted it for the school. Can parents ask for their children to be withdrawn from the relationship part of RSE? Yes, but not from the science section. We hold a workshop for parents beforehand and this was usually well attended.  The PSHE and DATE policy was noted.  ❖ The RSE policy was agreed.</p>	
12	<p><b>SAFE AND WELL AT SCHOOL SURVEY</b> A report of the results had already been considered by governors and it was noted there had been a satisfying improvement. Governors knew that at Infant age the results might not be the same on a different day and there was a lot of teaching about the meaning of being safe. <b>Are the same number of pupils asked each year?</b> Yes. What is it that is causing 14.9%, mainly boys to not feel safe in the toilets? Possibly the lights being turned off. They are now on sensors, the small urinals are being replaced and a new device for removing odours was being fitted. We have thought about gender neutral loos but felt the case had not yet been made. The report was accepted.</p>	
13	<p><b>PARENTS' QUESTIONNAIRE</b> This item was deferred to the next meeting.</p>	RG

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14.	<b>FUTURE GOVERNOR VISIT/S</b> This item was not taken	RG
15	<b>Date of Next Meeting –</b> 6 <sup>th</sup> December. RG thanked everyone for their contribution and, there being no further business, the meeting closed 18.37.	

..... signed ..... Date

Item	OWNER	ACTION	DUE BY
3	CW IE ML GK	Continue with induction - mentor	Ongoing
3	IE	Report back on visits	
3	JJ RG	Complete any remaining actions re register	Dec mtg
3 (8. Sep FGB)	AF NT	Circulate report and CP policy for comments then approval next meeting	Next FGB
3	NT	Keep an overview re GDPR	ongoing
3	CT	Take action re GDPR, obtain guidance from LA, liaise NT and report back	Dec FGB
5	RG CT NT	Performance data report for next meeting	Dec FGB
6	CT	Write to parents to clarify attendance/absence rules	
7.3	HE	Follow up re PSHE report as appropriate	ongoing
10	RG	Equalities discussion for next meeting	
13	RG	Parents questionnaire for next meeting	
14	RG	Co-ordinate governor visits as appropriate	