

**PATCHAM JUNIOR SCHOOL
GOVERNING BODY MEETING
MINUTES**

Meeting of:	Full Governing Body
Date/Time:	26 th February 2019 5.30
Location:	Patcham Junior School
Distribution:	Full Governing Body, Website, Sue Blackman
Quorum:	For decisions to be binding at least 6 governors needed. The meeting was quorate throughout.
Present:	<p>Governors (voting) Derrick Davis (DD) Andrew Joinson (AJ) Ruth Nilsson (RN) Marion Rajan, (MRJ) Chair of Governors Mark Rodericks (MRD) Andrew Saunders (ASD) Danny Simpson (DS) Nigel Stock (NS) Maths lead teacher Alister Sutherland, (AS) Headteacher Jack Tyler (JT)</p> <p>Other (non-voting) Sue Blackman (SB) School Business Manager Janet Johnson (JJ) Clerk to Governors</p>
Apologies:	Isabelle Bagley (IB) – accepted Annabel Carrington (AC) - accepted Tamsin Hinton-Smith (THS) - accepted

	DISCUSSION AND DECISIONS	ACTION
1	<p>INTRODUCTION</p> <p>The meeting was opened and apologies and declarations of interest considered. No new interests were declared. The spouse of DS worked for the school. All governors could take full part throughout.</p>	
2	<p>FINANCE</p> <p>Agenda Papers: Budget Outturn for 18/19, notes and chart of accounts; Services to Schools and related documents; Service Level Agreements – contracts register. Draft 3 year budget. The papers were signed by MRJ.</p> <p>2.1 Budget outturn projection 2018/19 SB invited questions and gave further information.</p> <ul style="list-style-type: none"> • The current best estimate was now £128k; however this included the sports funding money. • £6k had been paid back from the school meal service. • Quotes for tree work were still awaited. • The carry forward had increased from £89k. <p>Why is the sports premium to be carried forward: it should be spent? This is because we get two allocations, one in October and one later. The PE budget is planned by someone else so only the items I know about are included.</p> <p>How much carry over is due to this? About £3k. AS informed they were investigating having a further PE day and although it would not be spent till after</p>	

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March there may be more opportunities in the summer.

We are aware the High school pool is closed. Will you get a refund?

A governor informed the guidance says it needs to be spent in the financial year but not many schools do that as to start off with there was a delay. It was suggested invoicing beforehand could be considered.

Is the carry forward over 8%? Slightly now.

Will we be penalised? Not now and the three year budget shows that it is needed.

The outturn was accepted. There were no Virements.

2.2 Update on and budget allocation for 19/20

Governors noted the respective projected outturns for 2019/20, 2020/21 and 2021/22 were currently £72k surplus, deficit £44k dr and deficit £231k dr and the in year deficits were £56k dr , £116k dr and £188k dr.

2.2.1 Services to schools.

SB informed:

- There was now a need to purchase items such as behaviour and education psychologist support and via the Brighton and Hove Inclusion Service (BHISS) this would cost £2777.
- Payroll may be changing in the future so schools input directly into 'peer' but not yet.

Would we spend more than that? We need to decide that. Most other schools are carrying on. You can buy beforehand or separately. It is still good value. Governors approved the BHISS payment, the Safeguarding (£90 for all the training) and the broadband package.

Will payroll changing mean more work for you? A bit.

It was noted that long term sickness costs has increased. This was because each school paid annually but if there had been heavy recent use that was reflected in the price.

Has the overall policy across the local authority increased or is it our allocation within that policy? Might it go down in future years? SB would check and respond by email.

Maths. Will we be able to afford increased curriculum cost requirements?

Based on years 2 and 3 there will be reduced funds and we will need to look very closely at the benefits of it in comparison with having a teaching assistant for example.

Service level agreements. It would be useful to have the aggregate spend?

These are mainly small in value and the larger ones will come to governors.

Is it total or per annum? They are annual or per calendar month.

2.2 Draft budget

SB took questions and gave further information:

- Drafting the 3 year budget had just commenced but there were still so many unknowns, staffing, in particular.
- Some contribution to the increase in teachers' pensions for Year 1 from the government had been agreed but could not be relied upon for future years and the local authority had advised to include the increased expenditure but not to project increased income.

SB

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	<ul style="list-style-type: none"> • In years 2 and 3 expenditure was more than income in year 1. • There would be increased income should EHCP application(s) be successful. • Teachers had until the end of May to submit resignations and there was always the possibility of natural wastage. • 97% of the budget was on staffing but that did not take into account the high needs allocation. • There was a need for a thorough review. • Clubs were being set up with new agreements on a case by case basis. <p>What was coming for the 'little extras'? £14k and this was to be used for capital works such as improving the entrance.</p> <p>What about other income? There will be little movement.</p> <p>How are we looking for numbers on roll? We have just had a net gain of 2 and so we are currently on 369, 384 is full. The difficulty will be in 3 and 4 years' time when the low numbers currently in reception and forecast for the coming reception are at the Junior school.</p> <p>Governors commented that in principle there were benefits in striving to procure teaching excellence. They also noted political change may affect future budgets.</p> <ul style="list-style-type: none"> ❖ The draft budget was approved subject to it being a work in progress. Governors would need to discuss how to address the structural deficit. <p>2.3 School Financial Value System</p> <ul style="list-style-type: none"> • This year's was to be completed by DD, DS, AJ and ASD and sent to the clerk by 20th March to enable scrutiny by the governing body. • It was noted MRJ had attended the full day finance training that day and would report back in due course. She informed that SFVS would be changing for the next year. <p>The reports were accepted. SB was thanked for her input and left 18.14</p>	<p>DS MRJ</p>
3	<p>LAST MEETING</p> <p>The minutes of the meeting 22.1.19 were agreed to be an accurate record and signed by the chair accordingly.</p> <p>Matters arising not included elsewhere on agenda</p> <ul style="list-style-type: none"> • The appraisal comparisons were deferred until the next meeting • Some visit reports were still awaited from the governor day. These would be sent to JJ. • MRJ would continue to co-ordinate governor input into the school development plan. • A governor reported the solar panel company would not amend the basis of their quote to alter the price index upon which future increases would be based. The school was going ahead on the basis of the quote. <p>All other items had either been completed or discussed elsewhere on this agenda or as part of the SFVS review.</p>	<p>ASD ALL MRJ</p>
4	<p>VICE CHAIR's REPORT</p> <p>DS reported on the operation of the disciplinary policy.</p> <p>If the policy is used how do you report to stakeholders? The advice of Human Resource department is followed. There is of course a need to retain confidentiality.</p> <p>Following a recommendation from JJ it was agreed:</p> <ul style="list-style-type: none"> ❖ the governing body enter into a collaborative agreement with the partnership schools' governing bodies to allow for joint hearings; 	<p>JJ MRJ</p>

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Why was there such a discrepancy with their key stage 1 results that year?

There may have been more that had just scraped through into the level 2b and 3 categories. The year group had also been comparatively transient. In addition admission was in the year when the school was in the serious weakness category.

Was that reflected in English too? Yes.

Because they are doing the SATS style questions in year 5 is this why they are getting lower results in year 5? Yes. In years 3 and 4 they are more real life questions but year 6 and 5 there is more reasoning.

Is it important for children to know their tables? Yes, we aim for instant recall.

There is an on-line programme 'Time table rock stars'. We have star maths and star reader.

Have you considered asking parents to contribute to the maths homework books? They are the best we can get for the price but not popular with all parents.

A governor commented that if the results were getting better it could be that teaching was improving. A parent governor reported that some parents were keen on pupils having something online they could do at home and recommended there were communications to parents about using 'mathletics' and the 'star' schemes. It was appreciated poverty proofing would be a consideration. The maths lead said there was a need to consider that what they had access to was right and he would start by communicating with parents.

How come you haven't been observing the teaching of maths? We are limited to 2 observations by the Unions. There is no concern about maths teaching. MRD and AS do more frequent drop-ins and these are usually maths and English. I am used to monitoring the newly qualified teachers. Releasing time is an issue but I will jump in on the back of drop ins.

A governor recalled that voluntary observations were allowed but it was still a time issue for the observer. Governors agreed that ideally a supportive environment was created so observations did not cause stress. AS said colleagues would welcome feedback and it was not so stressful. We don't make it onerous so it should be a typical lesson that is seen. The maths lead also scrutinised maths books and other teachers could watch him teach maths.

The report was accepted.

AJ leaves 19.15

6.1.2 Governor report – maths

The maths link governor reported:

- The focuses of the last visit were sections 1.2, 2.2 and 4.2 of the school development plan.
- He was satisfied all pupils were challenged at all times and that the maths lead had responded satisfactorily to all questions.
- Maths results, attainment and progress had been excellent in the previous year.
- Results were not expected to be so good this year but was satisfied children, whether or not disadvantaged, not making expected progress were given extra support.
- Disadvantaged children are all highlighted in planning and monitored carefully.
- The most able children in year 6 are recognised throughout the year and

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	<p>challenged to excel.</p> <ul style="list-style-type: none"> The intervention classes continued to have good impact. <p>Have you ever got involved in tracking students after they have left the school? I don't think we are allowed to. Can you try and ask at the high school? We will look into that. Thank you. The report was accepted.</p> <p>6.2 Visit/training reports 6.2.1 JJ had attended refresher training on governor panels and recommended work on the delegation planner be finalised. See also item 4. 6.2.2 ASD had attended the governance briefing. There had been useful presentations on SEN, including from the Assistant Director. Another focus had been on school places. There was a brainstorming session on how to take that forward given various options. It would be useful to know the outcomes.</p>	
7	<p>POLICIES /Other documents for approval/noting (if not covered elsewhere) Agenda papers: Data Protection Policy. Data Privacy Notices. Behaviour Policy. Staff Code of Conduct 2019. Complaints Policy</p> <p>7.1 Data Protection Policy</p> <ul style="list-style-type: none"> The data protection policy was approved as presented. It was to be reviewed annually. Effectiveness was to be assessed by the headteacher reporting on any incidents and an annual audit report from the Data Protection Officer. <p>JJ informed Paul Platts was attending the next Clerks' forum and invited questions by email relating to GDPR, Data Protection, school emails, Office 365.</p> <p>7.2 Data privacy notices. These documents were noted. JJ would follow up with SB regarding use for governors.</p> <p>7.3 Behaviour Policy. See item 5.3 7.4 Staff Code of Conduct 2019</p> <ul style="list-style-type: none"> The school was aware this had been updated by the local authority and agreed with the unions. Governors approved adoption by the school. <p>7.5 Complaints policy</p> <ul style="list-style-type: none"> Governors approved the amended policy which was the current local authority model. They were aware the Department for Education had issued recent guidance which would be incorporated with the next review if not already done so by the local authority. 	JJ
8	<p>Any other urgent business (with prior approval of Chair) Date of next FGB Monday 4th March 5.30 Strategic meeting. RN gave apologies. Thursday 28th March 5.30pm – Andrew Saunders to Chair There being no further business, the meeting closed 19.37</p>	

..... signed dated

Signature noted in minutes 28th March 2019

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ACTION PLAN SUMMARY**

Item	Owner	Action	Due Date
3	ASD	Report back re appraisal comparisons	21.3.19
	All MRJ	Note date and prepare re input to SD/IP Co-ordinate/delegate	
3	ALL	Send in any visit reports	21.3.19
5.2	AS ASD	Take forward negotiations liaise other governors.	21.3.19
26.2.19			
2.2.1	SB	Check and advise re LA sickness insurance query	21.3.19
2.3	DS Finance group	Complete SFVS and send to JJ	20.3.19
2.3	MRJ	Submit items for discussion/recommendations following training	21.3.19
4	JJ MRJ	Complete the agreement	21.3.19
4	JJ AS	Amend policies as appropriate	ASAP
5.1	MRJ	Liaise AS re SEF and co-ordinate governor input and agenda papers required for future review	
5.2	AS	Finalise H&S policy	21.3.19?
5.3	MRJ AS	Liaise re information required for evaluation of policy	
7.2	JJ	Liaise SB and take action re privacy notices as may relate to governors	21.4.19