

**PATCHAM JUNIOR SCHOOL
GOVERNING BODY MEETING
MINUTES**

Meeting of:	Full Governing Body
Date/Time:	28 th March 2019 5.30pm
Location:	Patcham Junior School
Distribution:	Full Governing Body, Website
Quorum:	For decisions to be binding at least 7 governors needed. The meeting was quorate throughout.
Apologies:	Tamsin Hinton-Smith - accepted Nigel Stock - accepted
Present:	Governors (voting) Isabelle Bagley (IB) Derrick Davis (DD) Andrew Joinson (AJ) from 17.43 Ruth Nilsson (RN) Marion Rajan (MRJ) Chair of Governors Mark Rodericks (MRD) from 17.59 Andrew Saunders (ASD) Chair of this meeting Danny Simpson (DS) Alister Sutherland (AS) Headteacher Jack Tyler (JT) Other (non-voting) Penny Dell (PD) English lead – in attendance for item 1 and 2 Janet Johnson (JJ) Clerk to Governors

ACTION PLAN SUMMARY

Item	Owner	Action	Due Date
3	ASD	Report back re appraisal comparisons at PHS	30.4.19
3	ALL	Send in any visit reports	30.4.19
28.3.19			
#	JJ	Take administrative actions	30.4.19
2	RN	Follow up as required	Ongoing
4.1	ALL	Review equalities report and email DD questions	30.4.19
4.1	MRD DD	Ensure related policies are reviewed for effectiveness, including stakeholder feedback and report back. Ensure any that are statutory policies come to full governing body for ratification/approval as appropriate.	Update 30.4.19
4.1	AS	Report back with stakeholder feedback.	Update 30.4.19
4.2.1	MRJ	Ensure Co-ordination of governor involvement in parental engagement. Liaise JT	30.4.19
4.2.2	ASD/AS	Liaise and report back to FGB on 'workload review' at PJS	30.4.19
7	DS/FWG	Report back on progress at next suitable finance FGB	6.6.19

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DISCUSSION AND DECISION		Action
1	<p>INTRODUCTION</p> <p>1.1 Welcome & Introductions. ASD opened the meeting and general introductions followed.</p> <p>1.2 Apologies were considered.</p> <p>1.3 No new declarations of interest were made when invited. DS continued to work for the local authority via Orbis and his spouse worked for the school as a teaching assistant. In considering interests it was agreed that no withdrawals would be required for the items under discussion.</p>	
2	<p>ENGLISH – IMPACT AND TEACHING</p> <p>2.1 Governors had been monitoring the school’s actions to improve writing at the ‘greater depth’ standard and reported back to the full governing body, including re performance data. The English lead now gave a brief presentation.</p> <p>2.2 Reading.</p> <ul style="list-style-type: none"> • There is a strong reading culture and DEAR (Drop everything and read programme) and the accelerated reader programme was continuing. These support the reading. • A whole class guided reading approach was being reintroduced which would help with comprehension and also support writing. <p>2.3 Writing</p> <ul style="list-style-type: none"> • Improved guidance was in place on the expectations for teaching writing across the school and increased confidence in assessing writing accurately. • The new writing policy was in place as was a progression map and if teachers wished to veer away they checked first with PD. • Consistent use of language. Editing has been worked on both for spelling punctuation and grammar, structure and impact. • Clear assessment guidance was now extended to further depth descriptors. We have also had a staff meeting looking at internal and national work. We found PJS has very high expectations and teachers now feel more comfortable with assessment. • Support with the moderation <p>2.4 PD had received good feedback from teachers that the things put in place have aided their daily work. Further information was given:</p> <ul style="list-style-type: none"> • Other actions included continued professional development training for key teachers. This took the form of discussions with teachers across the city relating to how to teach and assess writing. • PD was confident our pupils are producing work similar to other schools despite the data [low rates of achieving at greater depth] not reflecting that. • Live marking was being trialled. This involved removing more of the written feedback and trialling more verbal feedback with some pupils. Pupils love the live feedback. • There is more checking on the whiteboards before writing in the books and the writing is better in books. We have spoken to multiple pupils across the school. It has been very positive but we need to check other areas that may have had reduced focus. It seems like it is the way forward but it may need some amendment. • We are thinking of greater depth writing days outside their normal environment. We have tried it in year 6 and will do so in the other years in 	

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	<p>the summer term.</p> <p>2.5 English budget. The bulk of this was £2436 for the accelerated reader programme and the library £690. We would like to update the resources for writing. Are any of the resources possible to share across teams? I will think about that. Have you tried any other system? I haven't looked at it as I know there was investment in it beforehand. We are now using the same company to do a similar interface in maths.</p> <p>2.6 Re moderation. We were officially moderated and found to be broadly in line. We know the local authority lead on this found there were discrepancies across the country. We need to take into account the feedback, there needs to be a little bit more interpretation, a little shift. MRD 17.59 arrives How will an inspector view that? You need to know about the pupils. Would it be useful to have something on the website about the reading levels? I think that would be a good idea. How about sharing writing? We would like to have a newspaper for children. Children would be able to submit it and others could format it and edit it. We have tried buddying classes and they really enjoy that. We are also planning on doing a writing exhibition. They could see the progression. What about homework related writing? There are a number of opportunities and I think we will put it on the agenda in the next few weeks. Thank you PD leaves 18.07</p>	RN
3	<p>HEADTEACHER's HEADLINES Agenda papers: headteacher's headline report; SEF summary; Health and Safety policy.</p> <p>3.1 AS informed:</p> <ul style="list-style-type: none"> • Pupil numbers had increased and year 5 was now full. • The new format for parent evenings had been successful and run to time. This had been appreciated by teachers. • A celebration for a long serving teacher that had left the school would be held. • A temporary teacher had been appointed and it was possible there would be vacancies. • The inset days were now in line with the Infant School. • A difficulty had been encountered with the roof for the solar panels and it may not go ahead. • The standard and numbers of children involved in Let's Dance had been high. • The school report format had been reviewed and was now taking half the time to write. <p>How has so much time been saved? We have cut down the less useful information and introduced targets for the current year.</p> <p>3.2 Self-evaluation Form (SEF) Following the governor evaluation session it was agreed there was a need to revisit the vision and come up with something owned by all the staff. Stakeholders, including governors were to be involved. It was expected to be part of the Inset Day in September.</p> <p>Governors suggested that the summary SEF included the judgement. AS would do</p>	

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	<p>that. It remained work in progress.</p> <p>3.3 Health and Safety. The local authority had been requested by the Health and Safety Executive to ensure their model policy was adopted by the 29th March, following a tragic accident at a Brighton & Hove school. AS confirmed all the working at height actions, including training had been completed.</p> <ul style="list-style-type: none"> ❖ The Health and Safety Policy (March 2019) was approved. The health and safety governor would report on its effectiveness to the full governing body in the next academic year. <p>AS leaves. 18.32</p>	
4	<p>REPORTS</p> <p>Agenda papers: Equalities report; equalities checklist; draft equalities objectives and policy; training reports – finance, clerks’ forum, governor induction; safeguarding monitoring report; Ofsted changes document.</p> <p>4.1 Equalities The equalities governor had recently circulated reports following his visits and several training sessions and now gave some recommendations.</p> <ul style="list-style-type: none"> • Equalities was to remain on the annual agenda plan. Although it had been discussed elsewhere, it had not been discussed by the full governing body for some time. • Some linked policies were due for renewal so a review was timely. • Bullying remained rare. • The relationship and sex education policy had been reviewed but would need further attention to ensure it met the standards required for 2020. • The accessibility plan needed review. MRD would attend to this after May. • The objectives were under review. There was a need for updated feedback from pupils and parents and if the local authority format was not to be used then the school needed to press ahead with their own. <p>Is the equality information up to date? This would be checked.</p> <p>MRD informed he was going to review the anti-bullying policy with parents and AS was set to undertake a pupil survey in the summer term. This would have the advantage over the local authority survey in that the school would be able to try and break instances of bullying down to the root cause. A group of staff met every term to decide how to focus on anti-bullying. They were looking at relaunching the playground buddy scheme in the summer term.</p> <p>A governor suggested calling it bullying/relationship difficulties rather than anti-bullying and all agreed that when there was a need for support, parents needed to know the school would take it seriously. Governors would consider if they had any additional questions upon further reflection on the report and email DD.</p> <p>4.2 Governor reports. 4.2.1 Governors had attended a variety of training and sent in their reports.</p> <ul style="list-style-type: none"> • Financial propriety – PJS was compliant and there were no recommendations for change. • Budget setting and monitoring – PJS was compliant and there were no recommendations for change. • Induction training part 1 and 2 – Discussion surrounding obtaining parent 	<p>MRD DD</p> <p>MRD DD MRD</p> <p>MRD</p> <p>MRD AS</p> <p>ALL</p>

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6	<p>CHAIR's REPORT Agenda papers: Chair's report; Membership report; Strategic session notes; Training report; training programme.</p> <ul style="list-style-type: none"> • The strategic session for the governing body on 4th March, led by a national leader of governance, and attended by 7 members of the governing body, had been very useful. The current situation relating to the 6 strategic areas of governance had been considered. We came out really quite positively having already got most things in place. Some next steps for improvements were identified, as set out in the notes. • A reminder was given that all governors were invited to the governor conference on 30th March. • The headteacher performance management meeting had been postponed and would be rescheduled soon. <p>The report and papers were accepted.</p>	
7	<p>POLICIES /Other documents for approval/noting (if not covered elsewhere) Agenda paper: Schools Financial Value Standard Return.</p> <p>The document had been completed by the experienced finance governor group and discussed by the full governing body by email.</p> <p style="padding-left: 40px;">❖ The SFVS was approved and signed.</p> <p>It would be submitted to the local authority by the 31.3.19 deadline. The action plan would be monitored by the finance group and was to:</p> <ul style="list-style-type: none"> • Continue to work towards aligning the budget to the SDP. • Continue to reduce the number of non-order invoices. • (Latest benchmarking still outstanding due to delay of information being loaded into DfE website.) • Ensure that appropriate back up arrangements to support the School. Business Manager are identified and put in place. • Complete the review and updating of the business continuity plan. • Update the asset register. 	DS
8	<p>Any other urgent business (with prior approval of Chair) There being no other business, the meeting closed 19.30</p>	

.....MRJ signature dated

Signature noted in minutes of meeting 30.4.19