

**PATCHAM JUNIOR SCHOOL
GOVERNING BODY MEETING**

MINUTES

Meeting of:	Full Governing Body
Date/Time:	6 th June 2019 5.30pm
Location:	Patcham Junior School
Distribution:	Full Governing Body, Website, School Business Manager
Quorum:	Binding decisions require at least 7 governors in attendance. The meeting was quorate throughout.
Apologies:	Derrick Davis (DD) – accepted Ruth Nilsson (RN) - accepted Marion Rajan (MRJ) – accepted
Present:	Governors (voting) Anabel Carrington (AC) Tamsin Hinton-Smith (THS) Mark Rodericks (MRD) Andrew Saunders (ASD) Danny Simpson (DS) Chair for this meeting Nigel Stock (NS) Alister Sutherland (AS) Headteacher Jack Tyler (JT) Other (non-voting) Sue Blackman (SB) School Business Manager Janet Johnson (JJ) Clerk to Governors

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	DISCUSSION AND DECISIONS	ACTION
1	<p>INTRODUCTION/Apologies and Interests</p> <p>1.1 DS opened the meeting. MRJ had sent her apologies and it was agreed DS would chair the meeting. Apologies were considered and it was noted Andrew Joinson and Isabell Bagley was absent. [Note: Isabelle sent apologies the next day].</p> <p>1.2 Declarations of interest were considered. No new declarations were made when invited. DS' spouse continued to work at the school as a teaching assistant. All governors could take full part in the meeting.</p>	
2	<p>FINANCE</p> <p>Papers: Outturn 18/19; Chart of Accounts Review and budget notes; final budget for 2019/20 including 3 year budget; cumulative expense analysis; Summary Cost centre 28.5.19; Proposed letting charges; Updated charging and remissions policy; Write off list; Insurance guidance notes; Insurance application; Summary of quotes for photocopier; RISO quote; Draft Siemen's agreement.</p> <p>DS signed the documents. SB and AS took questions.</p> <p>2.1 Outturn</p> <p>What was the main reason for the increase in the outturn? SB informed this was mainly due to staffing and £8500 being returned unexpectedly from school meals. The local authority (LA) had agreed the balance and the school had not heard anything further from them. The 2019/20 budget was</p>	

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dependant on the surplus being carried forward.

- ❖ The outturn for 2018/19 of £134,439 was noted.

2.2 Budget 2019/20

Multi-year summary	2019/20	2020/21	2021/22
Projected outturn	£107k surplus	£71k surplus	-£49k deficit
Projected income less expenditure during year	£28k deficit	£35k deficit	£120k deficit
Staffing cost (on LA form)	97%	96%	101%

SB added:

- The surplus was expected to be 7% for the next year.
- A further expense had been identified by the local authority following their recalculation of payments made to term-time support staff. A repayment relating to the past 10 years would be due but only a very large band had been given as a guide rather than an exact amount at this stage.
- The budget had been based on pupil numbers as they are at the moment.

The percentage staffing cost is high. These do not take into account any high needs funding.

What is being done about the year 3 deficit? We are expecting this to reduce through staff turnover. The individual needs assistants will change with the needs of the pupils.

In discussion it was noted the amount of the structural deficit had reduced.

- ❖ The budget for 2019/20 was approved in the sum of £1,490,084. DS signed the forms.

SB informed she had put the budget into the system. She was thanked for the work on the budget.

ASD arrived 17.39.

2.3 Ratify lettings and Charges

A slight increase had been proposed to cover the increase in overtime payments that now included paid holiday. Governors clarified the position regarding the availability of free spaces as it was their intention that those on pupil premium should be able to access the clubs.

- ❖ The scale of charges was approved as presented.

2.3 Charging and remissions policy

Would you indicate how much the contribution would be for trips etc? Yes we would work it out and do it on parent pay. We are also giving more notice of trips so parents can prepare. Residential trips have longer windows to pay.

- ❖ The policy was approved as presented, for review in 3 years.

2.4 School Financial Value Standard (SFVS)

The provision of budget monitoring information for the forthcoming year in the

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	<p>Is the maintenance service good? Yes and the High School can also help out. ❖ The RISO quote was accepted as it was the most economical.</p> <p>SB was thanked for her work and left 18.08.</p>	
3	<p>LAST MEETING Papers: Minutes 30.4.19 3.1 The minutes of the meeting 30.4.19 were agreed to be an accurate record and signed by DS accordingly.</p> <p>3.2 Matters arising</p> <ul style="list-style-type: none"> • The inclusion of a regular governor section in the newsletter had commenced. • Governors were requested to provide a presence at the years 3, 4 and 5 parents' evening on 25th and 26th June and the new parents' evening in July. Available governors to contact JT or AS. • Following the Ofsted inspection the school development plan was being rewritten and AS would present it for discussion at the next full governing body meeting. • Workload review. 3 governors had attended the governor briefing held by the local authority. They felt the governing body and the school were ahead of the process. It continued to be high profile and there was a need to keep it under review. A governor added that the school were able to give various examples to Ofsted. • The Chair of Governors had met with AS and the surveys of staff, parent and pupils would all be done this half-term. They would feed into the school development plan. • Two governors had had an initial look at the risk register and it would be ready for approval at the September full governing body meeting. <p>All other matters had either been completed, deferred or discussed elsewhere.</p>	<p>ALL AS</p>
4	<p>VICE CHAIR'S REPORT Papers: Governor Skills Audit The summary had not flagged up any pressing issues and discussion was deferred until the next meeting.</p>	DS JJ
5	<p>OFSTED Papers: Ofsted report dated May 2019, following the short inspection to ascertain whether the school continued to be good.</p> <p style="text-align: center;">The school continued to be Good and safeguarding is effective.</p> <p>AS informed he was exceptionally happy with the inspection. He was pleased with the process and the outcome. The inspector recognised that although this was not under consideration for this inspection, difficulties could arise for a school if it were classed as outstanding. The report reads as a very good school. This would be the last time under the current framework that the school would have a one day inspection: in the next framework the short inspection would be 2 days.</p> <p>The next steps identified, writing and improvement planning, the school had already been tackling. The new school development plan would be largely around writing but also the wider curriculum subjects.</p> <p>How was SATS? Have you finalised your judgements yet? We have until the</p>	

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	<p>end of June. I have been officially told we are not going to be moderated. Our greater depth writing is likely to be 15% this year.</p> <p>The timeline of moderation was explained. A governor thought intuitively moderation should be after the scores have been submitted. AS informed the reason was to enable the school to work further with the marginal pupils to provide evidence.</p> <p>If you are not moderated you can make it up? The trends for those moderated and those not have been examined. Whilst there were some examples of non-moderated schools having higher results it was not uniform. That is the issue of having teacher assessment of writing as it is not uniformly done across the country.</p> <p>Governors felt those schools showing 'spiky' results should perhaps prompt more frequent moderation.</p> <p>Governors asked for their thanks to be passed on to all the senior leadership team, staff and governors that had attended the inspection.</p> <p>❖ The Ofsted report was accepted.</p>	
6	<p>REPORTS and POLICIES</p> <p>Papers: Headteacher headlines; Home School Agreement; Subject balance 2018/19; Updated Grievance Policy 2019</p> <p>6.1 Headteacher headlines</p> <ul style="list-style-type: none"> • The school continued to be a popular choice for parents and children. Numbers for September were expected to be 368-372 and year 5 was now over-subscribed. • The school was expected to be fully staffed in September. The new teachers are experienced teachers. • The new reading shed was now in place. <p>Is someone monitoring how many applicants are received? We had 30 applicants and interviewed 7. We advertised at the university. About 2/3 were newly qualified teachers and I showed around 20 round.</p> <p>Another governor suggested we keep the equality data. We interviewed a range of age and gender but it was not diverse ethnically. AS added it would be easy to keep a record as he could ask the office to collate it and break it down.</p> <p>In discussion governors noted there was a diverse staff at the moment and it may not change but it would be a good idea to introduce the monitoring whilst there was not a problem both to aid early identification and also to have positive reflection.</p> <p>AS invited governors to the upcoming shows and productions.</p> <p>Home school agreement Governors noted the current home school agreement and in discussion it was agreed it would be reviewed along with the behaviour policy and include British Values and Respect for all.</p> <p>Subject split. Time spent on each curriculum subject (not including cross curricular work) had been provided for each year. The school had always given a broad and balanced curriculum and it was unlikely to change.</p> <p>How was it generated? From timetables.</p> <p>And do you stick to those? Yes.</p>	<p>AS</p> <p>AS</p> <p>MRJ</p>

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	<p>The headlines were accepted.</p> <p>Science teaching - impact was not covered.</p> <p>6.2 Governor reports:</p> <ul style="list-style-type: none"> • The governor briefing, attended by 3 governors, had majored on health and safety. Some documents would be shared with the health and safety governor and brought to a future governing body meeting. • Population predictions/admissions. The local authority was looking to reduce the admission numbers of some schools because of falling rolls. • There had been a standards and achievement local authority update but there was nothing to report. <p>AS invited a governor to attend a workshop for health and safety that was led by two barristers. It was suggested DD was approached.</p> <p>A governor informed there had been a near miss elsewhere and all reminded themselves that health and safety was everyone's responsibility.</p> <p>A governor had attended the Iftar event at the Dialogue Centre. She had also attended a Patcham community event relating to crime and disorder as there had been a drug use incident in the park and, as a separate issue, an unauthorised encampment by travellers. There would be links with the High School to get equipment. The deputy headteacher informed that with regards to the local park, the issues had been coming into the school but that it was not necessarily drug issues but anti-social behaviour. The police have not had the reports to indicate there was a lot of criminal activity.</p> <p>Governors were aware travellers are a legally protected ethnic group and that the school has been doing positive work about that. They were interested in the local action team trying to get some parents to look after the park by including more adult equipment to increase the numbers of adults using the park.</p> <p>6.3 Red Box Campaign AC gave an outline of this campaign which was to donate sanitary products to schools. Are there bins in the girls' toilets? AS responded if there were not, there would be.</p> <p>6.4 Grievance Policy The local authority model policy had been updated. Changes had been very minor.</p> <p style="padding-left: 40px;">❖ The policy was approved as presented, for review in 3 years or earlier if recommended by the local authority.</p> <p>JJ would add the PJS logo and send to AS.</p>	<p>MRJ</p> <p>AC ASD</p> <p>AS DD</p> <p>#</p>
7	<p>Any other urgent business (with prior approval of Chair)</p> <p>It was clarified that if a governor was approached by a parent with an issue about the school that in the first instance they should be directed to the class</p>	

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	teacher or the headteacher. There being no further business, the meeting closed 19.14.	
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Item	Owner	Action	Due Date
3	ASD	Report back re appraisal comparisons at PHS	30.5.19 Now 7.7.19
28.3.19			
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.	8.7.19
4.1	AS	Report back with stakeholder feedback.	8.7.19
7	DS/FWG	Report back on progress at next suitable finance FGB (SFVS action plan)	Now 15.7.19?
30.4.19			
4.2	DS ASD	Update risk register	Sept 19
4.3	MRJ	Co-ordinate completion of '20 questions' document ready for discussion at July meeting	8.7.19
4.6	JJ MRJ ASD	Include workload review on annual agenda. Consider information required.	8.7.19
5.2	AS	Report back on 3 Stakeholder questionnaires see 4.1	6.6.19 Now 8.7.19
6.6.19			
2.7	DS	Take forward any actions re asset register and local financial procedures.	
3.2	ALL	Contact AS or JT if available to attend any parents' evening.	
3.2	AS	Provide updated SDP	8.7.19
4	DS/JJ	Skills audit for fgb	8.7.19
6.1	AS THS?	Set up equality /applicant monitoring data	?
6.1	AS	Ensure action taken re HS agreement & behaviour and report back with related statutory documents for approval	
6.1	MRJ	Take forward to annual agenda or other action relating to Curriculum	
6.1	MRJ/AS	Follow up as appropriate re science monitoring	
6.2	AC ASD DD	Liaise with DD re documents and discuss action required	
6.2	AS DD?	A governor to attend the H&S workshop.	

Signature by Marion Rajan noted in minutes of meeting 15.7.19