

**PATCHAM INFANT SCHOOL
GOVERNING BODY MEETING
MINUTES**

Meeting of:	Full Governing Body
Date/Time:	10 th July 2019 4.30 pm
Location:	Patcham Infant School
Distribution:	Full Governing Body, Website
Quorum:	For decisions to be binding at least 6 governors are required
Present:	<p>Governors (voting) Eric Baxter (EB) Ron Guilford (RG) Chair of Governors Graham Kane (GK) Michelle Lankstead (ML) Chair of the meeting from item 4. Margaret Maslin (MM) Thomas Rhodes (TR) from 17.38 Chris Taylor (CT) Headteacher Nina Taylor (NT) Helen Hawkins (HH) Andy Flowerday (AF) till 17.38 Darren Middleton (DM)</p> <p>Other (non-voting) Irene Evans (IE) in attendance Janet Johnson (JJ) Clerk to Governors</p>

MINUTES

	DISCUSSION AND DECISION	ACTION
1	<p>INTRODUCTION RON: 1.1 Welcome and Apologies RG opened the meeting. TR was expected to be late and the rest of the governing body was in attendance. CT informed nominations had been sought for a staff governor and there had been one expression of interest. The deadline had passed and it was confirmed that should she wish to become the staff governor she would be elected. CT would follow up and inform JJ.</p> <p>1.2 Declaration of Interest in agenda items No new declarations were made when invited and all governors could take full part throughout the meeting.</p> <p>1.3 Thanks to Irene Evans and Claire Wickham The outgoing staff governor had been an active and able member of the governing body for over 12 years who, in addition, brought the voice of a member of staff. She had made a sustained and valuable contribution. Whilst Claire had been unable to attend this meeting governors wished their thanks be formally recorded. Another governor had also reached the end of her term. Irene had brought a wealth of experience, knowledge and understanding of educational matters and supported the governing body, the headteacher,</p>	CT

**PATCHAM INFANT SCHOOL
GOVERNING BODY MEETING
MINUTES**

	<p>the Chair of Governors. All were really grateful. Irene responded that she had really enjoyed it but it was time to move on. She added that she felt it was a really strong group of governors and she had really enjoyed getting to know the amazing school that is Patcham Infants. Both Claire and Irene were wished all the best for the future.</p>	
2	<p>Co – option Darren Middleton Darren was currently an associate member who had already been identified as to be co-opted when a vacancy became available. ❖ Darren Middleton was co-opted to the governing body.</p>	
3	<p>CHAIRS REPORT RG gave a verbal report.</p> <p>3.1 The headteacher’s performance management group had met the previously day for the 3rd of the 4 meetings this year. The group had been very satisfied with everything that had been taking place at the school and congratulated CT on the successful year and in meeting his objectives.</p> <p>3.2 A visit, the report from which had been circulated, had been made to witness an outdoor education lesson. RG, an experienced teacher and school leader, summarised that he regarded it as an outstanding lesson. The children had all had a very good experience; they were all concentrating and engaged to a high level and got a good deal from the lesson. The teacher adapted to bring in a spontaneous incident to the lesson. He stressed the need to ensure this facility was available to all future pupils and governors needed to ensure it was financed.</p> <p>In discussion it was noted that investment was made into the Forest School as part of the operational plan and the school did a lot on little funding. CT reassured that a sustainable model had been set up. They had the right people and the extra space at the Deneway. A member of staff continued to work with the Sussex Wildlife Trust and it was hoped this link could be developed further.</p>	
4	<p>LAST MEETING: Papers: Minutes 24.4.19</p> <p>4.1 Minutes and Matters Arising Subject to the addition of a short clause at item 9, the minutes were agreed to be an accurate record and signed by ML accordingly.</p> <p>4.2 ‘ELA’ matters arising Actions had been completed and there were no matters arising.</p> <p>4.3 Other matters arising were not taken.</p>	NT
5	<p>RE REPORT : A presentation by the RE link to the school had been planned but was deferred until the autumn meeting as the RE link was not able to attend. Governors discussed whether to have an RE link governor. Comments included noting governors were responsible for the subject, the subject was changing and more feedback was probably needed. It was proposed there would be an annual report and the link governor visited a class and an assembly. Governors enquired whether it would be suitable for the</p>	JJ

**PATCHAM INFANT SCHOOL
GOVERNING BODY MEETING
MINUTES**

	potential staff governor and fit with their work and CT would discuss that with the member of staff.	CT ML
6	<p>HEADTEACHER REPORT Papers: Headteacher report; Grievance procedure update</p> <p>6.1 Unvalidated data CT drew governors' attention to key results and took questions.</p> <ul style="list-style-type: none"> • Last year's results had been improved upon. • In reading 86% met or exceeded age related expectations. For writing this was 77% and maths, 81%. • Increases had been seen in all of these subjects and we have become in line with the national picture for greater depth across the board. • The actions during the year had contributed to the improvement even taking into account the different cohort. • Phonics had increased by 1 percentage point to 90%. Of the remaining 10%, most achieved very creditable scores. • The year 2 children that did not pass the phonics had complex needs. • 77% are working at a good level of development and this is 5 percentage points above the national picture. <p>Are the children told there are no misprints? There is a picture of an alien next to a made up word. Is it shared with parents? Yes in their report.</p> <p>6.2 Further analysis.</p> <ul style="list-style-type: none"> • This was currently underway for the different groups and the results were very pleasing but there are areas we will need to work on. • The maths score was very strong but there was a need to look at progression in maths and mastery and some of the disadvantaged group did not achieve as well. • Pupils joining during the year were within the working towards group and have affected the scores. • Next year we will continue with the strategy and embedding material. <p>6.3 A governor confirmed she had already met with the SENCO and would meet and report back. This would include an examination of any gender differences. The deputy headteacher, who also acted as moderator for the local authority would scrutinise greater depth in writing for Reception but commented that across the local authority hardly any pupils had been given that higher grade as the demands were so high. Pupils needed, for example, to be voluntarily going off to write and in different genres. It was commented that with all the actions this year, as well as the stringent assessment, many congratulations were due for improving performance at greater depth as a whole. In addition, carrying out the 'greater depth' strategies had probably also had a positive impact on the main body of pupils.</p>	

**PATCHAM INFANT SCHOOL
GOVERNING BODY MEETING
MINUTES**

	<p>Will we be looking at science figures here next year? We will need to do something for science. The new Ofsted framework means that the curriculum needs to be checked. There is no greater depth in science. Will that change? No but it might raise the profile. Very few children did not achieve the science target and they were the ones with complexities.</p> <p>6.4 Numbers on roll. For next year these were forecast as: 83/84 in Reception, year 2 would be full and year one had some spaces (currently 76 on roll in Reception) although another admission was likely. The Nursery's last space looked likely to be taken up and there is a waiting list for the rising 3s.</p> <p>6.5 Other Governors noted that attendance at 97% was very high for an Infant School, especially as there had been a chickenpox outbreak.</p> <p>The school had one vacancy, with interviews to be held shortly, then would be fully staffed.</p> <p>6.6 Child protection update The audit was currently being worked on. HH has recently been on train the trainer training and would deliver safeguarding training annually. HH was working with Gill Hibbert to update the local authority model policy to take into account the new Keeping Children Safe in Education 2019 amendments.</p> <p>6.7 Grievance procedures The local authority model procedures had recently been updated with some minor changes.</p> <ul style="list-style-type: none"> ❖ The grievance procedures 2019 were adopted. Arrangements for monitoring and review were unchanged. <p>The report was accepted.</p>	
7	<p>PATCHAM OPERATIONAL PLAN / VISION AND VALUES REVIEW Paper: 'POP' 2018/19 Was it successful? Discuss next year's</p> <p>7.1 Patcham Operational Plan CT informed:</p> <ul style="list-style-type: none"> • Some items would be continued next year. • The new Ofsted framework would be taken into account for next year. • The main priorities are the Ofsted framework. There is a year's grace to get the curriculum fit for purpose. At this school we have managed to maintain our outcomes as well as the broad and balanced curriculum. We will be working on supporting middle leaders and teachers. We have already been working on intent implementation and impact so this is not new. • Ofsted refer to teacher workload and this will be addressed in the school within teacher wellbeing initiatives. A group will be created with different members of staff to take this forward. • We are halfway through the 2020 vision when we created it so it is 	RG

**PATCHAM INFANT SCHOOL
GOVERNING BODY MEETING
MINUTES**

	<p>a good opportunity to stop and evaluate it and move it in the right direction.</p> <p>7.2 What is happening with workload? We will need to assess whether data collection is fit for purpose, that the intent etc. is there. We will look at the stress points in the year, for example the numbers of class assemblies. It would be useful to have a governor involved in this.</p> <p>If you are struggling with a university student are you under obligation to teach them? We work with the University on this, they have a duty to come in and support them. If you have really able students to work alongside the teacher it enhances the working in the class. It does bring extra work as their mentors have to write reports and meet with them every week but there is also some funding. We received approximately £4.5k this year.</p> <p>Are they vetted or placed? We have a good relationship with the University and we usually receive good students.</p> <p>Is the plan to take another 5 students next year? CT responded that because of the workload we want it to be almost alternate years. We need to think about the children and make sure it runs as smoothly as possible for the teachers involved.</p> <p>Some of their pay scales depend on additional work being undertaken and mentoring can come under this. I think we have 5 this year.</p> <p>When does the new operational plan get drawn up? I will set out priorities by the end of term then work on it so it is ready by autumn. There will be a meeting to draw it up.</p> <p>In discussion it was thought governor involvement would be beneficial especially if discussing success criteria/targets. Monitoring could be agreed at the September meeting.</p>	<p>ML CT</p> <p>RG</p>
8	<p>OUTCOMES and PROGRESS This item was covered at item 6</p>	
9	<p>HOME SCHOOL AGREEMENT Paper: Report H/S agreement, Home School agreement, Parental Information</p> <p>Home School agreement. The pros and cons of the style and content of the current document were discussed along with its purpose and use in practice. It was recalled the vision had been created with all stakeholders but that did not include parents new to the school.</p> <p>TR arrived 17.38</p> <p>Governors felt the agreement had purpose but there were other possibilities to explore such as FAQs on the website and drawing up a new prospectus.</p> <p>The document was no longer statutory and it was agreed to leave the matter with the headteacher who would liaise with EB regarding having a prospectus for next year and making some amendments to the website.</p> <p>A governor informed that the school had been mentioned favourably by The Guardian in an article on moving to Brighton.</p> <p>EB was thanked for all his work on this and the website.</p>	<p>EB CT</p>

**PATCHAM INFANT SCHOOL
GOVERNING BODY MEETING
MINUTES**

10	<p>GOVERNOR REPORTS Training and Visit Reports Papers: IE report - impact of POP re working at greater depth; RG visit Forest School; DM visit sports event.</p> <p>10.1 Greater depth. IE summarised that she had met with CT re the strategies put in place to improve working at greater depth. The work done had had a large impact on achievement during the year. The curriculum had needed to change to enable the work and credit was due to the staff and the quality of work in taking them on board. The general ethos in school is about promoting the greater depth. It is the same with pupil premium. She was reassured it was embedded for future years and the final results backed that up. The finer detail of the data show more impressive progress. IE recommended governors took on a key role of the operational plan. The report was accepted.</p> <p>10.2 Forest School report. This was discussed at item 3.2.</p> <p>10.3 Sports event. DM summarised his report. He had visited a sports event and had been very impressed by the behaviours of all involved. There was clear evidence of the ethos and culture of the school in practice and clearly embedded; it was an exemplification of the school's vision. He reiterated thanks to be passed on to the organising member of staff. CT thanked DM for his involvement and added that at the Reception sports day Claire Wickham had successfully introduced sports leaders (year 2s) that explained and demonstrated the activity to great effect.</p> <p>10.4 Training, ML was continuing with the Chair's training and would be commencing a project with HH and CT next term. A full report would be made in due course.</p>	RG
11	<p>EQUALITIES REPORT CT informed the equalities action plan and information 2018/19 was on the school website and the next report would be made in autumn once the data were available. During the year the actions relating to Gypsy Roma and travellers had been done. For those with prior poor attendance the focus had been on making sure the family had a good experience of the school and promoting the love of learning. Did you get some feedback? I spoke to the mother and was told it was the best school they had been at and that the children wanted to come to school. Their attendance was good and the relationship with the school was good.</p>	JJ CT
12	<p>RSE POLICY REVIEW A governor gave an update. The Relationship and Sex Education policy had been rephrased and would come to governors for approval next term.</p>	ML
13	<p>SEN POLICY REVIEW (ML) A governor had met with the SENCO regarding the effectiveness of the SEN policy. Provision was inclusive and the policy was therefore effective. Some amendments were being made to the policy and it would come to the next meeting for approval following recommendation by the SEN link</p>	ML

**PATCHAM INFANT SCHOOL
GOVERNING BODY MEETING
MINUTES**

	governor.	
14	<p>SCHOOL COUNCIL Papers: Reports MM 9.5.19, 28.3.19 and 17.6.19</p> <p>The meetings included forming actions from the results of the Safe and Well at School Survey, visiting the outdoor environment and discussion of the school vision including pupils' understanding and thoughts about it. The governor felt it had been more successful having the same children attending as they were more likely to gain confidence, give opinions and see they are making a difference. Another governor could confirm there was understanding of the governor role by the children.</p> <p>If a suggestion is made and action is taken, is it fed back to them? Yes. The reports were accepted and governors continued to support the school council.</p>	
15	<p>PARTNERSHIP/ALLIANCE UPDATE CT gave a verbal update.</p> <ul style="list-style-type: none"> • The next meeting was the following week. • The Key Stage 2 data had been released and this would be discussed along with reflections on the past year. CT has said he would again be available to lead as Chair. • For the school partnership 2 more teachers would be champions. • The agenda around teaching schools was changing with the DfE looking to make them more regional. At the moment there were two hubs in Brighton. <p>Does being Chair impact on your time in the school? It has not been too bad and I have made it work for me. I have done a 360 degree feedback internally on how I am perceived by headteacher colleagues and the results were good. It was a good exercise for me. Eventually we may need to look at a 2 or 3 hour a week administration role to support that.</p>	
16	<p>ANY OTHER BUSINESS The next meeting date was agreed as 11th September 5.00 pm. Remaining dates would be discussed via email. JJ would send provisional list. She reminded all that the provisions for the SFVS this year were more onerous and the local authority had set a deadline of 31st January for receipt and this would need to be considered when setting the dates.</p> <p>It was suggested and agreed that the retiring members of the fund raising group be recognised for their contribution. CT would make a little presentation at the leavers' assembly and governors would write a note of thanks.</p> <p>A short discussion ensued regarding fundraising and charities. ML would make a brief report at the next meeting regarding gift aid.</p> <p>JJ informed governor support had set up Ofsted framework training for the 18th July. CT gave an open offer to provide information that would focus solely on Infant schools.</p> <p>There being no further business, the meeting closed 18.30.</p>	<p>JJ</p> <p>RG</p> <p>ML</p>

Signature noted in minutes 11.9.19

**PATCHAM INFANT SCHOOL
GOVERNING BODY MEETING
MINUTES**

Meeting date/item	NT to oversee	FRO MEETING ACTIONS	Due by
13.2.19			
2.2	NT CT JJ IE	Review papers needed for meetings and add to annual plan	Now 3.7.19
3.2	CT RG	Report back re external rigour and support	Now 10.7.19
3.7	NT RG	Meet and take forward risk analysis	Now 3.7.19
5.9	CT	Move ahead with updating DP policy	Now 3.7.19
24.4.19			
3.1	CT	Forward electronic copy of 3yr budget to JJ for circulation	4.5.19
3	NT	co-ordinate small 'budget' group – report back	3.7.19
3	CT/AB ALL??	Send monthly outturn projection reports to JJ for circulation. Consider when received, email comments to CT? cc NT	
5.1 & 5.2	CT DM IE	Liaise when and report back on the premiums' value for money	
5.3	TR CT	Liaise re reporting on progress	
5.4	JJ	Receive word copy from CT , arrange checking then amend and circulate	
Meeting date/item 10.7.19	ML to oversee	ELA MEETING ACTIONS	Due by
1.1 & 5	CT	Follow up re possible staff governor and update JJ	EOT
4.3	NT	Follow up any outstanding actions from FRO	
5	JJ ML	Note presentation will be for autumn meeting Ensure paper in time for agenda	autumn ELA
7.1	RG	Co-ordinate governor involvement in vision review and setting	Spring term
7.2	ML CT	Liaise re governor involvement in workload part of teacher wellbeing review	Sept meeting
9	EB CT	Liaise re website and prospectus, report back	Spring term ELA
10.1	RG	Consider IE recommendation re governor links to sections of the operational plan	Sept meeting
11	CT jj	Note agenda – equalities action plan and information	Autumn meeting
12/13	ML	Bring SEN & RSE policies to next meeting for approval under recommendation	September meeting
16	JJ	Send provisional meeting list	17.7.19
16	GK	Arrange for note from governors	EOT
16	ML	Give report on Gift Aid	Sept FGB