

**PATCHAM INFANT SCHOOL  
GOVERNING BODY MEETING  
MINUTES**

<b>Meeting Type</b>	<b>Full Governing Body</b>
<b>Date/Time:</b>	11 <sup>th</sup> September 2019 4.30 pm (4.00 for annual declarations)
<b>Location:</b>	Patcham Infant School
<b>For:</b>	Full Governing Body
<b>Quorum:</b>	For decisions to be binding at least one half of current governors are required
<b>Present:</b>	Governors (voting) Eric Baxter (EB) Ron Guilford (RG) Chair of Governors Lizzie Hilton (LH) Graham Kane (GK) Michelle Lankstead (ML) Thomas Rhodes (TR) Chris Taylor (CT) Headteacher Nina Taylor (NT) Helen Hawkins (HH)  Other (non-voting) Janet Johnson (JJ) Clerk to Governors
<b>Apologies:</b>	Andy Flowerday (AF) – accepted Margaret Maslin (MM) - accepted

	<b>DISCUSSION AND DECISION</b>	<b>ACTION</b>
1	<p><b>Welcome and Apologies</b> <b>Declaration of Interest in agenda items</b> The meeting was opened and a warm welcome extended to the recently elected staff governor. Apologies were considered and the absence of Darren Middleton noted. No declarations were made, when invited, relating to items on the agenda and all governors could take full part throughout.</p>	
2	<p><b>Election of Chair of Governors</b> JJ informed no nominations had been received for this post; however, RG would be willing to continue to stand for a further year. No further nominations were received and governors were keen for RG to continue, declining his offer to withdraw from the meeting.</p> <p>It was acknowledged it was good practice for Chairs of Governors not to stay in post for extended terms and RG pointed out the need to encourage someone else to take over the position. He would be willing to continue to stay on as a governor and be available to support. It was recalled some of the responsibilities of the Chair had already been devolved to good effect, enabling upskilling of other governors. Further, training was available and could be attended on an ad hoc basis. A governor confirmed the training was useful as was the mini-project that would be undertaken with the school as part of the course.</p> <p>❖ RG was elected as Chair of Governors for a term of one year.</p>	Non staff Governors

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**HEADTEACHER'S REPORT Verbal**

Papers: Nursery Admissions 2019/20 *for ratification*  
Patcham Operational Plan main priorities

3.1 CT informed:

- All pupils would be attending full time by midweek the week after next.
- The school had a full complement of staff.
- Attendance at 96.8% for last year was good.
- The next data review would be once the national position was known at the release of the Analyse School Performance information later in the term. The Brighton schools' comparative data were now available. His analysis had resulted in no changes to the conclusions drawn from the school's data at the end of term.
- The headteacher performance management group had met and conducted his appraisal.
- Numbers on roll were: Nursery (full), Reception (82), year 1 (74) and year 2 (89). Numbers were still anticipated to increase in Reception next year as the published admission numbers for Westdene were changing.
- The Inset day had been utilised for safeguarding training.
- The school was now in phase 2 of the school to school reviews as part of the partnership.
- CT would continue as Chair of the BCPfE partnership.
- The school would continue working with Brighton University for teachers for education and several students were expected.
- Parent consultations had been moved to the week before half term at teachers' request.
- There were 2 families with a child protection plan.

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3.2 The Patcham Operational Plan main priorities document was circulated. The new Ofsted framework was now operative; however, the school continued to be exempt under current rules by virtue of its 'Outstanding' status. The rules were expected to change. Ofsted would continue to carry out inspections of 10% of outstanding schools and between April and October also subject inspections for geography, history and modern foreign languages. As an Infant School this was less likely to affect Patcham Infants especially as the main focus for this phase remained the core subjects.

TR arrived 16.52.

The main priorities would be surrounding Ofsted and Quality of Education as well as teacher workload and wellbeing. Consistency relating to monitoring the curriculum and work of subject leaders was to be developed further and maths mastery was to be brought in.

**Is maths mastery based on numeracy?** Much is about reasoning and getting a good understanding. It does not really link to outcomes and many of the schools that have adopted it report outcomes have not changed but their children are better mathematicians.

3.3 The works planned for the summer had been completed and the asbestos had been removed from the soffits and replaced with plastic boarding.

**How about the lights?** This still needed some work.

CT informed he was very satisfied the school buildings were structurally and aesthetically sound.

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	<p>3.1 Nursery admissions policy Do you still have a governor panel in the case of any appeal? Yes. ❖ The nursery admissions policy 2019.20 was approved as presented.</p> <p>Governors had no further questions and it was noted governors would be involved in developing the vision for the school during the course of the year.</p>	
4	<p><b>Election of Vice Chair(s)</b> ❖ NT and ML were elected joint Vice Chairs of Governors for a term of one year.</p>	
5	<p><b>CHAIR'S REPORT</b> Papers: Collaboration agreement, current annual schedule, current instrument of governance.</p> <p>RG gave a verbal report.</p> <p>5.1 Collaboration agreement. ❖ It was agreed to continue with the arrangement with the BCPfE schools relating to the provision of governors to sit on hearing panels, for another year.</p> <p>5.2 Annual Schedule ❖ The annual agenda schedule was approved as presented with the inclusion of RE annual report to the summer ELA meeting.</p> <p>It was suggested and agreed that the addition of papers expected to the schedule would be beneficial. In discussion it was agreed ML NT RG and CT would liaise.</p> <p>5.3 Instrument of Government ❖ It was agreed to continue with the current constitution.</p> <p>5.4 Governor roles.</p> <ul style="list-style-type: none"> <li>• The headteacher performance management group would comprise RG GK and NT</li> <li>• GK - Quality of Education</li> <li>• The pay committee would be eligible governors attending at the finance based full governing body meetings</li> <li>• Panel membership would be formed on an ad hoc basis</li> <li>• DM was now linked to PSHE and RSE</li> <li>• LH would take over from CW</li> <li>• EB would take forward communication with parents and the website, including the prospectus and RE.</li> </ul> <p>All other roles remained unchanged. JJ would circulate a governor link list for checking. In discussion it was agreed RG would follow up an expression of interest for membership of the governing body. JJ had provided application forms. An associate membership would be considered. It was noted just 3 governors were not either employed by the school or had children recently attending.</p>	<p>JJ Chairs CT</p> <p><b>AII/ JJ</b></p> <p>RG</p>
6	<p><b>ANNUAL DECLARATIONS</b> Papers: Eligibility and interest declaration forms, governor code of conduct, acceptable use of ICT/data protection, part 1 of Keeping Children Safe in Education Sept 2019.</p> <p>Governors had already submitted their declarations and signed to confirm they had read and would comply with the code of conduct, KCSIE and data policies.</p>	

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	<p>The interest forms were authorised and JJ would follow up any missing declarations with governors not present. No changes in procedures were required. HH would provide further safeguarding training and would liaise with ML and RG as to dates. All governors would be invited.</p>	
7	<p><b>MINUTES FROM LAST MEETING AND MATTERS ARISING</b> Papers: Minutes 10.7.19, SEN policy, RSE policy.</p> <p>Minutes. The minutes of the previous meeting were agreed to be an accurate record and signed by RG accordingly.</p> <p>Matters arising.</p> <ul style="list-style-type: none"> <li>❖ The SEN policy was ratified as presented and previously recommended.</li> <li>❖ The RSE policy was approved as presented and previously recommended.</li> </ul> <p>Monitoring for both policies would be by way of governor report.</p> <p>RG and CT would meet to complete actions ML would liaise with CT re teacher wellbeing EB and TR would arrange to visit the school re their respective responsibilities. GK and JJ had completed their actions. FRO matters arising were not discussed.</p>	
8	<p><b>GOVERNOR REPORTS (visits/training)</b> Papers: List of training undertaken by governors. Safeguarding visit report. Safeguarding inset visit report. Vision (leavers' day) visit report.</p> <p>The visit reports were accepted. The training list was not discussed.</p>	RG
9	<p><b>GOVERNOR VISITS THIS TERM</b> The following visits were agreed:</p> <ul style="list-style-type: none"> <li>• Communication visit/prospectus visit – EB</li> <li>• Outdoor</li> <li>• Health and Safety</li> <li>• Teacher wellbeing</li> </ul> <p>When you put children photos on twitter do you check there is permission? Yes, we check our list. It includes social media. I can also re tweet Is there an issue for the website when children leave? It is an issue; I have telephoned to check in the past. We will have to look into that again. Governors would make arrangements for other visits as needed.</p>	
10	<p><b>GIFT AID REPORT</b> The fund raising treasurer had met with CT regarding joining the gift aid scheme. It had not been recommended as the likely receipts would not be sufficient to be cost effective. A governor provided further clarification and governors supported the decision. They noted it could be revisited should a significant event be held. CT informed there was now a new set of fundraisers.</p>	
11	<p><b>ANY OTHER BUSINESS</b> The meeting dates for the year were confirmed. A governor would attend the Health and Safety barrister led training organised by the local authority and report back. There being no further business the meeting closed 18.00</p>	

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Meeting date/item	NT to oversee	FRO MEETING ACTIONS	Due by
<b>13.2.19</b>			
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
<b>24.4.19</b>			
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
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
11.9.19	RG to oversee		
5.4	ALL RG	Review governors links to be circulated by JJ and liaise RG if unclear re expectations or any change to reporting date. Follow up re any membership expiries and expression of interest re joining	
2 8	All RG	Consider involvement with Chairing – liaise RG/JJ Take forward training	

Signature noted in minutes of meeting 23.10.19