

**PATCHAM INFANT SCHOOL
GOVERNING BODY MEETING
MINUTES**

Meeting Type	Full Governing Body	
Date/Time:	21 st February 2018 4.30 pm	
Location:	Patcham Infant School	
For:	Full Governing Body	
Quorum:	6 Governors required to be present for decisions to be binding. More than 6 governors were present at all times.	
Present	Governors (voting) Helen Emerson (HE) Irene Evans (IE) Andy Flowerday (AF) Ron Guilford (RG) Chair of Governors Graham Kane (GK) Helen Hawkins (HH) Margaret Maslin (MM) Thomas Rhodes (TR) Chris Taylor (CT) Headteacher Nina Taylor (NT) Chair of this meeting Claire Wickham (CW)	Other (non-voting) Amanda Breeds (AB) School Business Manager – in attendance Szilard Mata (SM) Caretaker – in attendance Janet Johnson (JJ) Clerk Michelle Lankstead (ML) Associate Member
Apologies:	Andrew Ahmad-Walsh (AAH) Accepted	

Item no	DISCUSSION AND DECISIONS	ACTION
1	INTRODUCTION and DECLARATION OF INTEREST The meeting was opened and apologies considered. No new declarations of interest were made when invited and all governors could take full part and vote in the proceedings.	
2	MINUTES FROM LAST MEETING AND MATTERS ARISING The minutes were agreed to be an accurate record and signed by RG accordingly. All matters arising had either been completed or were to be considered later.	
3	HEALTH & SAFETY update a. Fire Safety update SM informed that of the 4 remaining items on the action list at the last report, two had been completed. This was a considerable achievement as the initial 18 had remained untackled for some years prior to SM's appointment. The two remaining were staff training (booked for March) and the installation of fire detectors in two cupboards (in hand). The next risk assessment was due in 2019. SM left the fire safety log book and a copy of the risk assessment for governors to examine. Staff training – do all staff have to do that? Yes. Is it on new starters check list? It isn't an annual one. TR arrives 16.37. CT informed the evacuation schedule was now being done annually.	

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	<p>We can put it in the induction pack and in the training log as it did not need to be annual.</p> <p>With the detectors in the cupboards: are they separate or wired in? It is part of the main system. We had to wait till the asbestos ceilings were removed to be able to do this.</p> <p>CT informed governors that SM continued to do a very good job for the school. The <i>legionella</i> 'dead legs' continued to be reduced and the 5 items left on the list at last meeting with the Health and Safety governor had now been completed.</p> <p>Governors thanked SM.</p> <p>b. Business Continuity Plan (AB)</p> <p>AB informed this was progressing, the grab bags and emergency plan was in place and AB showed governors the grab bag. The guidance had been received and was being worked on and was likely to be signed off in April following a visit from Tony Pike from the crime unit as he was the last person from whom input was needed. Discussion moved to item 4.</p> <p>c. Premises Management Documents and Grounds report</p> <p>A governor had already submitted the comprehensive report. Attention was drawn to the provision of some safety glass compliance and the recommendation regarding finger guards for some doors.</p> <p>Should the doors in question be open? Yes, it isn't the cubicle doors.</p> <p>Do you need the doors if they are always open? Shall we prevent the risk or manage it? In discussion it was agreed CT would ask SM to look into the position re the doors and the glazing. It was thought it was safety glazing just not marked as such.</p> <p>A defibrillator? CT would also look into the possibility of having a defibrillator.</p> <p>A governor requested a separate section for the nursery.</p> <p>The next Health and Safety report would be the external report and the premises management documents would be reviewed.</p> <p>d. Policy review – is it effective in meeting aims? TR would review the policy for next time and recommended inclusion of staff welfare and a system of reporting as per the local authority model.</p>	<p>TR</p> <p>TR</p>
<p>4</p>	<p>BUDGET OUTTURN</p> <p>Governors had already received the forecast outturn and chart of accounts review, along with explanatory notes, all signed by RG. The outturn was forecast to be just 6.9% of budget share. AB now took questions.</p> <p>What is the money back from the school meals, 19k? All the schools had paid money as requested but it then appeared the school had paid too much so it was refunded by the school meals organisation.</p> <p>What is the school meal refund being spent on? We have overspent on other heads and it will go on staffing.</p> <p>When does the 2% pay rise come in? Sept.17. We have to find £65k more this year for staffing. Although we have £4k extra coming in and rates have gone up 4k. The early years budget is awaited.</p> <p>Some schools must have very different rateable values. Yes.</p> <p>In all it looked healthy but would be needed to balance the figures for next year for which we need the early years budget.</p> <p>Has it always gone up the nursery? What was it last year? It has gone</p>	

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	<p>down. They look at the census but it is difficult to calculate. We may only be getting £90,600 but we might get some back during the year due to the different treatment of the 15 and 30 hours so it could be £104k. The nursery wasn't settled last year till July. Staffing is in there, rates, services to schools of which all have been examined and shaved.</p> <p>Is there anything in here in the outturn that we could get tripped up on? No but we want to make some more purchases before the end of the year e.g. new water heaters.</p> <p>One of the things in the governor's report re the asbestos, is that included? In the Easter holidays a couple of flat roofs were being attended to and some other leaks. In the summer holiday the hall roof was being replaced as was the leaking asbestos in the kitchen. A governor could reassure it was not high risk asbestos. Governors recommended the school did what it can to ensure it was integrated with the other lighting, perhaps by specification but it was acknowledged they may be in the hands of the local authority.</p> <p>The 18/19 budget would be worked on as soon as the Early Years' budget was received. The local authority had brought forward the date for completion of the draft and it was decided to bring forward the May governor meeting date to 17th April.</p> <p>When do we start to address the ongoing deficit? We are already with temporary contracts expiring. In terms of cost-cutting elsewhere we have an aging building and large grounds. We are looking at the resources ratio.</p> <p>In discussion governors considered there was value in a group of governors meeting to address the issue.</p> <p>Fundraising In discussion it was considered there might be a need for the fundraising group to gain charitable status and whilst that could open doors for further grants, there would be additional administration and it was not likely this route would be followed. Funds received from the fundraisers were for enrichment.</p> <p>If we didn't have to spend so much on grounds because of funds from fundraising that would help.</p>	<p style="text-align: center;">NT RG All</p>
5	<p>BUDGET 2018/19 This was included in item 4 discussion</p>	
6	<p>SFVS RG informed CT AB and RG had met to review the SFVS. RG had overseen the process and all aspects met the standard.</p> <p>Have the items on the action plan been completed? Yes and a new one is not needed for next year. RG would circulate the document for all to review prior to consideration for approval at the next full governing body meeting.</p>	<p style="text-align: center;">RG</p>
7	<p>GDPR update Governors were informed the school had not been in receipt of much information, not even the checking tool. CT was following this up with the local authority and JJ signposted some information. A governor informed other organisations were experiencing difficulties. Governors supported the school in moving forward on the issue and requested an</p>	

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	update at the next finance based meeting. AB was thanked. Discussion turned to item 3c.	
8	<p>OFFICE 365 GOVERNOR EMAILS AND GROUP FILES</p> <p>Governors had recently changed to a school based email and filing system and some idiosyncrasies were now discussed with solutions to some difficulties proffered. Further queries could be raised with JJ and JJ and CT would discuss possible use of the calendar option. HE leaves 17.45</p>	
9	<p>HEADTEACHER REPORT</p> <p>CT gave a verbal report.</p> <p>a. Poverty proofing. The audit had taken place, including the survey and consultation. They worked with groups of children in various subjects; all groups of staff from kitchen to senior leadership team and examined the responses from the parent, governor and staff questionnaires. Good feedback had been received from staff as time had been allowed for completion. The published report was awaited. CT observed that responses had been overwhelmingly positive about the way pupils see each other, pupil voice was very positive and they had a very good understanding of the school's rights and responsibilities, sense of justice and camaraderie. Good sense of how they learn and one of the researchers said behaviour was exemplary. Areas to discuss were surrounding gift giving, celebrating birthdays and talk about weekend and holiday activities. There was a desire to ensure all felt valued.</p> <p>Does what you celebrate come in to that? Partly. Is there a gifts and hospitality register? No.</p> <p>b. Feedback from HTPM. An interim meeting had been held. All the objectives were on track, some met and some still on course.</p> <p>c. Whistleblowing. There had been no incidents. An updated local authority model policy had already been received and considered.</p> <p>❖ The whistleblowing policy was approved. The policy remained easy to access.</p> <p>d. Nursery Admissions The admissions policy for 2018 had already been considered. It was noted that in the case of oversubscription a panel of governors would be required.</p> <p>What is the position at the moment? 9 children currently want 30 hours, 16 want the beginning of the week part-time but then we would have 7 spaces for the end of the week. The criteria, are they standard for Brighton and Hove? It is based on the admissions for the main school. Could we extend it to ever been or adopted from care? Yes. CT will amend and it is agreed. Could we sell extra hours in our nursery to those families who are not entitled to 30 hours? Yes. Are we currently offering additional hours at a lower cost than other nursery settings? It was thought that our price for additional ours was too low and that we could increase it. Is the ratio limited because of the size of the building? Yes. Can you offer to buy a day if there is a space? We could look into this but it will be a juggle for staff and for space.</p> <p>❖ The nursery admissions policy was approved subject to it being amended to include the extension for 'ever been or</p>	CT

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	adopted from' care.	
10	<p>EQUALITIES DISCUSSION RG This had been deferred from the previous meeting. JJ had provided advice and would circulate a document. It was confirmed the website was updated annually with the action plan and data and the governor who reviewed PSHE and PE may be best placed to review this. All governors though had a role in ensuring every policy was compliant and this would be moved to the next meeting.</p>	JJ RG HE
11	<p>PARENTS QUESTIONNAIRE Governors wished to be more involved in the views of parents and had added at the very recent parents evening 'what went well? even better if?' questions to the usual questionnaire. This would be reviewed at the next 'ELA' focused full governing body meeting. Do you have any quick impression of the results? Generally very positive but not much response to the governor questions although communications were mentioned.</p>	
12	<p>GOVERNOR REPORTS</p> <p>a. Safeguarding – The child protection policy had already been circulated and recommended for approval by the safeguarding governor. ❖ The Child Protection policy was approved subject to ensuring all references to 'MASH' now read 'front door for families' or current equivalent.</p> <p>b. Appraisal policy – A governor reported the policy was well established but different for teachers than support staff. Support staff had annual reviews, teachers more frequent but all knew who they would be meeting with and when. The governor had asked for feedback but had none. Is everyone happy with it? Yes What would teaching assistants feel about observations? It would vary; the way forward may be to model this with the higher graded teaching assistants.</p> <p>c. Training A governor would be attending Sports Premium training. JJ was requested to send the skills audit for all to complete and a fresh list of the training. The skills audit would be an item for the April FGB. It was agreed AAH's report and the induction feedback from GK and ML would be considered at the next meeting.</p>	JJ
13	<p>PARTNERSHIP FEEDBACK AF leaves 18.43. No issues had been reported re the partnership. The governor group had not met.</p>	
	<p>The next meeting would include a walk of the grounds. There being no further business, the meeting closed 18.46</p>	

.....signature noted in minutes 21.3.18..... Signed dated.....

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ACTION POINT SUMMARY

Item no	Owner	ACTION	Due by
Dec FGB 9d	NT	DP visit report	After GDPR live
6	AAH	Review and feed back re pupil premium effectiveness	ELA 21.3.18
Feb FGB 3c&d	TR	Report on premises management documents and make recommendation re health and safety policy approval/monitoring, liaising CT as appropriate	
4/5	RG NT CT	Set up budget 18/20 group Contact RG/NT if you wish to be involved	
6	RG	Provide SFVS for next FGB	14.3.18
9d	CT	Amend admissions policy	6.3.18
10	RG	Take Equalities forward, discuss HE re part of monitoring	
	JJ	Circulate info	
12c	JJ	Circulate skills audit and send NT training list	6.3.18