

**PATCHAM JUNIOR SCHOOL
GOVERNING BODY MEETING
MINUTES**

Meeting of:	Full Governing Body
Date/Time:	20 th September 2016 6pm
Location:	Patcham Junior School
For:	Full Governing Body, Website
Quorum:	For decisions to be binding at least one half of current governors are required to be present
Attendees:	Governors (voting) Mark Rodericks (MRD) Ashley Seymour Williams (ASW) Deborah Willsher (DW) Iseult Hull-Flower (IHF) Adam Smith (AS) Andrew Saunders (ASD) Marion Rajan (MRJ) Nicky Caldwell (NC) Trevor Howson (TH) Shadric Toop (ST) Ruth Nilsson (RN) Danny Simpson (DS) Sarah Fitzjohn Scott (SFS) Other (non voting) Janet Johnson (JJ) Clerk
Apologies:	Derrick Davis (DD) - accepted

Agenda item	DISCUSSION and DECISION	ACTION
1	<p>Introduction and Declaration of Interest</p> <p>The meeting was opened and apologies from DD considered and accepted. The main theme would be organisation of the governing body. No new declarations of interest were made when invited and DS and ST reminded their partners worked at the school. No withdrawals from the discussion were required.</p>	
2	<p>ELECTIONS and ROLE APPOINTMENT Part 1 CHAIR of GOVERNORS</p> <p>JJ took the chair for this item and confirmed the position of Chair of Governors was for a term of one year. She had received one nomination, from IHF and now invited further nominations and discussion in the absence of IHF. Every governor was in favour of IHF continuing as chair of governors and she was duly elected <i>nem com.</i></p> <p>IHF accepted the position and moved to item 4.</p>	
3	<p>ADOPTION of SCHOOL IMPROVEMENT PLAN And REVIEW OF VISION – is it helping to drive the school forward?</p> <p>Governors had already considered the school plan and were pleased</p>	

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	<p>to note it included key objectives, success criteria and monitoring. ASW confirmed there were no significant changes following further scrutiny of results. Following suggestion by a governor, safeguarding had been added and this was to be extended to include the community.</p> <p>A governor sought confirmation that the plan would lead the school to the governing body's aim of becoming a school rated by Ofsted as outstanding. It is a combination – the Ofsted objectives are in there and there are other items. The School Self Evaluation is based on the outstanding statements and the School Development Plan includes what is needed to get there.</p> <p>In discussion it was agreed to retain the date for achievement of the goals but review it if necessary. It was also agreed governors would meet to spend further time establishing goals longer term than 4/5 years and reviewing vision. ASW would arrange a meeting, ideally facilitated by Rose Wisdom, an advisor on governance, to take this forward.</p> <p>The new set up of the school development plan, with termly foci would make it easier for governors to have an overarching view of priorities whilst checking progress on their more specific areas. A governor would look at progress on the Ofsted targets. The school partnership advisor, Linda McMillan would continue to visit and ASW would advise when in order that governors could attend.</p> <p>The plan would be numbered, carved up and reviewed by committees as before and at full governing body meetings it would be reviewed and the focus for the next term agreed.</p> <p>NC would continue to collate the monitoring forms and check all areas were being covered.</p> <p>SFS agreed to review the website and check the content regarding the message from the school on improvement being clear.</p>	<p>ASW IHF</p> <p>ASW</p> <p>NC</p> <p>SFS</p>
4	<p>ELECTIONS and ROLE APPOINTMENT Part 2</p> <p>4.1 Chair's report – there were no chair's action items to report and long term planning for the school would be covered at item 3. In discussion the following appointments and agreements were made.</p> <p>4.2 Vice Chair of Governors. This was for a term of one year. One nomination had been received. DS was elected.</p> <p>4.3 Committees: Resources – TH Chair, DS Vice Chair. The terms of reference were in course of being reviewed and would be submitted to the next FGB to consider. Curriculum – MRJ Chair, NC Vice Chair. The terms of reference, already considered by governors, were confirmed.</p> <p>4.4 School improvement monitoring. This was discussed as part of item 3. DD had already advised he would like to continue his existing monitoring and all the other governors confirmed</p>	<p>IHF DS</p>

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	<p>absorb all the overheads and increases in them.</p> <p>Are they coming with plans in place? Not always. Funding at £2500 is nowhere near the level of support needed.</p> <p>How is the need identified? It is difficult when they arrive, especially if summer born as it might be developmental.</p> <ul style="list-style-type: none"> • Admissions were up – now 384 on roll with 3 years being full. Numbers are expected to increase. <p>Is the variation in numbers in the classes to do with needs? Yes</p> <p>Why is there such a gender imbalance in one class? The class has come up from the Infant school like that.</p> <p>Will the increasing number of boys affect outcomes? The outcomes of boys at PJS are pretty good.</p> <p>Are the newly qualified teachers that are covering on a full time contract? Yes.</p> <p>Governors noted teachers taken on had often been those who had undergone training at the school. ASW added that teachers learnt a lot too by being mentors.</p> <p>Are the children coming up from the Infant school levelled where they should be? Yes</p> <p>Governors congratulated and extended their appreciation to staff at the school for their achievements as shown in the Brighton and Hove Local authority comparison data pack. They were in the top 2 with the progress results noteworthy for particular praise. They were now in the top 20% of schools nationally.</p> <p>They acknowledged there had been a lot of discontent amongst schools and the new system had been poorly managed by the government. Governors reflected that teachers had to make educated guesses but these had been with the benefit of a very proactive approach at this school and looking at every individual child, not just groups and this had been clear through all their plans and practice. ASW advised the School self-evaluation would be updated when Raise online was received.</p> <p>The report was accepted.</p> <ul style="list-style-type: none"> • Pay policy 2016 – The adoption of the main principles of the 2016 was approved pending receipt of the model policy from the LA which was currently undergoing consultation. 	
7	<p>MINUTES for approval and Matters arising</p> <p>The minutes from the meeting on 11th July 2016 were agreed to be an accurate representation and signed by IHF accordingly.</p> <ul style="list-style-type: none"> • Governors were starting to use Office 365 for information storage. • Parent and pupil survey/conferences had taken place – ASW will present results • The governor survey would be in the spring. <p>The pay committee was still to meet.</p>	
8	<p>REPORTS from GB (if not already addressed)</p> <p>Visits</p> <p>IHF had attended the parents' evening and recommended this be attended by a governor every year.</p> <p>Training</p>	

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	<p>The training schedule had already been considered. JJ had completed the Clerks Accreditation, with Merit. JJ recommended governors attend the new Raise on line training as this had changed considerably and courses just for Primary schools were available.</p> <p>Safeguarding training was on 4th October and inset day and MRD would send dates and invitations to governors.</p>	
9	<p>Dates of Next meeting and any other business</p> <p>Dates for the forthcoming year were agreed for FGB and committees. Governor days were also agreed, with 8th November to include liaison with Patcham High School. ASW/MRJ/IHF/SFS to take forward.</p> <p>The date for the community day was still to be set.</p> <p>Any other business</p> <p>A governor raised an issue of safety regarding the school field. ASW would follow up with the High School and caretaker.</p> <p>Governors were unanimous in their thanks to AS for his contribution to the GB and he was presented with a small gift. AS informed he would miss everyone and wished the GB success in continuing forward with determination to achieve its goals. He thanked ASW for his effective leadership.</p> <p>There being no further business the meeting closed 19.50</p>	ASW MRJ IHF SFS

SUMMARY OF ACTIONS

	OWNER	ACTION	DUE BY
3	ASW IHF	Arrange meeting re strategic vision and long-term goals	
3	ASW	Advise dates of SPa visits/ other evaluation dates suitable for governor attendance	ASAP and ongoing
3	SFS	review the website re message given on school improvement	20.10.16
3	NC	Continue to have an overview on monitoring, collate visit forms and with JJ up-date log and Office 365	
4	MRJ ASW	Co-ordinate division of work on School Dev plan monitoring	5.10.16
4	IHF DS	Agree division of GB leadership work	5.10.16
4	JJ	Up-date governor support	5.10.16
4	ASW	Carry out parent governor recruitment – liaise JJ as required	20.10.16
5	JJ	Review declarations of interest and report to Resources	29.9.16
9	ASW MRJ IHF SFS	Liaise with PHS re governor day	5.10.16