

## MINUTES

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| <b>Meeting:</b>      | <b>FULL GOVERNING BODY</b>                                                                                                                                                                                                                                                                                          |
| <b>Date/Time:</b>    | 15 <sup>th</sup> September 2015 6pm                                                                                                                                                                                                                                                                                 |
| <b>Location:</b>     | Patcham Junior School                                                                                                                                                                                                                                                                                               |
| <b>Attendees:</b>    | Sarah Fitzjohn-Scott SFS<br>Danny Simpson DS<br>Ashley Seymour Williams (ASW) Headteacher<br>Valerie Williamson (VW)<br>Derrick Davis (DD)<br>Nicky Caldwell (NC)<br>Marion Rajan (MRJ)<br>Iseult Hull-Flower (IHF)<br>Shadric Toop (ST)<br>Andrew Saunders (ASD)<br>Trevor Howson (TH)<br>Janet Johnson (JJ) Clerk |
| <b>Distribution:</b> | Full Governing Body, Website                                                                                                                                                                                                                                                                                        |
| <b>Quorum</b>        | 7                                                                                                                                                                                                                                                                                                                   |

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|   | <b>DISCUSSION and DECISIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>ACTION OWNER</b> |
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| 1 | <b>Welcome</b> and apologies for absence<br>DS welcomed everyone back after the holidays. Mark Rodericks and Debbie Willsher were away at the school residential trip and Adam Smith (AS) had advised he might be late. DS handed over to JJ                                                                                                                                                                                                                                                                                                                                                                         |                     |
| 2 | <b>DECLARATION</b> of Interest of items on the agenda.<br>JJ had already received in most of the annual declarations of interest and now advised she would follow up any missing items and report back. Resources would oversee new forms. No new interests had been declared. JJ now invited notification of any interest in any agenda items for this meeting and received only those from DS and ST whose wives worked at the school. They did not need to withdraw from any discussion.                                                                                                                          | JJ<br>DS            |
| 3 | <b>ELECTION of CHAIR of GOVERNORS</b><br>JJ confirmed the position of Chair of Governors was for a term of one year and she had received only one nomination, from IHF, who had circulated her statement in support. JJ now invited further nominees but there were none. IHF withdrew from the meeting to enable discussion. Governors considered that being from and active within the local community, her knowledge of the school and prior experience as Chair of Curriculum committee she would make a good Chairperson and was duly returned as such. IHF was recalled to the meeting and took over as Chair. | JJ                  |
| 4 | <b>GB SELF-EVALUATION</b><br>SFS led this section which was to evaluate the leadership and governance of the governing body. All governors had come prepared with their answers to a whole series of questions and these were now discussed in separate groupings and then altogether. JJ agreed to                                                                                                                                                                                                                                                                                                                  | ALL to email any    |

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|   | <p>collate with SFS the final findings and areas for improvement would form part of the Governing Body's improvement plan overseen by SDG.</p> <p>In general it was considered much was good to outstanding with some work, particularly on longer term planning and engagement with stakeholders that could be addressed now the governing body could move on from the short term Ofsted agenda. In addition some changes to procedures were suggested.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | further documents to JJ |
| 5 | <p><b>ELECTION of Vice Chair</b></p> <p>JJ advised IHF the only nomination she had received was from AS. IHF invited further nominations for the post of Vice chair of Governors for a period of one year. None came forward and AS was elected Vice Chair. AS and IHF would meet to discuss sharing duties.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | IHF AS                  |
| 6 | <p><b>CHAIRS/VC COMMITTEES</b></p> <p>In discussion other positions on the governing body were then agreed to be undertaken by</p> <p>MRJ - Chair Curriculum<br/> NC – Vice Chair of Curriculum<br/> DS – Chair of Resources<br/> TH – Vice Chair of Resources</p> <p>The Strategic Development Group would be made up primarily from the Chairs, Vice Chairs and ASW. If anyone else wishes to attend, contact IHF</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                         |
| 7 | <p><b>CHAIR'S ADDRESS</b></p> <p>7.1 IHF reiterated her desire to do what she could to improve the standing of the school in the community and would meet regularly with ASW.</p> <p>7.2 She had attended with other governors the inset day session devoted to the vision of the school which was needed to drive the school development plan. Several short statements had been drawn up and there had been subsequent discussion by email with governors. Governors agreed that the school vision needed to differentiate from other institutions and refer to its special expertise in learning. A final wording had yet to be agreed. SDG would take it forward following the feedback from governors and IHF requested further comments by email and ASW to provide teacher feedback.</p>                                                                                                                                                                                                                            | SDG<br>ALL<br>ASW       |
| 8 | <p><b>HT REPORT</b></p> <p>8.1 The report had already been received and considered by governors. ASW advised that Westdene Primary was no longer a teaching school but that Hassocks was and as part of the City Central Partnership (CCP) could be used to organise training.</p> <p>8.2 Governors had several questions.</p> <p><b>How come there was a girl heavy class?</b> This was just the way it worked out.</p> <p><b>Can you apply for funding for a looked after child?</b> That depends on the education health plan but they would qualify for the higher pupil premium. It is difficult to make sure we can afford the resources needed.</p> <p><b>How did the building work proceed?</b> Well; however, there were other difficulties, being dealt with, caused by the flash flood.</p> <p><b>Did they allow for temporary protection of the roof at the time?</b> Yes but they were in the process of taking off the leadwork when the rain arrived so it took a while for the tarpaulin to be placed.</p> |                         |

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|    | <p><b>Will that be covered by insurance? Yes</b><br/> <b>Will premiums increase? Possibly.</b></p> <p>8.3 It was agreed IHF would contact the CCP co-ordinator for more information and with a view to at least one governor should join the CCP governor group and that would be included in the SDG list of roles to allocate.<br/> The report was accepted</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | IHF<br>SDG |
| 9  | <p><b>B&amp;H AND JUNIOR SCHOOL COMPARATIVE DATA</b></p> <p>9.1 ASD tabled items showing how Patcham Junior School compared with Brighton and Hove and national Key Stage 2 data in the 3 subjects for making and exceeding expected progress for 2013, 2014 and 2015. Results had leapt significantly from below National average to above. The national figures are not confirmed as some may have been contested.<br/> Governors were impressed by the huge improvement.</p> <p>9.2 Floor standard.<br/> Progress was in excess of the floor standard and also above the 2014 median levels. the 2015 median levels were not yet available. It was expected that the school would be in the top quartile of B&amp;H schools if based on 2014 results.</p> <p>9.3 Next steps for the local authorities. ASW gave examples of how the LA priorities are feeding down to the schools. PJS was able to access medium level support.</p> <p><b>Why was the percentage exceeding expected progress in reading not so far beyond the national as the other subjects?</b> Governors recalled the high levels of Level 3 prior attainment meant Level 6 needed to be reached requiring maturity and life experience more commonly reached aged 14.</p> <p><b>Have you had any re-marks?</b> ASW confirmed yes, but they have not come back yet and some reading papers have been challenged. Some of the questions were not worded well.</p> <p>Are you confident the Raise-online figures will be good? Yes; however, some of the SEN children had complex needs and this will affect the data.</p> <p>Raise would be the main subject for discussion at the next FGB. ASD was thanked for his analysis.</p> |            |
| 10 | <p><b>AGREE PRIORITIES FOR THE YEAR</b></p> <p>SDG had not yet met and this was postponed. The self-evaluation would inform the discussion.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | SDG        |
| 11 | <p><b>DIVISION OF GOVERNOR WORK</b></p> <p>It was agreed that</p> <ul style="list-style-type: none"> <li>• SDG would finalise linking work to the School Development Plan</li> <li>• All governors would email JJ or IHF by the 25<sup>th</sup> Sept their preferred links for the year and SDG would co-ordinate. This would consideration of a travel plan link.</li> <li>• SDG would oversee the allocation of work</li> <li>• Terms of Reference would be reviewed by SDG.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | SDG        |

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|    | <ul style="list-style-type: none"> <li>SDG would consider whether any recruitment was required</li> <li>SDG would confirm who was sitting on which committee. SFS would swap from Resources to Curriculum.</li> <li>All were welcome to attend Resources and Curriculum meetings.</li> </ul> <p>Remote attendance was not discussed</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                | IHF                                             |
| 12 | <p><b>VISIT/ MONITORING SCHEDULE</b></p> <p>This was to be linked to the SDP and co-ordinated by SDG. They would also review the reporting and feedback as part of the GB self-evaluation improvement.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | SDG                                             |
| 13 | <p><b>MINUTES OF LAST MEETING.</b></p> <p>FGB 15<sup>th</sup> July</p> <p>The minutes were agreed as an accurate record and signed by IHF accordingly.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                 |
| 14 | <p><b>MATTERS ARISING(if not covered earlier)</b></p> <p>14.1 Long-term planning would be discussed at SDG</p> <p>14.2 ASW advised a provisional date of 13<sup>th</sup> October was set for the next parents' forum and the focus would be 'moving away from levels'.<br/><b>Is there work across the community about this to save parents going to more meetings than necessary?</b> ASW would check.</p> <p>14.3 The pupils and staff questionnaire had not yet been devised.</p> <p>14.4 Governors had received and examined the SDP linked to the Ofsted phrases and the outstanding descriptors as they had requested. A judgement had been recorded against each and ASW would report back regularly on this. Governors agreed it was a good challenge and would refer to it in their work.</p> | SDG<br><br>ASW<br>IHF<br><br>ASW/IHF<br><br>ALL |
| 15 | <p><b>STAKEHOLDERS</b></p> <p>15.1 An up-date report from the communications group re pupils and parents was not available. ST had designed a basic survey and this would be ready for parents' evenings in November. ST would email for volunteers.</p> <p>15.2 Supporting staff. ASW advised they feel well supported and it was recalled governors had attended inset day with staff.<br/>The staff survey needed more work.</p>                                                                                                                                                                                                                                                                                                                                                                    | IHF<br><br>ST ALL<br><br>IHF                    |
| 16 | <p><b>REPORTS FROM:</b></p> <p>16.1 DS advised the Financial Scheme of Delegation had now been finalised and recommended it for approval. Resources committee had previously considered this and all governors had received the draft.<br/>❖ <b>The Scheme of Delegation was agreed unanimously and IHF signed it accordingly.</b></p> <p>16.2 The performance management cycle had now been completed for the headteacher and governors agreed with the recommendation of the headteacher's performance management group. The pay committee had not yet sat for staff.</p>                                                                                                                                                                                                                            | DS                                              |
| 17 | <p><b>Clerk up-date</b></p> <p>JJ advised there had been new statutory guidelines for the provision of governor information on the website. These would be circulated.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                 |
| 18 | <p><b>Date of Next meeting</b></p> <p>These were agreed as:<br/>Resources 29<sup>th</sup> September<br/>SDG 5<sup>th</sup> October<br/>Curriculum 13<sup>th</sup> October<br/>FGB 24<sup>th</sup> November</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                 |

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| 19 | <b>AOB</b> There being no further business the meeting closed at 8.25 |  |
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**ACTION POINT SUMMARY**

| Item         | Owner             | ACTION                                                                                                                          | Due Date                        |
|--------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 2            | DS                | review declaration forms                                                                                                        |                                 |
| 3            | JJ                | Up-date Gov support                                                                                                             |                                 |
| 4            | ALL               | Email JJ any further Self-Evaluation documents                                                                                  |                                 |
| 5            | IHF AS            | Agree roles                                                                                                                     |                                 |
| 7.2          | SDG<br>ASW<br>ALL | Consider and recommend a Vision for agreement by email. Staff views to be advised. All to comment.                              | 17.11.15                        |
| 8.3          | IHF               | Contact the CCP co-ordinator                                                                                                    | 30.9.15                         |
| 9            | ASW JJ<br>ALL     | Prepare for Raise on-line discussion, new governors consider training.                                                          | 17.11.15                        |
| 10 11        | SDG               | Agree priorities and allocate roles to deliver SDP and GB improvement plan and review committee membership. Review other links. | ASAP                            |
| 11           | SDG               | Review TOR                                                                                                                      | 17.11.15                        |
| 12           | SDG               | Set up new visit/monitoring schedule                                                                                            | 17.11.2015                      |
| 14.3<br>15.2 | IHF/SDG?          | Arrange for pupil and staff questionnaire                                                                                       | 17.11.2015<br>(parents evening) |
| 14.4         | IHF/ASW           | Include in agenda/HT report plan                                                                                                |                                 |
| 14.4         | ALL               | Refer to the SDP/Ofsted descriptors in work                                                                                     | ongoing                         |
| 15.1         | IHF               | Follow up communications group pupil/parent voice                                                                               | 01.12.2015                      |
| 15.1         | ST/<br>ALL        | Email/volunteer to enable parent voice survey<br>Report back                                                                    | 25.9.15<br>FGB                  |
| 15.2         | IHF               | Staff Voice – arrange for a system                                                                                              | 25.11.2015                      |
| 16           | DS TH             | Check Pay policy/equality procedures completed                                                                                  | ongoing                         |
| 17           | JJ                | Circulate new guidelines                                                                                                        | 25.9.15                         |