

Patcham Junior School  
GOVERNING BODY

<b>Meeting of:</b>	<b>Full Governing Body</b>
<b>Date/Time:</b>	11 <sup>th</sup> July 2016 6pm
<b>Location:</b>	Patcham Junior School
<b>For:</b>	Full Governing Body, Website
<b>Attendees:</b>	Mark Rodericks (MRD) Valerie Williamson (VW) Danny Simpson (DS) Ashley Seymour Williams (ASW) Iseult Hull-Flower (IHF) Nicky Caldwell (NC) Debbie Willsher (DW) Adam Smith (AS) Ruth Nillson (RN) Shadric Toop (ST) Marion Rajan (MRJ) Andrew Saunders (ASD) Derrick Davis (DD) Non voting Janet Johnson (JJ) clerk Tamsin McDonald (TM) Business Partnership Manager
<b>Apologies:</b>	Sarah Fitzjohn Scott (SFS) Trevor Howson (TH)

**MINUTES**

	<b>DISCUSSION and DECISIONS</b>	<b>ACTION</b>
1	<p><b>Welcome</b> and introductions. IHF opened the meeting and introduced Tamsin McDonald, Business Partnership Manager for the City partnership for education. Everyone introduced themselves and matters moved to item 3.</p>	
2	<p><b>DECLARATION</b> of Interest in items on the agenda. The spouses of DS and ST worked at the school. No new declarations made when invited. Governors agreed all governors could remain and participate fully throughout.</p>	
3	<p><b>Presentation: City Partnership for Education - Tamsin Macdonald</b> 3.1 TM handed out a copy of her presentation to up-date governors on the actions of the partnership, which she then talked to. The partnership had moved forward apace and its work was wide-reaching, including most staff. Some of the actions had been reported elsewhere</p> <p>3.2 IHF had attended the partnership Business days which resulted in the drawing up of a purpose, vision, goals and values and governors were pleased to note these were:</p> <p>Purpose: We work together to improve the learning and lives of all members of our school communities. Our vision: Thriving children, successful schools, healthy communities. Goals: High quality learning and teaching, strong purposeful partnership and professional development, engage supported and enriched families.</p>	

	<p>Values: Culture of respect and trust, children at the heart of our partnership innovation and creativity, celebrating diversity, integrity, openness and courage compassion and empathy, everyone counts.</p> <p>3.3 The partnership development plan is set by the executive group and is split into the 4 Ofsted areas and the group has looked at the different areas to ascertain where support is needed and the areas of expertise and how it can be shared.</p> <p><b>What has happened as a result?</b> There have, for example, been science days. MRD informed he was in a numeracy group and a lot had been achieved and a bid through the teaching school is in course. Triads have now extended from internal to cross schools. Teaching assistant joint observations were in course and CPoms (a safeguarding recording package) was an example of joint purchase.</p> <p><b>Do the family support workers receive supervision?</b> Yes</p> <p><b>Is it still based on payment by results?</b> Once the case is submitted and closed it is funded by results. From the 20 families that went from the audit, 11 could be claimed for. The others were passed on for more support. Governors knew from previous reports PJS had found the family support service invaluable especially as other support services have been dwindling.</p> <p>A governor could confirm there was a lot of peer support through the partnership, for example being able to share planning.</p> <p>3.4 The trustees had been active and there were bids in for GRIT, help for autistic families and the Bailey Thomas charitable fund.</p> <p>3.5 There was now a forum for governors with set responsibilities to come together.</p> <p>3.6 <b>Tell me more about the triads, how do you construct them?</b> ASW informed PJH was with St Bartholomew's and St Paul's. Headteachers meet termly and it was a support and challenge role.</p> <p><b>Did you choose those schools?</b> It was negotiated and we are happy.</p> <p><b>Does it spiral down form the heads?</b> Yes.</p> <p>A governor confirmed there was a lack of support from elsewhere so partnership is a good idea to support other schools and receive it. Another governor said it would continue to be helpful with the academy agenda TM advised CfE was the only partnership that employed staff and jointly pooled money.</p> <p><b>Can other schools join?</b> Capacity is reviewed. If they have same shared language and vision and could add to the partnership then maybe. The trustees give a lot of challenge but we are possibly at capacity now e.g. finding a centre to accommodate an increased number of children or staff.</p> <p><b>You mention a big increase in child anxiety levels – is there a common reason for that?</b> It seems to follow on from financial difficulties and impacted further by transition.</p> <p>Thanks were passed on to TM for her effort and achievement to date. She let 6.45 and matters turned to item 2.</p>	IHF/all
4	<p><b>CHAIRS' REPORT</b></p> <p>4.1 IHF asked governors and staff for their views on the monitoring</p>	



	<p>a foreign language have done very well this year. This was not a surprise.</p> <p>How progress figures would be calculated this year by the government was still awaited but with achievement so high this was very likely to be very good.</p> <p>Years 3,4,5. The Testbase tests had been completed and in key areas pupils were above the national average; however spelling was an issue and would be a focus for improvement.</p> <p><b>Why?</b> A number of reasons. We are still seeing the impact of the years when phonics at the Infant school was below national average. This is now improving. We need to focus on spelling more and tighten up on expectations. We can look at other schools and there is good practice in the school.</p> <p><b>Have you got a link with the Infant school for literacy?</b> Yes. We need a consistent approach across the school and we think we can move forward. MRD could inform that he had spoken with the SENCO with regard to the TA input and some interventions with monitoring could be introduced.</p> <p><b>Re spelling –can you tell us how research will be used to inform the action plan?</b> Yes.</p> <p>Governors congratulated ASW on the strong results and acknowledged and were thankful for all the hard work and commitment of staff.</p>	
6	<p><b>MINUTES OF LAST MEETING.</b> These were agreed to be an accurate record and signed by IHF accordingly.</p>	
7	<p><b>MATTERS ARISING</b> (if not covered elsewhere) <b>Is there any update on secondary admissions?</b> A governor confirmed the final working group meeting was this week and it appeared there were possibly just looking to amend the existing system. When will the definite decision be made? It goes to committee then the final public consultation commences October with the final decision in March 2017. Governors knew the academies agenda was still current and a governor had attended the governance and strategic partnership meeting. Governors were not surprised to learn no straight answers had been given. All other actions had been completed or were discussed elsewhere.</p>	
8	<p><b>SCHOOL IMPROVEMENT</b> <b>8.1 Committees</b> <b>8.1.1 Curriculum</b> MRJ gave a brief overview of the committee’s work and the minutes were accepted. <b>8.1.2 Resources.</b> Governors had already received the minutes, proposed scheme of delegation and the budget documents. They were informed that the LA had required all schools to confirm in a very short time whether they were to continue with their school dinner’s provider. Governors ascertained the cost should be the same and ratified the actions taken. They knew the school had been pleased with the value for money. DS gave a brief overview of the work of the committee and noted it had received and approved the budget in the sum of £1,298k. <b>A governor noticed the carry-over would be gone in 3 to 4 years. Is that the plan?</b> Not specifically. We are mindful of it potentially diminishing. <b>Is that the impact of NI and pensions?</b> Only partly. The impact is already in there; we have reduced the number of teaching assistants and may</p>	

	<p>need to go further. In the meantime we are keeping flexibility in staffing. <b>What will be the implications of reducing budget on teaching assistants?</b> – It will be significant and we will have to be creative. We are in a good position compared with others. <b>Are there tasks supporting teaching that could be done with parents and volunteers?</b> Some. This was co-ordinated by MRD – it ebbs and wanes. <b>Could we expand?</b> There would be increasing demands to have to think about an extra class. Years 3,5 and 6 are full. There are gaps in year 4 but we are gaining children and there are spaces at Carden.</p> <p>❖ The scheme of delegation was agreed subject to the removal of the introduction which JJ had noted was out of date.</p> <p>The minutes were accepted.</p> <p><b>8.1.3 Pay Committee.</b> This had not met.</p> <p><b>8.2 Governors (if not reported elsewhere)</b></p> <p><b>8.2.1 Governor Visits</b> These had all been reported and VW was meeting with the English lead this week for the final visit.</p> <p><b>8.2.2 Training</b></p> <p>A governor had attended the course on ‘being strategic and being accountable’ and was able to report governance at PJS was acting at least in accordance with best practice.</p>	
9	<p><b>Items and work required for next meeting – 20<sup>th</sup> September</b></p> <ul style="list-style-type: none"> <li>• Nominations for Chair/Vice Chair, Chair/ Vice Chair of committee were requested to be advised to JJ. IHF indicated she was happy to continue as Chair.</li> <li>• Review of structure and governor monitoring to be ready for the next meeting</li> </ul>	
10	<p><b>Any other urgent business</b></p> <p>ASW informed the governing body of a diversity issue and governors offered support.</p>	
11	<p><b>Goodbyes</b></p> <p>VW was stepping down from governorship. She was presented with some flowers and thanked for her notable contribution not only as long standing and successful governor but as volunteer at the school. She would be missed.</p>	

..... Signed ..... dated