

**PATCHAM JUNIOR SCHOOL
GOVERNING BODY MEETING
MINUTES**

Meeting of:	Full Governing Body
Date/Time:	11 th September 2017 5.30 pm
Location:	Patcham Junior School
For:	Full Governing Body, Website
Quorum:	For decisions to be binding at least one half of current governors are required
Present:	Governors (voting) Danny Simpson (DS) Derrick Davis (DD) Iseult Hull-Flower (IHF) Chair of Governors Debbie Willsher (DW) Marion Rajan (MRJ) Alister Sutherland (AST) Headteacher Andrew Saunders (ASD) Tamsin Hinton-Smith (THF) Mark Rodericks (MRD) Other (non voting) Janet Johnson (JJ) Clerk
Apologies:	Ruth Nilsson (RN) – accepted Rebecca Stevens (RS) - accepted

	DISCUSSION AND DECISION	ACTIONS
1	<p>Welcome Apologies Declaration of Interest in agenda items The meeting opened with a hearty welcome for AST. General introductions followed and apologies were considered. A governor would send a congratulatory card to RN. Shadric Toop had stood down as governor and had met with the Chair of Governors. His contribution was acknowledged.</p>	
2	<p>ELECTION of CHAIR of GOVERNORS JJ invited declarations of interest in the agenda. No new declarations were made and it was noted DS's spouse worked for the school. No withdrawals from the meeting were required. JJ reminded all the position of Chair of Governor was for the term of one year and informed the only nomination she had received was from IHF. No further nominations were received and IHF withdrew.</p> <p style="padding-left: 40px;">❖ IHF was elected to the position of Chair of Governors for a term of one year.</p> <p>IHF returned to the meeting and accepted the position. Discussion turned to item 5.</p>	
3	<p>ADOPTION of SCHOOL IMPROVEMENT PLAN And REVIEW OF VISION 3.1 AS was invited to speak on the school improvement plan. Governors had already received and considered the plan which had</p>	

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	<p>been drawn up by the previous headteacher. AS would continue with the plan with any proposed amendments as he got to know the school better being discussed in due course. The plan included the next steps as suggested by Ofsted and following the review of the 2017 results not much had changed. The focus was less sharp on the items where the school had done well and a heightened focus on disadvantaged. The senior leadership team had met and re-assigned tasks amongst the staff and governor monitoring needed to be assigned.</p> <p>The 'At a Glance Data Sheet' produced by the local authority for the school was tabled and accepted. It was noted the 2016 figure for percentage greater depth within grammar punctuation and spelling was incorrect. This showed results as being well above local and national but in some areas it was not as strong as last year, in particular the in greater depth achievement in writing. MRD informed he had reviewed those areas with staff as things to focus on. There will be joint observations and teachers had reviewed and colour coded the planning document so key stage 1 prior attainment was clearer. Discussions with teaching assistants on the scattergraphs showing performance and progress data in each of reading writing and maths had commenced and not just in year 3 but across the school so they know who to focus on.</p> <p>How often is it updated? Once a term following assessments. Didn't you use this last year? Yes but not in such a clear way. The reason it is on the planning is that we want teachers and teaching assistants to use summative and formative assessments.</p> <p>It was recalled the writing was exclusively teacher assessed. There was huge disparity amongst schools so caution was needed when comparing data. A governor knew a school moderated in Sussex that had achieved 14%, massively below teacher assessment. A governor informed there is a disparity of training on offer and it is inconsistent in approach and bit by bit rather than all encompassing.</p> <p>In discussion governors allotted their monitoring tasks and IHF would complete and circulate the finished plan. Those areas not specifically allotted should be covered by all governors, for example, ensuring consistency across the school in all areas.</p> <p style="text-align: center;">❖ The school improvement plan 2017-18 was agreed</p> <p>3.2 Vision Some quick views were elicited following a review of the governor vision session notes of 3.2.17 and it was decided that some progress had been made but it was not really embedded. It would be reviewed at the next strategy governing body meeting.</p>	<p>IHF</p> <p>IHF</p>
4	<p>GOVERNING BODY ORGANISATION 4.1 Annual Agenda Plan Following a meeting to discuss the organisation of the governing body with IHF JJ MRJ and DS, the Chairs of the former committees had reviewed the draft annual agenda plan which had now been considered by governors. It remained flexible. The main topics under</p>	<p>JJ AS Chairs</p>

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	<p>the curriculum areas would have less time allotted than before. The meetings would be more strategic with the monitoring governors reporting back. It was confirmed all the areas needing to be addressed had been covered.</p> <p>4.2 Scheme of Delegation Following the disbanding of committees the scheme of delegation had been amended.</p> <p style="padding-left: 40px;">❖ The Financial Scheme of Delegation September 2017 was approved and signed by IHF</p> <p>4.3 Other Administrative Matters:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">Health and Safety</td> <td>RS would take over this aspect from DD by the end of the year</td> </tr> <tr> <td>Safeguarding Governor</td> <td>MRJ</td> </tr> <tr> <td>Headteacher Performance Management</td> <td>DS IHF and THS, with the assistance of Linda McMillan, the school partnership advisor. The next meeting was due 21st September.</td> </tr> <tr> <td>Pay Committee</td> <td>To be drawn from any of non-staff member governors.</td> </tr> <tr> <td>Instrument of Government</td> <td>No changes needed.</td> </tr> <tr> <td>Formal Partnership arrangements</td> <td>Membership of the Brighton City partnership for Education was to continue.</td> </tr> <tr> <td>Formal Collaboration agreements with other schools or governing bodies</td> <td>None in force or planned at present.</td> </tr> <tr> <td>Remote Attendance at governor meetings</td> <td>This was not permitted</td> </tr> </table>	Health and Safety	RS would take over this aspect from DD by the end of the year	Safeguarding Governor	MRJ	Headteacher Performance Management	DS IHF and THS, with the assistance of Linda McMillan, the school partnership advisor. The next meeting was due 21 st September.	Pay Committee	To be drawn from any of non-staff member governors.	Instrument of Government	No changes needed.	Formal Partnership arrangements	Membership of the Brighton City partnership for Education was to continue.	Formal Collaboration agreements with other schools or governing bodies	None in force or planned at present.	Remote Attendance at governor meetings	This was not permitted	
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5	<p>ELECTION of VICE CHAIR(s) Nominations were received from MRJ DS ASD and RS for the position of vice chair for one year. It had previously been identified that moving to full governing body only meetings could be to the detriment of succession planning.</p> <p style="padding-left: 40px;">❖ MRJ, DS, ASD and RS were elected to the position of (joint) Vice Chair of Governors.</p>	IHF and VCs																
6	<p>ANNUAL DECLARATIONS Governors handed in their declarations of interest and confirmation of continued eligibility to serve as governor. They also signed to confirm they had reread and would abide by the Code of Conduct, data</p>																	

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	<p>protection/acceptable use of ICT policy, Keeping Children Safe in Education part 1 documents included as agenda papers and had exhibited their DBS to the school. JJ would follow up declarations from those not present and review the declarations of interest with IHF or DS.</p>	<p>JJ</p>
<p>7</p>	<p>HEADTEACHER's REPORT AS gave a brief verbal report. Governors understood he had only been in post a few days.</p> <ul style="list-style-type: none"> • 88 pupils had arrived into year 3 and were settling in well, in fact better than the previous year according to the deputy headteacher. It had been a fantastic first week. AS had met with the parents. • The school was fully staffed • Thanks were due to MRD for all his efforts in the previous term and over the summer that had resulted in a smooth transition for AS. • Summer building works had gone to plan and were completed although there had been an issue with odours from the vegetable based glue of the roofing panels used. Affected areas had been evacuated; however, upon investigation by the local authority team there had been no risk and the odours were now much diminished. The roof was now finished. • Induction had commenced and he was impressed with the support available and being given by the local authority. <p>The published admission number is higher than that, is there an issue? Not as far as we are aware. MRD informed we have had a handful coming in other year groups.</p> <p>Who removed the parking banner? This was not known. In discussion it was suggested a bodycam for the lollipop person may be an option if there were problems.</p> <p>Governors had already noted the improved toilets and suggested if they were thinking about up-grading the others that non-gender ones could be considered.</p> <p>AS was thanked for his report.</p>	
<p>8</p>	<p>MINUTES for approval and MATTERS ARISING 8.1 Full Governing Body Meeting 27.6.17 A clarification at item 8.1.2 was approved and the minutes were agreed to be an accurate record. IHF signed them accordingly.</p> <p>What is the situation regarding the recruitment of the Learning Mentor? The positions for two part-time vacancies were withdrawn and once it was re-advertised as one full-time job there were a number of applicants and it has been suitably filled.</p> <p>Is it still a temporary position for a year? I am not sure, It would be useful to have a report on the impact of the role at some point. Yes we can do that.</p> <p>A governor reported the letter to Children's Services had prompted a good outcome.</p> <p>8.2 Curriculum Committee (Final) Meeting 22.6.17 The minutes were agreed to be an accurate record and the minutes signed by MRJ accordingly. There were no matters arising.</p>	<p>IHF AS</p>

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	9.6 Analyse School Performance The school had applied for log on details.	
10	<p>Dates of Next meeting /Information required The provisional dates for the meetings 2017/18 were discussed and agreed. All at 5.30</p> <p>1st November – Finance/Staff (SB no need to attend) 21st November Governor Day 4th December – Performance 16th January – Strategy/Training 22nd February – Finance 26th February – Governor Day 19th March – Performance 19th April – stakeholder/strategy 15th May – Finance 11th July – performance</p> <p>There being no further business, the meeting closed 19.28</p>	JJ

Agenda item	Owner	Action	Due date
3.1	IHF	Up-date SIP to include governor monitoring, circulate. Consider training needs.	26.9.17
3.2	IHF	Decide how to review vision as a GB	December
4	Chairs	Scrutinise agenda plan and ensure all reports/data requested from staff and governors. Liaise AS & JJ.	October
5	IHF DS MRJ RS ASD	Liaise and allot work. Inform JJ/GB	October
6	JJ IHG RN RS	Follow up missing and review governor interests. Publish on website	October 17
8.1	IHF	Review impact of learning mentor at appropriate time	March?
8.4	JJ IHF AS	Carry out election for new parent governor – start with what skills needed	ASAP
8.4	DD	Carry out DP action, requesting assistance if required	
8.4	THS	Send in pupil premium report	26.9.17
9.2	DD	Send in ~Sports Premium data/report and	26.9.17
9.3	DD/RS	H&S reports	When received
9.4	MRD IHF AS	Send any outstanding SPa reports to IHF for circulation, check re anonymity Note for future reports	26.9.17
10	JJ	Update website	26.9.17