

Patcham Junior School
GOVERNING BODY

Meeting of:	Full Governing Body
Date/Time:	4 th December 2017 5.30pm
Location:	Patcham Junior School
Distribution:	Full Governing Body, Website
Quorum:	6 Governors to be present for decisions to be made
Present:	Governors (voting) Derrick Davis (DD) Tamsin Hinton-Smith (THS) Iseult Hull-Flower (IHF) Chair of Governors Marion Rajan (MR) Vice Chair of Governors Mark Rodericks (MRD) Andrew Saunders (ASD) Danny Simpson (DS) Rebecca Stevens (RS) Alister Sutherland (AS) Headteacher Debbie Willsher (DW) Other (non-voting) Sue Blackman (SB) School Business Manager (item 6) Janet Johnson (JJ) Clerk Suzanne Spencer Smith (SSS) SENCO (item
Apologies:	Ruth Nilsson (RN) – Accepted Isabel Baret (IB) Accepted

MINUTES

	DISCUSSION AND DECISIONS	ACTION
1	<p>INTRODUCTION Note: MRJ was in the chair for this meeting. Discussion turned immediately to item 4.3 SEN provision. 1.1 Apologies were considered from IB, newly elected parent governor and RN (her mentor). 1.2 Declarations of Interest in items on the agenda. This item had already been taken prior to the Finance item.</p>	
2	<p>MINUTES OF LAST MEETING and MATTERS ARISING The minutes were agreed to be an accurate record and signed by IHF accordingly.</p> <ul style="list-style-type: none"> The vision was to be reviewed in January, IHF considering how. The learning mentor review was now for summer term. IHF JJ AS would liaise re agenda plan and papers. SFVS was to be on every agenda Stakeholder engagement would be discussed at the next meeting Data Protection item was now for January and this would be linked with GDPR <p>Will there be a cost if GDPR is a traded service? Yes. Paul Platts is genning up on it. Would it have to be someone from the school that is the designated DPO? No and it would actually be difficult to find someone from school.</p>	<p>IHF ALL IHFJJAS IHF JJ IHF ALL DD DS</p>

Ensuring Clarity of Vision, Ethos and Strategic Direction

Holding the headteacher to account for the education performance of the school and its pupils and the performance management of staff
Overseeing the financial performance of the school and making sure its money is well spent

<p>Management. This item was not taken</p> <p>4.3 SEN provision Governors had already received and considered the proposed SEN policy 2017 and the SEN summary report 2016/17. A governor had also met with SSS as part of the governor day to review the report and had informed the performance of SEN pupils had been and continued to be very strong, indeed almost as strong as non-SEN children nationally. SSS informed writing remained the focus area although results in this had been better than the local authority average. The reports were accepted and SSS shared another report showing all interventions and tracking code for each child that had been introduced last year.</p> <p>Why are the children noted as not SEN on the report? They were not SEN in year 3 and they do not have to be SEN to have an intervention. Also friendship interventions may not be SEN but they take up some time.</p> <p>Do you have an area of concern? Yes, it is felt there is not enough support in this school for those with autism. There is a specialist in the local authority but they have never come here.</p> <p>How many children does this involve? It will be 10</p> <p>Is that average for the school? No, high. There are 2 other schools in our partnership who have the same level</p> <p>Can the others in the local authority that come to the PARMS meeting come to assist, e.g. the educational psychologists? I will follow that up – what can they do is support the one support teacher. The partnership headteachers will be following this up with the local authority.</p> <p>Is there an increase in pupils being diagnosed? Yes, girls particularly</p> <p>Out of the 10 pupils what is the ratio? 2/10. It is the parents that need support, transition is difficult. It precludes a proactive approach, for example a coffee morning support group couldn't go ahead. We are lucky here as we have interventions and the learning mentor that are showing impact.</p> <p>SSS related a very successful case and governors were very pleased to learn the school had enabled them to meet their potential.</p> <p>RS arrives 17.35</p> <p>There were no further questions.</p>	<p>IHF JJ</p>
<p>❖ The SEN policy was approved as presented.</p> <p>A governor suggested by making sure all the parties were present at the PARMS meeting ensured support was not duplicated and gaps were eliminated.</p> <p>SSS was thanked for her work and then left 17.46 and discussion turned to item 6.</p>	<p>MRJ</p>
<p>4.4 Impact of English teaching – including spellings, writing and reading. The new English lead had drawn up an action plan and fed back to the senior leadership team. RN would meet with her in the new year and report back at the February FGB.</p> <p>In discussion it was also noted there had been feedback from pupils, parents and the school partnership advisor regarding reading books, especially for those with lower reading ages than their age. MRD assured the matter was already receiving senior leadership team attention, both with regarding to spending money for better books and to enable innovation</p>	<p>RN</p>

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	<p>to continue whilst retaining consistency. When will the new plan be in place? It is mainly for writing but we can look at reading too. We as a school need to look at investing in books to extend options. Reading was agreed to be an agenda item at a later meeting.</p> <p>4.5 HR Performance Management – this item was not taken. Discussion turned to item 5.2a.</p>	IHF
5	<p>REPORTS FROM GOVERNORS <i>Is SDP on track and any policies for approval? Consider recommendations.</i></p> <p>5.1 Headteacher – A report had not been requested and the pay policy was discussed at item 6.6</p> <p>5.2 Monitoring visits: Several governors had visited the school at the recent governor day to monitor progress on the school development plan, engage with stakeholders, consider how the vision for the school was realised in practice and monitor and collect information on governor areas of responsibility by observation and working with middle leaders and teachers. At the end of the day parties met to reflect. A report on findings had already been considered and this was accepted. There were no recommendations not noted elsewhere in these minutes.</p> <p>Governors had already received the poverty proofing review and pupil premium report which were accepted. On governor day two governors had met with MRD to review the reports and it was agreed there would be further discussion at the next full governing body meeting on poverty proofing for which governors would need to complete some preparatory work. Is the poverty proof document going to be reviewed? The school partnership advisor will monitor it.</p> <p>A governor had reviewed the sports premium use and the report and recommendations were accepted. He would continue to monitor and report back.</p> <p>Pupil Premium Governors had already considered the review of effectiveness for the previous year and targets for next year and visited the school to follow up any queries with MRD. The school was very successful last year, which governors celebrated. It was acknowledged that with small cohorts this could change significantly. Each year group had different systems and interventions tailored for the cohort. Re attendance; is it the same children struggling to attend? Yes. Adopted group – governors recommended this was advertised sensitively for every year group. The school partnership advisor had reported on pupil premium at a visit in July, which had been considered by governors, and MRD confirmed actions following had taken place e.g. the ‘spotlights’ for year 4.</p> <p>Governors considered the reporting method of evaluating the success of the targets set would be useful.</p> <p>Vision Governors fed back that pupils had been very polite and engaged in their</p>	RS THS MRD

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	<p>school endeavours with enjoyment.</p> <p>5.3 Stakeholder Engagement - This would be taken forward at the next meeting.</p> <p>5.4 Headteacher Performance Management Group The group reported this was on track following an interim review.</p> <p>5.5 Training attended: ASP (MRJ) Analyse School Performance – MRJ had attended training on this replacement for Raise online and would be discussed in depth at the next meeting. The system was clear and useful. Induction (RS) any recommendations would follow. Partnerships and Collaborations (MRJ) this training had not proceeded. Other and recommended: This item was not taken.</p>	<p>IHF</p> <p>IHF</p>
<p>6</p>	<p>ANY OTHER URGENT BUSINESS (with prior approval of Chair) Finance Report [Note SB was present for this item which was chaired by DS] Declarations of interest were requested. No new interests were disclosed, DS reminded all his spouse worked for the school. All governors could contribute throughout. Governors had already received and considered the budget outturn projection and notes on anomalies, the virements book, school fund account and certificate, the chart of accounts and SFVS 17 update. DS signed the financial information.</p> <p>6.1 Budget 2017/18 It was noted there had been a slight overspend on 'other staffing' due to supply costs. The projected outturn was currently forecast at a small underspend of £3547 in addition to the contingency of £31k; however, SB warned there were still some quotes waiting for some premises work that may differ from the amount in the budget. Is it showing as an estimated commitment? Yes Why did we receive £1300 less in pupil premium funds than expected? It was to account to the Virtual School for a pupil not initially recorded as 'looked after'. MRD informed re supply and agency costs that we are able to use student teachers for classes which enabled cover for other teachers Is that for this term only? We have a rolling programme of intake of students When is the increase in sports funding from and will it be maintained? The governor linked to this area confirmed the funds were from September 17 and there was no ongoing commitment to its maintenance. Why are there no entries under swimming? Parents' contributions have been put under the school trips heading.</p> <p>6.2 Virements Sports funding had increased so income and expenditure budgets were amended. Funds from the partnership had been allotted to training. The virements were agreed and the page showing the two amendments signed by DS.</p> <p>6.3 School Fund A governor noted re the school fund there had been a big increase in PJSA</p>	

<p>fundraising. SB informed the association would be setting up a separate account. So a transfer would follow in due course.</p> <p>A governor with experience in this field recommended the amounts that went through the account be limited, directing most to the budget share to keep to one main account and limit VAT transactions.</p> <p>The voluntary contribution: do most parents pay it? No, but it is enough to make it worthwhile.</p> <p>Does it remain on parent pay all year? Yes.</p> <p>It was noted the sums requested were significantly lower than for some other schools. The accounts were accepted. The amendment to the signatories on the bank account was noted. They would now be AS MRD SB and Naomi Sampey</p> <p>6.4 School Financial Value Standard (SFVS) DS gave a brief update on progress. He had populated about half the report and invited other governors to contribute. He would continue to co-ordinate governor work in this area and meet with SB.</p> <p>6.5 Charging Policy and Letting fees It was agreed these required full discussion at a later meantime and in the meantime treated on a case by case basis. Concern was expressed to ensure provision for the disadvantaged and that it was clarified.</p> <p>6.6 Discussion turned to the Pay Policy. AS updated governors with the difficult progress of the 2017/18 policy in the local authority. There was now a strong indication the local authority would support schools financially with the implementation of the higher pay than the national agreement. This would amount to around £1200 at Patcham Junior. Those schools not accepting the agreement could join together in their action to reach a separate agreement.</p> <p>Would that mean local authority teachers will be at a different salary than elsewhere? The position was not known reliably but variation had been rumoured.</p> <p>When will we know from the LA if there is any assistance? We do not know. It is around £100k across the city.</p> <p>In discussion governors were minded to stick together as an authority and that going forward regarding national funding for schools generally, a collective response from schools in the local authority was seen as desirable.</p> <p>SB confirmed the pay rise mooted was included in the budget.</p> <p>❖ The pay policy 2017/18 was agreed on the same basis as previous years but with the pay rise and minor amendments as suggested in the policy adoption paper. AS would amend the model policy and circulate the final policy accordingly.</p> <p>ASD leaves 18.20 SB was thanked for all her work and left 18.25. Discussion returned to item 2.</p> <p>6.7 Has the school taken action regarding the counter terrorism guidelines? The current position would be checked and RS would oversee.</p> <p>There being no further business, the meeting closed at 19.41</p>	<p>RS AS</p>
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Agenda item	Owner	Action	Due date
Sept FGB	IHF	Consider training needs of GB, esp re SIP monitoring	
3.2	IHF/(ALL)	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.	21.11.17
5	IHF DS MRJ RS ASD	Liaise and allot Chair/VC work. Inform JJ/GB	21.11.17
1.11.17			
2	THS	Report on pupil premium and poverty proofing following meeting with MRD	27.11.17
4.12.17			
2	DS/JJ	Oversee and co-ordinate SFVS – item on every agenda	Ongoing
2	DS	Discover and report back on GDPR preparations / liaise with DD re DP action Investigate comparative cost re DPO as traded service	January
2	IHF ALL	Stakeholder engagement – what is needed?	January
3	AS	Arrange for sports premium report for March FGB 9	12.3.18
3	IHF	Long term planning for strategy fgb	Jan
4.1	MRJ	QTLA – data review/progress against plan – report for next meeting	
4.2 and 4.5	IHF	Oversee appraisal/pay monitoring/evaluation and governor equality duties	
4.4	RN	Report back on impact of English teaching, including spellings, writing and reading	
	MRJ	Liaise jj re review date?	
5.2	RS THS MRD	Prepare for next FGB re poverty proofing/pp	
	IHF	Review training feedback system	