

Patcham Junior School
GOVERNING BODY

Meeting of:	Full Governing Body
Date/Time:	16 th January 2018 5.30 pm
Location:	Patcham Junior School
For:	Full Governing Body, Website
Quorum:	6 Governors required to be present for decisions to be binding. The meeting was quorate throughout.
Present:	Governors (voting) Derrick Davis (DD) Tamsin Hinton-Smith (THS) Iseult Hull-Flower (IHF) Chair of Governors Ruth Nilsson (RN) Marion Rajan (MRJ) Andrew Saunders (ASD) Rebecca Stevens (RS) Alister Sutherland (AS) Headteacher Debbie Willsher (DW) Other (non-voting) Janet Johnson (JJ) Clerk
Apologies:	Mark Rodericks and Isabelle Baret – noted

MINUTES

	DISCUSSION AND DECISIONS	ACTION
1	<p>INTRODUCTION</p> <p>Apologies were considered and declarations of interest sought. DS spouse was employed by the school. No other declarations were made when invited. All governors could take full part throughout the meeting except where indicated.</p>	
2	<p>MINUTES OF LAST MEETING and MATTERS ARISING</p> <p>The minutes of the previous meeting were agreed to be an accurate copy and signed by IHF accordingly. JJ would inform AS of retention periods. Governors reported on matters arising:</p> <ul style="list-style-type: none"> The poverty proofing work was on track and THS would report back after a further visit this term. SFVS was on course, with nothing needing to be done at the moment. RN would report back on English in the summer term. GDPR. A governor had attended a briefing discussion at work and would circulate information received. Another had met with AS to discuss progress and the local authority was taking some action. Some guidance had been obtained from the National Association of Headteachers and the Key. AS, MRD, the SENCO and School Business Manager would be working through a compliance tracker tool from the local authority. RS offered to assist and it was agreed this needed to be kept on the agenda. 	<p>JJ</p> <p>RS DD DS</p>

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	<p>2.2 Data. A governor had attended training on Analyse School Performance (ASP). Data had already been considered elsewhere but there were now further, reflective, questions. How do we use the data? Historically for self-evaluation and it is included on the school development plan. Does the school use the question level analysis section? We know it is there and we use it following the marking of results. Teachers analysed more up-to-date assessment material on current pupils. Do the data inform the Performance Management process? Yes, for teachers, first part of appraisal is data linked. Which staff members receive the ASP data? MRD and governors. It is shared elsewhere by headlines and data is used at data review meetings. Is it used to inform curriculum review meeting? Yes. The foci have already been drawn up What do you do to check ASP data? It is official data. MRJ would circulate training material.</p>	MRJ ALL
3	<p>CHAIR/VICE CHAIR's UPDATE</p> <p>3.1 IHF gave a verbal report. She confirmed her recent email to governors that she would be stepping down from governance at the end of this academic year. Governors said that she would be missed. In discussion they would move forward in preparation for MRJ to stand for Chair in September and RS and THS to consider the possibility at some point in the future. The succession plan could of course be reviewed should others wish to step forward. All governors were encouraged to consider joining the leadership development programme run by Governor Support. JJ informed she would feedback to them the difficulties expressed regarding the times.</p> <p>3.2 Governors had already considered the school partnership advisor (SPA) report from her visit in December and now comments were invited. AS informed that since then he had met with IHF THS and the SPA regarding the NPQH qualification for headteachers. Governors were pleased to learn he was now planning to commence this in September 2018. Will it place a lot of demands on you? In reflections, yes, but there would be benefits for the school even if I need to have some time out of school. What is the schools partnership programme? It is a subsidised programme run by the Education Endowment Fund looking for schools to sign up to empowering the school leadership team to critically analyse their schools and have the difficult conversations when it was going wrong. The scheme was subsidised for this school. MRD and AS would train to be reviewers. The Infant School had also signed up. Is it similar to Challenge Partners? Yes. Who runs it; a private company? We think it might be. Governors were supportive of this and considered it better than the current triad system. How much is the NPQH? About £2k. The one class with less engaged pupils, is it resolved? This was just a one off; every day I see absolutely this is not typical. I have faith in that teacher.</p>	

	<p>Have you improved the precision of the draft plan? I will be working with the SPA to do it this week.</p>	
<p>4</p>	<p>STRATEGIC LONG-TERM PLANNING</p> <p>This item was taken last and was to consider progress since the session the previous year on the vision of the school and where efforts could now usefully be directed.</p> <p>Vision. AS had asked all the children and they wanted pupils and staff to be the best they can with high expectations, allowed to be me, be successful and learn from failures. And above all, be happy. He suggested a workable form “My vision for PJS is to lead a thriving, happy, hardworking, respectful school. A school that has academic success at its core but is preparing its pupils for the real world by exposing them to all that the world has to offer via a rich, creative and vibrant curriculum. Teaching and Learning must be fun, for all.”</p> <p>Community collaboration. It was considered the community day and other initiatives had been successful and governors supported the local headteachers meeting half-termly regarding local matters but felt we could still do more. Several ideas were suggested, particularly involving older people from the community or in conjunction with some established schemes.</p> <p>Long-term planning. The governing body had previously identified belonging to a partnership as a method of mitigating some risks going forward. AS provided an update. The City partnership had sufficient funding for another year but with the National Funding formula and most of the schools in the partnership experiencing severe budgetary pressure, changes later on were likely. The family support service was now independently funded until at least 2019. The Curriculum group and SENCO groups should be able to continue but supply cover was not now provided.</p> <p>What about with its charitable status? This can stay but the income generating is not bringing in the business. Governors supported the partnership staying together, wanting links with as many schools as possible.</p> <p>Generating income. It was felt the school was already doing what it could.</p> <p>Key Performance Indicators. In discussion it was felt care was needed with the quantity of data but that with thought there were very different ways of measuring items even if not obviously easy e.g. happiness. RS AS and IHF would meet.</p> <p>Communications The frequency of the newsletter would be changing and action was being taken to provide earlier notification of activities that would need contributions from parents. A blog with contributions from stakeholders was considered and it was requested holiday dates for the next year be re-advised.</p>	<p>RS AS IHF #JJ</p>

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	RS leaves 19.19	
5	<p>REPORTS FROM GOVERNORS (if not covered elsewhere)</p> <p>5.1 Headteacher. There were no further reports from AS.</p> <p>5.2 Monitoring visits: Governors had already received and considered reports on SEN, PSHE, Safeguarding and Fire safety, along with the visit log.</p> <p>What do you think about a random fire drill? There was one last year and there had been some minor learning points. The next will include blocking an escape route. A governor recommended a drill at non-teaching time.</p> <p>The report from the school partnership advisor and SFVS had been taken at item 3. The reports were accepted.</p> <p>5.3 Stakeholder Engagement – this item was not taken but had been touched on at item 4</p> <p>5.4 Training attended. The ASP training item had been taken at item 2.2</p>	
6	<p>ANY OTHER URGENT BUSINESS</p> <p>Contracts for governor consideration:</p> <p>6a. Equipment</p> <p>All governors had already received and considered quotes to replace whiteboards. Two governors had met and discussed the issue with AS who now gave further information. The governors had requested public liability insurance be provided and AS confirmed this had now been seen, that the costs included recycling and that the equipment linked with existing technology.</p> <p>Why is Netcomms quote significantly below the others? Were they all on a like for like basis? Yes, all like for like. The company have worked well with the high school. The product is the most up-to-date version.</p> <p>How long is the guarantee? 5 years, and the servicing requirement? It will be replaced.</p> <p>All quotes were subject to the site survey.</p> <p>Can you claim back the VAT? Yes</p> <p>A governor had checked there were sufficient funds in the budget.</p> <p>Can you see from a wide angle? Yes</p> <p>Do you need blinds? No</p> <p>It was agreed to proceed with the Netcomms quote.</p> <p>6b Staffing. DW withdrew for this item.</p> <p>Governors considered a request for flexible working. They clarified the costs involved and supported the general principle of the provision of worthwhile, cost effective training.</p> <p>The request was agreed and discussion turned to item 4.</p> <p>6c October half-term 2018</p> <p>In discussion it was agreed AS would send a reminder regarding the term dates for autumn 2018.</p>	
	There being no further business, the meeting closed 19.29	

Signed.....

Dated.....

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Item	Owner	Action	Due Date
2.1	JJ	Inform AS re retention periods	End of term
2.1	RS DD DS	Liaise re GDPR and agree way forward	15.2.18
2.2	MRJ ALL	Familiarise yourself with ASP	15.2.18
4	RS AS IHF #JJ	Consider the responsibilities of the GB and review/agree indicators of success. Liaise all.	26.2.18
6	AS	Send reminder re the 2018 October term dates	