

Patcham Junior School
GOVERNING BODY

Meeting of:	Full Governing Body
Date/Time:	22 nd February 2018 5.30 pm
Location:	Patcham Junior School
For:	Full Governing Body, Website
Quorum:	6 Governors. More than 6 governors were present at all times so decisions are binding.
Present:	Governors (voting) Mark Rodericks (MRD) Andrew Saunders (ASD) Danny Simpson (DS) Ali Sutherland (AS) Debbie Willsher (DW) Ruth Nillson (RN) Derrick Davis (DD)_ Iseult Hull-Flower (IHF) Other (non-voting)
Apologies:	Marion Rajan (MRJ) - accepted Rebecca Stevens (RS) - accepted Tamsin Hinton-Smith (THS) - accepted Isabelle Barat (IB) - accepted

MINUTES

	DISCUSSION AND DECISIONS	ACTIONS
1	<p>INTRODUCTION</p> <p>1.1 IHF opened the meeting and apologies were considered.</p> <p>1.2 Declarations of Interest in items on the agenda. DS reminded his spouse worked for the school and he was currently working for Brighton and Hove Council as well as East Sussex County Council. No new declarations were made when invited and all governors were entitled to participate fully throughout.</p>	
2	<p>MINUTES OF LAST MEETING and MATTERS ARISING</p> <ul style="list-style-type: none"> The minutes of the meeting on 16th January 2018 were agreed to be an accurate record and signed by IHF accordingly. GDPR. A governor had met with the school business manager who had informed that a review of data held had commenced. There was still difficulty with locating a suitable person to act as DPO. GDPR was a sizeable item of work, despite the statutory nature of most of the information held, and would be ongoing. It was thought another Council was charging schools around £700 for an initial survey to estimate the work involved. AS informed a budget head would be included for around £700-£1000. A further update was requested for the next meeting. Analyse School Performance. Not all governors had successfully accessed the system and AS would resend the log-ons. IHF and JJ would meet re governor work and information. Any other items were either complete or on track. 	AS ALL

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	Has there been any feedback from the holiday change survey? No.	
3	<p>CHAIR/VICE CHAIR's UPDATE</p> <p>IHF informed RS was currently unable to undertake much governor work at present. It was decided to keep this under review. The governor day on 26th February had been cancelled.</p>	IHF
4	<p>SCHOOL IMPROVEMENT – Personal Development, Behaviour and Safety</p> <p>4.1 Progress towards SDP objectives. AS and Linda McMillan, the School Partnership Adviser had reviewed the autumn School Improvement Plan (SDP) and drawn up a fresh plan which had been circulated to governors. This included the Ofsted action plan, priority items and current issues, including strengthening writing and extending more able children. A governor commented that the plan was more concise and helpful. All agreed to ensure the updated version was used and referred to, including the new numbering. The Plan was accepted</p> <p>4.2 Governors' Safeguarding Training – nothing to report</p>	IHF/MRJ ALL
5	<p>INTERIM PERFORMANCE</p> <p>5.1 Summary reports. AS gave a brief verbal report informing that the early indication was that the data for this year across the school is in line with targets and improvements had been seen in numbers working at greater depth in all 3 subjects.</p> <p>5.2 Pupil Tracking Data See item 7.2.2</p>	MRJ
6	<p>FINANCE REPORT</p> <p>6.1 Budget report Governors had already received the outturn notes and forecast along with the chart of accounts. The surplus was currently forecast at around £28k. A governor had checked and this figure had included the expenditure on the new whiteboards and little further movement was expected in the remainder of the current financial year. With the contingency the surplus would enable a balanced budget over the next 3 years. The staff governor reported that the whiteboards were very good. Why are the partnership schools in deficit? Changes to funding, deprivation and pupil premium funding all resulted in reductions to their budgets and being usually small schools did not help. Some had very high mobility issues and several have been through restructures. It was noted this school's surplus was well under the 8% not accounted for. All were in agreement that funds should be used to improve outcomes. Thanks were asked to be passed on to Sue Blackman for her work on the budget, the helpful notes and reports, which were accepted.</p> <p>6.2 Local Financial Procedures update Governors had already received the updated local financial procedures, which were approved. It was noted a further amendment was likely.</p> <p>6.3 SFVS The draft School's Financial Value Standard had been considered and worked on during the year and a governor had lately met with the School Business Manager. Nearly all questions had been completed positively.</p> <ul style="list-style-type: none"> • Question 10, linking the school development plan to the budget remained in part completed as it would always be difficult to manage the differing year ends. In discussion it was felt governors 	

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	<p>could not do much about that and would continue to ensure value for money for expenditure.</p> <ul style="list-style-type: none"> • The whistleblowing policy would be updated and circulated. • The Business Continuity Plan had received much attention during the year. Does it include where the children go if the school cannot be accessed? The local authority would have to provide some assistance. <p>DS would follow up any remaining minor queries and it would be brought to the next FGB for approval. MRD leaves 18.34 for a few minutes.</p>	DS
7	<p>REPORTS FROM GOVERNORS (if not covered elsewhere) <i>SDP on track and any policies for approval. Consider recommendations.</i></p> <p>7.1 Headteacher See item 4.1, there was a new SDP. Further information was provided:</p> <ul style="list-style-type: none"> • Long awaited improvements in the carpeting and heating of some areas had been completed. • The whiteboard screens were all up and running. • Recruitment to replace a Teaching Assistant was in course. • Work had commenced on the 18/19 budget. • The friends of Patcham are growing in strength – working on an 80th year celebration summer fair. The new mural on the playground was going ahead. • The new website was taking a long time but is now imminent. • Arrangements for swimming were now working well. • The new newsletter was up and running. <p>When can we see an early draft? Soon, we are awaiting pupil premium funding notification but at the moment staffing is showing at 91% (just under 90% if the estimate for pupil premium funding is used).</p> <p>What is happening with the partnership? The 2018/19 partnership will continue on zero contributions. The groundswell of opinion is to continue beyond 2019; there will be some administration costs and we all want to be focussed on outcomes and moving on from funding.</p> <p>7.2 Monitoring visits: External Data. ASD presented his comparison following results for 2017 comparing the 46 B&H schools with similar schools based on prior attainment.</p> <ul style="list-style-type: none"> • The school had dropped from 2nd to 11th place for reading writing and maths combined and this was considered to be because this school had had a good start on the new standards and now other schools had improved. • 8% achieved the higher standard in reading writing and maths (this was already being addressed in the SDP) • The school continued to do very well for maths. The ranking for the individual subjects of reading 12/46, writing 20/46 and maths 5/46. • Average score reading/maths 13/2 out of 46. • The school had done extremely well for the disadvantaged. • Compared with similar schools nationally we ranked 28 out of the basket of 125 similar schools, which was the 5th highest in the LA. 	

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	<p>7.2.1 What is Saltdean doing to do so well? Other than they had the reading recovery programme this was not known. MRD would ring the headteacher.</p> <p>Governors noted the apparent disparity in Ofsted grade of some of the schools compared with their ranking with similar schools nationally. It was also noted it was very rare for a school to be rated 3 for outcomes but achieve a 2 (Good) overall. In discussion it was considered a good idea to share the importance of progress in all years with staff again.</p> <p>AS expressed the opinion that staff were now more confident in recognising work at greater depth and would have assessed more as such. More training for all was planned and there was more guidance this year; however, there had been some changes.</p> <p>Were you moderated last year? No but we had a moderator on our staff. It was commented that if there were a test to see the disparity between the spelling punctuation and grammar test and writing results it might highlight areas of less secure teacher assessment.</p> <p>7.2.2 MRD informed the data for years 3 and 4 were showing low in comparison to Key Stage 1 data and there was a need for catch up and to move on from the very heavily scaffolded experience at the Infant School. Governors were interested to learn the High School were very keen to do a piece of work that started in year 6 and carried on in year 7.</p> <p>ASD was thanked for his useful analysis.</p> <p>7.3 Stakeholder Engagement Governors discussed and supported AS in his approach to sending a letter to parents regarding the High School's upgrading of their sports facilities. They considered it would be of great benefit to pupils.</p> <p>7.4 Training attended JJ informed she had attended the school finance and budget monitoring training, sent feedback to IHF and DS and would keep training material on file for anyone interested.</p>	
8	<p>ANY OTHER URGENT BUSINESS</p> <p>The HTPM group would liaise re their next meeting and to receive a report from the learning mentor.</p> <p>There being no further business the meeting closed 18.53</p>	

ACTION POINT SUMMARY

Item	Owner	Action	Due by
2	AS/ALL	Re ASP – Ensure you can log in, examine results – follow up queries	
3	IHF	Rearrange Governor day	
4	IHF/MRJ	Take forward any action needed re Personal Development, Behaviour and Safety	
4.1	ALL	Familiarise with new SDP, liaise re monitoring changes or any queries (if any)	
5	MRJ	Follow up interim performance data as appropriate	-
6.3	DS	Arrange for finalisation of SFVS and bring to FGB	End March

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