

Patcham Junior School  
GOVERNING BODY

<b>Meeting of:</b>	<b>Full Governing Body</b>
<b>Date/Time:</b>	1 <sup>st</sup> November 2017 5.30pm
<b>Location:</b>	Patcham Junior School
<b>For:</b>	Full Governing Body, Website
<b>Quorum:</b>	6 Governors
<b>Present:</b>	Governors (voting) Derrick Davis (DD) Tamsin Hinton-Smith (THS) Iseult Hull-Flower (IHF) Chair of Governors Ruth Nilsson (RN) Mark Rodericks (MRD) Andrew Saunders (ASD) Danny Simpson (DS) Alister Sutherland (AS) Headteacher Other (non-voting) Janet Johnson (JJ) Clerk
<b>Apologies:</b>	Marion Rajan (MR) - accepted Rebecca Stevens (RS) – accepted Debbie Willsher (DW) - accepted

**MINUTES**

	<b>DISCUSSION AND DECISION</b>	<b>ACTION</b>
1	<b>INTRODUCTION</b> IHF opened the meeting and apologies were considered. No new declarations of interest were made when invited and except where indicated in these minutes all governors could remain and contribute fully throughout. RN had completed the annual declarations.	
2	<b>MINUTES OF LAST MEETING and MATTERS ARISING (if not discussed elsewhere)</b> The minutes of the last meeting were agreed to be an accurate record. Actions relating to pupil premium, the website, parent governor recruitment, sports premium and health and safety reports had been completed. Other items were either ongoing or deferred.  <b>The evaluation is not yet due but so far, how well is the learning mentor role working?</b> MRD informed it was going very well and the mentor worked cohesively with the other services. Parents are being involved. Another governor could confirm there had already been a positive impact. <b>Is it relieving you of some work, as planned?</b> Yes  It was noted the sports premium had increased but the requirements for its use had changed. Further information would be circulated.  Outcomes from the poverty proofing review would be reported at the next meeting.	THS

3	<p><b>CHAIR/VICE CHAIR's UPDATE</b> IHF informed</p> <ul style="list-style-type: none"> <li>• The headteacher performance objectives had been set, in conjunction with the school partnership advisor (SPA).</li> <li>• She and AL would meet with the SPA for a school evaluation 'categorisation' by the SPA on the Ofsted areas. This was being carried out by the local authority (LA) for all schools.</li> <li>• The services of the SPA had been secured for extra days under the LA scheme to support new headteachers.</li> <li>• The closing date for nominations for parent governor was 3<sup>rd</sup> November.</li> <li>• She had allocated governors to monitor remaining sections of the school improvement plan.</li> </ul> <p>In discussion a reminder to all parents was to be sent stressing any parent could be nominated to be a parent governor. Governors confirmed they were willing to monitor the improvement areas covered and IHF and RN would meet to discuss this further. ASD offered to cover British Values and PSHE. All governors would comment on grit and resilience along with behaviour.</p> <p>Each future meeting would cover some aspects previously covered by both of the former committees but there would be a focus for each meeting. These were planned to be: December - performance/curriculum, with reports on pupil premium and poverty proofing, and some outstanding finance matters including pay. January – strategy – vision February – interim performance data March – finance April – strategy May – performance data June - finance</p>	
4	<p><b>FINANCIAL PERFORMANCE</b> [Note: this item was chaired by DS]</p> <p>4.1 Budget monitoring, including Virements The outturn forecast as at September 2017 and Cost Centre print had already been received along with notes on the budget including any anomalies. Governors had already considered these and a governor reported they had been checked with the school business manager and there were no surprises. The outturn was currently projected to be a break even end of year. The reports were accepted.</p> <p>4.2 How well are finances managed? Allocate responsibilities to check (School financial value standard) Governors were reminded of the purpose of the SFVS. Responsibility for validation was to be given to other governors, ASD, DD and RS. DS would co-ordinate. It was requested to keep it as a standing agenda item and governors could feed back.</p> <p>4.3 Whistleblowing policy review No usages were reported.</p> <p>❖ <a href="#">Subject to the school checking the phone numbers were correct</a></p>	DS

	<p>the policy was approved for a further year.</p> <p>4.4 Pay policy 2017/18 <b>Why is this not ready yet?</b> This was awaited from the LA who were still in discussions regarding the affordability of extending the groups allotted the 2% rise. All the schools in the partnership have responded yes to the 2% but were not sure how to fund it.</p> <p>4.5 Capability policy ❖ This was approved for review in 3 years or earlier upon LA request. Monitoring requirements were unchanged and any amendments other than those recommended by the LA were to be taken to the governing body.</p> <p>4.6 Freedom of Information AS would check the policy was on the website. There had been two recent requests and brief details were discussed.</p> <p>4.7 General Data Protection Regulation (GDPR) – feedback from review (if any). It was not certain what action had been taken and DS would review with the school business manager.</p> <p>4.8 Governor and staff interests review outcome The staff interests review would be undertaken as part of the SFVS. IHF and DS had reviewed governor interests and now informed there was nothing of note to report.</p>	<p>AS</p> <p>DS</p>
5	<p><b>REPORTS FROM GOVERNORS</b></p> <p>5.1 Headteacher Governors had already considered the report. <b>Have the new teachers settled in well?</b> Yes <b>If they are relatively new to teaching do they have enough support?</b> Yes A governor reported children were pleased the music teacher had returned. <b>What is happening with the website?</b> It is being changed and included in the budget. Governors were invited to inform JJ of any changes needed to the governor page. The report was accepted.</p> <p>5.2 Monitoring visits RS had provided a health and safety report but was unable to attend so this item was deferred. No other visits not reported elsewhere had been undertaken.</p> <p>5.3 Stakeholder Engagement The responses to the transition questionnaire were awaited. The open morning for new year 3 parents had attracted higher numbers than usual and it was thought this was to meet AS. The Halloween event had been well attended and was considered a good event for new parents. A governor considered it showed there was scope for greater parental involvement and informed the parent association was doing well at the moment.</p> <p>5.4 Headteacher Performance Management Group. This group had met and the next meeting was in December.</p>	<p>ALL</p> <p>IHF</p>

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	5.5 Training MRJ had booked on to training and ASD to the strategy meeting. MRJ had offered to provide safeguarding training. All governors were requested to reread the safeguarding policy.	ALL
6	<b>PAY DECISION</b> (Staff members to withdraw) MRD withdraws 18.32 Governors considered a request to change scales. The evidence and impact had been provided and this was agreed. The progression up the pay scale for the deputy headteacher was also agreed. MRD returns 18.36	
7	<b>ANY OTHER URGENT BUSINESS</b> (with prior approval of Chair) AS sought and received confirmation which governors would attend governor day, set for the 21 <sup>st</sup> November	

..... signed ..... dated

Agenda item	Owner	Action	Due date
From Sept FGB	IHF	<del>Up-date</del> SIP to include governor monitoring, circulate. Consider training needs.	26.11.17
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.	21.11.17
5	IHF DS MRJ RS ASD	Liaise and allot Chair/VC work. Inform JJ/GB	21.11.17
8.1	IHF	Review impact of learning mentor at appropriate time	March
8.4	DD	Carry out DP action, requesting assistance if required	December
9.4	MRD IHF AS	Send any outstanding SPa reports to IHF for circulation, check re anonymity Note for future reports	26.9.17
1.11.17			
2	THS	Report on pupil premium and poverty proofing following meeting with MRD	27.11.17
4.2	DS	Oversee and co-ordinate SFVS	4.12.17 and ongoing
4.6	AS	Check FOI policy on website	4.12.17
4.7	DS	Discover and report back on GDPR preparations	4.12.17
5.1	ALL	Inform JJ of any changes needed to governor page details	Now and ongoing
5.3	IHF	Take forward as appropriate	
5.5	ALL	Read safeguarding policy	27.11.17

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