

PATCHAM JUNIOR SCHOOL
GOVERNING BODY

Meeting of:	Full Governing Body
Date/Time:	15 th May 2018 5.30 pm
Location:	Patcham Junior School
For:	Full Governing Body, Website, Sue Blackman
Quorum:	6 Governors
Present:	Governors (voting) Isabelle Baret (IB) Derrick Davis (DD) Iseult Hull-Flower (IHF) Ruth Nilsson (RN) Marion Rajan (MRJ) Mark Rodericks (MRD) Danny Simpson (DS) Alister Sutherland (AS) Other (non-voting) Sue Blackman (SB) Business Manager Janet Johnson (JJ) Clerk to Governors
Apologies:	Rebecca Stevens (RS) – accepted Andrew Saunders (ASD) - accepted

MINUTES

	DISCUSSION AND DECISIONS	ACTIONS
1	<p>INTRODUCTION</p> <p>IHF opened the meeting and apologised for the cancellation of the previous meeting.</p> <p>No new declarations of interest were made when requested. DS reminded his wife worked at the school and he worked for ESCC which sold services to schools. The budget was on the agenda and JJ requested governors consider the extent DS could take part in proceedings. Governors agreed all governors could take full part in discussion and voting.</p> <p>Tamsin Hinton-Smith's absence was noted.</p>	
2	<p>MINUTES OF LAST MEETING and MATTERS ARISING</p> <p>Subject to a minor amendment the minutes of the previous meeting were approved and signed accordingly.</p> <ul style="list-style-type: none"> • The new website was up and running. • Governors decided they wished to retain information pertaining to each governor and updated entries using the first person were requested to be sent to JJ. <p>DD arrives 17.46. No new declaration of interest.</p> <ul style="list-style-type: none"> • The annual agenda was in course of being reviewed and it was suggested a meeting included ASP (up-dated) training when the new national picture was known. • The benchmarking and staffing structure review date was to be arranged. 	<p>JJ ALL</p> <p>JJ</p> <p>DS AS</p>

	<ul style="list-style-type: none"> Some governors had yet to complete the skills audit [Note: IB completed with JJ after the meeting] There had been no nominations for staff governor and it was agreed to revisit this in September. The Friends of Patcham Junior School had charity status. They were proceeding with the 80th Anniversary celebrations and IB agreed to liaise re governor attendance and assistance. <p>Discussion turned to item 7.</p>	IHF IB
3	<p>CHAIR/VICE CHAIR's UPDATE</p> <p>Governors had already received and considered the report from the School Partnership Adviser following her visit on 20.3.18. They noted it showed a good picture of the school and it was accepted.</p> <p>Will you get the same level of support next year? No, less but it will be just as useful. Her next visit is in summer 2 which will be mainly English related.</p>	
4	<p>CO-OPTION Mark Rodericks</p> <ul style="list-style-type: none"> Governors approved the re-co-option of MRD. He may change category to staff governor if no one else came forward in September. <p>Governors discussed how to increase staff presence at governor meetings.</p>	
5	<p>LEADERSHIP AND MANAGEMENT</p> <p>5.1 Progress on SDP objectives</p> <p>AS gave an update re a case of long term absence. A fund-raising event was taking place and the whole of year 6 were to picnic at the Chattri.</p> <p>Have you run the cover arrangement past HR? Yes. A temporary arrangement was in place, the school was to be fully staffed in September and planning of the work for the next term was nearly complete.</p> <p>In discussion governors supported the principles:</p> <ul style="list-style-type: none"> When staff were absent through illness, they should not be working; A two point pay rise could be considered in cases of exceptional performance. <p>AS informed that because the plan had been redeveloped with the SPA in the middle of the spring term it would roll into the summer term. The main focus was writing and English across the school for year 4 and 5 data. Now the data is in line with expectations. Writing was something we are acutely aware of and we are expecting to be moderated. Work would be commencing on the school self-evaluation this term.</p> <p>Governors knew the school no longer had an in-house moderator. The local authority one had attended the previous week and the school was confident in their assessment of pupils' work. Governors were requested to consider the realistic nature of the data versus the local authority figure pertaining to achieving greater depth in writing.</p> <p>A governor with related experience had visited the school to review this and agreed it was possible the focus on greater depth may be at the expense of improvement elsewhere. It was also very difficult to display the flair needed to access the very highest grades. It was recalled the local authority lead had confirmed the age related expectation in year 6 was equivalent to the C grade of GCSEs and was very difficult for year 6</p>	

	<p>to cope with it. Governors questioned whether it was helpful to have a target of 4% at greater depth for writing and considered they would use it with caution, in contrast to the maths at greater depth target. Our focus was to remain on improving numbers writing at age related expectations and for at greater depth we would develop the few and far between that were displaying this but overall were expecting numbers to go down a little, to where it should be. We still need to do more work on writing with the senior leadership team it was across all years. The English lead had confirmed there was a genre map with a grammar focus and tied assessments at different points so we know the children have reached certain grammatical points.</p> <p>A governor had noted there was no mention of safeguarding on the plan and it was agreed a line could be included.</p> <p>5.2 Complaints Summary AS gave a verbal report. One complaint had been received which had by-passed the usual procedure and went to Ofsted where it had not been upheld. The school kept good documentation. Governors were reassured appropriate action and learning had taken place from the few concerns raised.</p> <p>5.3 Stakeholder Surveys There were none to report.</p> <p>5.4 Governor self-evaluation In line with the succession plan a governor had enrolled on the chairs' development programme. A project would be completed with the school with regard to the change of structure of the governing body and a questionnaire would be completed. Initial feedback from the group was that this governing body seemed to be doing very well.</p>	
6	<p>REPORTS FROM GOVERNORS (if not covered elsewhere)</p> <p>6.1 Monitoring visits: Governors had already received and considered two reports from governors: SEN and Safeguarding. Further information was provided.</p> <ul style="list-style-type: none"> • The deputy safeguarding governor had started to learn the role and a meeting at the hub had been scheduled. • The next meeting would be to consider year 6/7 transition. • For SEN, attendance at an advocate meeting was planned. <p>Governors commented that the reports were evidence of thorough monitoring and they were accepted as presented.</p> <p>6.2 Training attended. See item 5.4. No further reports were made.</p>	
7	<p>FINANCE</p> <p>7.1 Governors had already received the 2017/18 outturn and notes; the cost centre reconciliation and chart of accounts; proposed fees and charges; services to schools order; proposed budget 2018/19 and 3 year indication; the pupil premium expenditure and proposed charging policy. The charging report had not been received. SB and AS took questions.</p> <p>7.2 Outturn 2017/18 This had been as a surplus of £83,353. Why is it different from the outturn projection at the previous meeting?</p>	

The expected total expenditure differed by ~£100; however more income had been received than expected from the breakfast club and lettings and £1000 was received from a centrally funded absence payment.

- ❖ The outturn was approved. SB was thanked for all her work during the year.

7.3 Budget 2018/19 + 3 year

How are things looking for funding teaching assistants? We remain in a relatively stable situation. That said those leaving will not be replaced if the relevant are also going. We are retaining the picture of teaching assistants and intervention and learning mentor. We may need to be more ruthless re their hours or whether they continue but from year 2 and year 3 this will change as will the high needs and pupil premium funding.

Is the roll going down? We are expecting 82 with a published admission number of 96. It is not unusual re the number getting in but what is different is that this year only 76 have been allocated to the Infant School. The picture across the local authority is that there will be an oversupply of 350 spaces next year and 400 the year. It is thought this is likely to have been as a result of high living costs in Brighton and housing in Patcham is more expensive than it was. We have a new year 3 pupil starting from out of the county. There is movement, people want to come here. There are 49 pupil premium pupils at the moment and the estimate is for 42 in September 2018 and 32 in September 2019.

Is there anything you can do to encourage people to sign up for pupil premium? Uniforms? We will consider that. We have 14/15 spaces and will be more in September. We have cut back on the budget going forward, trimming where feasible but inroads into the staffing budget will be needed next.

Can you send me the sports premium report? Yes.

A governor had visited the school and discussed the English curriculum budget which still had some surplus but expenditure was needed. How does that work? There is a new budget for the new year. They have been reallocated.

Governors had received the budget but there had been some small changes. The provisional budget for 2018/19 showed a surplus of £89k, a surplus for 2019/20 of £26k and, for 2020/21, a deficit of £127k. Over the period they noted the percentage of the budget share relating to staffing was 91%, 94% and 98% respectively.

Does this include the Individual Needs Assistants? No. We are losing one next year but the costs are going up. The teaching assistants are reducing by 0.5 full time equivalent in two years. We received a contribution from the local authority of ~£2k in respect of the pay rise they imposed.

What was the 2020/21 budget based on? This was based on income we are getting. We are carrying forward 6% surplus which we need to spend on children. Governors noted there had been a better outturn than expected last year and suggested agreeing the 2018/19 budget but further work was needed on the later years in particular re staffing.

- ❖ The budget 2018/19 was approved in the sum of £1,434,301 and signed accordingly.

	<p>❖ It was agreed AS, MRD and SB would review the budgets 2019/21 and report back by July meeting. DS would have oversight.</p> <p>7.4 Services to Schools SB informed:</p> <ul style="list-style-type: none"> • EMAS had agreed to reduce the number of hours. • The school had bought into neither the legal nor ICT technical support visits. <p>Why have you not bought into legal? We never have and on the couple of occasions it has been used in the past it can be done on a pay as you go basis.</p> <p>There wouldn't be a difficulty in buying in? No.</p> <p>Did HR explain their increased costs? SB informed all the schools had queried the local authority's charging algorithms which had subsequently been amended. It is now fairer. The partnerships schools were about to go elsewhere but we decided to give them another year and monitor the service. It has improved as the business managers have taken on some of the work.</p> <p>Governors supported holding the local authority to task for its fees.</p> <p>❖ The services to schools were agreed as presented.</p> <p>SB would inform what the school got for the equalities and anti-bullying service.</p> <p>7.5 Fees and Charges. In discussion governors supported the school in charging for lettings for external clubs that made profits, particularly if they were larger organisations but also to do as many as possible in house as there were likely to be cheaper. SB would investigate further.</p> <p>❖ The weekend letting rate was agreed at £100 for all day Saturday and £125 on Sunday. All other charges to remain unchanged.</p> <p>How do you get weekend let business? People just ask but we can put it in the newsletter.</p> <p>Can we put some information on the website? Yes we will do that.</p> <p>7.6 Charging and Remissions policy.</p> <p>❖ This was approved as presented subject to amending to reflect current nomenclature. It would be for review in 3 years unless an earlier review was prompted by events.</p>	<p>AS MRD SB DS</p> <p>SB</p>
<p>8</p>	<p>GDPR SB informed the local authority had vacillated with regard to the services they would offer so as a partnership they had bought into an external service, the Southern Grid for Learning, to provide a Data Protection Officer.</p> <p>IHF leaves, returning after 4 minutes.</p> <p>The Council were now charging just over £1200. The service may not be needed the next year.</p> <p>The school was proceeding with its action plan, privacy notices and work on the new policy. A checklist for governors from the 'School Bus' was</p>	

	presented. This was a school information site recently subscribed to by the school. JJ recommended governors be given access as the governance section was informative and useful. SB was thanked and left 18.50 and discussed returned to item 4.	
9	<p>ANY OTHER URGENT BUSINESS (with prior approval from Chair)</p> <p>Will termly partnership governor meetings continue? These had fallen away. The partnership will remain but with no cost to anybody and possibly into the second year it will be the same. The school was withdrawing from the PE funding, which needed 2 terms notice. Headteachers are determined to stay together.</p> <p>What about its charitable status? It is remaining at present but it might go.</p> <p>Is it possible that you can find out if there is a governor meeting? The next one had been due on June 6th. Yes.</p> <p>A social event was to be planned after the next meeting. There being no further business the meeting closed 19.40</p>	

ACTION POINT SUMMARY

Item	Owner	Action	Due by
2	JJ	Continue to review the annual agenda, liaise as app.	FGB
2	AS	Seek nominations for staff governor from staff	September
2	JJ	Gain access to and amend governor page of new site	
2	JJ	Note for agenda autumn 2/3 re ASP	completed
	DS AS	Arrange benchmarking and staffing structure review	??
2	IHF	Take forward results of skills audit/chase non respondents	FGB
2	IB	Liaise with friends of PJS re 80 th Anniversary and governor involvement	Ongoing
7.3	AS DB SB MRD	Review 2018/20 budgets and report back. DS to have oversight.	FGB
7.4	SB	Provide further information re the equalities and anti-bullying expenditure	

..... signed dated