

PATCHAM JUNIOR SCHOOL
GOVERNING BODY

Meeting of:	Full Governing Body
Date/Time:	12th July 2018 5.00 pm
Location:	Patcham Junior School
For:	Full Governing Body, Website
Quorum:	6 Governors
Present:	Governors (voting) Derrick Davis (DD) Tamsin Hinton-Smith (THS) Iseult Hull-Flower (IHF) Ruth Nilsson (RN) Marion Rajan (MRJ) Mark Rodericks (MRD) Andrew Saunders (ASD) Alister Sutherland (AS) Headteacher Other (non-voting) Janet Johnson (JJ) Clerk
Apologies:	Danny Simpson (DS) - accepted Rebecca Stevens (RS) - noted Isabelle Baret (IB) - noted

MINUTES

	DISCUSSION and DECISION	ACTION
1	INTRODUCTION IHF opened the meeting which had been lately rearranged from the day before. Apologies and declarations of interest in agenda items were considered. All governors could take full part and vote throughout.	
2	MINUTES OF LAST MEETING and MATTERS ARISING The minutes of the meeting were agreed to be an accurate record and signed accordingly. Comments from matters arising were: <ul style="list-style-type: none"> • A governor reported the 80th Anniversary celebrations had been a lovely community event. It was hoped similar events would be arranged in the future • The annual agenda plans had been reviewed by MRJ and AS, DS input was awaited. • Nominations for staff governor would be revisited in September. • Governors were requested to submit skills audit and updated website profiles for the next meeting. • The longer term budget review was ongoing. 	DS AS/JJ ALL
3	CHAIR'S VALEDICTORY REPORT Governors confirmed receipt of the letter from the local authority regarding the local authority's financial position re schools. IHF was standing down from governance at the end of this meeting. She had been a governor since 2012 and had enjoyed all the time spent at this marvellous school.	

PATCHAM JUNIOR SCHOOL
GOVERNING BODY

4	<p>FINANCE UPDATE</p> <p>4.1 Further details were provided in the headteacher report and AS summarised that since the budget 18/19 had been set, based on worst case scenario, at least 7 more pupils would be attending. The budget 19/20 still showed break even and 20/21 a deficit; however, was not a cause for concern at this stage. Some difficulties in encouraging new year 3 parents to sign up to pupil premium were expected and action was being taken to maximise take-up.</p> <p>4.2 Schools were still being encouraged to reduce published admission numbers in the light of lower reception intakes expected. The school would need to be aware and prepared with a strategy along with other local schools. It was still considered to be as a result of the cost of local housing.</p> <p>4.3 JJ reminded the pay committee would need to sit. RN offered assistance. It was agreed AS would do the reviews and invite 3 governors to carry out their duties as per the pay policy.</p> <p>4.4 Governors confirmed movement up the UPS scale would require a significant contribution to school improvement.</p> <p>4.5 A verbal report on capability procedures was given. Governors were satisfied underperformance being addressed and procedures followed where necessary. THS arrived 17.33</p>	AS RN
5	<p>HEADTEACHER REPORT</p> <p>5.1 The report had already been considered. The self-evaluation would be ready for the autumn term and the school improvement partner previously agreed it was at the upper end of Good.</p> <p>Governors agreed the ethos of the school had been very evident in its response to the absence of a member of staff.</p> <p>5.2 Key Stage 2 results Late papers showing assessment overview for the whole school and the summer term review for SEN and pupil premium had also been considered. These included the SATS results which had just been released. A summary is shown in the table below. AS informed special consideration had been applied for and granted, however, the school considered it had been rather generous at 3 scaled points per pupil for subjects other than writing. Governors would need to bear this in mind in future years.</p> <p>5.3 The results were clearly impressive; even without adjustment for special consideration there had been an improvement in writing, reading and GPS. Pupil Premium pupils had achieved way in excess of NA (all pupils) in reading and maths and were within one percent in writing. AS informed the school had been moderated and the team had been very impressed. Governors could have confidence in the assessment.</p>	

PATCHAM JUNIOR SCHOOL
GOVERNING BODY

5.4	% Pupils meeting ARE/ARE+		
Age Related Expectation (ARE), Greater Depth (ARE+)	School (National Average)	Pupil Premium	SEN
Reading	87 (75)/63*	100*/54*	64*
Writing	88 (78)/5	77/8	27
Maths	87 (76) /63*	92*/54*	64*
GPS (Grammar, Punctuation and Spelling)	89 (78)		
Combined RWM	85* 76 (64)		

*special consideration adjustment included

5.5 Years 3,4,5

Again, there was much to be celebrated, with many areas meeting or well exceeding ARE/ARE+.

Exceptions to making at least age related expectations were:

Year 5 Maths ARE at 73%, Reading ARE at 75% and Writing 62%.

Year 3 Maths ARE at 81%, Reading 79% and Writing 70%

Progress

Exceptions to making at least expected progress (VA – value added) were:

Year 5 –Maths (VA -0.28) and Writing (-0.19) – these were rated as just below expected progress (up to half a term).

Year 5 Maths (VA -2.4) and Writing (-1.4) SEN with PP were rated as greater than ½ term behind expected progress.

5.6 Writing at greater depth. Governors had further questions. It was the limiting factor in achieving a higher percentage of pupils attaining greater depth in reading, writing and maths combined.

From the 5% that achieved ARE+ in writing in SATS, what was the percentage that came up from Key Stage 1 as exceeding? 26% - yes, there is a difference and they are based on different system. Another school locally that was moderated did have a higher % at greater depth. A governor had experience in the area and could confirm it was difficult to achieve. A visit had been made to the school and the English lead would be undertaking training. Some inconsistencies through the school had been noted re attendance at some events. **What support was in place for those coming up from Patcham Infant School who were at ARE+ there?** It was noted there was not a creative writing club. In discussion it was agreed there was a need to increasing the numbers attaining ARE first and also to work with the Infant School. A brief explanation of what ARE+ looks like was given. The current year 6 had improved from 67% to 88% ARE. Governors celebrated this and noted the current year 5 were in a similar position to last year's.

Does the school engage with any gifted and talented programmes?

Nothing has been coming through and to enable more pupils to be targeted it is better to do it within the school.

Do we have links with the schools that have been moderated and have better data? Yes we will be liaising and considering any better practice.

We also want to be fair to the High School in our assessment of pupils.

PATCHAM JUNIOR SCHOOL
GOVERNING BODY

	<p>5.7 Governors congratulated the school in doing well in the moderation process and considered it was likely to be very high in comparison with other schools in the local authority. They sought reassurance pupils coming up from the Infant School with ARE+ in writing would continue to be stretched.</p> <p>Writing would be a focus for the school development plan which will be mostly all English/writing. It has had an impact on the marking policy to make sure it has an impact on the children's writing. Year 6 would also be a focus.</p> <p>5.8 Behaviour. AS informed that although bullying appeared considerably higher than last year, on investigation some had been incorrectly recorded. There had been some unkindness but it had not been sustained.</p> <p>5.9 Pupil premium attendance had been a target and 96% had been achieved, just slightly lower than the schools average and significantly higher than last years.</p> <p>Was that a child that has moved on? Yes but there are some pupil premium pupils whose attendance is still pretty poor, agency work continues and it is difficult to shift and time consuming.</p> <p>Has it helped attendance having the learning mentor? Not directly but it has released time for the deputy headteacher.</p> <p>5.10 The new school improvement partner (SPA) would be Kathryn Helmsley and a hand over would take place. She would also be the SPA for the Infant School.</p> <p>AS was thanked and the report was accepted.</p>	
6	<p>REPORTS FROM GOVERNORS</p> <p>6.1 The Safeguarding annual report (MRJ/MRD) had already been considered and was now accepted. A lot of training had been accomplished and a governor considered such frequent but shorter training was more effective. The deputy headteacher confirmed the audit from the local authority had been completed and the expectations for safeguarding had been increased. There were priorities for next year and an action plan has been drawn up. Much related to reminders of roles and for the extra questions the local authority had added on. Inset time had been allocated for staff re the new Keeping Children Safe in Education guidance.</p> <p>Do you still meet with key players from the High School and Infant School? Yes and we are ahead with changes to be implemented in September. It is a good group and provides some supervision for staff.</p> <p>6.2 MRD informed the safeguarding (including child protection) policy will be changed and follow the local authority proforma. A significant increase in the numbers of children on plans was expected.</p> <p>6.3 Online Safety. A governor had attended a course on this and a checklist had been completed and was now circulated. The school came out well and there were no recommendations. JJ would circulate electronically. The report was accepted.</p>	JJ

PATCHAM JUNIOR SCHOOL
GOVERNING BODY

<p>6.4 English. A governor had provided a comprehensive report which had already been considered along with the report from the external advisor, the school improvement partner. Some inconsistencies had been observed and governors agreed with the recommendation that the English lead had a lot of support the next year to enable all the changes needed to take place. The deputy headteacher confirmed a team was being created from all year groups and include support staff. A learning journey was being developed and a writing genre had already been created and proved immediately useful. A grammar coverage grid had also been drawn up to ensure success by the end of each year.</p> <p>It was suggested more parental involvement might be useful to ensure all parents knew what the expectations were as they did for maths. A governor offered assistance with data analysis.</p> <p>Both reports were accepted.</p> <p>6.5 Maths update. A governor had met with the maths lead to review progress on the school development plan, changes as a result of the new headteacher and observe a numeracy catch up session.</p> <ul style="list-style-type: none"> • It was clear how the session worked for the pupils. The support system would be remaining despite a reallocation of other duties and the support was still having a beneficial impact. • Those achieving at greater depth was still good and numbers had exceeded the target. The higher achievers had been taught by the deputy headteacher. Although AS would not be teaching maths next year there was confidence pupils would do just as well. • MRD and the maths lead were leading the maths group at the partnership. • The school was at least on track. <p>Is there a lack of consistency across year groups in maths and how do you know? No. The maths lead does the monitoring, unofficial drop ins and deeper marking. The one class that did vary was tackled. There was fairly good data consistency across the school.</p>	
<p>The report would be circulated.</p>	<p>JJ</p>
<p>6.6 The sports premium report following a visit to the school would be circulated.</p>	<p>DD JJ</p>
<p>6.7 Health and Safety policy effectiveness. DD and AS would liaise and report back.</p>	<p>DD AS</p>
<p>6.8 Home-school agreement (AS) This had been updated and reviewed. It would be circulated.</p>	<p>AS</p>
<p>6.9 Training and meetings attended</p> <ul style="list-style-type: none"> • Partnership Governor Group – A governor had attended and gave a brief review of the meeting that had focussed on Ofsted issues, sharing experience with the impact of initiatives, talking about alarms and security. • Governor Partnership Forum - A governor had attended and the focus had been on the disadvantaged group. A note of any good 	<p>MRJ</p>

PATCHAM JUNIOR SCHOOL
GOVERNING BODY

	<p>practice not already being done was being pursued.</p> <ul style="list-style-type: none"> • Online safety training – see 6.3 above 	
7	<p>MEMBERSHIP This would be reviewed in September.</p>	
8	<p>ELECTIONS CHAIR OF GOVERNORS Nominations had already been sought for the position of Chair of Governors for a term until first meeting 2019/20 academic year. MRJ had previously been nominated in line with the succession plan. No further nominations were received when invited and MRJ was now elected with thanks. MRJ was keen to recruit more governors and it was requested some blurb for posting on the Inspiring Governance site was provided. Use of social media was discussed and would be revisited. MRJ and JJ would arrange to meet.</p> <p>VICE CHAIR OF GOVERNORS It was agreed the remaining Vice Chairs (ASD and DS) would continue with their term.</p>	
9	<p>ANY OTHER URGENT BUSINESS, Thanks and Goodbyes 9.1 The dates of the meetings for 2018/19 academic year were approved. Meeting times would be 5.30. Autumn 18.9.18 6.11.18 3.12.18 Spring 22.1.19 26.2.19 28.3.19 Summer 30.4.19 6.6.19 15.7.19</p> <p>9.2 Goodbyes Debbie Willsher had not been expected to the meeting and was standing down. Her significant contribution was acknowledged. IHF was thanked for her contribution over the years and a small gift in appreciation from governors was passed on. There being no further business the meeting closed.</p>	

Signed dated

ACTION POINT SUMMARY

Item	Owner	Action	Due Date
2	DS	Review Annual Agenda plan	31.7.18
2	AS JJ	Staff governor recruitment	6.9.18
2	All	Submit updated website blurb to JJ.	31.7.18
4.3	AS RN	Prepare reports etc Co-ordinate governor involvement (see pay policy appendix for guidance)	
6.3	JJ	Circulate on-line safety form	31.7.18
6.5/6.6	JJ	Circulate maths and any other visit forms	31.7.18
6.6/6.7	DD AS	Forward sports premium report if not done already. Liaise with AS re H&S policy effectiveness review	30.9.18
6.8	AS	Circulate Home School Agreement	31.7.18
6.9	MRJ	Take forward actions from Governor Partnership Forum. Governor support may have powerpoint slides.	