

**PATCHAM JUNIOR SCHOOL
GOVERNING BODY MEETING
MINUTES**

Meeting Type	Full Governing Body
Date/Time:	18 th September 5.30 pm
Location:	Patcham Junior School
Distribution:	Full Governing Body, Website
Quorum:	For decisions to be binding at least 5 governors are required to be present. The meeting was quorate throughout.
Present:	Governors (voting) Isabelle Bagley (IB) Derrick Davis (DD) Andrew Joinson (AJ) Ruth Nilsson (RN) Marion Rajan (MRJ) Chair of Governors Mark Rodericks (MRD) Danny Simpson (DS) Alister Sutherland (AS) Headteacher Other (non-voting) Janet Johnson (JJ) Clerk
Apologies:	Tamsin Hinton Smith (THS) - accepted

MINUTES

	DISCUSSION AND DECISIONS	Actions
1	<p>INTRODUCTION</p> <p>1.1 MRJ opened the meeting and welcomed everyone to this, the first governor meeting of the school year. General introductions followed.</p> <p>1.2 Apologies were considered and Andrew Saunders absence noted.</p> <p>1.3 Governors had already passed to the clerk their annual declaration of interest, confirmation of continued eligibility to be a governor, confirmation they had read and would abide by: the September 2018 Keeping Children Safe in Education document; the data protection policy and governor code of conduct. JJ would follow up any missing items and the review of interests would take place later in the term.</p> <p>1.4 No new declarations were made when invited (DS reminded all his spouse worked as a teaching assistant at the school) and all appointed governors could take full part and vote throughout.</p>	
2	<p>LAST MEETING</p> <p>2.1 It was agreed the minutes from the last meeting represented an accurate record and were signed by MRJ accordingly.</p> <p>2.2 Matters arising not included elsewhere:</p> <ul style="list-style-type: none"> • A further call was made for up-dates to governor blurb on the website to be forwarded to JJ. • The on-line safety form was to be circulated as was the home/school agreement. No further actions were needed. <p>2.3 Election of Vice Chairs</p> <ul style="list-style-type: none"> ❖ ASD and DS were nominated and elected to the role of joint vice chair until the first meeting of the next academic year. 	<p>JJ AS</p> <p>MRJ ASD DS</p>

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3	<p>CHAIR's REPORT</p> <p>The report had already been circulated and was now accepted. Meetings had taken place with key members of the governing body and staff. She had attended part of the Inset day, which included a GDPR session for all staff and the delivery of some updating safeguarding information.</p> <p>3.1 Co-option of Governor. AJ withdrew for this item. Governors had already received and considered the application and skills form from AJ, who had also met with MRJ. In discussion it was considered AJ would be able to bring experience to strengthen the GB.</p> <p style="padding-left: 40px;">❖ AJ was co-opted to the governing body with immediate effect.</p> <p>JJ would arrange for the completion of formalities and provide induction papers. Interests had already been considered. It was agreed Annabel Carrington, a prospective governor should be invited to the next meeting.</p> <p>3.2 The review of governance report, with input from governors had been received.</p> <ul style="list-style-type: none"> • Feedback from governors was appreciated and helpful. • There was clear agreement to continue with the same structure. • It was agreed recruitment should continue to strengthen financial expertise and that improved explanation of some finance agenda items would be beneficial. • To retain focus chairing would be more explicit re actions and recommendations. • There was room to improve understanding of governance and clarity of the governors' monitoring role. <p>The report was accepted. Further comments were invited by email.</p> <p>3.3 Governor review. The chair proposed to meet individually with non-staff governors for annual conversations and the questions to be asked had been provided. This improvement strategy was agreed. DS ASD THS IB were next - times to be arranged.</p> <p>3.4 Governor links 2018/19 A document listing the links had been provided and was agreed. The PSHE staff link was to be J Green and N Glaskin. MRJ would update the list and circulate</p> <p style="padding-left: 40px;">❖ The Pay committee membership, with terms of reference set out in the agreed pay policy, would comprise RN, DS and MRJ.</p> <p>AS would co-ordinate meeting date and JJ would forward or signpost reference materials.</p> <p style="padding-left: 40px;">❖ The headteacher performance management group would be RN DS and MRJ. They would be assisted by the school partnership advisor.</p> <p style="padding-left: 40px;">❖ Panels members for any hearings would continue to be drawn ad hoc from the membership of the governing body</p> <p>Links to the school development plan would be considered at a later date.</p>	<p>JJ</p> <p>MRJ</p> <p>MRJ</p> <p>AS RN DS MRJ JJ</p>
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	<p>Who is the PSHE staff link? J Green and N Glaskin.</p> <p>JJ suggested governors reviewed their methods of obtaining feedback from stakeholders. This would be considered another time but it was noted feedback had recently been sought from parents following the distribution of annual reports and that a survey was planned to seek views regarding 'keeping children safe in schools'.</p> <p>3.5 Subject leader role. A document had been circulated, the first page of which was for discussion. It included a list of suggested general duties, monitoring and communication. In discussion, the 'job description' would be reviewed to ensure it was strategic and it was agreed subject links should visit once a term and visit forms completed. Subject links would liaise with their staff links. It was also thought it would be helpful for staff to understand the governor monitoring role so MRJ would attend a staff meeting. JJ would provide or signpost further reference materials.</p> <p>The format of the latest version of the governor visit form was agreed and all were reminded care needed in its completion regarding confidential items. The visit log would continue to be maintained by JJ</p> <p>3.6 Annual agenda plan. This had been drawn up with input from AS, DS, JJ the school business manager, previous and new chair. It had been circulated and comments were now requested.</p> <p>There was a request for staff presentations and they would be considered if linked to an agenda item. Information from staff was suggested and agreed to be directed via AS.</p> <p>Progress review meeting dates would be shared and RN offered to attend.</p> <p>Further comments were invited by email.</p> <p>Governors were reminded they had access to 'the School Bus' website which contained useful information for governors on a wide variety of issues. The school business manager would be asked to resend log in details. JJ would liaise IB re office 365.</p>	<p>RN</p> <p>MRJ JJ</p> <p>RN</p> <p>JJ JJ</p>
4	<p>OUTCOMES 17/18 and PRIORITIES 18/19</p> <p>Governors had already received and considered the local authority produced 'at a glance' data sheet, the assessment overview from July 18 and the draft school development plan. The local authority performance pack had just been issued and would be circulated.</p> <p>4.1 The 'at a glance' document confirmed the information previously provided by the school and recorded at the last meeting – it had had very strong results in all areas, with the exception of writing at greater depth, which would be a focus for the forthcoming year.</p> <p>Governors were very pleased to note the disadvantaged group had made exceptional progress, better than non-disadvantaged in reading and writing. The gap was closing. 100% of the disadvantaged group made expected progress in reading and GPS and only 1% below the national non disadvantaged in writing.</p> <p>In discussion it was recalled that at moderations it had been said that the</p>	<p>AS</p>

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numbers of pupils nationally achieving greater depth in writing would be 1 or 2%, contrasting with the actual national figure of 20%. A governor confirmed that in year 7 numbers were very low, more the 1-2%.

A number of actions that were already underway to review and bring back beneficial practice of schools that had higher numbers achieving greater depth in writing were related. Governors were also interested to learn there had been a shift as now not all submitted pieces needed to be at greater depth for both grammar and creativity.

4.2 How do PJS results compare with other schools that were moderated?

Ours were still one of the lowest re greater depth, although they had been moderated by different teams.

Does anyone check expected results against actual? Moderated schools are generally lower. The local authority chooses a random selection over the four years so they would be the only ones to have the teacher assessment as well as the post moderated data. The local authority had supported the judgements made by the school.

Who is overseeing the accelerated reader programme? Lottie.

A governor thought there may be scope in enriching the text.

Exclusions seem to have increased? That was before AS arrived and the child had left the school. Exclusions were not as high in 2018.

4.3 The assessment overview provided at the previous governor meeting had received further attention. A comparison had been made with the previous year 6 and it appeared they were broadly similar. The testing regime, (Test Base) had been reviewed to check if it was too harsh and also if in writing there was a lack of confidence in assessment for year 5. The curriculum in years 5 and 6 were being reviewed. Both were fairly similar but year 5 was more of a jump from the previous year. In the writing we made about 22% points progress in year 6. The standard of the new year 6 has been confirmed as very good by their new teachers.

How did you achieve that? Targeting students. They are monitored during the year – governors had seen the tracking documents in use. Targets were set and reviewed, usually ½ termly. Both the teachers and assistants knew the data and it was part of their performance management.

Governors supported the use of realistic data to aid the community of schools in Patcham.

Is there a medium to share the information gained re the focus on writing with the Infant School? Yes. Both headteachers were very keen for 'greater depth' to be a focus. A governor added that some of the information obtained from the other schools can be shared with the Infant School.

4.4 Budget

The outturn projection as at the end of August 2018 had already been considered and the report was now signed to confirm receipt. Budget notes and the cost centre printout had also been received. The outturn projection was now calculated to be a surplus of £11k; however, a zero budget was more likely. There was a budget heading contingency of £89k from last year's carry forward. The current surplus was due to an additional 5 pupils. It was also

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	<p>recalled the budget had been drawn up on worst case scenario.</p> <p>Governors were aware further pressures on the budget would come from teacher pay rises and, in future years, from a possible drop in roll as this year's reception intake was low in the NE of Brighton.</p> <p>Has the 2% pay rise been included on the outturn provided? It was not clear and would be checked.</p> <p>Are we getting any funds to cover rises? This was not yet clear. The government have rejected the independent recommendation for an across the board lift of 3.5% and we are waiting to hear the outcome of negotiations with the local authority.</p> <p>The agenda items on: Sports Premium; governor monitoring safeguarding and SEN reports; GDPR progress review and governor code of conduct were deferred to the next meeting.</p>	JJ
5	<p>HEADTEACHER REPORT</p> <p>The headlines had already been considered by governors and the draft school improvement plan had recently been provided. The school was fully staffed and the scheduled works over the summer, completed.</p> <p>School development plan A brief meeting had taken place with Catherine Hemsley, the new school partnership advisor, who would also be acting for the Infant School. She would assist with an evaluation of the school and the focus on the development plan would be writing.</p> <p>Were most of the strategic goals from last year included? Yes.</p> <p>Governors noted the need to update their section and that it was likely the final plan would include fewer goals. They recommended clear success criteria, clarity on the main focus and for the document to be updated at least termly. The plan would be updated, including re names and links and circulated. Governor involvement in the school self-evaluation as well as the development plan would be reviewed and progress against the plan would form part of the January governor meeting.</p>	AS MRJ
6	<p>ANY OTHER BUSINESS</p> <p>It was agreed AS would recommend fees for after school clubs and review with DS. JJ would send the scheme of delegation to AS to co-ordinate review.</p> <p>There being no further business, governors were thanked for their time and the meeting closed 19.35</p>	

.....noted in minutes..... signed6.11.18.....
Dated

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ACTION POINT SUMMARY

Item	Owner	Action	Due Date
	All	Submit updated website blurb to JJ.	
18.9.18			
2.3	MRJ	Agree roles with VCs	
3.3	MRJ	Conduct annual reviews with governors	ongoing
3.4	AS RN DS MRJ	Re-appraise and enact requirements of pay policy pay committee. AS arrange meeting date.	
3.4	MRJ	Update governor links and circulate	
3.5	RN	Further develop subject link governor/staff guidance/JD – liaise MRJ/AS /other subject links as appropriate	
3.6	RN	Liaise MRJ/AS and agree governor involvement at review meetings. Agree dates. See also item 5 below.	
4	AS	Circulate LA performance pack	
4.4	JJ	Take forward items to next meeting	Nov 18
5	AS MRJ	Liaise re governor section in SDP, governor involvement in SDP and school self-evaluation. See also item 3.6 above.	