

**PATCHAM INFANT SCHOOL  
GOVERNING BODY MEETING**

MINUTES

<b>Meeting Type:</b>	<b>Full Governing Body</b>
<b>Date/Time:</b>	12 <sup>th</sup> September 2018 4.30 pm (4.00 for annual declarations)
<b>Location:</b>	Patcham Infant School
<b>Distribution:</b>	Full Governing Body, website following approval at next meeting
<b>Quorum:</b>	For decisions to be binding at least 6 governors are required to be present. The meeting was quorate throughout
<b>Apologies:</b>	Helen Hawkins - accepted Graham Kane - accepted
<b>Present:</b>	Governors (voting) Irene Evans (IE) Andy Flowerday (AF) Ron Guilford (RG) Chair of Governors Michelle Lankstead (ML) Margaret Maslin (MM) Thomas Rhodes (TR) Chris Taylor (CT) Nina Taylor (NT) Claire Wickham (CW)  Other (Non-voting) Janet Johnson (JJ) Clerk to Governors

MINUTES

	<b>DISCUSSION AND DECISION</b>	<b>ACTION</b>
1	<b>Welcome and Apologies</b> JJ opened the meeting and welcomed everyone to the first meeting of the governing body this academic year. No new declarations of interest were made when invited. All governors could take full part throughout.	
2	<b>Election of Chair of Governors</b> No nominations had been received for Chair of Governors and nominations were now sought for this post, which was for a term of one year. RG was nominated, agreed to stand and was voted to the position of Chair of Governors. He took the chair for the remainder of the meeting.	
3	<b>HT REPORT</b> CT gave a verbal report, the hard copy of which would be circulated.  3.1 Staffing – the school was fully staffed. Governors were pleased to learn 3 PGCE students would be attending for their 1 <sup>st</sup> and 3 <sup>rd</sup> placements.  3.2 Numbers on roll. Years 1 and 2 were practically full; however, in common with many schools in the NE of Brighton this year there were spaces in Reception, currently 16 spaces. The Nursery had 10 children for 30 hours, the rest had 15 and there were 5 spaces for 15 hours. It is likely to be full after Christmas.	

**PATCHAM INFANT SCHOOL  
GOVERNING BODY MEETING  
MINUTES**

**Have you put it on the website?** No, it is difficult to pitch it right.  
**How could a school gain from reducing published admission numbers?**  
If it is full it makes no difference. You have to provide staff to service the published admission number. We have been able to tackle it in Reception ensuring every class has a teacher and teaching assistant in the mornings but in the afternoon there are 2 support staff.  
**Can you take pupil to the nursery after the half-term they turn three?**  
That would be checked.  
A governor suggested parents may be willing to pay if the school did not get funding.

3.3 Attendance was very good at 96.4% for the last year.

3.4 The new school partnership advisor, Kathryn Hemsley would be attending for a contextual meeting and categorisation visit this term.

3.5 Inset day training had included safeguarding and focus on the school's vision.

### 3.6 Priorities

These were likely to be where there had been lower outcomes than the national picture, along with a focus on improving numbers achieving 'greater depth'. Work had started on this by liaising with the assessment team at the local authority re writing. Today the school had scrutinised another school's assessment and it appeared Patcham Infant School's assessment had been rather cautious. Outdoor work and language with the assistance of Brighton university was another focus.

**Are there guidelines for the benchmarking?** Yes, there are exemplification materials but they are tough. We followed it by book but the school today did not seem to have looked at the same materials. Locally I will be looking, with the senior leadership team on what other schools are doing to get the children to 'greater depth'.

**Will you be focussing on those already at literacy and maths 'greater depth'?** We will focus on everyone to move the average up and look at improving numbers exceeding in the early years.

**What about pupil premium?** Yes, the focus will continue, using the funds provided. We need to be sure; however, that we need to make changes before we alter our approach.

**Are you likely to attract the attention of Ofsted?** Our data has been spikey.

A governor noted the school did well last year. The local authority data would be scrutinised at the next performance based meeting.

### 3.7 South Coast Teaching Alliance (SCTA)

The SCTA had now been sent all the data to commence a full review of the school next week, which would include interviewing staff and pupils, writing a report and presenting it to the school. Later on the improvement champions will come in to present followed the next week by a workshop to help draw up an improvement plan.

Governor involvement in the process was discussed. CT confirmed it

**PATCHAM INFANT SCHOOL  
GOVERNING BODY MEETING  
MINUTES**

	<p>would be valuable, and suggested attendance at the feedback session. TR arrived 17.02. His declarations were received and examined.</p> <p>3.8 City Partnership. CT had now moved from Chair of Finance to Chair of the Partnership for the coming year. The school would be leading on supporting students and a member of staff at the school would be receiving training from this and other schools. The students were all from Brighton University.</p> <p>3.9 Premises The major internal work had now been practically completed and this was confirmed by a governor. The new screens were in place and governors recalled these were being rented for 3 years and that all the existing software linked. DFC funds had been used. All the asbestos had now been removed and the snagging list from the summer works was in hand. The Forest school canopy had now been erected, paid for from fundraising.</p> <p><b>Are there restrictions re marketing the school?</b> No. We are doing an open day this term and in January and continue to use the Patcham Post.</p> <p>3.10 Budget Pay and appraisal. The position for 2018/19 remained unclear. JJ had already circulated the local authority update.</p> <p><b>What is the position re the school improvement plan?</b> It was just being finished off and would be circulated with the action planning and the evaluated previous form.</p> <p>CT was thanked for his report.</p>	CT
4	<p><b>Election of Vice Chair(s)</b> It was agreed NT and IE would continue as joint vice chairs for a further term of one year.</p>	
5	<p><b>GOVERNING BODY SELF REVIEW</b></p> <p>5.1 Governors considered the document previously entered into to assist other governing bodies at hearings. A governor informed the agreement had changed only regarding the schools taking part. <b>Have any panels been set up?</b> It has been used at other schools. ❖ It was agreed to continue with the arrangement for a further year.</p> <p>JJ cautioned that she should be referred to for advice should assistance with forming a panel be required at the Infant school as additional procedures may be required.</p> <p>5.2 Governors had already considered the document outlining the organization of the governing body and the Instrument of government.</p> <p>In discussion and linking to priority areas of focus, governor links were updated as follows: Data, SEND pupil premium – now ML – a hand over meeting would be arranged</p>	ML CT #

**PATCHAM INFANT SCHOOL  
GOVERNING BODY MEETING  
MINUTES**

	<p>Achievement and data analysis – now GK. Greater depth focus – IE Outdoor focus - RG School council and vision/ethos - MM Safeguarding – AF Health &amp; Safety, accessibility and business continuity plan – TR Data Protection/GDPR – NT/GK EYFS, parent feedback and SPWMC – CW Headteacher performance management – NT IE RG</p> <p>A parent governor had stepped down and RG would send a letter thanking her for her contribution over the years.</p> <p>5.3 The skills audit summary was noted and it was agreed there was someone with experience in the governing body across the requirements. Succession planning was briefly discussed and would be an item for a later meeting. Recruitment for a new parent governor would take place as soon as possible. No interim arrangements were required.</p> <p>It was agreed no changes to the constitution were required.</p> <p>5.4 Annual schedule. A draft annual schedule of agenda items had already been circulated and considered. In discussion governors considered that emergencies aside they would adhere quite strictly to the different themes of each meeting and governors should therefore conduct their work and present reports to coincide with the schedule. Separate matters arising sections relating to finance and performance were requested. In discussion entries relating to strategic direction, review of progress on the vision and stakeholder views were needed and these would be teased out and reviewed, probably in the summer term.</p> <p>It was confirmed reports from the school partnership advisor were to be circulated to all governors.</p> <p>All governors were to review the schedule and put forward suggestions for amendments.</p> <p>The item closed with a reminder of the importance of strategy and for governors to book on to relevant training courses.</p>	<p>GK #</p> <p>#</p> <p>RG</p> <p>JJ RG JJ CT</p> <p># All RG</p> <p><b>ALL</b></p>
6	<p><b>ANNUAL DECLARATIONS</b> Prior to the start of the meeting governors had handed their declarations of interest and continued eligibility to stand as governor to JJ. These would receive a full review at a later date. They had also updated their contact details.</p> <p>The code of conduct 2018 was approved and all present signed confirmation of receipt and to abide by it. It was noted that the duty of confidentiality remained even after when governors had stood down. Governors also signed to confirm they would comply with the data protection policy and Keeping Children Safe in Education Part 1.</p> <p>JJ would follow up declarations with absent governors. It was</p>	

**PATCHAM INFANT SCHOOL  
GOVERNING BODY MEETING  
MINUTES**

	confirmed teachers and staff members had also received and read the KCSIE part 1 and a governor confirmed all new staff read it as part of their induction.	
	Is the log off screen time shorter in some places than others? Yes	
7	<b>MINUTES FROM LAST MEETING AND MATTERS ARISING</b> The minutes were agreed to be an accurate record and signed by the chair accordingly.	
8	<b>GOVERNOR REPORTS (visits/training)</b> The list of training on offer for the next two terms had been received. A governor would attend the Charing modules. A governor would be absent from the next meeting due to attendance at a safeguarding training session.	
9	<b>GOVERNOR VISITS THIS TERM</b> Governors would give these further consideration but would include a visits re outdoor education, health and safety and safeguarding. Future meeting dates were: 5 <sup>th</sup> December – FRO 13 <sup>th</sup> February – FRO    20 <sup>th</sup> March – ELA 24 <sup>th</sup> April – FRO        10 <sup>th</sup> July – ELA	
10	<b>ANY OTHER BUSINESS</b> There being no further business, the meeting closed 18.31	

**ACTION PLAN SUMMARY**

Meeting raised	RG to oversee	ADMIN MEETING ACTIONS	Due by
12.9.18 3.10	CT	Circulate school improvement plan/ operational plan	
5.2	ML CT	Meet re Handover	
5.2	GK	Liaise IE / JJ re handover and information to support	
5.2	RG	Letter of thanks HE	
5.3	CT JJ	Recruit new parent governor	
5.3	RG JJ	Succession planning for agenda	
5.4	ALL	Review annual schedule, put forward amendments and get organised. Include papers required	
Meeting date/item	NT to oversee	FRO MEETING ACTIONS	Due by
17.4.18 7.1	TR (NT)	Update re H&S Policy with Policy for approval, liaise CT	4.9.18
8	ALL	Continue work on annual agenda, including papers required	Draft 26.6.18 Final Sept
4.7.18 13.2	CT NT ML (NT)	Ensure Fundraising Charity GDPR compliant-update	12 9.18
Meeting date/item	IE to oversee	ELA MEETING ACTIONS	Due by
		None outstanding	

*Signature noted in minutes 14.11.18*