

**PATCHAM JUNIOR SCHOOL
GOVERNING BODY MEETING
MINUTES**

Meeting Type	Full Governing Body
Date/Time:	6 th November 2018 5.30
Location:	Patcham Junior School
Distribution:	Full Governing Body, Website, Sue Blackman, Anabel Carrington
Quorum:	For decisions to be binding at least 5 governors are required. The meeting was quorate throughout.
Apologies:	Isabelle Bagley (IB) – accepted Tamsin Hinton-Smith (THS) - accepted Ruth Nilsson (RN) - accepted
Present:	Governors (voting) Derrick Davis (DD) Andrew Joinson (AJ) Marion Rajan (MRJ) Chair of Governors Mark Rodericks (MRD) Andrew Saunders (ASD) Danny Simpson (DS) Nigel Stock (NS) Alister Sutherland (AS) Headteacher Other (non-voting) Sue Blackman (SB) School Business Manager (for item 5) Anabel Carrington (AC) local authority governor applicant. In attendance. Janet Johnson (JJ) Clerk to governors

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	DISCUSSION and DECISION	ACTION
1	<p>INTRODUCTION</p> <p>MRJ opened the meeting and general introductions followed.</p> <ul style="list-style-type: none"> • NS had that day been elected to the position of staff governor. • Apologies were considered. • DS declared his wife was a teaching assistant at the school. No other declarations were made when invited and upon consideration of interests it was decided that all governors could take full part throughout the meeting. 	JJ
2	<p>LAST MEETING</p> <p>2.1 The minutes were agreed to be an accurate record of the meeting on 18.9.18 and signed accordingly.</p> <p>2.2 Governors were requested to provide JJ with information for their individual section of the website. All other actions had either been completed or were to be discussed as part of a later agenda item.</p> <p>Deferred items from last meeting:</p> <p>2.3 Sports premium. Governors had already considered the governor report on the use and efficiency of the sports premium and the school's</p>	ALL

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	<p>comprehensive report was on the website. They noted the improvement in school reporting. Last year's spending breakdown included around 50% for teaching, 20% on equipment, 5% travel, some for subscriptions and also for subsidies for the disadvantaged group. Governors pressed for and received assurance from the school that current spending plans were on track and there would not be underspending the following year.</p> <p>Are there any concerns? No. Pupil participation has increased. A governor could confirm they had seen this from the breakdown of attendance in clubs and that disadvantaged pupils were very well catered for. The urban gym had been very successful. AS confirmed the greater take up in clubs, for example, netball club had trebled. Other governors could confirm they had noticed pleasing numbers of pupils engaging in sports.</p> <p>Are you considering doing the daily mile? This was discussed. The likely benefits in behaviour were acknowledged but governors realised there were also practical difficulties and other ways of achieving the benefits. The way forward would be considered further by the school as would the suggestion that teachers could have their own development plan.</p> <p>Does the new house system help? The system was explained briefly. Having just been introduced teachers were still developing ways of incorporating it into school life.</p> <p>Governors acknowledged the comprehensive report produced by the sports lead at the school. AS thanked governors for their useful input and support over the year. DD would in time, hand over the governor link to AJ.</p> <p>2.4 Safeguarding and SEN reports. Governor reports following visits were accepted. MRD added the arrangement of meeting regularly with the Infant and High School to discuss current issues and evaluate actions was particularly useful and governors were pleased the safeguarding lead was able to have some support this way.</p> <p>2.5 GDPR. AS informed the school was still working their way through privacy notices and he was undertaking some monitoring re day to day data security.</p> <p>When will things be in place? It is still ongoing. We are awaiting an audit by the data protection officer. JJ reminded the policy needed reviewing and was requested to send a model template.</p> <p>Do you have memory sticks in school? No. They are not to be used on our systems.</p> <p>What about other portable devices. Are they closed down not to accept this media? I am not sure how easy it is to do this.</p> <p>Governors requested updating reports at each meeting.</p> <p>2.6 Governor Code of Conduct The updated draft code had already been considered by governors. Following a discussion as to the nature of any delegated agents the code was adopted subject to the amendment of the heading Role... to Roles.</p> <p>2.7 After school club fees. These were agreed in principle and it was confirmed external suppliers facing any increase would be given one term's notice. Governors requested a document to be circulated with a list of charges.</p>	<p>JJ</p> <p>MRJ</p> <p>JJ</p> <p>AS</p>
3	CHAIR's REPORT	

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	<p>The report had already been considered and was now accepted. MRJ had also met with the Friends of PJS and governors were full of praise for their achievements.</p> <p>3.1 Governors agreed there should continue to be provision for 3 parent governors and recruitment for the vacancy should proceed.</p> <p>3.2 The role of the lead governor. The document had been considered and it was agreed subject to the amendment that governors would visit an appropriate number of times for the role.</p> <p>3.3 Governor links. Governors continued to support a good breadth of curriculum and opportunities for children. They were aware the new Ofsted framework would be having more emphasis on the whole child. An RE link was discussed following a request for a link Governor from the SENCO in the school, and this would be allocated shortly. The newly allocated links were agreed. AS confirmed they had been discussed with staff and a governor had been present at a staff meeting.</p> <p>3.4 Local authority governor application. AC withdrew for this item. The application had already been received and circulated and AC had met with MRJ. Governors agreed AC would bring a useful skill set and additional voice to the governing body.</p> <ul style="list-style-type: none"> ❖ It was agreed AC would be the LA governor subject to any remaining formalities. <p>JJ would take the matter forward and ASD would mentor AC.</p>	<p>JJ AS</p> <p>JJ</p>
<p>4</p>	<p>Quality of Teaching, Learning & Assessment</p> <p>4.1 Pay Policy report and performance management schedule. AS gave a verbal report. The performance management cycle was complete but for MRD and a small number of staff, mostly part-time for whom fixing a date was difficult. It would be finished in two weeks.</p> <p>How many members of staff do you have on the upper pay spine (UPS)? This was given for each year group.</p> <p>How much of their contribution is incorporated into the school development plan? AS informed that was done as a matter of course with some but less so if the member of staff was part-time. He was aware of this and would review adapting it.</p> <p>It was suggested the UPS teachers had a specific objectives and an audit of some of the objectives might be useful. A governor had the view the extra duties were covered but possibly not always overtly. It was confirmed the job-shares did match up.</p> <p>Is anyone likely to appeal re lack of pay rise? No.</p> <p>4.2 The headteacher performance management group reported they had planned their cycle of meetings, including with the external advisor, and now made their pay recommendation. Non-staff members considered and agreed the recommendation.</p> <p>4.3 School development plan (SDP)</p> <p>The areas of focus remained unchanged and actions were progressing. Examples were given of progress in actions relating to improve the numbers of children working at greater depth in writing. MRD had been to other schools and would be meeting with Natasha Marris from the Education</p>	

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	<p>Standards team in the local authority to compare existing practice and take on anything beneficial. One of the aims was to ensure all teachers but especially year 6, were very confident in their assessments. There were still difficulties in reconciling local authority assessments with those by the Junior School, the latter appearing to have a higher threshold to working at greater depth. NS confirmed the Infant School were sending up the same numbers of those working at greater depth as the Junior School and were experiencing similar problems. A benchmarking portfolio was being pursued with the local authority.</p> <p>Governors pondered as to the availability of any comparison data regarding the percentage working at greater depth for schools moderated. There were some data from freedom of information requests and in almost every instance; the results for schools were higher in years they had not been moderated.</p> <p>There were no further questions.</p> <ul style="list-style-type: none"> ❖ The school development plan was approved <p>4.4 Staff absence, exit trends, continued professional development (CPD) and equality data.</p> <p>AS informed sickness was monitored and regular contact was made if anyone was ill and occupational health input was sought where appropriate. Governors could confirm this.</p> <p>Exit trends – two members of staff had left to go to work abroad.</p> <p>CPD was important and included in the budget and in appraisals. Training events were open to all and leadership staff in particular were active in nominating others for courses.</p> <p>Do you have insurance if there is long-term sickness absence? Yes. Do you do it through the local authority or on a separate policy? Probably the local authority but the premium will go up next year [Of JJ] What equality data do you suggest? You might like to consider for the equality groups, who is receiving pay rises, promotion and taking up CPD.</p> <p>No comment was made on the quality of teaching and learning at this stage; however, it was agreed ASD would meet with MRD and undertake an audit re appraisals and consider data.</p> <p>4.5 Appraisal, Capability, Whistleblowing, Disciplinary and Grievance policy report.</p> <p>AS gave a verbal report. There was a nil return on whistleblowing and grievance policies. Capability was used where appropriate. Disciplinary was not discussed. JJ would forward latest local authority model appraisal policy to AS.</p>	<p>MRD ASD</p> <p>JJ</p>
5	<p>FINANCE</p> <p>19.09 SB arrives.</p> <p>5.1 Scheme of Delegation.</p> <p>The proposed scheme of delegation and its changes from the previous year had already been considered by governors.</p> <ul style="list-style-type: none"> ❖ Subject to removal of the words 'where possible' at item C20, the scheme of delegation 2018 was approved as presented. The document was signed by MRJ. <p>There was discussion regarding the checking procedure for orders at C20.</p>	<p>#</p>

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<p>SB confirmed that although independent checking of deliveries received for credit card orders is done where possible, there have been occasions when this has not happened due to workload and staff availability in the Office. However, although the Finance Assistant raises the credit card order, and may also have occasionally checked off the delivery, the School Business Manager authorises the order and payment of the invoice. This is, therefore, segregation of duties.</p> <p>5.2 Asset management/maintenance plan. This item was deferred to the next meeting.</p> <p>5.3 School fund. Governors had already received the independent certificate from the accountant reviewing the school fund, the reconciliation and the accounts. All was in order and it was accepted.</p> <p>Suggestions were made that it would be useful to have an easier method of showing related income and expenditure and that entries could be directed through a budget account. SB informed there was a separate spreadsheet for, example, the uniform income and expenditure and that after the Hallowe'en event the fundraising association entries would be going through their own bank account which would reduce entries through the school fund account. Having the school fund account was useful. What was the £3649 deficit? SB confirmed there had been more expenditure than income last year.</p> <p>5.4 Current outturn The outturn report, notes on anomalies and the chart of accounts review by cost centre and ledger had already been received and considered. These were signed by MRJ. The outturn projection for the year end was currently £15873, not including the contingency. This budget outturn has been done on a worst case scenario, but the next one would be done on the most likely end of year position.</p> <p>The position had improved as £6k had been received from the government towards covering the increase in teacher's pay.</p> <p>A governor enquired whether the school had heard about how much the increase from 16.48% to 23% re teachers' pensions would likely to cost. It was possibly around £50k per annum. It was not yet known how much the one off 'little extras' for capital/equipment expenditure recently announced from central government, would be, but this would need to be spent within 2 years, and would probably be arriving in March '19.</p> <p>Why have the lettings reduced? One has ceased and another has fewer children. A new club has just been arranged and this has not been included. The numbers attending the breakfast club had increased. Is breakfast club consistently oversubscribed? No but sometimes they do not pre-book.</p> <p>Have you turned anyone away? Not yet – we have staff in school. In discussion it was agreed in principle that following a check on the additional administration costs a system be introduced to charge a higher</p>	<p>AS DS</p>
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	<p>payment to those that do not prebook and prepay online. They did not want to put off disadvantaged children, or families where there might be a sudden change in shift etc.</p> <p>The budget was on track and the reports were accepted.</p> <p>5.5 Consistent Financial Reporting report. The final report for 2017/18 had already been received and SB confirmed the figures matched the LA figures. The report was accepted.</p> <p>5.6 Local financial procedures. The draft up-dated procedures had already been circulated. A governor had been in discussion with the school.</p> <p style="color: blue;">❖ The local financial procedures were approved.</p> <p>Thanks were passed to SB.</p> <p>5.7 School Financial Value Standard (SFVS). It was agreed the school would draft the completion of their sections in the first instance then DS would co-ordinate the finalisation, with the assistance of other governors (see item 5.10).</p> <p>5.8 Benchmarking. SB would look at benchmarking as part of the school business manager's partnership meeting and DS would inform SB of the area to be reviewed. It was noted the figures released last year had been rather late.</p> <p>5.9 Governor and staff interests. DS and MRJ were handed the pack of governor interest declarations by JJ. A summary had already been provided including recommendations re management (no change) and considered. SB informed the process was nearing completion re staff and confirmed that there was nothing of note re members of staff involved in the contracting process.</p> <p>SB leaves 19.37</p> <p>5.10 On-line finance group (OFG) To improve the rigour of scrutiny it was suggested a forum be set up to review finance matters and make recommendations. DS, DD, AJ, and ASD agreed to be core members.</p> <p>This system was agreed and SFVS would be reviewed by the group.</p>	<p>DS OFG</p> <p>DS</p> <p>DS</p> <p>JJ</p>
6	<p>POLICIES and Other Documents for Approval</p> <p>6.1 The pay policy had not yet been finalised re wording and it would be brought to the next meeting.</p> <p>6.2 Safeguarding policy. (Child protection policy and statement of allegation of abuse against staff). This had already been circulated and the safeguarding governor confirmed it included amendments reflecting current expected practice.</p> <p style="color: blue;">❖ The Safeguarding/Child protection policy was approved.</p> <p>6.3 Appraisal. See 4.5</p> <p>6.4 Disciplinary. Consideration of the amendments to the guidance was deferred to the next meeting.</p>	<p>AS</p> <p>MRJ</p>

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	6.5 Whistleblowing policy. This had not been used. The policy was requested to be sent to DS. 6.6 The Code of Conduct for staff had recently been up-dated and circulated. It would be considered at the next meeting.	JJ DS
7	ANY OTHER URGENT BUSINESS Item from IB, deferred to the next meeting. The meeting closed 19.41	

.....Signature noted in the minutes 10.12.18

ACTION SUMMARY

Item	Owner	Action	Due Date
1	JJ	Complete 'joining' actions	20.11.18
2.2	ALL	Review the governors section on website and forward to JJ any new photos or blurb	End Nov
2.5	JJ	Send GDPR model policy template to AS	13.11.18
2.5	MRJ/AS JJ	Note re future agenda/ reports needed – GDPR update	10.12.18
2.6	JJ	Update document and post on website	20.11.18
2.7	AS	Provide governors with list of charges	20.11.18
3.1	JJ AS	Undertake parent governor recruitment	End Nov
3.4	JJ	Inform the LA and complete joining actions when confirmation received. ASD mentor.	
4.4	ASD MRD	Undertake appraisal audit and consider data, report back	?
4.5	JJ	Forward model appraisal policy to AS	13.11.18
5.1	JJ/SB	Amend Scheme of Delegation. Send signed page.	20.11.18
5.2	AS DS/ OFG	Discuss information required	
5.7	DS /OFG	Review SFVS	
5.8	DS	Inform SB area to be benchmarked.	20.11.18
5.9	DS	Review governor interest documents. Consider staff interests (latter – may receive recommendation from SFVS group)	26.11.18
5.10	JJ DS	Liaise re any communication requirements for setting up	
6.1	AS	Complete pay policy – to JJ for circulation with agenda papers for next meeting	26.11.18
6.4&6	MRJ	Disciplinary guidance and Code of Conduct for staff	10.12.18