

**PATCHAM JUNIOR SCHOOL
GOVERNING BODY MEETING
MINUTES**

Meeting of:	Full Governing Body
Date/Time:	10 th December 2018 5.30 pm
Location:	Patcham Junior School
Distribution:	Full Governing Body, Website
Quorum:	For decisions to be binding at least 6 governors were required. The meeting was quorate throughout.
Present:	<p>Governors (voting) Isabelle Bagley Anabel Carrington (from 17.40) Derrick Davis Tamsin Hinton-Smith Andrew Joinson Ruth Nilsson Marion Rajan, (MRJ) Chair of Governors Mark Rodericks Andrew Saunders (ASD) Danny Simpson (DS) Nigel Stock Alister Sutherland, (AS) Headteacher</p> <p>Other (non-voting) Janet Johnson, Clerk to Governors Suzanne Spencer Smith – SENCO (SSS)</p>

ACTION SUMMARY

Item	Owner	Action	Due Date
10.12.18			
3.2	ASD	Undertake consideration of school data	22.1.19
3.2	DS	Inform SB area to be benchmarked.	22.1.19
4	MRJ	Keep JJ informed re parent governor position	December '18
4	JJ ALL	Attend 17 th Jan if possible Prepare for governor day	17.1.19
6.3	AS	SFVS to be completed	22.1.19
7	MRJ	Circulate SPA report after next visit	Late Jan '19
7.2	AS	Review Asset + maintenance plans	22.1.19
8	ASD AS	Review possible cost implications.	22.1.19

**PATCHAM JUNIOR SCHOOL
GOVERNING BODY MEETING
MINUTES**

MINUTES

	DISCUSSION AND DECISION	ACTION
1	<p>INTRODUCTION</p> <p>MRJ opened the meeting. No apologies had been received and it was noted Anabel, who had that day been confirmed by the local authority as local authority governor, might be a little late.</p> <ul style="list-style-type: none"> ❖ Governors requested and Derrick agreed to be co-opted for another four-year term. <p>No new declarations of interest were made when invited. DS reminded all his spouse worked at the school. MRJ had now authorised the annual governor interest declarations and her declaration had also been authorised. All governors could take full part throughout. Discussion turned to item 2.2.</p>	
2	<p>2.1 GOVERNOR REPORT ON ENGLISH PROVISION</p> <p>This item was taken after 2.2</p> <p>2.1.1 A governor had met with the English and reading lead on Friday and gave a verbal report, with a written report to be circulated.</p> <p>She was pleased to report that the action plan was on track. Items at the development stage last year were now in place and having an effect. Teachers had attended courses and more great ideas were being considered.</p> <p>2.1.2 The Accelerated reader scheme was continuing but it was sometimes difficult to use because of the hardware or slow internet is slow. In discussion AS informed it was difficult to justify the expenditure needed to improve the Wi-Fi but there might be other action such as a hotspot that could be considered.</p> <p>2.1.3 Reading:</p> <ul style="list-style-type: none"> • The new system, Junior Librarian, was now in place so children could now take books home. • A 'Lads and Dads' reading day was being considered. • Outside reading spaces were being developed. <p>2.1.4 Writing:</p> <ul style="list-style-type: none"> • Data had been reviewed and attainment was great. Writing was still good and it was progress that was the focus and building confidence - for teachers in their assessments and the local authority moderation as well as ensuring the opportunities to write. • Partnership work with Carlton Hill School continued. • New tracking sheets had been developed and now included greater depth statements. • Teachers now had moderation exemplars for greater depth working. • Another governor added that a member of staff from each year group was attending a 3 day training session in addition to internal training. <p>All pupils need to improve so the school was challenged about the weakest. AS confirmed all was focussed on them doing well. The vast majority of the less able had made the progress last year.</p> <p>2.1.5 Governor comments included:</p>	

PATCHAM JUNIOR SCHOOL
GOVERNING BODY MEETING
MINUTES

- The current year 6s were the last cohort in the school to have studied the old curriculum throughout Key Stage 1 and their prior attainment was based the old style levels. 27 pupils had had prior attainment of level 3, higher than the expected standard of level 2. In contrast, in the current year 5 only 2 had achieved greater depth at the end of Key Stage 1. For the current year 4 this was about 10.
- A governor could confirm the school was adding on more pupils achieving greater depth. There were 66% at greater depth on the SPAG test last year and the current internal data were showing we are making good progress.
- A governor had scrutinised Analyse school performance and the local authorities average and noted the city writing progress figure was -0.68 and the school was -1.71(-2.9 to -0.5 confidence interval). For maths progress it had been -0.52 across the city whereas the schools had been well above average at +5.46 (with a good confidence level).

Governors felt the plan was on track. English provision would be looked at again in March and July.

2.2 SPECIAL EDUCATIONAL NEEDS (SEN) ANNUAL REPORT

Governors had already received and considered both the SEN information report and the Policy, recently updated. The learning Mentor end of year summary was tabled. A governor had carried out termly monitoring visits and reported back and now SSS was invited to comment and took questions.

2.2.1 Performance last year:

- The challenges had already been discussed but despite these, SEN pupils had achieved well and made good progress.
- Reading – 89% had met age related expectations and this was higher than the non-SEN group and in the top 5% of schools in the country. Those achieving at greater depth (44%) did twice as well as the 22% National average.
- Maths – was on a par with bud did not quite beat the non-SEN
- Spelling punctuation and Grammar – also did extremely well.
- Writing was the area for focus and there is a lot in place for that.

2.2.2 Interventions: SSS was able to do all the interventions needed last year despite budget constraints and the reduction in support from the local authority due to their own reorganisation. There had also been a reduction in mental health support.

2.2.3 Learning mentor summary: The learning mentor had worked with 66 children last year and of the one to one mentoring, improved exit scores had been recorded in 23 of 29 (6 no change). The report was accepted.

2.2.4 Developments for this year: This would be working on writing and working closely with PSHE coordinators and the Deputy Headteacher to develop the mental health and wellbeing framework. The new learning mentor was appointed last week. The school was trying to set up an autism support group and develop pupil voice. The playground and games were to be reviewed. Another group was to develop literacy.

**PATCHAM JUNIOR SCHOOL
GOVERNING BODY MEETING
MINUTES**

	<p>2.2.5 What percentage of SEN pupils are also pupil premium? There is some cross over, about half. We have our free homework club one day a week and we invite both SEN and PP together.</p> <p>How do you manage that? There are two of us and we also directly approach pupils to attend. We have started a new year 6 one as we have been full and the year 3s will commence in the summer term.</p> <p>Governors noted performance data showed SEN pupils largely outstripped non SEN and the school was proud of the extraordinary deal the children received at the school. A governor had received a number of compliments from parents about the interventions and how their pupils had improved.</p> <p>SSS leaves 17.43</p> <ul style="list-style-type: none"> ❖ Governors agreed the policy was effective and approved the SEN report and policy. The monitoring arrangements remain unchanged and would be reviewed in one year. 	
3	<p>LAST MEETING</p> <p>3.1 Acceptance of minutes. The minutes of the meeting on 6.11.18 were agreed to be an accurate record and signed by the Chair accordingly.</p> <p>3.2 Matters arising not included elsewhere on agenda</p> <ul style="list-style-type: none"> • ASD was carrying out some research prior to commencing the data audit. • DS was yet to follow up with the school business manager the benchmarking required. • The remaining actions had been completed and there were no other matters arising not discussed elsewhere. <p>3.3 Deferred items</p> <p>The disciplinary amendment, Code of Conduct for staff, whistleblowing and pay policies had already been circulated.</p> <p>3.3.1 ❖ The amendment to the disciplinary guidance was noted – re the role of chair of governors.</p> <p>3.3.2 ❖ The Code of conduct for staff was approved for January 2019.</p> <p>3.3.3 ❖ The Whistleblowing policy was approved subject to the removal of 'Principal'.</p> <p>3.3.4 Lunch boxes: is there a policy on healthy lunches? No, however colleagues do challenge where appropriate and there is guidance that there should be no fizzy drinks or sweets.</p> <p>Do new parents have the guidance? Should there be a paragraph on the form or a link to what is a healthy lunch on the internet? AS would have some thought on the approach and confirmed the hot lunches that were produced here had, by contract, really minimal sugar content.</p> <p>In discussion it was ascertained the Junior school had the same provider as the Infant school and everything was made on site. The catering team reviewed everything that pupils did not choose but they still had to have it on the menu. Eating vegetables remained unpopular.</p> <ul style="list-style-type: none"> ❖ Governors were satisfied the school met the DfE standards for school lunches. <p>3.3.5</p> <ul style="list-style-type: none"> ❖ The pay policy 2018/19 was approved. Monitoring requirements were clearly set out in the policy. 	<p>ASD</p> <p>DS</p>

**PATCHAM JUNIOR SCHOOL
GOVERNING BODY MEETING
MINUTES**

4	<p>CHAIR's REPORT</p> <p>The report was accepted. MRJ added:</p> <ul style="list-style-type: none"> • The closing date for receipt of nominations for parent governor had now passed and MRJ was setting up a meeting with a potential governor as the next step. • The programme had been sent for the governor day on 17th January and if anyone found they could not make it they were requested to contact AS. Governors were reminded to look at the recently updated document 'role of lead subject governor' when doing the visit. JJ would attend if possible, to record findings at 2pm. 	All JJ
5	<p>OUTCOMES</p> <p>MAIN STRATEGIC ITEM</p> <p>5.1 Pupil premium impact</p> <p>The governor report had recently been circulated following a visit to the school with 3 areas of focus.</p> <ul style="list-style-type: none"> • Review actions from last meeting • Review the recent pupil premium report that had been written • Update on current progress <p>5.1.1 It was reported that it was clear the school was taking good actions. The poverty proofing audit and action plan was discussed, as was the chilli challenge and after school provision. The school was actively involved in both a whole school and personal approach to poverty proofing and pupil premium. Plenty of examples were evidenced and the office was tracking who were attending clubs and also encouraging uptake.</p> <p>5.1.2 Progress and attainment. The groups had very positive outcomes, so planning was in terms of continuing to build on progress for year 6 and writing for all years.</p> <p>Research for the spring term looked at continued professional development for other teachers, and what school does with those children struggling with attendance. Good work was being done here and also worthy of comment was the relationship with Patcham High School, for example in liaison post transition.</p> <p>5.1.3 A governor informed the progress in reading and maths for this group was in the top 5% of schools nationally. The attainment figures for pupil premium children for these groups in reading and maths were above the non-pupil premium children. Comparing with the local authority average of 46% and national average of 70%, this school achieved 79% of pupils attaining at age related expectations for reading writing and mathematics combined. The school was doing incredibly well.</p> <p>Pupil premium children numbered about 11 or 12 each year, so in some ways the results were not so significant. How is your progress tracking of other years?</p> <p>The Deputy Headteacher informed there were more vulnerable pupil premium children in the current year 6. Lots of those were also SEN and we do not expect them to make age related expectations. We anticipate the pupil premium scores will not be as good for the current year 6s. The current year 4s and 5s are all making positive progress scores.</p> <p>Why is the current year 6 group as it is? It is just random.</p>	

**PATCHAM JUNIOR SCHOOL
GOVERNING BODY MEETING
MINUTES**

	<p>5.1.4 The deputy headteacher fed back that one of the governor recommendations for action was very good. The school would think about the impact of whole school costume days. In discussion governors recommended a call out for a box of donations.</p> <p>5.1.5 Re action point 3 – is there a concern re pupil premium involvement in sports? There is a need to check up on this again and then target the pupils. This had been done already with some pupils, and they just don't want to go, they don't have an interest in sport, and often being at school is enough for them. A governor knew the take up by this group was really quite small.</p> <p>5.2 Curriculum – is it broad and balanced? Governors over the years had always supported the school in maintaining a wide curriculum. AS informed the school were pleased the importance of this was being formally acknowledged by Amanda Spielman and there had been a staff meeting to consider assessment of pupils in foundation subjects, what needed to be done and how. Further meeting time had been allocated for spring and summer, to enable time for specific subject leaders to talk and decide how they assess baseline and progress. AS was confident a broad and balanced curriculum was delivered. There were pacing sheets, that governors had seen, that gave an overview to the teams and where the subjects are covered. A final review was needed to enable adjustments in case of any gaps or overlaps. The school has specialist music and art teachers, a teacher to deliver RE, and science was in each year, although the latter probably needed to be a focus again when the new member of staff had settled in more. The science curriculum had not changed much when the others changed. Nicky Jeffersen had done some good work on science assessment (and presented to governors) and we had a good starting point but a bit more work was needed. There was also computing in year 5 with more training on this for the lead teacher who was then disseminating it to other teachers. As a school there was a need to maintain the breadth and get the official paperwork in place.</p> <p>Governors who were parents gave feedback. They had seen excellent cross curricular links with subject knowledge in, for example, the recent Egyptian topic that had covered at least geography, history, science, maths and cooking. Another praised the homework sheet linking the subject to other areas and including 'no cost' activities.</p> <p>5.3 Analyse School Performance (ASP) – data outcomes [note performance also discussed 2.1 2. and 2. 21] Governors had access to ASP data and a governor had attended updated training where the reports showing the latest data were discussed and confirmed the challenge was on progress in writing. It was noted the data were unchanged from the original. The IDSR would be circulated to all and would be an agenda item at the next meeting.</p>	
6	<p>REPORTS From Governors</p> <p>6.1 Safeguarding Termly Report. There were no recommendations and the report was accepted. All governors were reminded they could be put in the position of 'safeguarding governor' and need to refer to the DSL; on-line training was available as a refresher if governors were unsure of the process.</p>	

**PATCHAM JUNIOR SCHOOL
GOVERNING BODY MEETING
MINUTES**

	<p>6.2 There were no recommendations for change following other training undertaken by members of the governing body. The clerk would follow up with governor support regarding clarity of extent of new content on updated courses. Governors were reminded to advise the Clerk if training courses were taken that were not provided by Governor Support</p> <p>6.3 School Financial Value Standard. This had been completed in part by a governor and now needed input from the school business manager and AS re operational matters. SFVS to be brought to the next FGB on 22.1.19 by AS.</p>	AS
7	<p>HEADTEACHER'S HEADLINES</p> <p>7.1 Numbers on roll. These were now up to 365. Some parents were now visiting the Junior School as part of their consideration of admission to the Infant School. Why did the adjudicator refuse Westdene School's request to reduce its published admission numbers? We think it is because it is a good school. It can be appealed. In discussion the possibility of someone appealing was raised and it was recalled the reason it expanded initially was because of pressure on places in Hove. It was known the school was now taking pupils from outside their area and there were physical capacity issues.</p> <p>Parent/community conduct. Governors were disappointed to learn of occasions when office and road crossing staff were treated poorly. They wished their thanks and support be passed on.</p> <p>Visit from School Partnership Advisor. The school continued to be graded as self-improving.</p> <p>Staffing. Recruitment was underway to ensure the school was fully staffed. Why did the mentor leave? This was explained to governors' satisfaction. Will the new role be temporary? The idea is that it will be for this academic year.</p> <p>Attendance – currently very good at 97.21%</p> <p>GDPR - When shall we look at it again? We are moving on with it. The privacy notices are on the website. When is the audit? It was moved to January, so the January governing body meeting would be suitable. A governor was attending GDPR training the next week.</p> <p>School Self-Evaluation. The January meeting with the School Partnership Advisor would cover this. Governors were of the opinion there were many outstanding features of the school. Classing it as outstanding could be an option although there would be implications and the matter would be fully discussed at a later meeting.</p> <p>7.2 Asset management and maintenance plans. The last plans had been provided and it was agreed these needed to be up-dated.</p> <p>7.3 Letting Charges. Governors were presented with the written charges, which had been agreed previously at the FGB.</p>	AS

**PATCHAM JUNIOR SCHOOL
GOVERNING BODY MEETING
MINUTES**

	7.4 Bank Account. Governors confirm the signatories on the school fund bank account should reflect the holder of the post; this means, for example when the post-holder leaves the post their authorisation is revoked.	
8	<p>POLICIES and Other Documents for Approval</p> <p>AS consulted with governors regarding the provision of solar panels for the main school roof further to a competition for contracts put out by the local authority. A company's spreadsheet of information had been provided along with the competition document.</p> <p>The installation would be free and maintenance for 25 years would be at no cost. The current energy price was 13.3p per kwh and a company had offered 8.7p per kwh. We would also have to pay for energy from the grid at times when the panels were not producing.</p> <p>What guarantees do we have that they will not increase the price? It will go up with RPI or CPI – AS and ASD to discuss the possible implications further.</p>	ASD AS
9	<p>Any other urgent business (with prior approval of Chair)</p> <p>There being no other business, the meeting closed at 19.46</p>	

Signature noted in minutes of meeting 22.1.19