

PATCHAM INFANT SCHOOL
GOVERNING BODY

Meeting of:	Full Governing Body
Date/Time:	5 th December 2018 4.30 pm
Location:	Patcham Infant School
Distribution:	Full Governing Body, Amanda Breeds, Website
Quorum:	For decisions to be binding at least 6 governors were required to be present. The meeting was quorate throughout.
Present:	<p>Governors (voting)</p> <p>Eric Baxter Irene Evans Andy Flowerday Ron Guilford (Chair of Governors) Helen Hawkins Michelle Lankstead Margaret Maslin Thomas Rhodes (from 17.41) Chris Taylor (headteacher) Nina Taylor (NT, Chair of this meeting) Claire Wickham</p> <p>Other (non-voting)</p> <p>Amanda Breeds, (AB) School Business Manager, for item 3 Janet Johnson, Clerk to Governors Darren Middleton, Associate Member</p>
Apologies:	Graham Kane - accepted

MINUTES

	DISCUSSION AND DECISIONS	ACTIONS
1	<p>INTRODUCTION:</p> <p>NT opened the meeting and apologies and declarations of interest were considered. No new declarations were made when invited and all governors could take full part throughout. Discussion moved to item 3.</p>	
2	<p>LAST MEETING:</p> <p>2.1 The minutes of the meeting 14.11.18 were agreed to be an accurate representation of the meeting and signed by NT accordingly.</p> <p>2.2 Matters arising not considered elsewhere:</p> <ul style="list-style-type: none"> • IE would circulate the updated governing body organisation document • The clerk recommended finalising the papers required for future agendas • A governor reported the fundraising group had made progress in checking they were GDPR compliant and had checked all the advice from the 'PTA website'. The group may need their own GDPR statement and communications from the school was the only area needing clarity. She was liaising with the School Business Manager. 	

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	<ul style="list-style-type: none"> • Another governor could confirm the School Business Manager was doing a lot of work re GDPR. It would be discussed more in depth at a later meeting. 	
3	<p>FINANCE Papers received and considered already and now signed by NT:</p> <ul style="list-style-type: none"> • Latest projected outturn + notes on anomalies • Chart of accounts review • Finance report from AB <p>AB invited questions</p> <p>3.1 Budget monitoring 2018/19 – on track? AB was thanked for the useful summary sheets and it was noted the projected surplus was less than 6% of the total budget share and a reduction of over £20k on the previous year. The grant towards teacher pay increases from September 2018 had been received and AB informed there should be an allocation for teaching staff next year as well.</p> <p>Can you explain the fundraising entries? The purchases are made from that budget head and the fundraisers reimburse from their account.</p> <p>Furniture: should there be a higher budget than £500? We don't think we need any, we have already bought notice boards and blinds and the furniture purchased before was of good quality. Some chairs will need replacing but we are holding on till we know the budget for staffing.</p> <p>The EYFS adjustment: Is that the usual local authority funding/clawback procedure? Yes but we have more on roll this year so this should not be an issue.</p> <p>What is the Y pupil heading? It is pupil premium. The calculation is per pupil but this reception year we are 16 short on roll so we are proportionally down.</p> <p>3.2 Budget 2019 onwards - discussion and basis. AB informed:</p> <ul style="list-style-type: none"> • The 2019/20 spreadsheet had been received, two months earlier than usual, from the local authority, however, the figures to work with were not expected for another two months. • It was possible the 2020/19 budget could be a £100k deficit but 2019/20 should be zero/small surplus. • Funds were expected from the government re the 'little extras' for capital funding and also some might be received from school meals. • She had commenced looking at the staff costs and the school was doing well in comparison with other schools. <p>The £86k deficit part of the current 3 year forecast for the end of 2019/20, is that likely to be higher if there are again fewer pupils in the 2019 intake? Yes.</p> <p>CT reminded that some staff leavers had not been replaced this year, thereby reducing costs. He also informed that Westdene's request for a reduction in published admission numbers had been thrown out by the adjudicator even though it had been supported. Governors offered their support.</p>	

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	<p>Is there scope to increase income elsewhere? The breakfast club or others? The breakfast club is full, to take in more would mean greatly increased administrative costs and the hall was now at capacity. It isn't really a business.</p> <p>CT added that the apprenticeship levy would be used this year as someone was being trained as a nursery nurse.</p> <p>Do you have a list of contracts and when they are due? I am working on that. The cleaning contract can be cancelled any time.</p> <p>On Amanda's report under premium contract and materials, is the cleaning contract better as well as cheaper? Yes and the cleaning machine we purchased has worked very well and we have not had any cases of norovirus yet this year.</p> <p>In discussion, governors acknowledged that the 2018/19 outturn was being calculated on a worst case basis and that in the past deficits forecast for two or 3 years hence had not proved a good forecast for the actual outturn. An element of natural wastage amongst staff could also be expected over time. They continued to support working on a 3 year forecast but on a best guess basis.</p> <ul style="list-style-type: none"> ❖ It was agreed a small forum would be created to consider what kind of action plan should be invoked, to come up with and consider options and consider risk analysis. They would report back to FGB. <p>3.3 Financial benchmarking comparisons <i>discussion</i></p> <p>AB reminded governors benchmarking was regularly discussed at the School Business Managers meetings and generally the school did quite well in comparison with other schools on the local authority information pack benchmarking sections. Our teacher and support staff profiles were where they should be so the cost per pupil was lower than most schools. The clerk was requested to circulate the information pack.</p> <p>A governor drew attention to a guide for governors received at a training event.</p> <p>It was decided to review the information easily available and then report back.</p> <p>The School fund certificate for 2016.17 was agreed to be received. JJ would circulate it.</p>	<p>NT RG ML DM CT</p> <p>NT</p> <p>JJ</p>
4	<p>STAFFING 2017/18</p> <p>4.1 Headteacher's performance management group (HTPM) report 17.27 CW and HH withdraw.</p> <p>CT gave a verbal report regarding the deputy headteacher.</p> <ul style="list-style-type: none"> ❖ Governors agreed with the recommendation and passed on their thanks. <p>CT withdrew.</p> <p>The HTPM group reported a very thorough process had been undertaken with the support of the school partnership advisor. Objectives had been at least met.</p> <ul style="list-style-type: none"> ❖ Governors agreed with the recommendation. <p>CW, HH and CT returned 17.34. NT passed on the decisions and</p>	

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	<p>thanked both the deputy headteacher and the headteacher for their contributions to the school.</p> <p>4.2 Pay committee CT gave a verbal report recommending pay progression. Are there any requests to move to or up the upper pay scale (UPS)? No. Is there any paperwork involved? Not anymore. Those on UPS are making a sustained contribution at the level they are working at. AF leaves 17.37 to attend a safeguarding governor network meeting.</p> <p>4.3 Appraisal policy – <i>is it effective?</i></p> <ul style="list-style-type: none"> • CT informed the appraisal policy was for teachers and support staff. The school follow the policy and it is within timescales. The targets were linked with the school development plan. There were no recommendations to change the policy. • The staff governor had asked support staff for feedback with the procedure and they appeared to be happy with it. • The deputy headteacher met with staff individually during the year so they know they are supported. <p>All agreed it was in everyone’s interest the process was successful. Have there been any issues with staff? No. TR arrives 17.41</p> <p>2018/19</p> <p>4.4 Pay policy <i>for approval</i> ❖ The pay policy was approved.</p> <p>4.5 Disciplinary and whistleblowing reports Nil return whistleblowing. It is well published for staff. CT reported a nil return for use of whistleblowing and disciplinary policy.</p> <p>4.6 Staffing Structure Annual Review (may be taken at item 3) The current staffing structure had already been circulated. It was noted than in comparison with a number of other schools the Deputy Headteacher and the SENDCO were in the classroom as were other leaders so the school gets good value for money. CT considered there was a good variety of experience and expertise with teachers and support staff. This would be considered more by the finance forum.</p>	
5	<p>HEADTEACHER REPORT (if anything else not covered elsewhere) CT gave a verbal report.</p> <p>5.1 Family support service. This had been so successful as part of the partnership it was being rolled out across the city; however, it would then likely to be triaged and the lower level difficulties would not qualify.</p> <p>Governors viewed that as being short-sighted as it was preventative and needed to be directed to children as young as possible. A governor suggested a home visit with a toilet training pack the term before arrival might assist and that would be considered by the school.</p> <p>5.2 Buildings. The annual works schedule from the local authority had taken place. The bottom roofs would be attended to by the end of the summer as would the flat roof section between them. Is it causing a problem? Yes it is starting to, and ruining some of our ceilings.</p>	

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	<p>5.3 Contract for path. CT consulted with governors with regard to using some of the sports premium funding for a path of around 100m to facilitate running around part of the perimeter of the school. It was to be an all-weather facility. The material to be used had now been identified and governors advised getting 3 quotes on a like for like basis and to give weighting to the quality of service. Governors agreed to allot £10k from the fund.</p> <p>5.4 Newly qualified teachers (NQT). CT informed NQTs received an extra 10% non-contact time out of class for continued professional development and an opportunity to make sure we are supporting their training needs. The deputy headteacher is a mentor who met with NQTs and writes reports. They also had access to the Brighton University and support from the local authority (the latter paid for by the school).</p> <p>5.5 South coast teaching alliance. CT continued to attend a workshop for trainees every two weeks, the last time he lead a reflection session with them. Governors had the view that having trainees in school was a good way to pass on knowledge and the school benefits from having other adults in class. They also noted that Brighton University was using the school as a model.</p> <p>5.6 New parent evening. There had been 60 families through the door and CT has made himself available for other tours. He had considered, with the headteacher of the Junior School, greater involvement of the other school at open days; however, it was decided to celebrate their specialized focus on the 3 to 7 year olds.</p>	
6	<p>VICE CHAIR's REPORT NT gave information and led the following discussions.</p> <p>6.1 The 2019 Governors year book had recently been published and it was recommended reading, particularly the sections regarding addressing mental health and well-being and positive action. CT would order 5 more.</p> <p>CT informed the school had a primary mental health worker for 6 half-days per year, they hosted an anxiety workshop here today and in addition there was the school counsellor and Helen Erikson who also used her expertise within the local authority.</p> <p>6.2 The Reception baseline and Key Stage 1 testing was changing. CT gave updating information – it would be will be piloted further in 2019/20 and rolled out in 20/21 and the Nfer test would be used. In 2023 at the end of Key Stage 1 there would not be any Key Stage 1 assessments. So at year 6 progress would be measured from the Reception baseline. What will you have to measure yourselves against then? There is nothing and in future infant schools will need to be measured somehow.</p> <p>6.3 Judging effectiveness. Governors discussed how they should judge effectiveness. Being well aware it had been a long time since the last Ofsted visit and although it had graded the school as Outstanding, they were not complacent. They had looked at the Ofsted descriptors and noted the difference between</p>	

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	<p>outstanding and good was generally the language. Only occasionally was there a specific descriptor such as 'check perform well at the phonics test' was included. At this school with an 88% pass rate against a national average of 80, it was agreed the school was outstanding. For the most part it was difficult to decide where the boundary lay and so governors reviewed the external sources of evidence. They received reports from the school partnership advisor and the school improvement review from the local authority. Governors monitored visits and viewed external information. They kept a watching brief on the broad and balanced curriculum and kept up with the developments at Ofsted. They knew staff talked very confidently about all the evidence and knew we are consistently striving for excellence and saw that coming through in the Patcham Operation Plan. They were also able to evidence a lot of challenge and support. It was suggested it felt like the school still sat in the outstanding grouping. CT informed the school partnership advisor would be looking at the Ofsted framework and working with the school to formulate an school evaluation form (SEF) in February.</p> <p>6.4 The website was due for a compliance check. NT</p> <p>6.5 Risk management. The clerk had suggested this be reviewed and some information and a checklist circulated. It was agreed strategic risk would be the main priority and a small group would review it and report back.</p>	<p>NT</p> <p>RG NT</p>
7	<p>SUCCESSION PLANNING All governors were reminded that although the natural successor for the Chair of Governors might be one of the Vice Chairs, their position in turn would need to be filled and so should be kept in mind.</p>	
8	<p>HEALTH AND SAFETY A governor had provided two reports which were now accepted. There were no issues to be discussed on this occasion.</p> <p>The policy would be brought to the next meeting. The clerk confirmed that whilst statutory policies needed to come to governors and approval clearly minuted they should not be concerned with procedural aspects. Effort should be directed at checking the principles were still current and agreeing the method of and then assessing if they are effective. The majority of that work would continue to be done outside of governing body meetings.</p>	
9	<p>GOVERNOR REPORTS</p> <ul style="list-style-type: none"> • The up-dated visit report template was approved • The safeguarding report was accepted • The child protection inset day report was accepted. A governor confirmed it had been an effective day. 	
10	<p>ANY OTHER BUSINESS There being no other business, the meeting closed 18.47</p>	

Signature noted in minutes of full governing body meeting 13.2.19

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ACTION POINT SUMMARY

Meeting date/item	NT to oversee	FRO MEETING ACTIONS	Due by
8	ALL	Continue work on annual agenda - papers required	Draft 26.6.18 Final Sept
5.12.18 (17.4.18)	TR/CT	Bring Health and Safety Policy to FGB for ratification	Feb
3.2/ 3.3?	NT	Co-ordinate finance working party – liaise RG ML DM CT report back to FGB	Next Fro meeting?
6.4	NT	Co-ordinate website compliance check	Feb
Meeting date/item	IE to oversee	ELA MEETING ACTIONS	Due by
14.11.18			
2	JJ	Take action re new members	End Nov
2	CT IE	Take action re induction new members and re new roles	Jan
3	JJ	Post minutes on website	Nov
4	CT	Liaise AS re joint school promotion	Dec
7	ML	SEN /Disadvantaged report	Spring meeting
10	JJ	Amend visit pro forma	5.12.18
12	CW IE	Bring SPWMC policy for approval	Spring meeting
14	ALL IE	Email IE with comments re parent questionnaire	28.11.18