



BOARD OF GOVERNORS

School name:	Priestlands	Board Meeting 9:	This meeting was held remotely via Google Meet due to Covid-19/school closure		
Date/time:	Wednesday 20 th May 2020 at 10.00am	Governors present:	Beth Bray; Paul Cox; Mark Dichlian; Claire Elford; Tim Fry; Kevin Harriman (CoG); Jo Hillier; Becky Hollowbread; Pete Main (HT); Ruth Owen; Claire Renshaw (VCoG); Ben Williams		
Apologies:	None	SLT in attendance:	Julia Emmel (DH); Sam Fuell (BM); Richard Glenny (DH); Kerrie McAdam (AHT); Tom Ritchie (AHT); Hayley Yates (AHT)		
		Others in attendance:	Caroline Clitherow (Clerk)		
Recording this meeting:	Approved by governors at remote test session on Thursday 23 rd April but not used on this occasion	Quorum:	7/13	Quorum met:	All connected -yes

ACTION GRID

Min	Subject	Action Point	Action by Whom	Action by When
5.	BoG Meetings 2020-21	Draft dates to be confirmed at next meeting	All	June meeting
6.	Skills questionnaire	Revised questionnaire to be sent to CoG, VCoG and HT	BW	June meeting
8.	Destination data	Governors to be kept informed of any funding	BB	Ongoing
10.	Link reports	IT/Business/Media & Computing, Music and Drama	Agenda	June meeting
14.	Literacy Policy	To be ratified at next meeting	All	June meeting
20.	Audit Committee	Date for summer internal audit report to be arranged	SJF/LH	June meeting
21.	PH&S Forum	Extra cleaning to be added to agenda for June meeting	Clerk	Done
22.	Security & Safety Policy	To be ratified at next meeting	All	June meeting

Action

10.02AM – MEETING OPENED

Agenda item	Action by Whom & When
1. General Business	
<p>1. Welcome and Apologies</p> <p>The CoG welcomed everyone to the meeting and hoped everybody was well. He asked that everyone to switch off their microphones to allow one person to present at a time. Questions could be typed into the 'chat' box on side and would be answered during the meeting. In addition, there is a spreadsheet with questions and answers based on the agenda which can be viewed in the meeting folder on Google Drive. <i>(N.B. Please can SLT member who answers a question put their name beside it so the governor knows who to refer back to if necessary – thank you).</i></p> <p>On behalf of the board the CoG thanked everybody who has been working in the school during lockdown. The CoG confirmed no apologies had been received.</p> <p>1.1 Confirmation of Quorum – the meeting was confirmed as quorate. The CoG confirmed that 20 people, including members of the SLT, had logged into the meeting.</p> <p>1.3 Approve 'alternative arrangements' for remote meetings (as set out in articles 123 & 134 of the school's Articles of Association) – approved at last meeting for all future remote meetings.</p>	
<p>2. Board Meeting 8</p> <p>2.1 Approve minutes of 24th April</p> <p>2.2 Matters arising from the action grid:</p> <ul style="list-style-type: none"> • An update to the spending plan will be presented at the June meeting. <p>All other action points will be discussed in this meeting. Minutes approved.</p>	
2. Chair of Governors Portfolio	KH/CR/PGM
<p>3. School Closure – general update from the headteacher</p> <p>The CoG invited the HT to give a brief summary of how things in school had been running since it closed. The HT said overall everything had been running very smoothly and staff had been doing a brilliant job.</p>	

- **Attendance** – has been increasing with a few more student attending as their parents return to work. Most days there are around 20 students.
- **Skeleton staff** – teaching staff have been coming in once every three weeks which has worked well; support staff more often and overall the provision in school has been running smoothly. The staffing rota will change after half term; they will be asked to come in two days per week – this will be to provide provision for Year 10 and to provide a little more online provision. To do this effectively, staff will need to be able to work from stations in school. However, the availability of staff depends on their individual circumstances. Prior to this meeting, the HT held a whole staff briefing to inform everyone of the post-half term plans and he will be hosting a middle leaders meeting tomorrow to give the opportunity for those staff to feedback from this morning’s meeting and to talk through the logistics in more detail, ask questions and talk through any concerns.
- **Remote learning** – parents have been surveyed and the results were very positive and reassuring. Nearly 70% of students seem to be in a good daily routine; of the ones in no routine at all is about 5% and this is reflected in the conversations staff are having in their weekly/fortnightly phone calls home. The survey also asked about the pitch of work – 70% of parents said it was about right, 15% too much and 15% too little. This was reassuring. The main ‘grumble’ was that it would be nice to have more inter-activity through the platforms and this might be scaled up after half term.
- **Recruitment** – interviews for RE and Geography later today.
- **Parental engagement** – parents have been kept informed and involved through regular letters and assemblies; a detailed letter will go out after half term to include scaling provision for Year 10.
- **Admissions appeals** (new regulations from 24th April ’20 to 31st January ’21 – Hampshire admissions appeals procedure will be completely paper based this year, not conferencing. Therefore, detailed cases will have to be prepared.
- **Safeguarding including any updates to the Covid-19 addendum** – this is a standing item due to the changing climate. The change this month is training for peris music teachers who are delivering online instrumental lessons. There are robust arrangements for this and training has been delivered. With this in mind, four appendices based around agreements that the staff delivering the lessons and the parents of the children receiving the lessons are asked to sign up to. This is an update to the addendum so no need for formal approval.
- **Vulnerable children** – these students are receiving at least weekly phone calls; ideally these children would be in school but most of them aren’t and it is hoped that after half term more parents will be persuaded to send them in.
- **Students with SEN** – there is no indication through phone calls that these students are particularly struggling and the SENCO is doing the contact phone calls to all those students on EHCPs.

(10.16AM – JH LEFT THE MEETING)

Q: The CoG asked if there was a Safeguarding audit now is the school happy with everything that is being done for vulnerable students at this current time? The DH replied said that arrangements are in place and there are some youngsters which cause a little more concern than others as they are harder to keep tabs on, particularly those on a child protection plan. These children are normally in school and visible and suddenly they are now out of sight which can cause concern. However, social workers are aware and keeping in touch.

4. When will the school reopen? Strategies and implementation

The HT explained the plans for reopening.

- **It is planned for the Year 10s to return to school w/c 15th June.**
- **Change to the school day.** At present it is 8.45am to 3.15pm. Proposal to change it to 9.00am to 3.00pm. This will cut out any of the spare time and transition time. It will also give staff a little more preparation time and enable them to leave by 4.30pm so cleaning procedures can be put in place.
- **The structure of the day** will be double lessons – 7 x 50 minute sessions. Half of the year group (120 students) will be in on alternative weeks. Core lessons will be on Monday and Tuesday – maths, English and science. The students will stay in the same class for the three lessons. The desks will be rearranged so that spacing and social distancing is adhered to. The teacher will deliver from the front and students will be asked to come with their own equipment and any handouts will be placed on the desks before the students arrive.
- **Timetable** – core lessons on Tuesday and Wednesday; option subjects on Thursday and Friday (4 x half a day in each subject).

- **Lunchtime** – lunch sittings will be rotated with a maximum of 40 students at any one time.
- **Students per class** – maximum of 10 students per class and this will be worked out once feedback has been gained from parents about how many students will be attending.

The HT feels that this programme will enable delivery of lessons to run smoothly.

- **Online provision** – planning to get some increased inter-activity online. Show my Homework (SMHK) is the main platform for sharing content and tasks and enabling students to access work– it is set up and students are familiar with it so it will remain. However, students need to retain their engagement so once per week there will be a seminar/Q&A session when students will be able to ask about their work. At present, teachers are spending a lot of time asking questions about homework on a one-to-one basis about tasks so hopefully this forum will mean teachers will spend less time answering individual questions.
- **Replicating the experience in the classroom for those Year 10 students who can't come in to school** – this will be done by a pair of teachers; one will manage the meeting room and the other teacher will focus on delivery. This should make life much easier.
- **Positive behaviour feature** – this will be launched after half term. Instead of staff having to go to SIMs to award achievement points, they will be able to do it through the SMHK platform including awarding postcards etc.
- **Staffing teams** – staff presence will be increased in school to a minimum of 2 days per week. The message for staff now is that if they cannot work effectively from home they are welcome to come into school to work. It is expected that staff will start to come in after half term so they can become familiar with their work areas, undergo training to support the online provision etc.
- **Safe operating** – the site team has been working hard to prepare for social distancing; signage and marking around the school and one way systems will be in operation everyone, except the toilets where it doesn't work. These will be supervised at key times with a maximum of two in at a time.
- **PPE** – the guidance says that PPE is not necessary in a school setting. However, in an effort to support staff and make them feel confident, visors have been purchased and will be offered to all staff to wear when they are walking around the site; they will be expected to take them off while they are teaching.
- **Risk assessments** – these will be done and shared through the PH&S committee on 10th June.
- **Dress code** – will be relaxed for students (polo shirts) and staff to help with clothes washing at the end of the day.
- **New Forest Heads** – the HT said this as a group has been and continues to be a great collaboration during this time with sharing and working together.

Questions via the chat function:

Q: A governor asked if there has been any clear guidance yet from the local authority about when schools should open. The HT replied that as yet the government hasn't given clear guidance when secondary schools should restart but getting Year 10 students in during the w/c 15th June is in line with other New Forest schools.

Q: A governor said this seems a thorough plan and will it be easy to replicate it in September for the rest of the students. The HT said that for him the most important thing is to manage a model for Year 10 next half term which will help to plan for September.

Q: A governor asked if there will be extra cleaning during the day, particularly desks and toilets. Yes, cleaning will continue to be scaled up during the day with hand gel stations around the school and teachers will be asked to wipe down the desks in between the double lessons. Cleaning will continue to be done as effectively as possible around the school. The CoG said that as long as all water systems are kept running and flushed through and all guidance is followed, no extra work cleaning work is required in this area.

Q: A governor asked if two at a time in the toilets is too many. The HT said that based on the lay out of the cubicles, no, but it depends how sensible the students are. Will be kept under constant review.

Q: A governor asked why Monday is being kept clear. The HT replied that this is about the distribution of lessons and being proportionate in the amount of time being put into Year 10 versus supporting the rest of the school. Years 7-9 will still need online lessons delivered and staff will need to support and maintain their learning so it was felt that not having the Year 10s in school on Mondays would help with the rota.

Q: A governor asked when local primaries are going back. The HT said that as far as he was aware they were making preparations to reopen the week after half term but he had no further details.

<p><i>Q: A governor asked if work will be prepared for Year 10 a/alpha students for the week when they are not in.</i> Yes, whichever group is in for lessons, they will be prepared for work and given enough material for the following week. This will include follow-up activities and they will not be taught online. They will then bring in their completed work the following week they are back in school.</p> <p><i>Q: A governor asked if all staff are happy with the plans for next half term.</i> Yes, the HT said that generally staff have been brilliant and supportive and are looking forward to having some face-to-face time with students; having classes of 10 will be unique!</p> <p><i>Q: A governor asked if the plan needs to be reviewed by the teaching unions.</i> The HT said the unions are giving quite detailed advice. Any union perspective can be offered in the middle leaders meeting and the HT will keep governors informed.</p> <p><i>Q: A governor asked if Year 10 students will be able to choose which of their options they do on Thursday/Friday.</i> No, the four option blocks will be spread over the timetable on these two days and will mirror their original timetable.</p> <p>The CoG asked governors to approve the HT's recommendation that the timing of the school day is adjusted to 9.00am to 3.00pm. Approved.</p>	
<p>5. Board of Governors Meetings 2020-21 – draft dates and times</p> <p>The CoG asked if everyone is happy to continue to hold board meetings on Wednesdays and to have no evening meetings, they will all be in the mornings at 8.00am. Everyone confirmed they were. The dates and times will be confirmed at the June meeting once they have been checked there are no clashes on the school calendar.</p>	Clerk/June meeting
<p>3. Training Liaison/Website Portfolio</p>	BW/JWE
<p>6. Reflect on board's skill and effectiveness during school – identifying specific training needs for the future</p> <p>The portfolio leader said just before the school closed he was going to send out a skills questionnaire. He will send it to the CoG, VCoG and HT ready for discussion at the next meeting.</p>	BW/June meeting
<p>7. New school website – update</p> <p>The HT has been researching a new website provider the past few months and has narrowed it down to three options – the current one and two new ones. Costs and demonstrations have taken place but are now on hold while the school is closed but hoping to launch the new website in January.</p>	
<p>4. Careers & Enterprise Portfolio</p>	BB/KM
<p>8. Year 11 destinations monitoring – feedback following online student survey</p> <p>The AHT said that student destination data is normally collected in March and a survey monkey was running before lockdown and many students have completed it. Forty-four students haven't completed the survey and they will be contacted to ask if they have got plans in place for next year. The local authority normally publishes the data in the autumn but this is unlikely to happen this year. The portfolio holder said that the LA has received all Hampshire schools' destination data and had confirmed they are happy with what has been submitted so far. She will inform governors of any funding available.</p>	BB/ongoing
<p>9. Careers & Enterprise Portfolio Report</p> <p>Thanks to the portfolio holder for her report following a meeting with the Careers coordinator. The report is available to read in the meeting folder on Google drive.</p>	
<p>(10.58 AM – JH RETURNED TO MEETING)</p>	
<p>5. Teaching & Learning Portfolio</p>	DG/JWE
<p>10. Spring Subject Link and Portfolio Reports</p> <p>The portfolio lead said the T&L portfolio is looking strong and she had a catch up with the DH and AHT in the last couple of weeks; learning walks will be undertaken once the school reopens.</p> <p>A few spring/summer link reports have been done and thanks to all subject link governors for arranging these with the HoDs either through email, Zoom or on the phone. These are available to read in the Link Governor folder on Google drive – MFL, DT, Geography and Art.</p> <p>The HT thanked governors for their thorough reports; it is clear that they are having detailed conversations with the HoDs.</p> <p>IT/Business/Media & Computing and Music and Drama reports will be available at the next meeting.</p>	All/June meeting

<p>11. Relationships and Sex Education – verbal update on plans for RSE teaching from September 2020</p> <p>The AHT said that new statutory guidance needs to be in place in secondary schools by September 2020. She said that she is satisfied that the guidance is already being met; there is a strong RSE programme in place in the school. Resources have been updated and lessons are taught in sequences in six week blocks, topics are linked together and students rotate round – three health, two careers and one enterprise rotation and all of the topics are covered in Life Skills.</p>	
(10.58AM – HJY LEFT THE MEETING)	
<p>12. PSHCE and Life Skills Overviews: Years 7-11 – update on statutory guidance and curriculum map 19-20</p> <p>The AHT has been through the guidance and the curriculum and said she is happy that everything is being met. (Paperwork provided for governors).</p>	
<p>13. Teaching and Learning Portfolio Report – available to read on Google drive.</p>	
(10.58AM – HJY LEFT THE MEETING)	
<p>14. Policy for consideration – Whole School Literacy – three year review</p> <p>This has been updated and available for governors' comments. Will be ratified at the next meeting.</p>	All/June meeting
<p>6. Human Resources Portfolio</p>	CR/JWE
<p>15. Staff Wellbeing – any comments from staff via staff governors</p> <p>The portfolio holder said this was important to hear about staff wellbeing at this time.</p> <p>The staff governors said that staff had been invited to raise any concerns with governors through last week's staff bulletin and there were only a couple of responses. They were both positive – both teaching and support staff feel well supported at the moment; no-one is feeling under too much work pressure at present and they are grateful to the SLT for their management in the current unusual climate. Different departments are developing their own strategies within their teams and supporting each other both professionally and personally.</p> <p>The HT said that staff have been brilliant and going above and beyond what's expected when needed which has been hugely appreciated by the SLT.</p> <p>The CoG said it is important during these times that staff have someone to talk to and the HT said that he is receiving and responding to emails on a regular basis.</p>	
<p>16. Recruitment – staffing arrangements for 2020-21</p> <p>The HT said the school will be fully staffed with teachers for September. Due to the number of students with SEN needs who will be joining Year 7 it might be necessary to recruit in the ASA department.</p>	
<p>17. Support Staff Appraisals and Pay Award – temporary amendment to Pay policy to be approved</p> <p>Amendment approved.</p>	
<p>7. Safeguarding & Welfare and SEN Portfolios</p>	JH/TF/RG
<p>18. Policies for Ratification:</p> <p>18.1 Preventing Extremism & Radicalisation – thanks to governors for their comments and questions and all confirmed they are happy with the answers. Policy approved.</p> <p>18.2 Safeguarding – Visitors to School and Visiting Speakers Form & Agreement (inserted from the Security & Safety policy – section 29 and Annex 6). Governors asked to agree this amendment which has been transferred from the Security & Safety policy to the Safeguarding policy where it is more appropriate as a new section and annex. Amendment ratified.</p> <p>18.3 Anti-Bullying – all questions were answered at the last meeting. Policy ratified.</p>	
<p>8. Finance Portfolio</p>	MD/SJF
<p>19. Finance and Business Reports</p> <p>The Business Manager talked through the full suite of reports – the management accounts, cash flow, written report and balance sheet all of which have been provided for governors.</p> <p>HeadlinesThe costs within the Covid cost centre currently stand at £16,229, due to the additional costs faced by the school during this time. These relate to photocopying (student resource packs), PPE, cleaning materials, Art resources for Year 10 and April catering salaries (which is the main cost). The canteen has always been run to break even or make a profit for the school. Currently the canteen is feeding all staff and students who are on site.</p>	

<p>FSM food parcels are still being distributed and currently not costing the school due to a £1200 surplus. Regarding Covid-19 the BM said she is tracking everything including the canteen staff (since April). Overall, hoping to get to a position by the end of the year when there is no surplus.</p> <p>Details of figures:</p> <p>Finance Report for Financial Year 2019-20 to P8 April (paper shared with governors)</p> <p><i>Q: A governor asked if quotes are difficult to get at the moment and if the work on changing rooms/drama do not start until the autumn, would it be possible to have more than one project primed and ready to start.</i> The BM agreed this would be sensible.</p> <p><i>Q: A governor asked about the provision of laptops for students and why the school cannot just buy the 10 or 12 that are needed rather than asking for donations/funding.</i> The HT said the issue is more a question of that level of funding going to individual students and it is more around trying to resource creatively. In addition, it might be necessary to review equipment for staff who are working from quite old devices. However, the HT agreed purchasing the laptops is an option.</p> <p><i>Q: A governor asked if a third quote had been obtained for the upgrade of the catering technology.</i> The BM said it has been very difficult to get any quotes as contractors/companies are furloughed but hopefully the upgrade will still happen ready for September.</p> <p><i>Q: A governor asked if all staff had appropriate computer access from home.</i> The HT said that several laptops had been distributed and where concerns had been raised devices had been found for staff members.</p> <p>All other questions related to finance have been answered on the Q&A sheet.</p> <p>Thanks to the BM for her update.</p>	
(11.26AM – BB LEFT THE MEETING)	
9. Audit Committee/Internal Scrutineer Portfolio	
<p>20. Audit Committee Meeting 13th May</p> <p>20.1 Draft minutes – available for governors to read.</p> <p>20.2 Risk Register 2019-20 – colour coded – this has been updated by the HT and BM with the traffic light system and there is a Q&A sheet in the Audit Committee folder. The BM will speak to the Internal Scrutineer to ask about the next internal audit report and arrange a date for this to be done.</p>	SJF/next meeting
10. Premises, Health & Safety Portfolio	CE/SJF
<p>21. Premises, Health & Safety Forum – remote meeting scheduled for 10th June.</p> <p>The BM said the Site Team has been brilliant while the school has been closed – cleaning, setting up the school for reopening, signage, etc. All social distancing measures are being adhered to if any contractors have to come on site for equipment servicing, fire alarms, CCTV, working with the cleaning company etc.</p> <p>Q: A governor asked that extra cleaning be added to the PH&S agenda for the next meeting.</p> <p><i>Q: A governor asked if external doors will remain open when staff and students are back in after half term.</i> The BM replied that the front office will remain closed and the current signage will remain in place. Until numbers are known, how many classrooms will be needed and what parts of the school will be open, as many entrances and doors as possible will be opened. The HT said that from a fire safety point of view external doors cannot be wedged open unless there is a member of staff in the vicinity.</p>	Clerk agenda
<p>22. Policy for Consideration: Security & Safety (three year review) – thanks for governors for comments. The HT said that one or two things in this policy have been removed so nothing is duplicated in other policies. Any removal/duplication has been referenced. The policy will be ratified at the next meeting.</p>	All/June meeting
11. Data Portfolio	PC/TWR
<p>23. GCSE grading and ranking – verbal update on progress</p> <p>The HT gave a brief summary on behalf of the AHT. The AHT has been going through a very thorough moderation process with all departments; all departments have worked out what they think is the most appropriate centre assessed grade for each student; put into rank order; worked out percentages at each grade; compared percentages with FFT (the figure to get into the top 20% of schools nationally) and prepared using as a benchmark last year's performance. The guidance from DfE, exam boards and Ofqual is very clear – you cannot move too far away from last year's performance or you risk being moderated down. Every year nationally the results distribution does not shift more than 1% up or down so every school needs</p>	

<p>to stick within this pattern. Departments in this school, therefore, having been sticking tightly to that model.</p> <p>Because this cohort is very similar in ability to last year we won't see big improvements by subjects or across the whole school.</p> <p><i>Q: A governor asked if departments are being fair in their grading and ranking.</i> The HT replied that some departments are disappointed that they are not able to award higher grades, particularly where they have been on an improving journey. Where their data last year wasn't as good as they would have liked it to be, this year they have addressed some issues in growth development and teaching and this cannot necessarily be reflected in the data this year.</p> <p>Overall, the AHT has done a lot of superb work around the moderation process and will be ready for submitting to the exam boards during the first two weeks of June.</p>	
<p>12. Date of Next Remote Meeting</p>	KH/PGM
<p><u>Monday 22nd June at 8.00am-10.00am</u></p> <p>The HT said that this date would suit him and the SLT best as students will not be in school until Tuesday. Governors agreed that this date and time were fine for them too.</p>	
<p>Before closing the meeting the CoG asked if governors had any additional points or questions they would like to raise. There were none.</p> <p>Once again, the CoG thanked the SLT, teacher and support staff and the governors for everything they continue to do.</p>	
<p>11.53AM – MEETING CLOSED.</p>	