



BOARD OF GOVERNORS

School name:	Priestlands	Meeting:	8
Date/time:	Wednesday 8 th May 2019, 8:00am	Present:	Paul Cox; Julian Davis; Mark Dichlian; Kevin Harriman (Chair); Mary Hill; Jo Hillier; Ruth Owen; Claire Renshaw (VCoG); Kath Rudd; Pete Main (HT)
Apologies:	Beth Bray; Charlotte Cherry	SLT attending:	Julia Emmel (DH); Carole Gibbs (BM); Richard Glenny (DH); Kerrie McAdam (AHT); Tom Ritchie (AHT); Hayley Yates (AHT)
		Others attending:	Leyla Bilsborough (SENCo); Caroline Clitherow (Clerk)

ACTION GRID

Min	Subject	Action Point	Action by Whom	Action by When
8.	Motorbike Display Team Bugsy Malone Production End of School Day Consultation MAT Update	Display at school on Friday 21 st June at 8am – date/time TBC Governors will receive an invitation shortly Final decision to be made in January 2020 Application papers resubmitted. Decision after 18 th June	PGM PGM/Clerk PGM CW/PGM	In-hand In hand In hand July meeting
10.	Skills Audit	All governors asked to complete the skills audit and return to Clerk / Policies to be allocated to Portfolio holders	All / TBC	ASAP / Governor Day
14.	Premises, Health & Safety	Strategic Governor Report to be written and signed off	CR/All	September
18.	Staff/Governor End of Term Picnic	Tuesday 23 rd July, midday-3pm; governors asked to confirm their attendance	ALL	June meeting
20.	Policies Under Consideration / To Be Ratified	Staff Disciplinary; Staff Capability; Recruitment & Retention; Staff Equality	ALL	June meeting
	Careers & Enterprise	Update at next meeting	BB	June meeting
	Exclusions Training	Confirmed for Wednesday 5 th June, 4-6pm, all invited	All	In-hand

8:02AM – MEETING OPENED

Action/Challenge/Support

Agenda item	Action by Whom	Action by When
General Business	KH/CR	
<p>1. Welcome and Apologies The CoG welcomed everyone to the meeting, in particular LVB. Apologies received from BB and CGC.</p> <p>1.1 Confirmation of Quorum – the meeting was confirmed as quorate 1.2 Declaration of Business Interests in relation to this meeting – none 1.3 Thanks and Farewell to David High</p> <p>DH has been a governor for 12 years and has completed his third term of office. The EHT led a tribute to DH and thanked him for all his work over the past 12 years, particularly through his work on personnel, appraisal and finance issues; he has been a great friend to the school and a huge support to the EHT and SLT and he will be greatly missed.</p> <p>DH responded by saying it has been a pleasure to serve the school as a governor; the school has had a period of sustained achievement over the past 20 years and he said there is nothing more satisfying than being part of an excellent board of governors and working with a great senior team.</p> <p>(8.10AM – CW AND DH LEFT THE MEETING)</p> <p>1.4 MH Resignation</p> <p>MH informed the board that, due to several reasons including the increase in her other voluntary work, she has decided to stand down as a governor after nine years. She said the school has undergone many changes both in structure and in personnel over the past few years and it is now as strong as it has ever been. MH read out her resignation letter to governors which the CoG, VCoG, HT and Clerk received last week. She said she feels very confident that this is the right time to leave (at the end of term) and get new blood onto the board. The CoG said he had regrettably accepted MH's resignation and she would be a sad loss to the board in both her knowledge base and huge amount of time she has volunteered to the school over the years through selection</p>		

Signed (Chair of Governors): Date:

Agenda item	Action by Whom	Action by When
panels, committees, school trips, visits to classrooms and much more. Staff, SLT and governors will all miss her and on behalf of everyone he extended huge thanks to her.		
SEN Portfolio	KR/RG	
<p>2. Presentation by Leyla Bilborough SEN/D Co-ordinator</p>		
<p>The CoG invited LVB to talk through the changes in SEN since her last presentation to governors a year ago. LVB referred to her written report and series of graphs which governors received electronically in advance of the meeting and printed copies available at the meeting.</p> <p>LVB said the landscape in SEN is changing within Hampshire and this has an impact on this school. Hants SEN currently has a £10m deficit and this has an impact on what provision looks like within the local authority. This means there are less places in specialist provision in specialist schools which has a knock on effect on schools. Therefore, children who would have previously gone to specialist schools are now coming to Priestlands and this impacts on those children, on other children in the classroom and on the teachers.</p> <p>LVB shared an EHCP breakdown with governors – 50 hours of support going (Year 11) and 127.5 coming in (from Year 6). This is a significant change and the nature of the EHCPs are bigger i.e. they are increasingly becoming 20 or 30 hours. In addition, the way EHCPs are being written has changed over the past 12 months to include relaxation time, one-to-one sessions etc. Mainstream schools are not set up to provide this level of support but there is no alternative. Therefore, this school needs to be creative and therefore LVB and her team will be looking at nurture groups, study support etc and will wait to see how it works. Her concern is that the school is being asked to accommodate children whose needs cannot be met within mainstream school and those children will end up having a permanent exclusion on their record. The LA's reaction to this issue for schools is to say 'do what you have to do' i.e. exclude if necessary.</p> <p>LVB talked through the broad categories of SEN:</p> <ul style="list-style-type: none"> • SEMH – Social, Emotional, Mental Health – difficult to categorise as no obligation for outside agencies to share this information with schools • C & L – Cognition & Learning such as dyslexia, basic learning ability etc • C & I – Cognition & Interaction – difficulties including spectrum disorders and ADHD • S & P – Severe & Profound – unusual for a mainstream school to have any S & P students • About 2% of the this school's population has EHCPs which is below the national average • Overall 11-12% in total of SEN <p><i>A governor asked if LVB meets with the SENCOs from other local schools to share practice/support each other.</i> Yes, New Forest SENCOs meet each half term to discuss practice. LVB feels Priestlands is ahead of the game in terms of strategic awareness.</p> <p><i>A governor asked if Greenwood has cut back places.</i> The AHT said that Greenwood would like to increase its number of spaces but is limited by having to meet a certain threshold for the 'emotional vulnerable' (funded) and the behavioral referral spaces (non-funded). Eaglewood is also hoping to grow and develop. Greenwood is too far away which makes transport prohibitive as it is not funded (approximately £37 per day). Both schools are full at present.</p> <p><i>A governor asked about outside school support services and the government money which is available.</i> LVB replied that this money was more for mental health provision rather than for learning in the classroom. In addition, a lot of this money has been swallowed into the enormous national SEN deficit.</p> <p><i>A governor wanted LVB to know that the board was very supportive of the school's SEN and everything the department is doing to manage the increasing difficult situation.</i> LVB replied that she and her team are managing the best they can.</p> <p><i>The CoG asked if there is anything the board can do to help.</i> LVB says she has an ethical issue with what is happening in Hampshire SEN as it is their responsibility to provide appropriate support for a child with an EHCP and this is not being done. Perhaps governors should write a letter to them to ask them if what they are doing is wrong. Quite often letters from Hampshire alter wording so it is impossible for a school to refuse a child with an EHCP. They are prepared to fund a costly specialist LSA for an additional 30 hours just for one child but LVB argues if a child needs this amount of specialist support they should not be in mainstream school anyway.</p>		

Agenda item	Action by Whom	Action by When
<p>The VcoG agreed that the situation is bleak and questioned if a letter would make any difference since the service is clearly struggling.</p> <p><i>A governor suggested that when the board permanently excludes a child this could be beneficial for that child as they could then get provision in a specialist school.</i> LVB agreed, however, there isn't always the money or the places available in specialist schools. Over the past 10 years there has been a 40% increase within SEN but there no any additional places in the New Forest, particularly for girls. Long term these children will cost society a huge amount of money. Hampshire SEN has an enormous staff turnover as it is simply an impossible situation.</p> <p><i>A governor reiterated that the board will always be supportive and very aware of SEN at this school; it is part of the school improvement plan so it has a big profile.</i> In addition, the HT said that financially the school is trying to avoid employing a lot more staff by being as strategic as possible.</p> <p>Many thanks to LVB for her update.</p> <p>(08.40AM – LVB LEFT MEETING)</p>		
<p>Safeguarding & Welfare Portfolio</p>	JH/RG	
<p>3. Safeguarding Policy</p> <p>Following a discussion at the last meeting about transporting students, the DH has sought guidance and amended section 33 of the policy to include as many scenarios as possible to ensure that safeguarding is paramount. The DH said a governor has asked about using taxis. This used to happen but due to a number of concerns including not knowing the taxi driver, taxis are no longer used.</p> <p>The DH said that parents who offer to give lifts will now come under the category of 'school volunteers' and will be subject to a certain number of checks. A declaration form has been inserted into the policy and a governor asked if all parents should be asked to sign it at the beginning of each school year; this would cover any emergency transport issues. The DH said there is a question mark over who should be asked to sign the form – just sports, music and drama parents or all parents? However, all agreed that if the transporting section of the policy works and all areas will be covered.</p> <p><i>After a short discussion it was agreed that the Safeguarding policy should be ratified now with the transport element effective from September. Policy ratified.</i></p>		
<p>4. Behaviour Report – Autumn/Spring Terms 2018/19</p> <p>Headlines from the written report:</p> <ul style="list-style-type: none"> • Two permanent exclusions – one Year 10 boy and one Year 8 girl. Very unusual to have two permanent exclusions in one school year – there has only been two in the past 10 years. • Four managed moves this year; on the whole this school is involved in very few managed moves which are often used as an alternative to permanent exclusion meaning that no exclusion is formally logged on the student's school record. • There have been several referrals to alternative provision including Greenwood and Eaglewood. • Two Year 11 students are on specially arranged extended work placements. • Seven students are on an agreed, temporary, reduced hours timetable tailored to their needs. Governors discussed the impact on attendance figures and Ofsted concern. The DH said Ofsted inspectors are not interested in the reasons. • There has been an increased in fixed term exclusions over the past two terms – during the autumn term 18 individuals (10 PP) were excluded on at least one occasion. The total number of days 'lost' was 50.5. During the spring term 23 individuals (15 PP) were excluded on at least one occasion. The total number of days 'lost' was 103. Governors discussed various incidents and the challenging behaviour of some Year 10 and Year 8 boys. • The national average for the total number of exclusions as a percentage on the school roll is just below 10% and this school has been on 2-3% for a number of years but this school year it is closer to 5%; the national average for students having one or more 		

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<p>exclusions is 1.5% and this school is on 3% which is below the national average. A governor said an over-riding factor is to protect staff and morale and asked if parents are supportive. The DHT said the vast majority of parents are supportive. A governor said the school can justify the increase as the hard work of staff is evident.</p> <ul style="list-style-type: none"> • Cold Zone – internal isolation figures were higher during the autumn term with 12 individuals (8 PP) being referred to Cold Zone and 20 (9 PP) during the spring term, which was a slight improvement. Cold Zone is currently under review as at present some more challenging students find it an easy option. The difference between Internal Isolation and Cold Zone is marked; Cold Zone is for a minimum of three days and there is no interaction with friends. 		
(9.18AM – HJY LEFT MEETING)		
<p>5. Attendance</p> <p>The DH talked through the figures:</p> <ul style="list-style-type: none"> • Three years ago the school's absence rate was 4.6%, two years ago 4.5%, last year 4.9% and this year after two terms is 5.0%. The national average has declined as well. • More and more fixed penalty notices are being generated. • There is an issue with parents condoning their youngsters being in school or missing school more often including taking holidays during term time, particularly at Christmas. A governor asked if the school liaises with the feeder primary schools regarding term dates to avoid any clashes. The HT replied that he tries not to deviate from the Hampshire dates too much. • Persistent Absence is any youngster whose attendance is 90% or below which is well below the national average. • SEN figures (150 students) have taken a slight dip. • Punctuality is much improved. • Increased number of non-disadvantaged students who are being home schooled. This has doubled in the past five years, 20 in the last three years. This obviously has an impact on the attendance figures. 		
<p>Tabled paper: Absence in New Forest Secondary Schools</p> <p>The DHT shared a tabled paper with governors which shows the nine New Forest secondary schools absence figures over the past two academic years. Priestlands' overall absence rate was 4.9 (second best) during 2017/18 and Persistent Absence 9.8 which is significantly better than seven other local schools whose figures have deteriorated. All agreed that this shows that the school is doing a relatively good job.</p> <p>The CoG thanked the DHT for his very detailed and comprehensive reports.</p>		
General Business cont'd	KH/CR	
<p>6. Board Meeting 7</p> <p>6.1 Approve Minutes of 27th March 2019 – minutes agreed as being an accurate record.</p> <p>6.2 Matters Arising from the Action Grid – all items are on the agenda or have been completed. Minutes approved.</p>		
<p>7. Board of Governors Meetings 2019-20 – approved. The list of dates is on Google Drive/Meetings folder. All are on Wednesdays except September which is a Tuesday. 17th September 8am, 16th October 8am, 13th November 5pm, 11th December 8am, 22nd January 5pm, 26th February 8am, 25th March 8am, 6th May 8am, 10th June 5pm, 8th July 8am</p>		
<p>8. National and Local News</p> <p>The CoG invited the HT to talk through the national and local headlines:</p> <ul style="list-style-type: none"> ➤ Detection dogs made an unannounced visit into school last week. No drugs were found on the school site which was good news. ➤ A Year 7 girl is in a motorbike display team and will be doing a display at school in the near future. Governors will be informed of the date if they would like to come along. 	Clerk	21 June 8am (TBC)

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<p>simple Yes/No boxes it will be easier to collate everyone together and identify the areas where people are confident or not. Please return the forms to the clerk asap.</p> <p>The HT suggested that policies should be allocated to specific governors with the intention that they would read them in detail whereas other governors might just scan them. Will be discussed in more detail at the Governor Day.</p>	<p>All</p> <p>All</p>	<p>Continuing</p> <p>3rd July</p>
<p>11. Governor Day, Wednesday 3rd July – Draft Agenda</p> <p>The HT said a draft agenda is available which includes the draft updated School Improvement Plan; Ofsted updates (including governors updating their folders) and the future of Pigs at the school. Governors are welcome to put forward any other suggestions for the agenda.</p>		
<p>Finance Portfolio</p>	MD/CG	
<p>12. Finance & Business Reports</p> <p>Before she started her report, in line with audit requirements the BM asked governors for retrospective permission on a cash payment of £34.90 which was paid to a guest speaker – approved.</p> <p>Referring to the finance and business reports the BM said that the overall picture is very consistent. Showing an in-year surplus of around £168,000 and overall in a strong position.</p> <p>Headline figures:</p> <p>Income</p> <ul style="list-style-type: none"> ▪ Income approved by governors £6,727,091 ▪ Revised forecast £6,844,567 ▪ Projected variance to budget of £117,476 <p>Salary Costs</p> <ul style="list-style-type: none"> ▪ Salary costs approved by governors £5,090,448 ▪ Revised forecast £5,151,710 ▪ Projected variance to budget of (£61,262) <p>Other Expenditure</p> <ul style="list-style-type: none"> ▪ Other expenditure costs approved by governors £1,488,258 ▪ Revised forecast £1,524,314 ▪ Variance to budget of (£36,056) <p>Expenditure costs approved by governors £6,578,706</p> <p>Revised forecast £6,676,024</p> <p>Projected variance to budget of (£97,318)</p> <p>The BM confirmed that governors need to receive the management accounts each month and this must be formally minuted each month.</p>		
<p>13. Capital Projects – Site Development Action Plan – Summer Works</p> <p>The BM said this corresponds with the Site Action Plan which has been received by governors. Some are actual quotes received and some are guesstimate. The BM has tried to show how each project will be funded either externally through the annual capital grant or one-off grant, *PTA funding or *Town Council grant (*these works will only take place if grant received).</p> <ul style="list-style-type: none"> • Science Lab extension and refurbishment of S20 – had allowed £145,000 based on architect’s information. The project went to tender and the results were surprising as they ranged from £160,000 to £198,000. The BM thinks it is unlikely that this figure will reduce. With furniture and specialist equipment it is likely the project will be £180,000 and the BM said all efforts to reduce the expense would compromise the project in the long term. A governor asked if it is really necessary to build an extra lab? The BM replied that at the moment the classes rotate on a daily basis so it would be ideal to have 10 labs and not 9. The Finance Portfolio governor said that he has asked the BM if it is a risk spending the money this year – would it prejudice any projects next year? The project has his support as next year looks good so it is better to get the project done this year otherwise it won’t get done at all. All agreed to support the project up to £180,000. • Sports Hall floor – is in poor condition and needs replacing. Only one quote has been received so far of just under £10,000. The BM is waiting for another quote. The project will be funded from DfEs capital grant. 		

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<ul style="list-style-type: none"> Library Project – costed at £50,000. The Town Council has asked the school to submit a project brief and indicated that £25,000 may be available as match funding to secure the future of the project. Governors asked to approve to spend up to £25,000 of DfEs capital grant. Approved. Site Development Action Plan approved.		
(9.57AM – TWR LEFT MEETING) (10.06AM – JWE AND RJO LEFT MEETING)		
Premises, Health & Safety Portfolio	CR/CG	
14. Premises, Health & Safety Forum 14.1 Draft minutes of meeting held on 1 st May 14.2 Related paperwork including internal Health & Safety Report and Site Walkabout Sheets and Health & Safety Management Audit Report 14.3 Kitchen Risk Assessments – verbal update 14.4 Summer Health & Safety Governor Checklist – verbal update 14.5 Health & Safety Management Report – verbal summary The VcoG reported that the termly forum meeting took place on 1 st May and the minutes have been distributed to governors. The formal written report has been received from Ray West and Kitchen risk assessments have been completed. The VcoG completed her summer term governor check recently and no issues reported. A strategic governor report will be written towards the end of term and be presented to governors for formal signing off in September.	CR	Sept meeting
Teaching & Learning Portfolio	MH/JWE	
15. Subject Link Reports 15.1 English 15.2 Science The CoG thanked the link governors for their written link reports. The English link governor has given some interesting feedback on intervention. The HT said the programme had been refined this year – targeted at the right students and data driven which give the students a better quality experience.		
Data Portfolio	MD/TWR	
16. Year 11 Scorecard A written update has been provided for governors’ information. The HT said GCSEs have started and the governors wished everyone involved the best of luck.		
Human Resources Portfolio		
17. Staff Wellbeing In the staff governor’s absence (left the meeting earlier) the HT reported that there was nothing to report other than it being a busy time with exams.		
18. Staff/Governor End of Year Picnic – Tuesday 23rd July, midday-3pm The CoG reported that arrangements for the annual picnic in the Walled Garden are underway and governors will be asked to provide some salads and brownies. The School Kitchen will be providing quiches and salads and the clerk will order the ice creams. More details will follow and in the meantime please can governors confirm their attendance.	MH/Clerk/All	Continuing
19. Policies for Consideration: 19.1 Staff Disciplinary – agreed by HCC and trade unions; “How to Guide” included 19.2 NEW! Staff Capability – used to be incorporated within Managing Staff Performance but now a stand alone policy with “How to Guide” added 19.3 NEW! Recruitment & Retention – formerly separate policies not amalgamated 19.4 Employment Equality – model policy agreed by HCC and trade unions These policies are all on Google Drive for governors’ consideration; to be ratified at next meeting.	All	June meeting
20. Pay Committee The CoG reported that the Pay Committee met on 27 th March for a brief review on the HT’s objectives and his salary has been confirmed (and accepted) for September.		

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Careers & Enterprise Portfolio	BB/KM	
No issues to report or discuss. The Portfolio Lead will give an update on Careers & Enterprise at the next meeting. There seems to be a dispute about the Waitrose tokens and if the money will be used for coaches to Beaulieu during Activities Week or go towards the trip to Kenya. A conversation will take place!	BB	June meeting
Governor Training Portfolio	MH/JWE	
The clerk is trying to arrange a date for the Inclusion Support Service Manager to come to the school to deliver a two hour training session on Exclusions. Possible dates are 5th, 11th or 18th June, 4-6pm. As soon as a date is confirmed the clerk will inform governors.	Clerk	In hand
Date of Next Meeting		
Wednesday 12th July, 5pm-7pm The CoG apologised for running over but felt it was important to hear the attendance and behaviour reports in detail. He thanked everyone for attending and for their contributions. The HT thanked the three governors in advance for manning the Walled Garden consultation table at Year 7 Parents Evening tonight.		
10.14AM –MEETING CLOSED		