



**BOARD OF GOVERNORS**

School name:	Priestlands	Meeting:	10
Date/time:	Thursday 12 <sup>th</sup> July 2018, 8.00am	Present:	Chris Brown; Charlotte Cherry; Mark Dichlian; Kevin Harriman (Chair); David High; Mary Hill (Vice-Chair); Pete Main (HT); Ruth Owen
Apologies:	Julian Davis; Jo Hillier; Louise Hill; Claire Renshaw; Kath Rudd	Others in attendance:	Julia Emmel (DHT); Carole Gibbs (BM); Richard Glenly (DHT); Kerrie McAdam (AHT); Tom Ritchie (AHT); Chris Willsher (EHT); Hayley Yates (AHT); Caroline Clitherow (Clerk)

**ACTION GRID**

Min	Subject	Action Point	Action by Whom	Action by When
2.2	School Council/Future of Keeping Animals at School	Student comments to be fed back with other evidence as part of the broader consultation on animals at later date.	HT	Future meeting
5.	Transgender Policy	Amendments to be made. Ratification postponed until Sept.	EHT	September meeting
6.	Walled Garden Awards	Letter of congratulations to be written to AHJ.	CoG	Done 19.7.18
12.	Responsible Officer Role	To be discussed at next meeting	All	September meeting
12.	Community Governor Vacancy	To be offered to BB. CoG will contact her	CoG	Done 19.7.18
13.	Governor Training – Membership of The Key for School Governors	CoG/VCoG to trial 5 free sessions on The Key and make recommendations to governors	CoG/VCoG	September meeting

8.05AM – MEETING OPENED

**Action/Challenge/Support**

Agenda item	Action by Whom	Action by When		
<b>General Business</b>				
<b>1. Welcome and Apologies</b> The Chair welcomed everyone to the meeting, in particular MD at his first formal meeting since he was elected Community Governor. 1.1 Formal apologies received from JD, JH, LH, CR and KR. 1.2 The meeting was confirmed as quorate. 1.3 No business interests were declared in relation to the meeting.				
<b>2. Board Meeting 9</b> <b>2.1 Approve minutes of 13<sup>th</sup> June 2018</b> Agreed as an accurate record. <b>2.2 Matters Arising from the Action Grid</b> <ul style="list-style-type: none"> <li><b>New Head Boy and Head Girl</b> – the HT said they will be invited to a board meeting next term to present their ideas and projects.</li> <li><b>School Council</b> – the HT said he had a very informative discussion with the full school council to get a broad perspective on the future of animals. Over 50 students were present and spoke very articulately on a range of issues. The HT will feed back student comments as part of the broader consultation on the future of animals with other evidence at a future meeting.</li> <li><b>Staff Governor Picnic</b> – on agenda.</li> </ul> Minutes approved.			HT	Ongoing
<b>Safeguarding &amp; Welfare Portfolio</b>				
<b>3. Bullying and Racist Incidents Report 2017-18</b> The CoG invited the AHT to talk through the written report. The figures tend to be consistent with few bullying and racist incidents in school. Sometimes issues escalate if they are not reported by students and the school then needs to intervene; if the school knows about incidents appropriate steps can be taken quickly. Considering the size of the school and the number of students, however, the statistics are low ( <i>breakdown of figures detailed in report</i> ). There are issues with social media and students falling out with each other but often these are disagreements between two or more students and not specific, targeted bullying by one person to another therefore correct logging and interpretation are important. Predominantly the				

Signed (Chair of Governors): .....	Date: .....
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<p>incidents happen in Year 7, mainly due to silliness and maturity, but the incidents tend to disappear as the students move up through the school.</p> <p>The AHT said everything is logged, even borderline comments, particularly those with a racist tone or cultural difference. Parents can report online if they wish; students are talking to PSMs; students will also support their friends if they think they are being bullied and generally students are very good at talking to staff.</p> <p>The DHT and AHT recently attended a Diana Award anti-bullying conference at Arnewood School. This initiative involves groups of children being trained up to become anti-bullying ambassadors for their schools. It was a well organised and extremely informative day and the Year 8 and Year 10 students who went from this school were very engaged and excited by the things they learnt.</p>		
<p><b>4. Managing Drugs</b></p> <p><b>4.1 Drug Related Incidents Annual Report</b></p> <p>The AHT said this rarely changes year on year with no particular patterns. This year there have been no reported incidents of students taking drugs at school; if drugs are found in school or there is a drug related incident prompt and significant actions are taken. An independent specialist has been into school to work with students and parents on drugs awareness and the HT is working on the Hampshire Safe project and there have been assemblies in school and letters sent home.</p> <p><b>4.2 Proposal on Managing a Detection Dog Visit in School and Letter</b></p> <p>The HT informed Governors that the letter (minuted at the last meeting and shared before this meeting) detailing what will happen on a detection dog visit will go out to parents today if approved. It involves one lady and one dog; assemblies have taken place outlining the school's overall approach on drugs; no-one knows when the visit will happen but it will be before the end of term (together with 2 or 3 other local schools).</p> <p>On the day itself the handler and dog will tour the school before the students arrive; any identification by the dog will be done in a very subtle way so only the handler knows. While the students are in registration the handler and dog will walk round the ponds and lake and then will visit lessons. When this happens, all the students will be asked to leave the classroom while the dog sniffs the room and the students' bags; again, only the dog and handler will know if anything is identified. <b>If anything is found, nothing will happen until after the students have returned to the classroom when some members of the SLT will remove the students from the classroom and take appropriate follow up action in line with our search policy.</b></p> <p>The HT said there is a possibility that the dog will identify a smell that is very similar to a drug smell; this will be emphasized to students and they will be told they should not be alarmed if they are called out for a conversation.</p> <p>A governor asked if parents will be concerned when they receive the letter if they are using drugs at home. <i>The HT said the letter says that there could be a possible contamination from outside school.</i> <b>The visit will be planned twice a year and be unannounced.</b></p> <p>One governor said he agreed with the principle but was worried about the escalation in future and more and more searches. <i>The DHT said it was not about catching students out but more of a deterrent.</i> The governor asked if there was a drug problem in school and the HT replied he didn't believe there was a significant issue; however, this is about telling students not to bring drugs in and the deterrent rather than trying to catch and criminalise students.</p> <p><b>The HT assured Governors that any escalation will always come to the Board for discussion and nothing further will be done without Governors' approval.</b></p> <p><b>4.3 Managing Drugs-Related Incidents Policy</b></p> <p>This has been updated in light of the above and one sentence added. <b>Update approved.</b></p>		
<p><b>5. Policy for Ratification: Transgender</b></p> <p>Thank you to those Governors who have commented on the policy on Google Drive. The EHT said as far as the SLT is aware there are currently no transgender children in school. The DHT said that are good organisations for parents to go to for support and help if they wish. The school is aware and covered the bases in terms of the obvious issues through the policy and gender neutral toilets will be created during the summer holiday and a new uniform unisex short will be available from September.</p>		

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A governor asked about the age 14 section in the policy which implies that the parents of children under 14 will not be consulted. The EHT will rewrite the section and move the 'Dealing with Concerns...' paragraph closer to the beginning of the policy. Ratification delayed until September.	EHT	Next meeting
<p><b>6. School's Farm Community Impact Award 2018</b></p> <p>The Staff Governor informed Governors that Priestlands Walled Garden has won this award which was presented at Cirencester Agricultural University two weeks ago. Seventeen schools were shortlisted from a large field of applications and this was an incredible achievement considering that some of the shortlisted schools have large farms.</p> <p>In addition, the Walled Garden Project Leader and a few students were one of five schools invited to the final of the LEAF (Linking Environment and Learning) Education &amp; Llysfasis College Innovation School of the Year Competition which took place in Wales the weekend of 29<sup>th</sup>-1<sup>st</sup> July.</p> <p>The CoG will write a letter of congratulations to AHJ on these achievements and everything she does for the students through the Walled Garden.</p>	CoG	Done
<b>Human Resources Portfolio</b>		
<p><b>7. Staff Wellbeing</b></p> <p>It's the end of term!</p>		
<p><b>8. Annual Audit of Teacher and Support Staff Appraisal</b></p> <p>This audit is undertaken once a year by the HR Portfolio Lead and a follow up document has been written. The paperwork for ten members of staff was randomly selected and reviewed – five teachers and five support staff. The governor said all the correct paperwork was present and all the objectives paperwork was correctly signed off. However, it is not clear that every section of the paperwork has been signed off and the governor suggested that each sheet should be signed off separately. The DHT said that the understanding is that the objectives sheet feeds into all the evidence of the process and therefore it is assumed that each sheet is effectively signed off.</p> <p>The HT said that everyone has worked hard to make sure the process runs smoothly and no members of staff have ever quibbled the outcome.</p>		
<p><b>9. Staff/Governor End of Term Picnic, Friday 20<sup>th</sup> July</b></p> <p>The VCoG said the meeting is all set for next Friday. Governors asked to arrive at the Walled Garden at noon to help set up. Please bring salad servers, own chair and soft drinks. If any governor is unable to attend a donation towards a bottle of Pimm's or some food would be much appreciated; this will mean that all Governors are sharing the event, even if they aren't there.</p> <p>The DHT invited all Governors to celebration and final assemblies (detailed by Clerk in separate email). In addition, the CoG will say personal thankyou's and goodbyes to members of staff who are leaving.</p>		
<p><b>10. Policy for Ratification: Data Protection</b></p> <p>Due to the number of appendices for this model policy, the EHT asked Governors to approve it as a working draft on the understanding that there will be minor amendments at regular intervals. Approved.</p>		
<b>Data Portfolio</b>		
11. Data will be presented at the September meeting.		
<b>Chair of Governors Portfolio</b>		
<p><b>12. Chair's Correspondence and Governor Update</b></p> <p>The CoG informed Governors that LH has resigned as Community Governor. However, she has offered to remain as Responsible Officer and will continue to do the audit twice per year with the BM. After a short discussion it was agreed that it would be better if all Governors were present and therefore any decision on the RO role was postponed until the September meeting.</p> <p>(8.59AM - JWE LEFT MEETING)</p> <p>In addition, the CoG wished to make Governors aware that a letter had been received from LH following the Community Governor election in June. She expressed disappointment at the process, in particular the perceived bias towards the Finance Portfolio. The CoG has replied to her and Governors are welcome to read both letters if they wish. The EHT added that the</p>	ALL	Next meeting

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<p>process for appointing Community Governors is clear and fair. However, perhaps in future elections applicants should be called in to address the Board separately rather than listening to each other.</p> <p>With LH's resignation there is now a vacancy on the Board for a new Community Governor and the CoG asked Governors if they would like to appoint BB, now that LH has withdrawn from the process.</p> <p>A lengthy discussion followed as to whether LH should be approached again just to make sure she is definitely no longer interested in becoming a Governor before BB is offered the role. The school is always looking for new Governors and another application has been received. However, a further vacancy on the Board might come up in the near future so there will be other opportunities. BB has careers expertise which will be an asset therefore all agreed that BB will be asked if she would like become a Community Governor with effect from September and the CoG will contact her.</p> <p>The EHT will personally write to LHa.</p> <p>(9.04AM – CG ARRIVED AT THE MEETING)</p>	EHT	Done
<p><b>13. Governors E-Training: NGA Learning Link – membership renewal due</b></p> <p>The Learning Link membership is due for renewal at a cost of £150. Not many e-learning tutorials have been undertaken by Governors, the majority being done by CR. The CoG said that training is very important, particularly for Ofsted. The HT suggested that The Key for School Governors might be of interest (the SLT subscribe to the The Key for School Leaders); this offers an alternative platform with modules, activities and information which Governors might find more user friendly; it also offers a good support service for Clerks. Hampshire also offers a good range of governor training courses such as the Induction for New Governors course and these can be paid for on an ad hoc basis.</p> <p>After a short conversation all agreed that the Board should sign up for The Key for School Governors which will cost just under £600. <b>Post Meeting Note: The CoG and VCoG will trial the five free sessions on The Key over the summer and when the subscription period starts in September will recommend some sections that they think governors might want to look at.</b></p> <p>In addition, a Governor responsible for training (Training Liaison Governor) will be appointed in September.</p>	CoG/VCoG	Next meeting
<p><b>14. Governor Day – feedback</b></p> <p>The HT thanked all Governors who attended the Governor Day on 28<sup>th</sup> June; it was a very enjoyable day and the SLT received great feedback.</p>		
<p><b>15. Draft School Plan September 2018 – verbal summary</b></p> <p>The draft plan was talked through at the Governor Day and feedback received. The HT reminded Governors that the boxes in purple either need end of year data or data which the school will receive in August to enable all boxes to be populated by September when the plan will come back to governors in its final version.</p>		
<p><b>16. Draft Decision Planner</b></p> <p>This has been updated following recommendations from Governors that alignment on the Decision Planner was checked. The planner has now been updated as an academy version and the boxes colour-coded in pink mean a decision cannot be taken at that level; any box in white it could be and the current practice is ticked.</p> <p>Decision Planner to be endorsed in September or October.</p>		
<p><b>17. Complaints Log Sept 2017-July 2018</b></p> <p>Over the past year there have been two complaints (one governors are aware of) and the other was in relation to how a student was managed following exclusion. The CoG reviewed the complaint, wrote to the parents and the HT has since met with them and the complaint has now been resolved to the parents' satisfaction. The EHT said that credit should go to the CoG and the HT for their work in bringing this complaint to a conclusion that all sides are happy with.</p>		
<p><b>18. National and Local News from the Headteacher</b></p> <ol style="list-style-type: none"> <li>1. STAFFING - the school is currently fully staffed for teaching posts in all areas. One ASA is required for September.</li> <li>2. ADMISSIONS – continuing to manage the Year 7 admissions for September. The current number is 256 with a few on the waiting list. Priestlands is very popular at the moment and the school's reputation is excellent within the community.</li> </ol>		

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<p>3. WORK EXPERIENCE - the AHT said that the feedback from this year's work experience students has been amongst the best ever with up to 30 glowing emails from employers – it has been a very successful year and credit should go KM, CFJ and BHD who co-ordinate work experience.</p> <p>4. KEY DATES - Results Day Thursday 23<sup>rd</sup> August and INSET DAY Monday 3<sup>rd</sup> September, 9.00am – welcome back to staff, results summary, focus on the year – all governors welcome.</p> <p>5. ACTIVITIES WEEK – coordinated by JWE, SG and ASQ – a huge amount of work went in to running a superb week for students in years 7-10. Very supportive emails from parents recognising the planning and work by staff and the wonderful opportunity for students.</p> <p>6. PROMS IN THE PARK – Concert performed by Music Department last night; superb evening.</p> <p>7. The HT reported the sad news of the recent unexpected death of an NQT teacher who had worked in the MFL Department last year.</p> <p>8. INTAKE DAY and INTAKE EVENING – took place on Tuesday and was a superb day and evening which was very well attended; parents very positive and very few concerns.</p> <p>9. ADMISSIONS APPEAL and POLICY – the EHT reported that one appeal was lost on a technicality because the catchment boundary went through the parent's back garden. The school thought the Hampshire standard wording on the Admissions Policy was sufficient but the Appeal Panel felt that because it talked about the 'home address' and not the 'Ordnance Survey address' that there was sufficient ambiguity to uphold their appeal. Therefore there are two changes to the policy and the EHT asked governors to approve the amendments immediately. <b>Approved.</b></p> <p>10. LEISURE CENTRE – will hand over keys to the Sports Hall on 17<sup>th</sup> August. The EHT said there may be some reputational damage as there will be some community requests for use of the sports hall. However, the school cannot employ a member of staff just to run the hall. There might be an opportunity in the future to bring the synthetic pitch back into the school's control and a member of staff can be employed to oversee both these facilities which might be cost effective. The EHT just wanted to inform governors of the current situation in case they are asked by a member of the community why the Sports Hall is not available.</p> <p>11. MATs - the only local school which has been able to provide a healthy surplus is Priestlands so such is the state of other local schools' budgets that they would like to talk to this school about MATs. The debate has been opened and there may be some mileage for future discussions but no more to report at the moment.</p> <p>12. SPORTS PARTNERSHIP – the PE Department will be working with local feeder schools every Wednesday afternoon to facilitate sports competitions from Year R to Year 6. <b>This is a very exciting initiative and an opportunity to build good relationships towards transition.</b></p> <p>13. <b>THANK YOU – the HT thanked Governors very much for all their time and commitment to the school during this academic year.</b></p>		
<p><b>Responsible Officer Portfolio</b></p>		
<p>The BM talked through the recent audit undertaken by the RO (<i>all details provided in written report</i>). The RO visits twice a year; previous actions are checked and signed off; bank reconciliations are checked; one petty cash issue addressed; three invoices chosen and tracked back and all correct; insurance paperwork checked and decision to remain with Zurich correct; income tracked to make sure all in correct month; four way monthly check matched and confirmed all in order and correct; three staff members chosen and salaries checked back; negotiation to obtain good discounted rates on SLAs has definitely helped towards keeping the accounts healthy. The BM reminded governors that payroll was brought in-house in April and this has been very successful with no issues at all. <b>This is mainly due to the hard work of KRE. Big thank you to the RO in her absence and also to the BM and the Finance Team.</b></p>		
<p><b>Premises, Health &amp; Safety Portfolio</b></p>		
<p>19. <b>Site Development Strategy</b></p>		

Agenda item	Action by Whom	Action by When
<p>The BM introduced this comprehensive document which she, the HT and EHT have been working on over the past few months and is presented to governors for consideration. Changes are highlighted in yellow and these are mainly due to capital investments. Any proposals are in italics and bold at the end of each section. The boiler in the Gurney Dixon has just been replaced and the Robert Hole boiler will be replaced next. Some items are wish list and some possible and everything is on the plan. Investment has been used to update wherever possible. Gym changing rooms and toilets also been investigated through the CIF grant (Community Initiative Fund). Net capacity assessment and curriculum structure are also updated. The BM drew attention to the summary of priorities for the next 3-5 years. The Summer Works Plan has been slightly amended since governors approved it in June.</p> <p>All agreed that it is a very comprehensive and interesting document. Amendments to the Summer Plan approved. The CoG reminded governors that they can always ask questions even after items have been covered off.</p>		
<b>Finance Portfolio</b>		
<p>No issues to report or discuss. Full finance report will be provided at the September meeting. The EHT said Governors should congratulate themselves in being in such a healthy financial position due to the decisions they made two years ago. Congratulations also to the BM and her team.</p>		
<b>Teaching &amp; Learning Portfolio</b>		
<p>20. <b>Subject Link Report: PE</b></p> <p>The Subject Link Governor said it had been another excellent year for the PE Department. The main objective is to target those students who don't take any physical exercise.</p>		
<b>SEN Portfolio</b>		
<p>No issues to report or discuss except to highlight to governors that staffing in the department might be thin on the ground if an ASA cannot be found before September.</p>		
<b>Date of Next Meeting</b>		
<p><b>Tuesday 18<sup>th</sup> September 2018, 8.00am</b></p> <p>KH extended a huge thanks to everyone for all their contributions this year; it has been challenging on all levels not just on the education of the children but all aspects of the school. Also thanks to the Clerk. Best wishes to everyone for a lovely summer holiday and see you at the picnic.</p> <p>10.00AM – MEETING CLOSED</p> <p>A WALKABOUT OF THE SCHOOL GROUNDS TOOK PLACE AFTER THE MEETING ATTENDED BY MD.</p>		