



**BOARD OF GOVERNORS**

School name:	Priestlands	Meeting:	4
Date/time:	Wednesday 13 December 2017	Present:	Charlotte Cherry; Julian Davis; Kevin Harriman; David High; Mary Hill; Jo Hillier; Ruth Owen; Claire Renshaw; Kath Rudd; Chris Willsher (HT)
Apologies:	Chris Brown; Louise Hill; Juliet Tomlinson; Julia Emmel	Others in attendance:	Carole Gibbs (BM); Richard Glenny (DH); Kerrie McAdam (AHT); Pete Main (AHT); Tom Ritchie (AHT); Hayley Yates; Caroline Clitherow (Clerk)

**ACTION GRID**

Min	Subject	Action Point	Action by Whom	Action by When
2.2	Exxonmobile award	Photo opportunity to be arranged	CW/PGM/CR/Science	In hand
3.2	Subject Link Report Forms	Health & Safety heading to be added to both forms	MH	Done
8.	Responsible Officer Audit	Report, Risk Register, SLAs/Contracts etc. to be discussed and any queries answered, particularly in the 'Action' column	JT	January meeting
	Trustees Report & Accounts 2016-17	Final report to be published on ESFA website by 31 Dec and school website	CG/CRC	Done Website in New Year
10.	SLT Appraisals	Spot check on some to make sure process is consistent	DH	March/April
11.	Discipline Procedure/Committee	Revised structure of inviting governors to sit on committee agreed and to be actioned when/if required	Clerk	Ongoing
12.	'Parenting in the Digital Age'	Dates of workshops for governors	RG	Early next term
	Safeguarding Training	E-learning course to be arranged for 3 governors	RG	January
13.	'Zero Tolerance' policy for parents	Safe School policy to be written for approval by governors	CW	Done – approval at January meeting
14.	SEN Portfolio Report	KR met with LVB on 13 Dec - report/feedback underway	KR	January meeting
18.2	Google Forms	Governor Availability form issued-governors to tick boxes	Clerk/All	Ongoing

8.05AM – MEETING OPENED

**Action/Challenge/Support**

Agenda item	Action by Whom	Action by When		
<b>General Business</b>				
<p><b>1. Welcome and Apologies</b>            KH welcomed everyone to the meeting.</p> <p>1.1 Apologies from Juliet Tomlinson, Chris Brown, Louise Hill, Julia Emmel.</p> <p>1.2 The meeting was confirmed as quorate.</p> <p>1.3 No business interests were declared in relation to the meeting            KH invited everyone to contribute to the meeting if they wished.</p>				
<p><b>2. Board Meeting 3</b></p> <p>2.1 <b>Approve Minutes of Wednesday 15 November 2017</b>            Agreed as an accurate record.</p> <p>2.2 <b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• Staff/Student/Parent Surveys – CW said the surveys will go out shortly.</li> <li>• Exxonmobile Award – a photo opportunity will be staged as soon as possible.</li> </ul> <p>2.3 <b>School Music Concert</b></p> <p style="background-color: #e0ffe0;">CR wished to feedback about the school music concert on 23 November which was superb; the quality of the performances were superb and the venue and new format were excellent; many people who attended commented.</p> <p style="background-color: #e0ffe0;">In addition, MH said the Presentation Evening on 7 December was also excellent and it was lovely that the choir performed at the start of the proceedings.</p> <p style="background-color: #fff9c4;">CW said that the first school carol service for many years is taking place at St Thomas's Church on Wednesday 20 December at 6.30pm; governors welcome to attend.</p>			CW/CR/Science	TBC

Signed (Chair of Governors): ..... Date: .....

Agenda item	Action by Whom	Action by When
<b>Teaching &amp; Learning Portfolio</b>		
<p><b>3. Portfolio and Subject Links</b></p> <p><b>3.1 Subject Link Visit Reports</b></p> <p><b>3.1.1 Modern Foreign Languages</b> – JH talked through the report of her visit on 9 October. French results much better than last year; Spanish slightly lower in A*-A and there is a need to improve. JH said there generally needs to be more of a love for languages at an earlier age; perhaps more support from parents; <b>are 2 lessons p/w enough in Y9; single rather than double lessons?</b></p> <p>TWR said single lessons would be virtually impossible due to the way option blocks are allocated and having a third period in Y9 is unlikely.</p> <p><b>KR asked if offering so many languages is a good or a bad thing.</b> CW said running French and Spanish is manageable; running a third language is becoming less common. JH said that Priestlands might benefit from linking with a school that has generated a love of languages through culture and atmosphere.</p> <p>CR asked about the changes in the curriculum. PGM said that it is now 100% exam and more emphasis on applying the language skills; there needs to be more consistent practice of writing and speaking.</p> <p><b>3.1.2 English</b> – in LH’s absence MH invited HJY to add any comments to LH’s link visit on 21 November. Referring to intervention groups by gender, HJY said most of the groups are made up of boys; the intervention groups will be changing in January based on recent mock results. Resources to appeal to the boys have included trying to find boy-friendly texts. HJY said there are still no exemplar papers available so the department is making up their own packs which has helped.</p> <p>The school believes there is still an issue with consistency of exam board marking but the recommendation is only to go for appeals for individuals and not as a whole cohort.</p> <p>CW said the reason there is a gap between boys and girls is because our girls significantly outperform girls nationally but boys are broadly in line with boys nationally; it’s not that boys here relative to boys elsewhere are underperforming, it’s the fact that girls are significantly over-performing that the gap is wider than it would otherwise be; girls are already outperforming boys when they come to the school.</p> <p><b>3.2 New Link Report Forms (autumn and spring) and new Protocol for Classroom Visits</b> – MH said these have been amended and will be available to use from next term. KR said she has 3 different areas so would now have to visit 6 times; MH said there is nothing mandatory; the forms are to act as encouragement and a guide. KR asked if governors could visit on an Inset Day so all the departments could be visited on one day – could a solution be found to make it easier for governors and HoDs?</p> <p><b>ID asked if Health &amp; Safety could be added to both forms. It was agreed a heading will be added at the bottom of the form.</b></p> <p><b>Referring to the Protocol for Classroom Visits CR questioned why governors should not ask about resources and why reference to them had been deleted from the protocol.</b> PGM said there is a process in school for purchasing resources so do not really want departments to start lobbying through governors. However, if resources comes up in conversation that is fine.</p> <p>KR said that the point about a new governor being invited into school is normally conducted by the Headteacher with probably the Chair and Vice-Chair as well. KR said she had not been invited in before she became a governor but <b>it was agreed that the same protocol that currently exists for newly ‘appointed’ governors (i.e. Community) should also exist for newly ‘elected’ governors (i.e. Parent).</b></p>	MH	January
<p><b>4. Learning Walks – Quality of Teaching &amp; Learning Assessment</b></p> <p>PGM said the walks started with subject areas where there were some concerns about the subject data; the structure and teaching and learning of Y11 lessons were looked at.</p> <p><b>KR asked about the ‘further action’ column on the paperwork and if how it is signed off. CW said it is normally done at the next management meeting or through the school improvement plan following the walk but he agreed a mechanism of reporting back to governors should be found.</b></p>		

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<p>PGM said feedback, either specific or positive, is given via the department or the individual teacher; it is bespoke depending on the situation.</p> <p>MH asked about putting students' initials on the reports. It was confirmed that initials should not be put in any reports.</p> <p>CW reminded governors that they are very welcome to attend Inset Day on Wednesday 3 January, particularly the first hour when the new Headteacher will be running an activities session – 8.45am in the Main Hall. Christmas lunch will be served at 12.30pm when long service awards will be presented to staff.</p>		
<b>Data Portfolio</b>		
<p><b>5. Years 8-10 Scorecards</b></p> <p>KH invited TWR to talk through the written reports which are précised into 2 pages. There is a similar intervention process across all year groups and since these scorecards have been developed this data cycle has all linked together very well and the whole system ties up with the data being used as originally intended.</p> <p><b>Year 10</b></p> <ul style="list-style-type: none"> <li>➤ Data analysis starts to shift slightly; start to refine predictions and begin to monitor Progress 8 score.</li> <li>➤ Overall, data is looking good for current Year 10; sharp focus on those students who are currently underperforming; bespoke intervention being put in place.</li> <li>➤ Use of SISRA by staff being improved; training on how to analyse class performance in all year groups.</li> <li>➤ This is then linked to staff having discussion in departments about individuals in all of their classes.</li> <li>➤ Internal targets set within SISRA would in most cases put students within FFT top 5% but these are aspirational targets.</li> <li>➤ Years 7, 8 and 9 are set a little above the FFT top 20% so the Year 10 &amp; 11 targets look different to the other year groups. This is because TWR was not happy with the target setting model so a different model is reviewed at the end of Year 9.</li> <li>➤ Concern in Year 9 was the progress of students in science. Top 55 of students on single sciences; combined science 46% of students currently predicted 5A+; 67% 5C+; FFT 20 for combined science is 50/53 so working well towards that.</li> <li>➤ PT very enthusiastic about current working model for Year 10; very focussed.</li> <li>➤ Target areas is progress of higher ability Pupil Premium students (26); raising the challenge in lessons and this will continue to be the focus.</li> <li>➤ Gender gap in Year 10 but not significant; working with a small number of boys who are currently under-achieving.</li> </ul> <p><b>Year 9</b></p> <ul style="list-style-type: none"> <li>➤ Still gender gap opening up in this year group.</li> <li>➤ Middle ability in English has improved; continue to monitor.</li> <li>➤ Data predictions are showing a gap in 7+ so need to do more work with staff with improving their confidence; work on quality assurance and moderation within departments.</li> <li>➤ Quality assurance is never seen by one set of eyes.</li> </ul> <p><b>Year 8</b></p> <ul style="list-style-type: none"> <li>➤ Issue where progress in Maths has dropped; grades and work being looked at; moderation quality assurance being worked on with members of staff.</li> </ul>		
<p><b>6. PiXL Report</b></p> <p>Here for governors' information. Points for consideration; overall good way of sharing good practice such as data, ideas, resources etc. TWR attends PiXL conferences 4/5 times p/y and David Hoggins, the PiXL Associate comes into school a similar number of times to look at data and makes suggestions.</p>		
<p>8.50AM – RJO JOINED MEETING</p>		

Agenda item	Action by Whom	Action by When
<b>Finance Portfolio</b>		
<p><b>7. Finance and Business Reports</b></p> <p>KH invited CG to talk through the reports:</p> <ul style="list-style-type: none"> <li>➤ Fairly stable from previous reporting in November and when budget was originally set; still showing a small surplus.</li> <li>➤ However, now potentially showing a small deficit which will be reported at the next meeting, but would be showing this anyway if intending to spend the surplus from last year.</li> <li>➤ JD asked if money will need to be spent on the recent flooding problem in the Dining Hall which caused the closure of the school on Monday. CG said the damage should be covered by the school's insurance.</li> <li>➤ Referring to the new school kitchen CG said the work is now finished but there are a lot of snagging issues; work ongoing for another month or so; drains caused the problem not the roof.</li> </ul>		
<p><b>The figures in more detail:</b></p> <p><b>Income</b></p> <ul style="list-style-type: none"> <li>➤ Income approved by governors £6,331,336</li> <li>➤ Revised forecast £6,379,156</li> <li>➤ Projected variance to budget of £47,820</li> </ul> <p><b>Salary Costs</b></p> <ul style="list-style-type: none"> <li>➤ Salary Costs approved by governors £4,711,908</li> <li>➤ Revised forecast £4,725,703</li> <li>➤ Projected variance to budget of (£13,795)</li> </ul> <p><b>Other expenditure</b></p> <ul style="list-style-type: none"> <li>➤ Other expenditure costs approved by governors £4,711,908</li> <li>➤ Revised forecast £1,598,253</li> <li>➤ Variance to budget of £14,748</li> </ul> <p>Expenditure costs approved by governors £1,613,001  Revised forecast £1,646,753  Projected variance to budget of (33,752)</p> <p>Expenditure costs approved by governors £6,324,909  Revised forecast £6,372,456  Projected variance to budget of £47,547</p>		
<b>Responsible Officer Portfolio</b>		
<p><b>8. Internal Audit Reports, Risk Register, SLAs/Contracts and Inventory Form</b></p> <p>In JT's absence this item postponed until the next meeting.</p> <p>CR made a comment on google drive about the Risk Register – some of the dates in the action column are in the past; not quite clear what has been done. These queries will be answered at the next meeting.</p>	JT	24.1.18
<p><b>Trustees Report and Accounts 2017</b> – KH confirmed that the final report and accounts had been merged, signed and returned to the accountants. Arrangements will be made for the report to be published on the ESFA (Education &amp; Skills Funding Agency) website by 31 December and posted on the school website by 31 January.</p>	CG/CRC	In hand
<b>Human Resources Portfolio</b>		
<p><b>9. Staff Wellbeing – any comments from staff</b></p> <p>RJO said she and CGC recently attended a union rep/staff governor meeting which was very useful. Issues were picked up that staff need to be aware of.</p>		
<p><b>10. Pay Committee</b></p> <p>KR reported that the Pay Committee met on 30 November to undertake the HT's appraisal. It was an interesting process; the successes and achievements of the school were talked through together with the senior team's objectives and outcomes and next year's objectives.</p> <p>The committee approved the HT's recommendations for the Senior Leadership Team; all exceptional.</p>		

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<p>DH will do a spot check on some appraisals to make sure the process is consistent.</p> <p>CW reported that overall there was a high level of performance of all staff across the school this year – for teaching staff - 48% exceptional, 47% achieving and 5% not yet on achieving expectations; for support staff – 67% exceptional, 43% achieving and none less than that. Comparable figures to last year.</p> <p>KH talked about the Senior Team’s objectives for next year and this has been produced in a paper already distributed to governors. CW’s areas are identified in his new role as Executive Headteacher, i.e. potential MAT via working more closely with local schools; advising and overseeing all aspects of the school etc.</p> <p>JD asked if there has been an effect of losing JWE from 5 to 4 days. This hasn’t been an issue except there is an accumulation of staff who do not work on a Friday including JWE which sometimes has an effect. Governors asked the SLT to come back to governors if there are ever any issues in connection with this.</p> <p>KR also reminded CG to please ask governors if she ever needs help or support.</p>	DH	Mar/Apr
<p><b>11. Policy for Consideration: Discipline Procedure</b></p> <p>CW said the only issue to consider is that should there be a disciplinary matter there is currently no formal structure in place for the involvement of governors; there ought to be a rank order to invite for disciplinaries and a rank order for appeals (students and staff); this could be done alphabetically first and in reverse order second. Staff governors are usually advised not to sit on these committees but parent governors can, unless they have a connection with the student/family.</p> <p>After a short discussion it was agreed that the clerk should contact governors in alphabetical order of surname, with governors being advised of the surname of the student/member of staff so that they can withdraw if appropriate. The same method would be used for appeals committees, excluding any governors who had previously been involved in the case.</p> <p>CW drew governors’ attention to one key change (paragraph 10.6) – in a maintained school if the HT suspends a member of staff only the governors can reinstate that member of staff. In an academy this can be delegated to the HT and CW recommended that governors adopt this practice. <b>Agreed.</b></p> <p>JH said it was important to remember the school’s duty of care to staff facing disciplinary proceedings and suggested paragraph 11.6 be amended from “It may also be appropriate to provide...” to “The school will provide the suspended employee with details of the school’s free and confidential counselling service...” <b>Agreed.</b></p> <p>This policy is a working draft – CW will amend wording following discussions above and the policy will be ratified at next meeting.</p>	Clerk	Ongoing
9.18AM – HJY AND KM LEFT MEETING		
<b>Safeguarding &amp; Welfare Portfolio</b>		
<p><b>12. Safeguarding Meeting 8 November</b></p> <p>KH invited JH to talk through the minutes.</p> <p>At the last meeting when she talked about the E-Safety meeting, JH said she had forgotten to inform governors that she and RG discussed that there would be follow-up for all the young people to make sure they were all right following the incident in which a student at another New Forest school had circulated a video via social media which included indecent images of children. CW said that support for the staff had also been put in place.</p> <p>RG said that there has been recent advice about privacy settings and live streaming. Media coverage about children gaining access to unpleasant video content has heightened anxiety amongst parents and having open conversations from an early age about what we do online is key. However, there are practical things parents can do and the school will be running ‘parenting in the digital age’ sessions in school next term. <b>Dates to follow.</b></p> <p>Regarding Safeguarding training for governors RG asked those governors who were unable to attend the in-house training in November to do the online safeguarding course run by Hays Education. <b>He will be in touch with LH, JT and CB with further details in the New Year.</b></p>	RG	Next term
<p><b>13. Policy for Ratification: Governors Statement on Behaviour</b></p>		

Agenda item	Action by Whom	Action by When
<p>This policy is about managing students' behaviour but governors said that sometimes adults' behaviour needs to be addressed and, following the recent issues with parents and car parking, asked that a "zero tolerance" policy (the Safe School policy) for adults be written.</p> <p>Statement on Behaviour ratified.</p>	CW	24.1.8
<b>Premises, Health &amp; Safety Portfolio</b>		
<p><b>14. Car Park</b> CW reported that most parents have cooperated and it is now generally calmer and easier for students and other site users at the end of school day as parents now park in bays.</p>		
<p><b>15. Any H&amp;S issues to report/discuss?</b> CR reported that she is meeting up with SMF in January to make sure actions from the walkabout are in hand. CR asked that a reminder be issued to staff regarding the 1 metre clearance rule and that this to be continued to be reinforced.</p>		
<b>SEN Portfolio</b>		
<p>KR said she had a meeting with LVB after this meeting and will report back to the Board at the next meeting.</p>	KR	24.1.18
<b>Chair of Governors Portfolio</b>		
<p><b>16. Consultation on the School Year 2019-20</b> Having looked at all four models, 2b emerged as the most popular version. CW recommended to governors to opt for 2b which still gives the option to adapt when looking at inset days. Governors agreed.</p>		
<p><b>17. National Headline News and Local Response</b> CW reported that there had been 2 separate issues with graffiti in school last week – on the side of the Nichols building on Sunday night and on the Gurney Dixon and Performing Arts buildings plus vandalism in the Walled Garden on Tuesday night. CW said CCTV footage would be copied to the police and that the school was optimistic that the culprits could be identified. CG said recognition must be paid to the Site Team who has worked incredibly hard to paint over the graffiti and clear up as soon as possible in the mornings before the students realized the full extent of what had happened/been written.</p>		
<p><b>MAT</b> – CW said he is meeting with primary school heads on an individual basis after Christmas; there is interest in joining a MAT from 3/4 schools but some reluctance to give up all the capital they have accrued and the income they generate. However, there are ways that everyone can work more formally together, the problem is to find a way to work collaboratively that will be better for the youngsters and to give staff development opportunities across the pyramid.</p>		
<p><b>Leisure Centre</b> – issues ongoing. Governors urged early discussion to secure swimming sessions for 2018/19</p>	CW/CG/DWH	
<p><b>18. Celebrations:</b>  <b>18.1 2016/17: A Year in the Life of Priestlands School</b> – all agreed that this was a fantastic document and governors extended thanks and congratulations to all staff. It will go onto the school website, with a link on the admission page.  <b>18.2 Google Forms – Governor Availability/Forthcoming Events</b> – governors asked to populate various events/tick boxes. Form will be resent via google drive.            MH and JH commented on the recent Presentation Evening for 2017 leavers; it was great to hear what recent leavers are doing and it was an excellent evening.  <b>18.3 2017/18: New Challenges and Opportunities</b> – this is CW's last meeting and governors presented him with a small gift in appreciation of outstanding service to the Board. KH said CW will be attending some meetings in the future; he thanked him for all his support to governors over the past 17 years and the genuine passion he still has for the school is evident.            CW said this presentation was unexpected and he thanked everyone. His time at Priestlands has been the best 17 years of his life and he is in the rare position of knowing that his successor has the same passion for the school and that everything will go on seamlessly; the central vision, the commitment to inclusion and keeping Priestlands that special place are all values that PGM also holds and he will be well supported by an outstanding senior team.            CW said he could not have done his job without the senior team and also for the support</p>	CRC	Done

Agenda item	Action by Whom	Action by When
<p>from the governing body throughout his time here which has got the balance of challenge and support right and shares the same passion, vision and energy. It has been a wonderful experience. He is not going completely and is looking forward to the slightly different challenge ahead.</p>		
<p><b><i>Date of Next Meeting</i></b></p>		
<p><b>Wednesday 24 January 2018, 8am-10am</b> KH thanked everyone for attending the meeting and wished everyone a very happy Christmas.</p>		
<p>10.12AM – MEETING CLOSED</p>		
<p>AGM FOLLOWED, MINUTED SEPARATELY.</p>		