



BOARD OF GOVERNORS

School name:	Priestlands	Meeting:	9
Date/time:	Wednesday 13 th June 2018, 5.00pm	Present:	Chris Brown; Charlotte Cherry; Julian Davis; Kevin Harriman (Chair); David High; Mary Hill (Vice-Chair); Jo Hiller; Claire Renshaw; Kath Rudd; Pete Main (HT)
Apologies:	Chris Brown	Others in attendance:	Mike Dichlian; Carole Gibbs (BM); Richard Glenny (DH); Kerrie McAdam (AHT); Pete Main (AHT); Tom Ritchie (AHT); Chris Willsher (EHT); Hayley Yates; Caroline Clitherow (Clerk)

ACTION GRID

Min	Subject	Action Point	Action by Whom	Action by When
6.	Future of Animals at Priestlands	Draft survey to be sent to governors for comments Feedback from Student Council to be reported to governors	CW PGM	Done 14 June Next meeting
8.	New Head Boy and Head Girl	To be invited to do a brief presentation at a board meeting	PGM	Sometime next year
17.	Staff/Governor End of Term Picnic	Final arrangements to be confirmed with governors	MH	Next meeting

5.05PM – MEETING OPENED

Action/Challenge/Support

Agenda item	Action by Whom	Action by When
General Business		
<p>1. Welcome and Apologies The Chair welcomed everyone to the meeting, in particular the three Community Governor candidates.</p> <p>1.1 Apologies from LH and RJO.</p> <p>1.2 The meeting was confirmed as quorate.</p> <p>1.3 No business interests were declared in relation to the meeting. The CoG informed the Board that he has recently won the plumbing contract at Arnewood School.</p>		
Chair of Governors Portfolio		
<p>2. Elections</p> <p>2.1 Chair of Governors KH said he was happy to put his name forward as Chair for a second year and asked if anyone else wished to stand.</p> <p>2.2 Vice-Chair of Governors MH said she was happy to put her name forward as Vice-Chair for a second year and no-one else wished to stand.</p> <p>They were both asked to leave the room while a secret ballot took place. The Deputy Headteachers distributed the ballot papers; nine governors were eligible to vote. The completed ballot papers were counted by the DHs and returned to the clerk. The clerk announced that KH and MH had unanimously been elected as Chair and Vice-Chair of Governors for a further year until June 2019. The CoG and VCoG returned to the room and governors extended thanks and congratulations to them both.</p>		
<p>3. New Community Governor – one vacancy to be filled</p> <p>Over the past few weeks the CoG, V-CoG and HT have met the candidates and governors have been able to read their applications. Although specific roles are required on the Board at this stage and there is only one vacancy, there may be other governor opportunities in the near future.</p> <p>Each candidate said a few words and then CoG invited them to leave the room while the ballot took place. Papers were distributed by the Deputy Headteachers, eleven governors were eligible to vote for one candidate. The completed papers were collected and counted by the DHs. Governors had a short discussion about the vacancy within the Finance portfolio, the opportunity to fill another Community governor vacancy in the autumn term, keeping a pool of potential</p>		

Signed (Chair of Governors): Date:

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<p>applicants, perhaps co-opting, the unsuccessful governors today can be appointed in the autumn without going through the election process again.</p> <p>With the counting complete the candidates were invited back into the room and the CoG announced that MD had been elected as the new Community Governor. The CoG thanked BB and LH very much for taking part in the process. The school was fortunate to have had three such strong candidates.</p> <p>5.30pm – BB and LH left the meeting. MD accepted an invitation to stay for the remainder of the meeting. He will be assigned a mentor shortly.</p>		
<p>4. Board Meeting 8</p> <p>4.1 Approve minutes of 2nd May 2018 Agreed as an accurate record.</p> <p>4.2 Matters Arising from the Action Grid</p> <ul style="list-style-type: none"> • Mental Health – undergraduates/working with students in school – a governor said she and the DH had found two possible candidates and it was in hand. Thanks to them. • All other actions to be covered in the meeting. <p>Minutes approved.</p>		
<p>5. Meetings and School Dates September 2018-July 2019</p> <p>5.1 Board of Governors Meetings The AHT said she had to make a change to the January and February meetings – the dates are the same but the timings have changed. It was agreed that Wednesday was the preferred day for board meetings as lessons start later due to Registration and PHSC.</p> <p>5.2 INSET Days x 6 The HT explained that there has been a sixth INSET day for the last two years; it is a useful way for staff to manage workloads etc and next year it will be on Friday 3rd May which will be moderation day. Other INSET days are 3rd-4th September, 2nd-3rd October and 7th January. Sixth INSET day approved.</p>		
<p>6. Priestlands Pigs</p> <p>The CoG extended a big thank you to all those involved with the Complaints Panel including the EHT, HT and Clerk. The CoG invited the chair of the panel to inform governors of the outcome and the panel's recommendations.</p> <p>6.1 Complaints Panel Hearing 15th May</p> <p>The chair of the panel summarised the complaint:</p> <ol style="list-style-type: none"> 1. Return of the original four pigs to the original owner 2. Validity of the survey 3. The rearing of animals for slaughter 4. Inclusion of ethical considerations on the use of animals in the curriculum <p>The four elements of the complaint were dismissed in full by the panel and the recommendations following the meeting were:</p> <ol style="list-style-type: none"> 1. The school has already stated that prior to any new pigs coming on site, the decision of rearing animals for slaughter will be reviewed with appropriate consultation with all relevant stakeholders and a final decision taken at governor level. These should be wholly agreed and the study completed by July 2019. 2. The Headteacher should share the school's proposals for broadening the education content to include vegan related issues where appropriate and practicable whilst maintaining a balanced curriculum with the Board of Governors. This should be completed by July 2019. 3. The panel believes the escalation of this current complaint has provided valuable lessons for the school and Board of Governors. 4. The Board of Governors Decision Planner should be critically reviewed to ensure clarity and alignment on delegated powers and expectations. This should be completed by July 2019. 5. As a general principle the Senior Leadership Team should take the opportunity to consult earlier and more broadly within the school community, for example the School Council or Parent Governors, when dealing with individual stakeholder's views. <p>Governors discussed the actions and recommendations.</p>		

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<p>(5.50PM – KH AND HJY LEFT MEETING)</p> <p>The CoG said there needs to be a broad discussion on the school’s processes regarding the SLT and the Board at another time.</p> <p>A governor said care must be taken not to spend too much more valuable time dealing with this issue, but the school must be seen to be operating the process correctly. The complainant can appeal the process but not the decision.</p> <p>Governors discussed the timeline and the HT said he disagreed that the issue was not acted on in a timely manner and he did not agree there had been a fault in the process or any ambiguity between an operational matter for the EHT and a strategic matter for governors. This may have to come up at the Governor Day. The EHT said that consulting with governors on the wording of the questionnaire would not have made any difference. The panel said that these are their recommendations having gone through the process.</p> <p>6.2 The Future of Animals at Priestlands – proposal</p> <p>The EHT said the complaints panel had mistakenly said that “the decision of rearing animals for slaughter will be reviewed with appropriate consultation with all relevant stakeholders ...” it was his understanding that consultation had been completed. However, because the panel had made that comment, he had drafted a broader consultation about the Walled Garden. There are five proposals relating to chickens, goats, ducks, lambs and pigs. Regarding the pigs there are three options:</p> <ol style="list-style-type: none"> 1. The school continues to own the pigs, rear them for meat and go to slaughter 2. Borrow the pigs and return them to the farmer at Christmas 3. Stop doing anything that involves pigs in school <p>The EHT recommended that if the board wished to go out to consultation again it should be done via Survey Monkey as soon as possible and it is completed by the July board meeting.</p> <p>The HT commented that having pigs in school is a strength; it makes this school special and broadens and enriches the curriculum so personally he thinks it would be wrong not to have pigs.</p> <p>A governor asked why there is a requirement for further consultation when 97% said they wanted to have pigs in the first consultation and he disagreed with the panel’s recommendation. However, the panel said the school would go out to consultation again so it should.</p> <p>The CoG asked for governors to vote on whether there should be further consultation – five for, one against.</p> <p>Ultimately, the EHT said there are three points that governors should focus on:</p> <ol style="list-style-type: none"> 1. The future of pigs to be covered through the Walled Garden paper 2. Curriculum revision to be covered in the School Plan 3. The issue of delegated powers and expectations to be discussed at the Governor Day <p>After a full discussion, it was agreed that the EHT will send a draft survey to governors before it goes out on Survey Monkey to give everybody an opportunity to comment.</p> <p>A governor said that the board should be mindful of public relations; there are other means of consultation such as the Student Council which are all part of the process which can be applied and is good evidence to show that everybody has been consulted. The HT said he would get some feedback from the Student Council tomorrow and report back. .</p>	<p>CW</p> <p>HT</p>	<p>In hand</p> <p>July meeting</p>
<p>7. Governor Day, Thursday 28th June, 9.00am – 3.00pm</p> <p>The agenda will be available shortly and everybody encouraged to attend if they can.</p>		
<p>8. National and Local News</p> <p>8.1 Admissions and Appeals – update</p> <p>Before discussing admissions the HT informed governors that new senior prefects had been appointed; this was done through a formal selection process and the quality of presentations and interviews were outstanding. The Head Boy and Head Girl have also been appointed together with two deputies and three senior prefects. All agreed it would be nice to invite them to a future board meeting to hear about their plans.</p> <p>Regarding admissions the HT said appeals have taken place – ten families, three successful – 258 currently on roll for September but could reduce to 256. All year groups are currently full for September 2018.</p> <p>8.2 Uniform Update</p>	<p>PGM</p>	<p>Next Year</p>

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<p>There is now a uniform short (with logo on) for boys and girls at a cost of £22. A governor asked if students will be required to wear black, grey or white socks. The HT said the uniform says grey or black socks but white would be acceptable. Uniform short approved. The EHT mentioned that the school had considered the impact assessment such as the cost to lower income families and what the impact could be on the less affluent parents if the uniform is changed.</p> <p>8.3 Hampshire Safe Initiative</p> <p>Thirteen New Forest Schools have joined forces to form the Hampshire Safe partnership with the main focus being to educate and warn students about the dangers of drugs. The initiatives involve the use of detection dogs and the HT asked governors' approval to allow detection dogs to come into school (with no notice). Approved (one objection).</p> <p>8.4 GDPR</p> <p>Would like to appoint an external on a one-year basis. Approved. A governor asked if governors are meant to be knowledgeable about GDPR to check it's working. The HT replied that the DPO would be happy to work with governors.</p> <p>Finally, the HT said that government is planning to launch a national recruitment website where everyone can advertise. In addition, there could be a new requirement for governors regarding training to reach a specific level of expertise. The HT will keep governors informed of any future developments.</p>		
Finance Portfolio		
<p>9. 2018-19 Budget vs 2017-18</p> <p>Governors were asked to approve the 2018-19 budget. The prediction for the overall surplus for 2018-19 is £148,000. This relates to decisions governors made two years ago about deficit avoidance which made some significant savings. It also relates to a large input in Year 7 last year plus the government has given schools more than expected under the National Funding Formula. Therefore, overall this has given £378,000 extra in income. There is also extra income under trips including a big trip to Kenya next year.</p> <p>Staffing costs including the 2-9% increase for support staff this year and next year are already built in and 2% increase for teaching staff in September. The BM has allowed a further £56,000 for other performance management decisions for both teaching and support staff.</p> <p>Governors were asked to approve this position. The EHT commented that similar schools with similar numbers and budgets are not in such a healthy position as this school and the BM should be congratulated. A governor asked for reassurance that any surplus money is spent on the students who are currently at the school.</p> <p>2018-19 budget approved.</p> <p>(6.34PM – JWE LEFT MEETING)</p>		
<p>10.2018-19 Plus Three Year Plan (new requirement)</p> <p>Governors required to approve the new three year plan from the ESFA. The BM has presented a four year plan but it is in fact next year and up to 2021 and the BM is confident the school will be in a healthy position.</p> <p>Three Year Plan approved.</p>		
<p>11.Site Development Action Plan/Summer Works 2018</p> <p>The Site Development Plan will be brought to the next meeting but this summer plan requires approval. Expenditure amounts to £60,000 and the action plan shows where the money will be spent.</p> <p>Summer Works Plan approved.</p>		
<p>12. Insurance Approval (tabled paper)</p> <p>As an academy the school can find its own commercial insurance; however, the companies that offer this insurance for academies has been reducing and the ESAF has therefore provided the RPA (Risk Protection Arrangement) and approaching schools to take this up. Zurich has come up with a proposal and the BM asked governors to confirm if they would like to insure under the RPA scheme or with Zurich (trading arm).</p> <p>Zurich scheme approved.</p>		

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Premises, Health & Safety Portfolio		
<p>13. Premises, Health & Safety Forum</p> <p>13.1 Minutes of meeting held on 9th May</p> <p>The PH&S portfolio lead said there were no particular issues to highlight. She has met with the school's Facilities Coordinator and discovered that a random audit check on an item on the Action Plan which had been signed off had not, in fact, been completed. A governor said the portfolio lead had done an excellent job in checking the actions and this is why this audit work is so important.</p> <p>13.2 Health & Safety Report May</p> <p>13.3 Site Walkabout Sheets – Science, Catering, Robert Hole & D&T</p> <p>Paperwork provided for governors and there was nothing to add.</p>		
Human Resources Portfolio		
<p>14. Staff Wellbeing</p> <p>The staff governor said the initiative to tackle low level behavior was starting to have a positive impact; overall, at this time of the school year things are not necessarily easier but are different!</p>		
<p>15. Staffing Report</p> <p>The HT talked through the main points on the Staffing Report. Recruitment is going well for September; all appointments are filled except in Science where there is one vacancy. There have been some slight readjustments in the way that vacancies have been filled i.e. looking at specialisms, but essentially everything is covered.</p> <p>A governor said that such a low staff turnover after a change in leadership is unusual and should be acknowledged and the two headteachers congratulated. The HT said he is pleased with the current staffing position.</p>		
<p>16. HR Update (following advice from Hampshire Education Personnel Services)</p> <p>The HT said that Hampshire has advised that five policies should be updated in September. The policies are all based on Hampshire model policies and include the Pay Policy, Staff Absence Policy, Staff Discipline Policy, Staff Grievance Policy and Managing Staff Performance (appraisal and capability).</p>		
<p>17. Staff/Governor End of Term Picnic, Friday 20th July – Planner</p> <p>The VCoG said governors are giving the party to staff to thank them for the year. It will follow the same format as last year and she asked governors to complete the planner at this meeting to let her know who can attend and what they can provide – salad and/or brownies – or if they are unable to attend could they please donate a bottle of Pimm's or £15 cash. Final arrangements will be confirmed at the next meeting.</p>	MH	July meeting
<p>18. Policies for Consideration/Ratification</p> <p>18.1 Data Protection Policy – combination of various model policies. The EHT asked governors to accept the working draft which proves the school is minimally compliant. Accepted.</p> <p>18.2 Family Friendly Measures – check here – three occasions in any twelve months and will get paid leave. Ratified.</p> <p>18.3 Equalities Policy – table populated. Ratified retrospectively.</p> <p>18.4 Transgender Policy – there are currently no transgender issues at school but this policy is in preparation should it happen. The toilet refurbishments in the summer will be gender neutral toilets. For consideration, comments invited from governors. A short discussion on uniform followed and the EHT said students will be allowed to wear the uniform they feel is appropriate to them.</p>		
Data Portfolio		
<p>19. Year 10 Scorecard</p> <p>The AHT said the Year 10 Scorecard currently looks good. He said he has three key meetings where every student who is underperforming has been looked at; there are a range of different incidentals; intervention has been intensely targeted over a short period of time and there aren't large gaps between lower and middle abilities. Thanks to the AHT.</p>		

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Teaching & Learning Portfolio		
20. Subject Link Report – Design & Technology The link governor said he really enjoyed his visit and the lesson he attended; he spoke to the whole team and the department lead is confident that everything is on track and compliant.		
Safeguarding & Welfare Portfolio		
The portfolio lead governor said she and the DH have a one or two placement opportunities for counselling students. Thanks to the governor.		
SEN Portfolio		
No issues to report or discuss.		
Responsible Officer Portfolio		
Audit will be presented at the next meeting.	LH	July meeting
Date of Next Meeting		
Thursday 12th July, 8.00am KH thanked everyone for attending the meeting. 7.18PM – MEETING CLOSED		