



BOARD OF GOVERNORS

School name:	Priestlands	Meeting:	2
Date/time:	Wednesday 18 October 2017	Present:	Chris Brown; Charlotte Cherry; Julian Davis; Kevin Harriman; David High; Louise Hill; Mary Hill; Jo Hillier; Ruth Owen; Claire Renshaw; Chris Willsher (HT)
Apologies:	Kath Rudd; Juliet Tomlinson	Others in attendance:	Julia Emmel (DH); Carole Gibbs (BM); Richard Glenny (DH); Kerrie McAdam (AHT); Pete Main (AHT); Tom Ritchie (AHT); Caroline Clitherow (Clerk)

ACTION GRID

Min	Subject	Action Point	Action by Whom	Action by When
6.	Google Drive Refresher	Governors reminded that they contact PGM if they require help	All→PBM	Ongoing
7.	Priestlands School Plan	Reference about Executive Head and MAT wording to be added/changed	CW	✓Done
9.	Funding Group	Report on sponsorship packages – deferred to next meeting	LH/JT/JH	15 November
12.	Ofsted to be invited into school	Governors to be consulted before final decision	CW	15 November
19.	Pupil Premium Annual Report	Aspirational target to be added to report	CW/KM	✓Done
20.	Portfolio and Subject Link Reports	Protocol for Classroom Visits - all advised to re-read/link governor visit sheet to be reworded/Safeguarding question	Governors JWE/MH/to be added	Ongoing/ 15 November
	Subject Results Sheets	English, PE, ICT & Computing to be sent to link governors	Clerk	✓Done
13.	Cycle Helmets	Staff to be told to wear helmets while cycling on school site	CW	✓Done
17.	Human Resources	Ofsted Survey to be issued to all staff and parents	CW	Date TBC

8.05AM – MEETING OPENED

Agenda item	Action/Challenge/Support	By whom	By when
<b>General Business</b>			
<b>1. Welcome and Apologies</b> KH welcomed everyone to the meeting. 1.1 Apologies from Kath Rudd and Juliet Tomlinson. 1.2 The Clerk confirmed the meeting was quorate. KH congratulated everyone at school for the fantastic set of results (80%); this was an excellent performance. All those who watched the school production of 'Oliver!' last week agreed it was a fantastic show. MH commented on the very impressive School Open Evening at the beginning of the month which was very well attended.	Governors encouraged to attend next year.		
<b>2. Board Meeting 1</b> 2.1 <b>Approve Minutes of Tuesday 19 September 2017</b> Agreed as an accurate record. 2.2 <b>Matters Arising</b> All items either completed or on this agenda. 2.3 <b>Confidential Minute</b> Agreed as an accurate record.			
<b>Finance Portfolio</b> LH said she would like to leave it to CG to talk through the finances (detailed paperwork provided separately)	KH said from now on he will ask each portfolio lead if they would like to mention anything about the portfolio before asking the relevant senior leader to comment.		
<b>3. Finance and Business Reports</b> 3.1 <b>Management Accounts Report to P12 and Budget to P1</b> CG talked through the headlines:			

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

Date: .....

<ul style="list-style-type: none"> <li>• Following the June forecast there is now an £85k surplus which is a result of some savings with staffing in the summer term.</li> <li>• Income overall is an additional £28k income since the June budget, much related to SEN funding which is based on NOR; various additional income and adjustments to Pupil Premium funding.</li> <li>• Staffing is as CG predicted in June.</li> <li>• Other expenditure; overall made savings of £12k.</li> <li>• Now have an £85k surplus which is a very strong position. This will be the starting position for the auditors.</li> <li>• Still have to take out some items which need to be capitalized on the balance sheet which will leave £100k surplus.</li> <li>• Depreciate historical figures, the pension deficit will go into the mix; have made a loss but made an in-year surplus.</li> <li>• Overall cash flow is in a strong position.</li> </ul>			
<p><b>3.2 Written Finance &amp; Business Report for Financial Year 2017-18 P1</b></p> <p>CG talked through the headlines of the written report:</p> <ul style="list-style-type: none"> <li>• Income of £6.331m; variation slightly up to £6.334m – 3.6% increase.</li> <li>• Salary Costs – increase in teaching staff costs; 2% main pay scale increase; CG had already built this in.</li> <li>• Made some savings in English and Art but increase in supply.</li> <li>• Large sum of money built in for appraisals of teaching staff.</li> <li>• Support staff performance reviews done in June and costs applied in September</li> <li>• Other expenditure mentioned and included in report.</li> <li>• Budget surplus now just under £1000.</li> <li>• The Dining Hall project is 3 weeks behind schedule; kitchen will not be open at all the week after half term and all students will have to bring in a packed lunch. Project will be completed on 17 November. The facility will be very spacious it is completed!</li> <li>• National Funding Formula – recent information says that the school will be £100k better off. This is based on last year’s NOR of 1170; the recent census is 1227; however, Hampshire has to agreed and top slice, give money to SEN etc.</li> </ul>	<p>Governors agreed this is the written format they would like to continue with.</p> <p>Provision will be made on the first day for those who do not bring in their own lunch. Reminder texts will be sent out on the Sunday evening.</p> <p>Thanks for CG for excellent update.</p>		
<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 £6,334,956</li> <li>➤ Projected variance to budget of £3,620</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 £4,735,749</li> <li>➤ Projected variance to budget of (£23,841)</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><b>Expenditure costs approved by governors £6,324,909</b></p> <p><b>Revised forecast £6,334,002</b></p> <p><b>Projected variance to budget of £9,093</b></p> <p><b>Conclusion</b></p> <p>Budget approved by governors had a surplus of £6,427. The current position shows a potential surplus of £954 representing a variance of <b>£5473</b></p>			
<p><b>4. Trustees' Annual Report August 2017</b></p> <p>CR has made a comment about the recruitment process for Community governors.</p>	<p>CW will amend wording. Report ratified.</p>		
<p><b>5. Policies for Ratification</b></p> <p>5.1 <b>Pay</b> – CW said this is an HCC model policy. DH asked about payment for Senior Leadership Team; leadership pay mirrors the same structure as teaching staff; 81 point spine so every 1 point is worth 2 half points; so up 3 half points (rather than 2 full points) for exceptional therefore would be a saving.</p> <p>5.2 <b>Lettings</b> – no comments</p>	<p>Pay policy ratified.</p> <p>Lettings policy ratified.</p>		
<b>Chair of Governors Portfolio</b>			
<p><b>6. Google Drive Refresher</b></p>	<p>Governors invited to contact PGM for help at any time.</p>	<p>All→PGM</p>	<p>Ongoing</p>
<p><b>7. Priestlands School Plan 2016-19</b> (paper copies sent to governors in advance of this meeting)</p> <p>KH reminded governors that the School Plan forms a complete annual review and is probably the most important document from a governor perspective as it drives the school.</p>	<p>Full details can be found in the plan</p> <p>Governors are encouraged to ask any questions at any time.</p>		
<p>CW talked through the headlines page at a time:</p> <ul style="list-style-type: none"> <li>➤ Anything which is new is highlighted in yellow.</li> <li>➤ Page 5 – data populated with results; Progress 8 – hoped for 0.4, achieved 0.27 therefore revised next year's target downward to 0.4 again. With English and Maths and the GCSE changes difficult to know what Progress 8 will be in 2018.</li> <li>➤ A-C (9-4) English &amp; Maths was 80%; this was an aspirational target and it was met.</li> <li>➤ EBacc – 40% entry; achieved 29%. For the current Year 6 the aspiration for that cohort is 95%.</li> </ul>	<p>KH asked if achievable targets are being set; targets must be motivational.</p> <p>CW said all targets are aspirational based on FFT top 20% and above. This is where Ofsted might draw threshold for outstanding.</p> <p>PGM said targets should be aspirational in order to be the best; is the school satisfied with not doing quite so well?</p>		
<ul style="list-style-type: none"> <li>➤ Pupil Premium v All – there is a gap; national average Progress 8 was -0.03 and Priestlands Progress 8 for Pupil Premium was -0.05 so essentially this school's PP children are in line with national average for all students. In part, the gap is because work done to raise standards has at least as much impact on non-PP students as on PP students;</li> </ul>			

Therefore, overall, PP performance is in line with the national average for all students.			
➤ Added: "Engaging with online safety".	Trying to do more work on this.		
➤ Persistent Absence is defined as someone whose absence is at 90% or lower (equates to half a day per week) – holiday is a small part.	Figures not alarming in comparison with similar schools. Progress been made but not as much as would like.		
<ul style="list-style-type: none"> <li>➤ Student Voice – MH asked about the progress in relation to teachers' appraisals. CC said that all staff had chosen a small focus group from one class who were asked by an appraiser for comments on how classroom practice could be improved. They would be asked again at the end of the year.</li> <li>➤ CB mentioned a student voice app which allows students to provide feedback to their teacher at the end of lesson (on their smartphone, iPad or tablet).</li> </ul>	<a href="https://www.impactoneducation.co.uk">https://www.impactoneducation.co.uk</a>		
8.44AM – JWE LEFT MEETING			
Page 12 – point 1.4 – MH asked about raising the level of challenge in KS3 – is this because it is too easy? CW said the level of challenge to be raised to prepare for new GCSEs.			
<ul style="list-style-type: none"> <li>➤ Page 14 – increase the uptake of GCSE Modern Languages to at least 50% for the current Year 9.</li> </ul> <p>Discussion on EBacc and the balance of students doing subjects they want and what the school 'needs' them to do; this includes Science and the 3 separates versus double sciences. Governors have discussed in the past advising parents where to send their children after Year 11; JD asked if parents know about the benefits of doing or not doing the triple sciences etc. CW has some comparative data; there is so much information for parents to take on board.</p>	<p>MFL is a difficult subject, demanding resilience.</p> <p>All agreed it is difficult for the school to provide accurate objective advice; it is very much about ethos, friendship groups and choice of subjects.</p>		
8.56AM – JWE RETURNED TO MEETING			
<ul style="list-style-type: none"> <li>➤ Pages 16-17 – embedding the curriculum – the house system linked in with the curriculum and need for feedback from parents and students about curriculum and assessment.</li> <li>➤ Pages 18-19 – Behaviour &amp; Welfare – develop use of Groupcall Xpressions app (text messaging service) – parents can see child's timetable etc.</li> <li>➤ House system – expect to see much more house competition and the houses being used to promote the growth of growth mindset.</li> <li>➤ Mental Health – excellent assembly led by head boy and head girl.</li> <li>➤ Leadership &amp; Management - developing links with Twynham Partnership.</li> </ul> <p>KH asked if there should be a reference in the School Plan about the Executive Head.</p> <p>Page 5: DH queried "probably a MAT". Agreed it should be "possible a MAT".</p>	<p>60% of parents using it.</p> <p>Yes, CW agreed it should be mentioned more robustly within the context pages.</p>	CW to add	
Thanks to CW for his excellent summary of the School Plan.	Plan adopted; it is a continual working document.		
8. Occasional Board of Governor Meetings without SLT?			

KH asked for this item to be moved to the end of the meeting and suggested that members of the Senior Team should leave for this discussion.			
<b>9. Funding Group – report back on sponsorship packages</b>	Deferred to next meeting.	LH/JH/JT	15 November
<b>12. Headline News</b> Most items would be covered on the main agenda (Pay Policy, National Funding Formula). CW advised that he was consulting staff about possibility of inviting Ofsted in. <i>(moved to item 19 on agenda)</i>	Mock inspection to be considered; CW to refer to Governors for final decision	CW	Ongoing
<b>Teaching &amp; Learning Portfolio</b>			
<b>19. Pupil Premium Annual Reports to Parents October 2017</b> KH invited KM to talk through the headlines in the report: <ul style="list-style-type: none"> <li>• Would like report to be accessible to all parents.</li> <li>• Analyse and identify and look at focus areas; specific targeted interventions.</li> <li>• There is a well-balanced spending plan and the money is spent well.</li> <li>• Teachers continually work hard for this group of students and know them well; constant dialogue through leadership meetings, learning walks etc.</li> </ul> KH asked if there is anything else the school should be looking at regarding Pupil Premium? KM attends local PP meetings half-termly where best practice is shared; what this school is doing is working; KM is constantly looking for new ideas. CB mentioned a website which provides information on Pupil Premium strategies. DH asked if there is an aspirational target for Pupil Premium. Progress 8 to be above zero. PP Students should perform in line with all students nationally.	Report will go on the website when national data has been checked.  <a href="https://the-ieee.org.uk">https://the-ieee.org.uk</a>  Target to be added	KM/CW	In hand
9.23AM - KM LEFT MEETING			
<b>20. Portfolio and Subject Link Reports</b> MH asked governors if they are happy with their subject allocations and reminded governors of the rules of visiting classes: <ul style="list-style-type: none"> <li>○ Get to know the school; an opportunity to understand and to look at different teaching styles;</li> <li>○ Look at the way in which the curriculum is being delivered;</li> <li>○ Do not make notes and do not be embarrassed!</li> </ul> <b>Link Governor Visit Sheet</b> – will be revisited as some paragraph headings do not ask the right questions.  Clerk asked to send remainder of subject results sheets to link governors. <b>Portfolio Log-in Sheets</b> -these should be done each time a governor visits the school; just log in a date as a record.	Governors advised to read Protocol for Classroom Visits to remind themselves of do's and don'ts.  Will be reworded and brought to next meeting. Safeguarding question to be added to sheet. English, PE, ICT and Computing  Form is on Google Drive	All  MH/JWE  Clerk  All	Ongoing  15 November  Done  Ongoing
<b>20.1 Science Link Visit</b> – CR said she had a very constructive conversation with PT; Science improved and department proud of results. Short discussion on how the Science Department decides their predicted grades; the model assumes the progress will be linear but when students get to exam season their progress rises dramatically which is not always accurate.			

20.2 <b>History and Geography Link Visits</b> – JD asked about the ‘quality’ of teaching comment. MH said she had initial chat with new Head of RE and would visit next half-term. Everyone very impressed with how he has started.			
(moved back to item 13)			
<b>Premises and Health &amp; Safety Portfolio</b>			
13. <b>PH&amp;S Forum – draft minutes of meeting held on 11 October</b> JD referred to comments and concerns about students on bikes and asked if it should be compulsory for students and staff wear cycle helmets while cycling on the school site? JD said it is absolutely imperative that governors take this very seriously as part of their health & safety responsibility.	Already compulsory for students; log book kept of students who break rule; parents contacted. Staff to be told to wear a helmet while cycling on school site.	CW	In hand
14. <b>Related Paperwork</b> (detailed paperwork provided separately) 14.1 Written Report and H&S Audit Action Plan 14.2 Fire Risk Assessment Report, Action Plan and Fire Drill Observation Sheets 14.3 Site Walkabout Sheets – JD said it was very beneficial to be joined by some students at the recent walkabouts. 14.4 Asbestos Action Plan and Control of Legionella CR referred to the Governing Body Fire Safety Management Review Monitoring Form; the audit and action plan now has to be written;	Students from different year groups to continue to be invited.  CR will monitor; governors to be conscious that actions need to be closed down.		
15. Policies – name them all	All ratified		
<b>Safeguarding &amp; Welfare Portfolio</b>			
16. <b>Annual Governors Safeguarding Report to Hampshire 2017</b> JH said she and VC met with RG to talk through the Safeguarding Audit, the summary of which is presented to governors and submitted to Hampshire. For governors’ information.	Development areas also identified which this year include developing quality of induction for volunteers who come on site; to use combination of briefings and briefings sheets to update staff during the year; embedding online safety; prevent training; Y7 induction programme.		
<b>Human Resources Portfolio</b>			
17. <b>Human Resources Report 2016/17</b> KH invited DH to introduce the report. DH said it is a very encouraging report; turnover down; staff survey on impact of Y7 class sizes will be done at the end of term and the other one? DH asked that Ofsted survey be issued to all parents and staff. Agreed. For the first time Priestlands is not the most expensive school; can commit to bonus being reinstated in Year 8 which means growth next year of 1.5 teachers. 18. <b>Staff Wellbeing – any comments from staff</b> CDC said that new detention system had been helpful so far this half term.	CW to issue survey  The system will be reviewed next term to see who is using, if it can be used more effectively etc.	CW	In hand
<b>Data Portfolio</b>			
Any updates have already been discussed under item 8 on the agenda (School Plan).	CB agreed to become Data Portfolio lead.		

<b>Date of Next Meeting</b>			
<b>*Wednesday 15 November 2017, 5pm-7pm</b>	KH thanked everyone for attending the meeting.		
<b>*ON 15 NOVEMBER KM AND RG WILL RUN A SAFEGUARDING TRAINING SESSION BEFORE THE MAIN MEETING. IT WILL BEGIN AT 4PM IN THE COACH HOUSE AND LAST FOR 50 MINUTES. PLEASE ATTEND IF YOU CAN. THE BOARD MEETING WILL THEN OPENS PROMPTLY AT 5PM WITH BIANCA SILVA FROM MHA MCINTYRE HUDSON TALKING TO GOVERNORS VIA SKYPE AT 5.05PM.</b>			
9.55AM – MAIN PART OF MEETING CLOSED All members of SLT left meeting except CW and PGM. Discussion followed under item 9 on the agenda – Occasional Board of Governor Meetings without SLT.			
10.02 – SHORT DISCUSSION			
<b>Occasional Board of Governor Meetings without SLT</b>			
<b>Discussion</b>			
KH introduced the item. The reason for asking the Senior Team to leave was purely to give anybody who wishes to raise any issues the freedom to do so in an open forum; the opportunity to say something. It is worth having meetings without the Senior Leadership Team? KH said in his opinion the portfolio system is working well but sometimes it can potentially limit the freedom to talk.	KH would like to look at way of improving the opportunity for debate.		
JD had two comments – any issues should be understood by the headteacher(s) and the two staff governors who could then answer any queries; if a specific item is on the agenda then that particular member of the Senior Team could be invited to that meeting or part of that meeting. In addition, JD asked if both CW and PGM will come to meetings when their roles change in January. CW said he will cease to be a governor and PGM will take over.	JD said it would be interesting to have a board meeting just with governors. CW can be invited to continue as a governor (Associate/Co-Opted) if the Board wishes. <b>To be discussed.</b>		
LH said there are two separate points to consider: <ul style="list-style-type: none"> <li>Should governors have more time to discuss and debate topics?</li> <li>Should governors have some time or certain meetings when the SLT do not attend?</li> </ul>			
CDC said she did not have a strong opinion either way.			
RJO said she would like a little more time to debate certain subjects.	She would personally rather have the Senior Team present at meetings.		
DH said he does feel more time is needed to debate as sometimes meetings feel “like a sausage machine”; should have the flexibility to be able to ask the Senior Team to leave if required.	Overall like having the Senior Team present but should have the flexibility to ask the Senior Team to leave/have a post meeting.		
CB said this was his first meeting but it did feel a little rushed.			
MH said she would rather the Senior Team were present. If they weren’t the portfolio holders would need to be up to speed with all the items on their portfolio. Plus, either CW or PGM would also have to up to speed on everything; there will be things they will need to defer to other members of the SLT so this could be extra meetings/information sharing which could be done in one meeting. By starting to ask portfolio holders to introduce their portfolios at each meeting is a good idea and will encourage people to express their views.	Prefer the Senior Team were present.		

<p>CW said he thinks it is imperative the Senior Team are present –he could not talk about finance in detail, for instance. In addition, he didn't think governors would have had an internal candidate for headship as strong as PGM if had he not been privy to all of the board meetings.</p> <p>Attending saves a lot of time for CW otherwise he would have to go back to the Senior Team and repeat everything from the meeting.</p> <p>He agreed that it is about portfolio holders; the default position should be the lead governor with their Senior Team link as a support/back up. Governors should be far more involved in the agenda setting process; contribute to what they want on the agenda. It is about conversations between portfolio holders and their link outside the meeting which should steer the meeting, build in the time for debate and the Senior Team should not be contributing unless they are giving matters of information or clarification or they are specifically asked to address a point to inform a debate.</p>	<p>CW strongly urged not going back to a situation where the Senior Team are not part of the meeting.</p>		
<p>JH said there were no negatives with the Senior Team being present; they always contribute very positively.</p>	<p>Enjoys the Senior Team's presence at meetings and likes the culture that that creates – it is very positive.</p>		
<p>MH agreed with JH and added that the development opportunities for the Senior Team to being exposed to how a governing body works is key for those wanting to take the next step up the management ladder.</p>	<p>Should encourage Senior Team to attend as part of their development and governors should offer the opportunity.</p>		
<p>CR said she liked DH's suggestion of the flexibility of having a post meeting if governors wished.</p>	<p>KH added that governors shouldn't feel guilty for asking the Senior Team to leave.</p>		
<p>PGM said he had learnt so much over the past 4 years by attending meetings, listening, observing and absorbing information and conversations.</p> <p>In terms of work load if Senior Team did not attend, this would be more as he would have to do more work in preparation for meetings and then more work feeding back to Senior Team. This is not how the Senior Team works; the way they manage, the way they take decisions and the way they do strategic planning.</p> <p>In terms of more discussion, governors will have to come to the meetings really well prepared.</p>	<p>He would not be in the strong position he is now if he hadn't been attending meetings regularly.</p>		
<p>KH said what is put on the agenda should be reviewed.</p>	<p>Send email few days before agenda planning meeting, inviting governors to add items to agenda.</p>	<p>Chair</p>	
<p><b>Agreement/Vote</b></p>			
<ul style="list-style-type: none"> <li>Keep Senior Leadership Team as part of meetings.</li> <li>Part 2 will be added to the agenda when required. This will be done at agenda setting stage after governors have been invited to add items if they wish. If there are no items for Part 2 it will simply stay on the agenda as 'nothing to report or discuss'.</li> </ul>	<p>Items for Part 2 to be published in advance (this would save any embarrassment about asking members of Senior Team to leave). There will be no AOB at meetings. Agreed unanimously.</p>		



<p>JD asked if CW/PGM thought they were getting or had got the most beneficial input out of non-educationalist governors over the years; the strength of the board is the lay people who are good at looking at different things and giving 'nudges'.</p>	<p>CW agreed – governors are good at 'nudges'.</p> <p>PGM will inform remainder of Senior Team of the outcome of this discussion.</p>		
<p>10.23AM-DISCUSSION CLOSED</p>			