



BOARD OF GOVERNORS

School name:	Priestlands	Meeting:	7
Date/time:	Wednesday 21 st March 2018	Present:	Chris Brown; Charlotte Cherry; Julian Davis; Kevin Harriman (Chair); David High; Louise Hill; Mary Hill (Vice-Chair); Jo Hiller; Ruth Owen; Claire Renshaw; Kath Rudd; Pete Main (HT)
Apologies:	None	Others in attendance:	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
3.	Worldpay – on-line charges	All payment types must now be treated the same – to be clarified	CG/LH	Next meeting
4.1	Music Dept – H&S concerns	Feedback from H&S portfolio lead following H&S meeting	CR	Next meeting
4.2	Corridor doors in Nichols	Draughty when left open; fitting of levers to be investigated	CG	Next meeting
8.	Governors' Away Day	Date to be advised	KH/PGM	Next meeting
9.5	Leisure Centre	Governors to be advised when swimming slots are allocated	CW	Next meeting
10.	Community Governor Vacancy	Update	MH/KH/PGM	Next meeting
14.2	New Minibus	Letter of thanks to PTA	KH	In hand
13.	New Car Park – wear & tear	Staff to be asked to park there if they wish	PGM	Next meeting

8.03AM – 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.</p> <p>1.1 There were no apologies.</p> <p>1.2 The meeting was confirmed as quorate.</p> <p>1.3 No business interests were declared in relation to the meeting.</p>		
Teaching & Learning Portfolio		
<p>2. SCITT/Get Into Teaching The CoG welcomed SMD, the school's Professional Mentor and Induction Co-ordinator, to the meeting to talk about the school-centred initial teacher training programme. His overview was accompanied by a slide presentation – ITT (Initial Teacher Training), NQT (Newly Qualified Teacher) and New Staff Induction. This was distributed to governors at the meeting and is available on Governors Google Drive together with the HCC NQT Moderation Report, Priestlands School Teacher Induction Booklet and Summary of Placements & Offers 2017-18.</p> <p>SMD talked about the difficulty in finding teachers, making better teachers, continuous improvement, teacher training placements, skills as a teacher and learning on the job, workload, recruitment, retention and reputation.</p> <p>A governor asked about the strength of students and the number of rejections considering there is currently a national recruitment problem. SMD replied that some providers are paid to train potential teachers to meet targets but that doesn't mean they necessarily have the skills to teach in the classroom.</p> <p>The DH said although there are financial implications, this school is selective about who they will have and quality assurance means that everybody is considered as an individual; standards are not lowered in order meet targets and the school is realistic about applications and capacity.</p> <p>The CoG thanked SMD for his informative talk.</p> <p>8.30AM – SMD LEFT MEETING</p>		

Agenda item	Action by Whom	Action by When
General Business (cont'd)		
<p>3. Board Meeting 6</p> <p>3.1 Approve Minutes of Wednesday 28th February 2018</p> <p>Agreed as an accurate record.</p> <p>3.2 Matters Arising</p> <p>A governor expressed concern that, due to the absence of the clerk, the last meeting had been recorded. The CoG and EHT confirmed that governors were asked at the start of the meeting if they were happy for it to be recorded but this had not been minuted. The VCoG said the recording had been useful and necessary to enable the clerk to write the minutes. The clerk confirmed that the recording had subsequently been erased.</p> <p>Referring to point 7 (Finance section) in the minutes, a governor asked for the point about on-line charges for parents using Worldpay to be clarified; she said it was not illegal to charge for credit or debit card payments, but rather it is now illegal to charge differently for different payment types – all payment types must be treated the same. The BM said she would seek clarification and discuss with the governor before reporting back to governors.</p> <p>Comments from Action Grid</p> <ul style="list-style-type: none"> • Pigs – formal complaint has been lodged – the CoG informed governors that he has responded to the parent’s complaint but is unable to share the content at this stage. • Kenwood Chef – delivered and gratefully received. Thanks to the governor who arranged this. • Safeguarding Questions (with typed answers) for Subject Link Visits - the list is on Google Drive (LINK GOVERNORS folder). For quality assurance purposes the DH asked if governors could please record which questions they ask when they visit. The response should be checked against the model answer and any concerns referred to the SLT line manager. Agreed. <p>Minutes approved.</p>	CG/LH	Next meeting
Teaching & Learning Portfolio (cont'd)		
<p>4. Subject Link Reports</p> <p>4.1 Music, Art & Drama</p> <p>The link governor talked through her reports following her visits to the departments. Referring to the Art report there was a short discussion on the difficulty with the moderator and a rebalance of workload rather than additional workload.</p> <p>Drama – there are lots of areas students are involved in and care should be taken to ensure scheduling means minimum impact on time out of lessons. The Shakespeare Schools Festival is an example of this which means that the whole school production has been moved back 7 months to ease the pressure of having 2 productions in the autumn term.</p> <p>Music – very positive developments happening in Music with extra-curricular opportunities and performances. The recent purchase of iMacs will help with the technical aspect of the subject.</p> <p>A governor referred to the health & safety comments in the Music report, in particular the words “the exit does get blocked with bags and chairs”. He asked for clarification. The H&S portfolio holder said teachers are aware and concerned but do not have a perfect solution due to lack of space caused by instruments etc. When the chairs are under the desk space is not an issue and the exits are not blocked. The HT said he would review it immediately and agree a solution (see post-meeting note below). The H&S portfolio holder said there is a meeting next week which and she will report back at the next meeting that it has been reviewed and a plan has been put in place.</p> <p>Post-meeting note: The HT and AHT visited the Music room and agreed a protocol in the event of emergency evacuation being needed. Space in the room was tight, but HT satisfied that risks could be managed. Teachers would brief all students on the procedure in the event of an emergency and notices would be displayed in the rooms.</p> <p>4.2 Modern Foreign Languages</p> <p>The link governor said this was a very positive visit. There is a real emphasis on creating a love of languages. Mixed ability classes are working well. An issue was raised with the</p>	CR	Next meeting

Agenda item	Action by Whom	Action by When
<p>corridor doors being permanently left open which cause a draft all day. The BM will investigate if levers can be fitted and report back to governors.</p> <p>4.3 History and Geography The link governor said both departments have worked hard for the new GCSE syllabus. Some students in Year 11 can find the subjects difficult at this stage but the departments are coping well. The governor said she is always very impressed with these departments. The CoG said it is very encouraging to see how many health & safety issues have been picked up on the visits.</p> <p>Thanks to all.</p>	CG	Next meeting
Human Resources Portfolio		
<p>5. Staff Wellbeing – comments from staff No issues or concerns raised.</p>		
<p>6. Staffing Report for March The HT talked through the written report. He reminded governors that the information within the report is confidential.</p>		
Chair of Governors Portfolio		
<p>7. Secondary Governors' Conference 7th March - feedback The two governors who attended the conference have produced a written summary and talked through the points in detail, cross-referencing with Priestlands' context. All agreed their summary was informative and helpful.</p>		
9.18AM – KM AND HJY LEFT MEETING		
<p>8. School Plan – general discussion (no paperwork) The CoG said there is a broader discussion to be had on the School Plan and a Governors' Away Day will be scheduled during the summer term if governors agree. The HT suggested the day could also include some in-depth sessions on teaching & learning which might be of benefit. A governor asked if it would be possible to look at the school plans of equivalent schools; are governors happy and understand the school plan. Governors need to know what questions to ask on the plan – it has to be simple enough for a lay governor. However, the VCoG suggested that governors should view it as their homework and prepare specific questions to ask. Proposal to have a Governors' Away Day in July – date to be advised.</p>	KH/PGM	Next meeting
<p>9. National News and Local Response – verbal updates</p> <p>9.1 The HT said the recent Year 9 Choices and Parents Evenings were both very well attended. Students are enjoying so many subjects, they are finding it hard to choose their options.</p> <p>9.2 Admissions September 2018 – 268 currently on the list but the number is expected to go down to 254. The HT said there are a number of students on the waiting list and there will be appeals in June.</p> <p>9.3 Lambs – the HT informed governors that the school had planned to bring lambs into the Walled Garden this half term but decided not to have them this year partly due to the business risk for the farmer and partly because the school couldn't guarantee the safety of the lambs.</p> <p>9.4 Spending Plan – this was approved by governors at the last meeting and has been shared with staff via the School Bulletin.</p> <p>9.5 Leisure Centre – the EHT said he has had a meeting and the leisure centre is going to withdraw from using the sports hall at the end of the academic year; gymnastics and trampolining classes are going to cease being offered. Swimming slots for next year have not yet been allocated and the EHT will chase.</p> <p>As a consequence of the above the EHT feels the sports hall will sadly go out of community use. The fitness suite is no longer used and a gym has been set up in the school's main hall which is working well.</p> <p>Summing up, the EHT said he was very sad there was not a commitment to public service from the leisure centre.</p>	CW	Next meeting
9.51AM – MH LEFT MEETING		

Agenda item	Action by Whom	Action by When
<p>10. Community Governor Vacancy</p> <p>The CoG informed governors that there has been one application so far and he and the VCoG will be meeting the applicant for an informal chat after Easter. All agreed it would be good to advertise for a non-parent appointment and this will be done through support staff vacancies advertising. A governor said the appointment must be a fully inclusive operation if possible. Although it would be ideal to have an accountant/someone with financial experience, other skills sets might be of benefit as well. Governors were reminded of the appointment process for community governors – current governors will have the opportunity to read the applicants’ CVs, they will then be invited to say a few words at a board meeting (probably June) and governors will then have the opportunity to vote. There will be a further update at the next meeting.</p>	KH/MH/PGM	Next meeting
Data Portfolio		
<p>11. Scorecards</p> <p>The Data Portfolio governor said there are two scorecards for governors to consider at this meeting – Year 10 and Year 11. Some of the key issues on the Year 11 scorecard include the lower performance of the high prior attainers and the need to target these students. Pupil Premium versus non-Pupil Premium and the gender gap. As with the School Plan, these could all be valuable topics for discussion on a Governors’ Away Day.</p> <p>The AHT talked through the key points on the Year 11 scorecard:</p> <ul style="list-style-type: none"> ➤ Lists of students – key 30 – most under-performing students; staff are working hard but not yet seeing the results. ➤ Parents supportive and engaged but there is a small core of students who are not committing to intervention classes. ➤ There is a focus on attainment – trying to move students from 7c to 7a – this is being done at all levels through small shifts which can make a big difference. ➤ Higher ability Progress 8 score is going in the right direction. ➤ Lower ability group are performing very well. ➤ Large gender gap in this year group, many are boys and looking at final intervention plans. <p>Year 10 scorecard:</p> <ul style="list-style-type: none"> ➤ Trying to identify the gaps as early as possible. ➤ Students working hard in class and positive. ➤ Focussing in English and Maths on mismatches. ➤ Pupil Premium smaller in this year group. ➤ Slight gap in gender but smaller than Year 11. <p>The AHT was thanked for his reports.</p>		
10.05AM – CDC/CB LEFT MEETING		
Safeguarding & Welfare Portfolio		
12. No issues to report or discuss.		
SEN Portfolio		
13. No issues to report or discuss. There will be a review and portfolio report at the next meeting.		
Finance Portfolio		
<p>14. Seeking Governor Approval for Expenditure (the meeting was confirmed as being quorate)</p> <p>14.1 Gurney Dixon Block Boiler Replacement</p> <p>The BM asked governors’ approval to replace two boilers in the Gurney Dixon at a cost of just under £18,000 which can be funded from the school’s DfES capital grant. Expenditure of £17,974 approved.</p> <p>14.2 New Minibus</p> <p>The PTA has agreed £30,000 from funds to replace the 2012 minibus. The BM informed governors that any drivers who hold a driving licence after 1 January 1997 need to have a category D1 which can be obtained by taking an additional theory and practical test which is expensive. However, holders of a full category B (car) driving licence may drive a minibus with up to 16 passenger seats provided certain conditions are met including the maximum weight of the minibus is not more than 3.5 tonnes. All agreed that as long as care is taken</p>		

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<p>about the weight (the nearest weighbridge is at Efford Tip) and all other criteria are met then the purchase can go ahead. The BM said the cash purchase price for a new minibus is £29,617 exc VAT. Governors approved purchase and expenditure.</p> <p>The CoG will write a letter of thanks to the PTA.</p> <p>14.3 Draft Budget 2018-19</p> <p>The BM has just received the budget share from the DfE; not for decision at this stage; more money than anticipated from initial analysis.</p>	CoG	In hand
10.09AM – RJO LEFT MEETING		
Health & Safety Portfolio		
<p>15. Any incidents to report?</p> <p>A governor asked about the far end of the new car park where the gravel has become very thin. The BM said was redressed last year but needs to be redone due to heavy traffic by leisure centre users. A solution could be to ask school staff to park at the far end instead of in the main car park. This would cause less daily wear and tear but might be hard to enforce. The HT will ask staff.</p>	PGM	In hand
10.07 – CW LEFT THE MEETING		
SEN Portfolio		
16. Nothing to report or discuss.		
Responsible Officer Portfolio		
17. As discussed at the start of the meeting and will be discussed further at a future meeting.		
Any Other Business		
<ul style="list-style-type: none"> ➤ Spring Music Concert, Wednesday 28th March, 6.30pm, Sports Hall ➤ Whole School Easter Service, Thursday 29th March, 9.00am, Sports Hall <p>All welcome.</p> <ul style="list-style-type: none"> ➤ Exxonmobile Award – CR informed governors that she is eligible to claim for the second award of £250 (the maximum being £500 p/a) and she has submitted the claim form to Exxonmobile. 		
Date of Next Meeting		
<p>Wednesday 2nd May 2018, 8.00am-10.00am</p> <p>The CoG thanked everyone for attending the meeting.</p>		
10.20AM – MEETING CLOSED		