



**BOARD OF GOVERNORS**

School name:	Priestlands	Meeting:	5
Date/time:	Wednesday 24 <sup>th</sup> January 2018	Present:	Charlotte Cherry; Julian Davis; Kevin Harriman; Louise Hill, Mary Hill; Jo Hillier; Ruth Owen; Claire Renshaw; Kath Rudd; Pete Main (HT)
Apologies:	David High, Chris Brown and Juliet Tomlinson	Others in attendance:	Chris Willsher (EHT); Carole Gibbs (BM); Julia Emmel (DH); Richard Glenny (DH); Kerrie McAdam (AHT); Tom Ritchie (AHT); Hayley Yates (AHT); Caroline Clitherow (Clerk)

**ACTION GRID**

Min	Subject	Action Point	Action by Whom	Action by When
2.2	Safeguarding Training	Hays online training course logins to be arranged for 3 governors	RG→LH/JT/CB	Done 26.1.18
	Online Safety Course	Soon to be offered to parents either at home or school	RG	Imminently
5.	Pig issue	Copy of email sent to students to be forwarded to governors	PG<	Done 24.1.18
9.	Safe School policy	To be ratified at next meeting	All	28 <sup>th</sup> February
13.	Finance and Business Reports	To be presented at next meeting/budget end of March	CG	28 <sup>th</sup> Feb/21 <sup>st</sup> March
14.3	General Data Protection Regulation	PowerPoint on Act to be loaded onto Google Drive/GDPR folder	Clerk	In hand
16.	Evening Board Meetings	Should there be more meetings in the evening?	All	To be considered May/June

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></p> <p>KH welcomed everyone to the meeting. In particular he officially welcomed the EHT, HT and AHT in their new roles and also the HT to the Board as a governor.</p> <p>1.1 Apologies from Juliet Tomlinson, Chris Brown and David High.</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>		
<p><b>Priestlands Pigs</b></p> <p>The CoG explained that he and the EHT decided not to involve the Board when the pig issue arose at the end of last week in order not taint governors and to keep an objective view; it was an operational issue and the EHT advised that governors needed to be objective in the event of any complaint arising.</p> <p>To summarise the story so far, the HT said a parent had taken an exception to the planned end for the pigs in the Walled Garden and wished to stop them going to slaughter at the end of February. The parent was clear that he would launch a media campaign if the school did not go along with his wishes. The Senior Team anticipated that this would happen and, in order to minimise unwanted attention to the school and with the primary concern of protecting students and staff from any potential difficult or even dangerous situations, the decision was taken to return the pigs to their original owner.</p> <p>Over the weekend and at the start of the week, the media campaign gathered enormous momentum with 1000s of people signing an online petition to save the pigs. On Monday the school was getting some negative press but on Tuesday the EHT appeared on various national and local TV channels and radio and gradually, as the school's side of the story came out there was quite a shift in support for the school. The school has received 100s of emails and phone calls, some abusive and threatening and most of an anti-nature. However, a more balanced position has emerged now that the media attention has died down.</p> <p style="background-color: yellow;">Moving forward, as the EHT stated in the media interviews, the plan is now to consult with parents and students about the future of pigs at Priestlands. All the information will be collated and shared with governors in due course and a proposal will be presented. The HT has drafted a letter to parents to update them and keep them informed.</p>		

Signed (Chair of Governors): .....	Date: .....
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Agenda item	Action by Whom	Action by When
<p>A governor said that some parents of former students had contacted her to ask how they could support the school at this time and asked if there was there a possibility they could be included in the consultation.</p> <p>The HT said the consultation should not be 'open' where 1000s of people put forward their views which could influence the consultation unfairly. Although yet to be finalised, the way forward would be to encourage anyone who has been through the school to put their views and experiences in writing.</p> <p>The focus at the moment just seems to be on the pigs and not on any other animals in the Walled Garden. However, if the agenda on the pigs was to be successful there is no guarantee that it won't move on to not having the chickens, eggs etc.</p> <p>The CoG asked if there should be an opportunity to have a vegan presentation; invite people to come in and listen. JWE suggested this could be tricky as it would be hard to validate any sources of information and the school would not want to share anything that couldn't be validated.</p> <p>A governor asked if the children of the parent were feeling under any pressure. The HT said that staff had been reminded to look out for them and they seemed fine.</p> <p>Another governor pointed out that whatever way the consultation goes the protestors will not accept it and the Senior Team must consider how much time and effort they want to spend on this and how diverting it is going to be on the main business of the school.</p> <p>The CoG said the Senior Team has done a superb job in keeping the media circus away from the students. Another governor said her children and their peers at the school were very supportive of what the school has done.</p> <p>Another governor pointed out, however, that the vegan will not agree and the school must be prepared if he does not let it drop.</p> <p>The EHT said that if, after the consultation, 97% of parents wanted to keep the pigs, the school would have to consider if it were still viable to continue, given what might happen in the future. A judgement call will have to be made in due course.</p> <p>At least 170 schools around the country keep pigs.</p> <p>A governor asked what the timing was for the consultation. The HT said it would be soon, certainly in the next 2-3 weeks.</p> <p>It was confirmed that the pigs were owned by the school.</p> <p>Closing the discussion, the CoG asked if governors were happy to agree that a consultation about keeping pigs in the school will take place and thereafter a proposal for a way forward will be drawn up. All agreed.</p> <p>A governor wished it be minuted that they were very sorry for those members of staff who have had to put up with nasty and abusive phone calls and emails over the past few days. The DH said that someone had donated biscuits and flowers to the reception staff which was very thoughtful and much appreciated.</p> <p>Discussion closed.</p>		
<p><b>2. Board Meeting 4</b></p> <p><b>2.1 Approve Minutes of Wednesday 13<sup>th</sup> December 2017</b></p> <p>Agreed as an accurate record.</p> <p><b>2.2 Matters Arising</b></p> <ul style="list-style-type: none"> <li>• <b>Safeguarding Training</b> – Hayes online training course logins to be arranged for the 3 governors who were unable to attend the in-house training in November.</li> <li>• <b>Online Safety Course</b> – it is hoped that soon this can be offered to parents either to do at home via a login or in school.</li> </ul> <p>Minutes approved.</p>	<p>RG→LH/JT/CB</p> <p>RG</p>	<p>Done</p> <p>Imminently</p>
<p><b>Responsible Officer Portfolio</b></p>		
<p><b>3. Internal Audit Report (1)</b></p> <p>The CoG invited the Finance Portfolio Governor to talk through the audit report and associated papers as the RO was not present. At this visit the Inventory Form, SLAs &amp; Contracts and Risk Register were also looked at. It is the Board's responsibility to receive the Risk Register on a regular basis.</p>		

Agenda item	Action by Whom	Action by When
<p>3.1 <b>Inventory Form/Management</b> – Science Department was chosen; the RO and Finance Department decided that from now on certain parts of the equipment will need to be looked at overall rather than by room as the department usually has a large intake of new equipment in September.</p> <p>3.2 <b>SLAs/Contracts for Academies</b> – contracts coming up for renewal next year were looked at as well as renewals and outsourcing. This is all managed excellently by the Business Manager and her team.</p> <p>3.3 <b>Risk Register</b> – this has been updated and changes detailed on the register. Governors invited to read and a governor has made some comments.</p> <p>In summary, the visit resulted in 3 actions on the audit and 1 update on the Risk Register. As always, this is a tightly managed area of the school and congratulations to the BM and her team. The CoG thanked the BM and the Finance team for everything they do.</p>		
<b>SEN Portfolio</b>		
<p>4. <b>SEN Portfolio Report</b></p> <p>The CoG invited the SEN Portfolio Governor to talk through the written report following her visit on 20<sup>th</sup> December.</p> <p>The governor said that despite difficult finances the SEN department is well resourced and the support in class and the HUB is very good; always positive feedback from the students; the staff know the students well and the different ways to support them.</p>		
<b>Human Resources Portfolio</b>		
<p>5. <b>Staff Wellbeing – comments from staff</b></p> <p>The Staff Governors reported that the HT had been checking in on a regular basis. It is hoped the staff survey will be done this term once the Survey Monkey subscription has been renewed. They reported that all staff have been very supportive and proud of the EHT and the Senior Team during the pig issue and struck by the emphasis on tolerance. The HT will send governors a copy of the message which was sent to students.</p>	PGM	Done 24.1.18
<p>6. <b>Confidential Staffing Report as at 17<sup>th</sup> January</b></p> <p>The HT talked through some of the points raised in the written report for governors' attention. There were no support staff vacancies at the time of writing and 2 vacancies for teachers in Maths and Humanities.</p> <p>A governor asked if the Walled Garden Co-ordinator is happy, following the pig issue. The HT confirmed he has been talking to her on a daily basis; she is upset but supportive of the school's decision.</p>		
<p>7. <b>Policy for Ratification: Discipline Procedure</b></p> <p>The CoG thanked everyone who has made comments. Policy ratified.</p>		
<b>Safeguarding &amp; Welfare Portfolio</b>		
<p>8. <b>Behaviour Report – Autumn Term 2017</b></p> <p>RG talked through the written report which is published each term including one permanent exclusion, two managed moves, referrals, fixed term exclusions, Cold Zone and internal isolation. All information is detailed in the report.</p> <p>The CoG asked if there is a high proportion of students in Year 11. There tends to be as they manage their behavior towards the end of their time at school.</p> <p>The EHT said that Hampshire had now agreed to single roll certain students so that schools could take them off roll in January of Y11. This would apply to students not seen on site since Christmas of Y8 or, in certain cases, where previously permanently excluded students had not succeeded at a second school.</p>		
<p>9. <b>New Policy for Consideration: Safe School (zero tolerance)</b></p> <p>Thanks to governors for their comments. Will be ratified at the next meeting and approved as a working draft, subject to confirmation, in the meantime.</p>	All	Feb meeting
<b>Data Portfolio</b>		
<p>10. <b>Year 11 Scorecard</b></p>		

Agenda item	Action by Whom	Action by When
<p>The CoG invited TWR to talk through the written report. Headlines:</p> <ul style="list-style-type: none"> <li>• This data collection has come following the Year 11 mock exams</li> <li>• There has been a dip in figures across most subjects as a result of the mocks; this isn't necessarily a surprise or unusual and staff are aware of target areas</li> <li>• Staff are cautious where to place grade boundaries which is reflected in the report</li> <li>• 30 students across Y11 identified as the weakest performing in terms of Progress 8</li> <li>• This opens up dialogue with students</li> <li>• Key 20 list issued</li> <li>• 93 students identified for one-to-one chat with a member of SLT in order to push their grades up to 7, 8, 9 – initiate conversations and support</li> <li>• In terms of Maths, English and Science not a large shift in grade 7</li> <li>• In English grade boundaries expected to move up so being very cautious</li> <li>• Intervention informed by students who are secure at grade 5 and above in Maths and English; this helps get the students in the right groups</li> <li>• A couple of extra interventions groups have been created in English for higher ability students</li> <li>• Pupil Premium – some dips in performance in particular in higher ability; only 5 students but has an impact; however, as in past years, PP students tend to make rapid progress towards the end of Y11</li> <li>• Focus Areas: <ul style="list-style-type: none"> <li>➢ High Ability Pupil Premium – significant improvement at start of year but have come down as a result of the mocks</li> <li>➢ Gender gap closed slightly, although both groups have come down slightly following mocks</li> <li>➢ Higher ability group as a whole across the school continues to improve, currently just below 0</li> </ul> </li> </ul> <p>This particular cohort is nice but too relaxed! The HT said that most students are doing new GCSE specs and it is therefore harder to not only get the higher grades but also apply the knowledge. <b>It is a new challenge for teachers as well as students.</b></p> <p><i>A governor noticed there has been a massive fluctuation in some smaller cohorts. The governor also asked that students are not pushed too hard unnecessarily, i.e. not expected to attend a number of extra-curricular sessions on the same day.</i> The AHT confirmed that the pressure on attending extra-curricular sessions has been reduced and scaled back and mental and physical support has also been a focus. It is balance between supporting those students who may not have done very well but worked hard and giving a nudge to those who need to work harder. Staff know who those students are and which ones need nurturing.</p> <p><i>Another governor asked if teachers feel prepared and ready for the exams this summer?</i> The AHT replied that they are prepared but not particularly confident as to what grades look like; comfortable with the content, not necessarily the application – 4 = standard pass, 5 = strong pass.</p> <p><i>The CoG asked if the more frequent testing in Science is working.</i> The AHT said it is working but students have to recall a huge amount of knowledge; likewise in English students have to know quotations etc and this process of recall also applies in geography and other subjects. Those who apply themselves to it do well but those who don't do the work struggle.</p> <p><b>A governor said the workload of teachers over the past few years has been unbelievable and congratulations must be extended to teachers who have coped with the changes to ensure students have a seamless experience.</b></p> <p>Many thanks to the AHT for his summary and update.</p>		
<b>Teaching &amp; Learning Portfolio</b>		
<p>11. <b>Portfolio and Subject Links</b></p> <p>The Teaching &amp; Learning Portfolio Governor said that the safeguarding questions for link visits are now on Google Drive and it is suggested that governors ask one question during their link</p>		

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<p><b>subject visit.</b> JWE asked what will be done with the safeguarding questions if they come back with any concerns. It was agreed immediately go to the Safeguarding Lead or any member of SLT so that the Governor report could identify any action taken in response to the concern.</p> <p>11.1 <b>English</b> (21<sup>st</sup> November) – the link subject governor said that fantastic results were achieved by the English department last year and the team should be congratulated. The detail can all be found in the written report. The department is expected to be in the top 5 in Hampshire.</p> <p>11.2 <b>PE</b> (30<sup>th</sup> November) – the link subject governor is away; no comments on his written report.</p> <p>11.3 <b>D&amp;T</b> (14<sup>th</sup> December) – the link subject governor is away but has made an initial visit to the department with a longer visit planned later this term.</p> <p>The DH informed governors that learning walks are currently being conducted; these are across subjects in year groups.</p>		
<b>Premises, Health &amp; Safety Portfolio</b>		
<p>12. The PH&amp;S Portfolio Governor said there were a few actions following the H&amp;S Audit last summer and these, together with the site walkabouts and governor audits, needed to be consolidated into one spreadsheet which has now been done. This has multiple tabs at the bottom and an action column down the side showing any actions which need to signed off. The governor said the H&amp;S/Site Management team have done an excellent job with the spreadsheet and she wished to share it with governors. All agreed it is a robust process going forward</p> <p>The Business Manager informed governors that the ESFA sent out surveyors last week to carry out a full audit of buildings, grounds etc. This is being done across all schools including maintained schools. The BM said that only schools in bad states will received funds for bids, therefore the bid system will close in its current format. However, all agreed that Priestlands has done well from the bid system over the past few years.</p>		
<b>Finance Portfolio</b>		
<p>13. The Business Manager will present full finance and business reports at the next meeting together and the new budget at the end of March once the national funding formula is known.</p>	BM	Feb meeting
<b>Chair of Governors Portfolio</b>		
<p>14. <b>National Headlines and Local Response</b></p> <p>14.1 <b>Latest News from Government</b> – the HT reported that there is new Education Secretary; he is grammar school educated person which might be interesting – watch this space!</p> <p>14.2 <b>Christmas Carol Concert</b> – this was superb and a credit to the Music Department.</p> <p>14.3 <b>General Data Protection Regulation (GDPR)</b> – the EHT informed governors that the new Act comes into force in May and has implications for schools in terms of “personal” data. This will be a complicated process and will be managed by the EHT. A Data Protection Officer will have to be appointed in due course. Policy and procedures will be in place by May but it will take longer for full implementation. Governors will also need to be trained eventually but in the meantime the clerk will post the PowerPoint on the Act into the GDPR folder on Google drive.</p>	Clerk	In hand
9.20AM – HJY AND KM LEFT MEETING		
<p>14.4 <b>Mobile Phone Usage During the School Day</b> – the CoG invited a governor to introduce this discussion which has been generated following a general enquiry by parents asking what the mobile phone policy is at school and could it be changed?</p> <p>The HT said that the school’s current approach to mobile phones is that students are allowed to bring their phones into school but must be turned off and put into bags at registration time. They can be used during lessons for educational use such as Show My Homework or quizzes only if the teachers specify; they cannot be used during travelling to and from lessons. They are allowed to use them at break and lunch time; phones can be educational and positive and the school does not want to discourage this and be draconian; it is better to educate the students on how to use their phones and social media properly rather than try and ignore them. It is the students’ responsibility to stick to these basic guidelines but if the school felt it was becoming an issue the approach might have to be revisited.</p> <p>The following guidelines were published in a recent Staff Bulletin:</p>		

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<p><i>Pupils are allowed to have mobile phones in school. However:</i></p> <ul style="list-style-type: none"> <li>• <i>Phones should be switched off in lessons unless you are asked by your teacher to use them.</i></li> <li>• <i>Phones should not be seen during lessons or tutorial time.</i></li> <li>• <i>Phones should not be used between lessons. Headphones should also not be on show during this time or in lessons.</i></li> <li>• <i>Phones can be used at break time and lunch time.</i></li> </ul> <p><i>Pupils should not use mobile phones and other devices to cause harm or upset to any other pupil or member of staff (this includes the taking of photos without permission).</i></p> <p>The DH said that at times such as lunch phones can be sociable and information can be shared in a healthy way and often several students can all be looking at a phone and interacting together. There is no evidence that students are behaving badly with their phones while in school; they are very rarely out in lesson time and cause few problems with teachers.</p> <p><b>Governors agreed that this is a common sense approach.</b> Discussion closed.</p>		
<p><b>15. Admissions 2018/19</b></p> <p>The EHT said there is PowerPoint on Google drive together with a 2 page summary which he talked through with governors. There is now a pattern of over-subscription – 279 first preferences for 243 places. If the school continued to offer over PAN, there would be capacity issues in a couple of years’ time. This year, even if the school drew the line at 256 or 264 (tutor groups of 32/33), we would struggle to admit out of catchment children, even those with siblings already here. This will mean pressure on appeals.</p> <p>Governors said it is key that all staff are happy with the way forward. The EHT advised that the subject had been discussed by middle leaders who would prefer smaller classes but would also like to admit those youngsters from out of catchment who were enthusiastic to come here! Governors were reminded that, to bring down class sizes, the eight tutor groups would be taught as ten classes from Y8 onwards.</p> <p><b>Governors agreed to delegate the admission decision to the HT, but asked the HT or EHT to email governors with the proposed approach. Governors could then advise the COG if an emergency governors’ meeting was thought necessary.</b></p>		
<p><b>16. Google Spreadsheet</b></p> <p>Governors invited to complete this spreadsheet on Google Drive in ‘School Events for Governors’ folder. PBacc presentations are now combined to one event on 8<sup>th</sup> February.</p> <p><i>A governor asked about the governor table at Parents Evening – tick on the sheet to request to have a chat with a governor when parents complete the appointment sheet; large ‘Governor Table’ sign to be made.</i> <b>All agreed the initiative needs to be done properly if it is going to work.</b></p> <p>Before closing, a governor asked if consideration can be given once again about moving more board meetings to the evenings so everyone can attend; morning meetings can be difficult for those governors who work. <b>This will be taken into consideration when the 2018-19 board meeting dates are set in the summer term.</b></p>	Clerk/All	May/June
<p><b>Date of Next Meeting</b></p>		
<p><b>Wednesday 28<sup>th</sup> February 2018, 5.00pm-7.00pm</b></p>		
<p>9.58AM – MEETING CLOSED</p>		