



BOARD OF GOVERNORS

School name:	Priestlands	Meeting:	6
Date/time:	Wednesday 28 th February 2018	Present:	Chris Brown; Charlotte Cherry; Julian Davis; Kevin Harriman (Chair); David High; Mary Hill (Vice-Chair); Jo Hiller; Ruth Owen; Claire Renshaw; Kath Rudd; Pete Main (HT)
Apologies:	Louise Hill and Caroline Clitherow	Others in attendance:	Carole Gibbs (BM); Richard Glenny (DH); Kerrie McAdam (AHT); Pete Main (AHT); Tom Ritchie (AHT); Chris Willsher (EHT); Hayley Yates

ACTION GRID

Min	Subject	Action Point	Action by Whom	Action by When
3.3	Pigs – formal complaint has been lodged	Panel for hearing to be assembled; interested governors to contact clerk. Date of hearing TBC.	All→Clerk	ASAP
8.	Kenwood Chef	Governor to investigate gift of Kenwood Chef for display.	JH	Next meeting
9.	PH&S Site Walkabout	Governor to check hazards in Main Hall.	CR	Next meeting
	Safeguarding questions for governors	List of possible questions for governors to ask when visiting subject link HoDs to be emailed to governors.	Clerk	Done
	Leisure Centre	Termination of extra-curriculum courses in Sports Hall - to be discussed with the leisure centre and reported back to governors.	CW	Next meeting

5.00PM – 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 Apologies from Louise Hill and Caroline Clitherow. 1.2 The meeting was confirmed as quorate. 1.3 No business interests were declared in relation to the meeting.</p> <p>The Chair announced JT’s resignation as Community Governor and Responsible Officer. She had decided to step down due to pressure of work and the Chair apologised for not informing the Board before the HT’s letter to parents. There has been a possible candidate (parent) but further applications will be encouraged from people with financial/accountancy skills.</p>		
<p>2. Board Meeting 5 2.1 Approve Minutes of Wednesday 24th January 2018 Agreed as an accurate record. 2.2 Matters Arising There were no matters arising from the action grid.</p>		
Chair of Governors Portfolio		
<p>3. National Headline News and Local Response 3.1 Teacher Recruitment Drive The HT said that the government has (at last) admitted that there is a shortfall of teachers and has started a recruitment drive. In connection with this, there is a pay rise (probably up to 2%) in the pipeline. This will have financial implications for the school.</p> <p>3.2 General Data Protection Officer The HT informed governors that the New Forest Heads might share a General Data Protection Officer to cover the legal implications of the Data Protection Act. This may be cost effective.</p> <p>3.3 Pig Update The EHT and HT said the responses to the survey on the future of pigs had been high (almost 1000 parents) and the results overwhelmingly in support of continuing to rear pigs for meat – Parents 97%, Staff 98%, Students 93%. However, a parent has lodged a formal</p>		

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<p>complaint to the school (details not released and it is therefore inappropriate to discuss the matter further). There may need to be a neutral panel for a hearing. Interested governors should contact the Clerk (3 governors expressed an interest at the meeting).</p> <p>3.4 Ofsted Survey</p> <p>The HT reported that the Ofsted Survey has been sent to all staff (completed), parents and students. Results not yet available.</p>	All→Clerk	ASAP
<p>4. Priestlands School Plan 2016-19, Mid-Year Review: February 2018</p> <p>The EHT said that this was a mid-year update and governors were asked to sign off on the changes in red capitals in the Plan. The two main areas to consider were:</p> <ul style="list-style-type: none"> There has not been much interest among local junior schools in joining a MAT as there would be few economies of scale and therefore no financial gain for several of them. Some schools were thinking of joining the new CofE MAT. The EHT and HT have a meeting scheduled with Pennington Schools shortly. <p>Consequently, the EHT recommended that governors should withdraw “exploring opportunities to create a MAT...” (page 10 of Plan).</p> <p>Priestlands will continue to work collaboratively with its feeder schools.</p> <ul style="list-style-type: none"> The second area to consider was to recommend that the obligation to assess Citizenship be withdrawn (page 20 of Plan) and that the focus should be on the content of the course. The Head of RE will be taking over responsibility for PSHCE in September. <p>Both changes were agreed by governors.</p> <p>A governor commented that she was pleased that supporting students and staff with mental health issues was now embedded in the Plan. The HT commented that there was a new suicide prevention document in the pipeline as a consequence of the increased incidence in teenage suicide across the country.</p>		
<p>5. Admissions September 2018</p> <p>The HT informed governors that letters have been sent to 271 students offering places for September. This will probably be reduced to 256 (withdrawals to independent schools likely) resulting in a maximum of 32 in each class.</p>		
<p>6. Policy for Ratification: Admissions 2019-2020</p> <p>The HT explained that due to a tight deadline approval of this policy was required at the meeting; it is a model policy and there were only minor textual changes since last year’s version.</p> <p>Policy ratified.</p>		
<p>Additional Agenda Item:</p> <p>2017 Performance Table (New Forest Schools) – GCSE and Progress Data</p> <p>The HT presented the latest figures from the 2017 GCSE results. Priestlands was 3rd in Hampshire with a Progress 8 score of 0.28 and the Pupil Premium Progress 8 was better than neighbouring schools and in line with the national average for all students. The Attainment 8 was 5th in Hampshire.</p>		
Finance Portfolio		
<p>7. Finance and Business Reports</p> <p>The CoG invited the BM to talk through the reports:</p> <ul style="list-style-type: none"> ➤ Salary Costs: 1% for support staff built-in to the budget. Other salary rises possible and this may need to be re-visited following negotiations with the unions. However, if this proposal is implemented it will add a further £10k to the budget for the remaining 5 months of this year and over £20k to the budget in 2018-19 (just for support staff). ➤ Other Expenditure: The revised forecast should read £1,670,253. ➤ The school will soon be purchasing a minibus which is not shown in these numbers. ➤ Budget Outturn: The potential deficit at the end of the year is about £20,000. ➤ Decision on on-line charges for parents using Worldpay: It is now illegal to charge for using a credit or debit card but Worldpay is continuing to apply a service charge for payments. Therefore, to defray the cost, the BM is proposing to apply a 1% administrative charge to extra-curricular residential trips. Payments for lunch money, music lessons, trips etc would not entail this cost. 		

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<p>The governors agreed to the proposed charge but insisted that it must be made clear that it was being charged to defray the administrative costs for these trips. The HT insisted that transparency to parents was very important.</p>		
<p>The figures in more detail:</p> <p>Income</p> <ul style="list-style-type: none"> ➤ Income approved by governors £6,331,336 ➤ Revised forecast £6,379,156 ➤ Projected variance to budget of £55,820 <p>Salary Costs</p> <ul style="list-style-type: none"> ➤ Salary Costs approved by governors £4,711,908 ➤ Revised forecast £4,736,671 ➤ Projected variance to budget of (£24,763 ➤ Adjustments due to: <ul style="list-style-type: none"> ○ (£14K) previously reported ○ (£9K) increase for cover supervisor ○ (£1.7K) pension enrolment for support staff <p>Other Expenditure</p> <ul style="list-style-type: none"> ➤ Other expenditure costs approved by governors £1,613,001 ➤ Revised forecast £1,670,253 ➤ Variance to budget of (£57,252) <p>Expenditure costs approved by governors £6,324,909</p> <p>Revised forecast £6,406,924</p> <p>Projected variance to budget of (£82,015)</p>		
<p>8. Spending Plan</p> <p>The HT circulated the responses he had received from staff about ideas for spending some of the financial reserves. The Senior Team had looked at the list and had indicated the ideas that they felt would be of most benefit to the students. All items/costs highlighted in green have already been agreed including an iMac Suite for the Music department at a cost of £32,000.</p> <p>Governors discussed various items on the plan but overall they agreed to abide by the decisions of the Senior Team.</p> <p>A governor asked if the Catering Department would be interested in having a Kenwood Chef that had been on display for photography purposes. All agreed it would be a good idea and the governor will action.</p> <p><i>NB: The Friends of Priestlands have agreed to pay up to £30,000 to purchase a new minibus that teachers will be able to drive without a 'heavy vehicle' licence.</i></p>	JH	In hand
Premises, Health & Safety Portfolio		
<p>9. Premises, Health & Safety Forum</p> <p>9.1 Draft minutes of meeting held on 7th February</p> <p>The H&S Portfolio Lead said there was nothing specific to flag up from the minutes of the meeting which was well attended by staff who made some good points. The Drama cupboard/storage has to be addressed urgently as stated in the minutes. A governor agreed but stated that care should be taken that a big tidy up does not have an impact on the students if props and equipment is thrown away.</p> <p>9.2 Related Paperwork including Health & Safety Report, Site Walkabout Sheets and Legionella Risk Assessment and Water Hygiene Survey</p> <p>Most items on the Action Plan (master spreadsheet) have been completed or are in hand. She said the Site Team are doing an excellent job in filling in the plan. There is some understanding to realise on the Legionella Risk Assessment and the CoG is currently going through the detail. The January Site Walkabout flagged up tripping and impact hazards in the Main Hall where the gym equipment is currently housed. This concerned the Portfolio Lead and she will check if the anything has been done to improve the area as soon as she can.</p>	CR	ASAP

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Human Resources Portfolio		
<p>10. Staff Wellbeing – comments from staff</p> <p>Nothing to report.</p> <p>Governors suggested that staff should be thanked for running such successful and enjoyable extra-curricular trips during half term; although they are great fun they can be hard work for the staff involved and it would be nice to acknowledge this.</p>		
Data Portfolio		
<p>11. Year 9 Scorecard</p> <p>The AHT said he discusses the report with the Data Portfolio Lead and any issues are addressed such as:</p> <ul style="list-style-type: none"> ❖ 12% gap in the percentage of students in English who are predicted a grade 7 and above; English Dept addressing skills and getting students up to speed and ready to tackle impending Year 10 course. ❖ Gap developed in Science in terms of Pupil Premium and Non-Pupil Premium students; this could be due to less structure of support at home for self-testing etc and is being addressed. ❖ Gender gap in Year 9 particularly in English; scheme of work being investigated to help boys get ready. ❖ Attainment 8 placed Priestlands 5th in Hampshire for all students and 4th for Pupil Premium <p>Focus Areas: Gender gap hasn't closed between male and female; focusing on 7+ to make sure up in line with FFT20, particularly in English and Science; continue to monitor gap between PP and Non PP in Science.</p> <p>All agreed that these scorecards are an excellent way of reporting to governors.</p>		
<p>12. Census Update February 2018</p> <p>The HT presented the update on the student profile of the school based on the January census. 1214 students; fractionally less girls than boys; pressure for places within catchment area; ethnic and minority groups; rules for students with SEN support changed dramatically; deprivation indicators – lower than national average.</p>		
<p>13. Year 12 Destinations Data Report</p> <p>The AHT talked through the report. This gives a detailed breakdown and enables the school to compare its data destination with the Hampshire average data. Fluctuate between 96% and 98% and overall statistics are good. In addition, the destination data for Pupil Premium students is no different to all other students which is good news.</p>		
Safeguarding & Welfare Portfolio		
<p>JH reported she had a meeting with the DH before half term. The Safeguarding questions for governors to ask (if they wish) on subject link visits are on Google Drive in the Subject Link folder but the clerk will also email to governors.</p> <p>The DH said that the school has suffered considerably in the last 3 months with illness therefore attendance is down.</p>	Clerk	Done
<p>14. Detention Review – verbal update</p> <p>The DH said there is a new system of detentions when parents are being communicated by text message which is working well. This has resulted in interesting data and information on 'repeat attendees' which enables intervention to be put in place and tightens up the monitoring process.</p>		
<p>15. Policy for Ratification: Safe School</p> <p>Thanks to governors for their comments on Google Drive. Policy ratified.</p>		
Teaching & Learning Portfolio		
<p>16. Subject Link Governor Forms – Spring Term Visits</p> <p>The VCoG asked subject link governors to try and visit departments if at all possible before the end of term before exams start after Easter.</p>		
<p>17. Teaching & Learning Developments</p> <p>The DH said the following Teaching & Learning developments have taken place:</p> <ul style="list-style-type: none"> • Learning Walks: SLT, HOY, LM focus on behaviour – Year 11 – identified subject areas 		

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<ul style="list-style-type: none"> • PiXL: Development of a 'New to Middle Leadership' programme; subject conferences; internal CPD/SIP; development and review of detentions; behaviour strategies; high challenge (including HOD collaboration); lesson observation leadership; Pupil Voice; memory, curriculum development; marking crib sheets. • Staff: Are informed of all relevant ETC (Excellence, Transformation, Collaboration), HTLC (Hampshire Teaching Leadership College) and other Teaching Alliance CPD opportunities. • Research: PT is using blogs, developments planned for future 'modelling' to enhance progress. 		
<p>18. Policy for Ratification: Assessment – updated to reflect Growth Mindset</p> <p>The HT said that the language and dialogue with students needed to be changed and moved away from the word 'target'. Therefore, 'benchmark grades' are now used in internal data monitoring instead of 'targets'.</p> <p>Governors have picked up on points within the policy and thanks to them. In terms of processes, whole staff CPD training on marking & assessment and learning strategies has taken place which helps to make it stream lined and effective. In terms of monitoring there is moderation of work; learning walks by HoDs and Senior Leaders etc.</p> <p>A governor asked how staff are monitored to assess if they are using the language/vocabulary in the policy as this could make a huge difference to a student. The HT explained there had been briefings but also this was monitored through written reports, lesson drop-ins and student voice activities. All agreed these are subtle changes but could make a huge difference.</p> <p>Policy ratified.</p>		
<p>SEN Portfolio</p>		
<p>Nothing to report or discuss.</p>		
<p>Responsible Officer Portfolio</p>		
<p>As discussed at the start of the meeting and will be discussed further at a future meeting.</p>		
<p>Any Other Business</p>		
<p>Leisure Centre</p> <p>The CoG said that as a parent of a child who does trampolining and gymnastics at the Leisure Centre, he wanted to make the Board aware that he had received a letter from NFDC to say that all evening classes were stopping in March as they no longer had the use of the Sports Hall from July. The EHT said he didn't know this letter had already been sent out and will discuss it with the Leisure Centre.</p> <p>Snow Days</p> <p>The HT reported several local schools and colleges were closing for the next two days due to the amber weather warning for snow, high winds and very low temperatures. He asked governors if they wished to make a decision at the meeting or wait until the morning. After a detailed discussion all agreed that the HT must close the school if necessary and a decision will be made later this evening or very early tomorrow morning via email to all staff and governors.</p> <p>PTA Quiz</p> <p>Friday 9th March – all welcome.</p>	CW	Next meeting
<p>Date of Next Meeting</p>		
<p>Wednesday 21st March 2018, 8.00am-10.00am</p> <p>The CoG thanked everyone for attending the meeting.</p>		
<p>7.05PM – MEETING CLOSED</p>		