



**BOARD OF GOVERNORS**

School name:	Priestlands	Meeting:	3
Date/time:	Wednesday 15 November 2017	Present:	Chris Brown; Charlotte Cherry; Julian Davis; Kevin Harriman; David High; Louise Hill; Mary Hill; Jo Hillier; Ruth Owen; Claire Renshaw; Kath Rudd; Juliet Tomlinson; Chris Willsher (HT)
Apologies:	None	Others in attendance:	Julia Emmel (DH); Carole Gibbs (BM); Richard Glenny (DH); Kerrie McAdam (AHT); Pete Main (AHT); Tom Ritchie (AHT); Hayley Yates; Caroline Clitherow (Clerk)

**ACTION GRID**

Min	Subject	Action Point	Action by Whom	Action by When
3.3	Trustees' Report and Financial Statements	Staff to be asked to identify projects and 3 year plan to be written on expected income and anticipated numbers.	CG/CW	Jan/Feb meeting
2.2	Funding Group	Will put together some ideas for the amphitheatre	LH/JT	Jan/Feb meeting
	Staff/Student/Parent Survey	To be done through Survey Monkey	CW	In hand
	Governor Training	Governors invited to book (via clerk) onto e-learning courses through Learning Link and Hampshire (pay-as-you-go)	All→Clerk	Ongoing
8.1	Portfolio and Subject Link Forms	Link form to be rewritten including historical overview	MH	Next meeting
8.2	Protocol for School/Classroom Visits	Changes recommended to the protocol. Will be circulated.	MH/Clerk	Next meeting
12.	Statement on Behaviour	Section on role of parents to be strengthened	JH/CW	Done
13/14	Premises, Health & Safety	1m fire exit clearance to be reinforced throughout school	All	Ongoing
18.	NOR and Admissions	Proposal on 2018 intake to governors in Spring term	CW	Mar/Apr
20.	A Year in the Life of Priestlands	Celebration document to be commented on	All	Next meeting
21.	Exxonmobile Award	Publicity to be arranged	CW	In hand

5.00PM – MEETING OPENED

**Action/Challenge/Support**

Agenda item	Action by Whom	Action by When
<b>Finance Portfolio</b>		
<p><b>3. Trustees' Annual Report and Financial Statements 2016-2017</b>            Presented by Bianca Silva, Partner MHA MacIntyre Hudson – explanation of report, figures and findings (delivered via Skype).            KH introduced BS to everyone in the room and invited her to go through the figures.            BS referred governors to the one page summary (this gives the highlights) and to some numbers in the financial statements. Headlines:</p> <ul style="list-style-type: none"> <li>£85,000 – profit per management accounts.</li> <li>Trial balance includes Capital Income and Capital Expenditure – gives starting point for audit of £23,647.</li> <li>Capital items need to move to the balance sheet.</li> <li>Depreciation is processed which is an adjustment of £386,361.</li> <li>Accrue for remaining CIF grant = £345,499.</li> <li>LGPS additional charges = £163,000.</li> <li>Statutory accounts = £322,426.</li> <li>Income figure on statutory accounts = £6,426,878.</li> <li>Expenditure figure = £6,334,550.</li> <li>Surplus/(deficit) before capital, depreciation, LGPS adjustments = £92,328 (previous year the comparison figures were a loss of £43,181).</li> <li>Overall better off this year by £135,000.</li> <li>Have reduced income but have also reduced expenditure; spent less on staff, maintenance, educational supplies etc.</li> <li>Pension scheme actuarial gain/(loss) is £808,000 gain compared to £1,197,000 loss in 2016.</li> </ul>		

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

Date: .....

Agenda item	Action by Whom	Action by When
<ul style="list-style-type: none"> <li>This has had a huge impact on the accounts show a surplus for the year of £1,130,426 compared to a loss in the previous year of £1,657,287.</li> <li>Surplus for year without depreciation/pension adjustments = £92,328.</li> <li>In terms of cash – capital grants received = £779,459 and spent £506,451 on capital items.</li> <li>Increase in cash in year = £365,336.</li> <li>Net current assets (cash) = £640,169 which means the school is better off this year by £64,149 than in 2016.</li> <li>In summary, the statutory accounts show a surplus for the year but governors need to look at the funds and what is available in restricted GAG and other unrestricted funding and better off this year by £64,000.</li> <li>This is a brilliant result considering the cut in funding.</li> </ul> <p>Governors asked about reserves; is there a figure which the school should not go below? Should the school be spending for the benefit of the students currently in school? BS replied that the school needs to consider future expenditure - major repairs, new equipment, staffing costs, employer contributions, pension reviews etc. Reserves should be held for the next short term (1-3 years) as funding is becoming more challenging. CB asked if money is being lost in real terms by keeping it in the bank. BS said it is a balancing act between earning interest and looking at short term plans and if the money is going to be needed – it is very easy to spent half a million for a school of this size.</p>		
<p><b>3.2 Auditor's Management Letter</b></p> <p>Only one point was picked up on the management letter (Edubase) which has been rectified. This is testament to the strong controls in school and the magnificent job done by CG and her team.</p>		
<p><b>3.3 Representation Letters</b></p> <p>These need to be signed off by Trustees.</p>	KH and CW	Done
<p>Trustees' Report and Financial Statements 2016-2017 formally approved. KH thanked BS and her team for all their work and for presenting the accounts to the Board.</p>		
<p>5.09PM – LH AND JT ARRIVED 5.21PM – SKYPE CALL ENDED On behalf of the governors KH thanked CG and her team for doing a magnificent job. JD asked if some of the £64,000 should be spent on the children in school now, not on the children the school might have in the future. CW said he will give staff the opportunity to identify any projects they consider important. He and CG will also come up with a 3 year plan based on expected income and anticipated numbers and a paper will be produced in the spring with some proposals.</p>	CW/CG	Jan/Feb 2018
<p><b>1. Welcome and Apologies</b></p> <p>Before commencing with general business, CW wished to share with governors that the parent who had the heart attack during the school drama production last month sadly died during half term. Governors sent condolences to the family. No apologies; warm welcome to HJY. 1.1 The Clerk confirmed the meeting was quorate. 1.2 No declaration of business interests in relation to this meeting.</p>		
<p><b>2. Board Meeting 2</b></p> <p><b>2.1 Approve Minutes of Wednesday 18 October 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>Funding Group – email sent round on Tuesday from JT inviting governors to provide details of any contacts they have in local businesses who could be approached to discuss sponsorship or donations. Please email contact details to <a href="mailto:juliet.tomlinson@priestlands.org">juliet.tomlinson@priestlands.org</a></li> </ul> <p>CG has provided information for the amphitheatre; will put together some ideas for consideration.</p>	LH/JT	Jan/Feb 2018

Agenda item	Action by Whom	Action by When
<ul style="list-style-type: none"> <li>Ofsted to be invited into school – CW said staff were fairly relaxed about Ofsted coming in. An Ofsted inspector had said to CW that he must be absolutely sure the school is not ‘just outstanding’ but ‘more than outstanding’!</li> </ul> <p>LH asked if the school ‘needs’ Ofsted? <i>Do not ‘need’ it but might it help recruit and retain staff?</i></p>		
<ul style="list-style-type: none"> <li>Staff/Parent/Student Surveys – DH asked if there is a date when they will be sent out.</li> </ul> <p>CW said they will be done through Survey Monkey.</p>	CW	In hand
<ul style="list-style-type: none"> <li>Governor Training – governors reminded to attend training courses, either through Hampshire (pay-as-you-go) and/or via Learning Link (e-learning) which the board has subscribed to. MH said that governors have attended fewer courses over the past year or two and it would be good to do more, either online or in person.</li> </ul> <p>Governors to look at e-learning courses before booking pay-as-you-go courses. Clerk happy to look online for alternative courses and make bookings.</p> <p>E-learning information to be resent to governors.</p>	Clerk	Done
<b>Finance Portfolio (cont’d)</b>		
<b>4. SLA Report to Governors – 3 decisions required</b>		
<p>LH talked through the paper from CG which proposes changes to the way contracts and SLAs are managed within the school.</p> <ul style="list-style-type: none"> <li><b>Payroll Provision</b> – the school has been with Hampshire and moved to another payroll provider last year. Neither options were satisfactory and now CG is proposing that payroll is brought in-house. A new piece of software needs to be purchased and there might be possible staff increases. It will be cost neutral but will be a better quality of service. Wildern School has been using the software for 6 years and is satisfied with it. Wildern is also happy to support this school should the need arise.</li> </ul> <p>CR queried if there was sufficient resource to cover extra workload.</p> <p><i>CG replied she was confident that any additional work would be compensated by the lack of errors and rework associated with the current process. If that was not the case, additional part-time resource would be considered.</i></p> <p>Proposal to bring payroll in-house agreed.</p> <p>DH asked if CG confident there is staff backup to run payroll if staff member sick.</p> <p><i>CG confirmed there would be support from Wildern if necessary.</i></p> <ul style="list-style-type: none"> <li><b>Catering</b> – HC3S has held the catering contract at school since 2006. The current contract ends in July 2018 but the qualified chef employed by HC3S in 2015 is impeded by a number of processes and procedures stipulated by HC3S which the school finds restrictive. Potential surplus would be £6000.</li> </ul> <p>Proposal to bring catering in-house agreed.</p> <p>DH asked about the management of catering and if this can be managed in-house without HC3S support.</p> <p><i>CG and CW confident this will be manageable.</i></p> <p>Governors said that CG must say if she has any workload issues.</p> <p>In response to a question from CR about rising costs in food, CG said costs would have to be passed on to parents.</p>		
<ul style="list-style-type: none"> <li><b>Absence Insurance</b> – following the decision to discontinue purchasing the Hampshire staff absence SLA due to cost, last spring governors agreed to go with Best Insurance through Ageas Insurers at a cost of c £23k pa from 1 April 2017. However, this insurance is less flexible than the Hampshire SLA; there are problems with maternity payback.</li> </ul> <p>Recommendation not to renew current insurance on 1 April 2018 but self-insure and increase staffing budget by £30k to cover the potential cost to the school of staff on maternity.</p>		
<p>Governors asked to vote on the 3 decisions:</p> <ol style="list-style-type: none"> <li>To bring payroll in-house <b>Agreed</b></li> <li>To bring catering provision in-house <b>Agreed</b></li> <li>Discontinue the absence insurance with effect from 1 April 2018 <b>Agreed</b></li> </ol>		

Agenda item	Action by Whom	Action by When
<b>Human Resources Portfolio</b>		
<p><b>5. Equalities Information Annual Update</b></p> <p>DH asked that next time there's a governor vacancy can governors think seriously about appointing someone from an ethnic minority.</p> <p>All agreed skill sets should be looked at in addition to ethnicity.</p>		
<p><b>6. Staff Wellbeing – any comments from staff</b></p> <p>RJO and CDC met with PGM to discuss various things. The general mood amongst staff is buoyant. However, there is some low level disruption.</p> <p>There are strategies in place and the current detention system is helping. CW said behaviour is significantly better than it was 3 years ago but it will always be a focus.</p> <p>CW said low level bad behavior will never be completely eliminated; it remains a priority.</p> <p>All agreed that governors must <b>not</b> come up with strategies to manage students; it is about engaging students; looking at what's going on in lessons; training teachers; there are only pockets of disruptive students.</p>		
<p><b>7. Confidential Staffing Report</b></p> <p>DH commented that staffing seems to be stable. CW said that staffing goes in cycles and includes factors such as career opportunities, family reasons etc.</p>		
<b>Teaching &amp; Learning Portfolio</b>		
<p><b>8. Portfolios and Subject Links</b></p> <p><b>8.1 Link Visit Form and Protocol for Classroom Visits</b></p> <p>Paper tabled. MH met with JWE and PGM recently to discuss rewriting the link governor visit report form.</p> <ul style="list-style-type: none"> <li>• Autumn Term - link governor meet with the HOD in to analyse the previous summer's reports and discuss the department's key foci for the coming year.</li> <li>• Spring Term – governors encouraged to make a follow up visit to the classroom and discussion with HOD. This visit is entirely optional.</li> <li>• As the two visits are different the recommendation is to have two separate report forms; second visit to include updates from first visit and be a simpler form.</li> <li>• Historical data to come off the first visit report form as governors will see the departmental analysis on the SEF, Scorecards etc. KR said she would like the historical data to remain on the first report; data going back 4 years is very interesting. After a short discussion it was agreed that 3 years historical data will be included on the first report. MH will rewrite the forms including a historical overview and bring to the next meeting.</li> </ul> <p>JD suggested that Health &amp; Safety should be on each form; build into each visit “are there any issues with H&amp;S, Safeguarding etc?”</p>	MH	13.12.17
<p><b>8.2 Protocol for Governors' School and Classroom Visits</b></p> <p>MH said slight changes are recommended to the protocol.</p> <p>To be circulated prior to the next meeting.</p>	MH	13.12.17
<p><b>8.3 Link Report – Maths</b></p> <p>JD very much enjoyed his visit to the Department and had a good meeting with the new HOD. Good to see there some competition to beat English – in a healthy way!</p> <p>Small health &amp; safety issue with keypad on door.</p> <p>JD congratulated on his excellent link report.</p>		
<p><b>9. Examinations Policy</b></p> <p>For ratification. Now has to include a lot more information and as a consequence is a long document.</p> <p>Will be separated into several documents post ratification.</p>		

Agenda item	Action by Whom	Action by When
<b>Safeguarding &amp; Welfare Portfolio</b>		
10. <b>E-Safety Audit</b> JH said she and RG met and went through the Audit of E-Safety Incidents.		
11. <b>Looked After Children Report for Governors</b> RG said this reports comes out every year and is very straight forward. All commented how well some of these children had done academically and the good attendance figures.		
<b>Safeguarding training</b> – for those governors who were unable to attend KM and RG’s session earlier, the interactive online training will be set up for theme at a later date. Information to follow.	RG/Clerk	In hand
KR acknowledged the great efforts of RG to make sure these students benefit and and the difference he is making for them. RG wished to acknowledged the efforts of all staff who work together to support these students. Thanks to all involved.		
12. <b>Board of Governors Statement on the General Principles of Good Behaviour</b> CW said there are two changes to the statement – on internal isolation and updating the current exclusion guidance which the DfE updates each year. DH commented that there was not enough reference to the importance of parents and their role to ensure good behaviour; does not express any expectations or responsibility. CW said he was reluctant to tell parents what they should do. MH said it is implicit that parents support the school’s policy on behaviour. CB commented that the ‘nudge theory’ could be used; i.e. if you put peer pressure on by saying “parents support the behaviour in this school by...” or “the most successful students are those parents who.....” this could be a subtle way of including parents. CW and JH to strengthen the section on role of parents. Statement approved as it stands.	CW /JH	Done
<b>Premises, Health &amp; Safety Portfolio</b>		
13/14. <b>Governor Site Walkabout Sheets</b> 13.1 Nichols and Hub (19 September) 13.2 Coach House, Gurney and PAC (18 October) CR wished to flag up the 1 metre fire exit clearance which must be reinforced around school. Expectation to be re-iterated.	All	Ongoing
<b>Data Portfolio</b>		
15. <b>FFT Aspire KS4 School Dashboard November 2017</b> This document celebrates the summer GCSE results. Points to note: <ul style="list-style-type: none"> <li>• Priestlands is in the top 3 schools in Hampshire but in 24<sup>th</sup> percentile nationally.</li> <li>• Nothing new already not reported.</li> </ul> Broadly shows school achieving FFT 20 targets. Once again, congratulations to all staff for fantastic results.		
16. <b>Year 11 Scorecard</b> Headlines: <ul style="list-style-type: none"> <li>• There is a reported Progress 8 score on 2017 estimates but governors need to see what is being done with the data.</li> <li>• Each student has Progress 8 score which will target intervention.</li> <li>• 30 lowest P8 students targeted; discussions now taking place with staff on how to help them; 22 already working with a mentor since September.</li> <li>• 20 lowest P8 Pupil Premium students also selected.</li> </ul> Governors confirmed they are happy with this format of reporting – key, next steps etc are very helpful. <ul style="list-style-type: none"> <li>• In terms of attainment, no huge shifts at this point except single/triple science 11% drop (7 students) – staff working with them and being monitored.</li> <li>• English and Maths always being monitored. Students looked at carefully and any who are potentially not doing achieving in both or one subject discussed and targeted for intervention.</li> <li>• Higher ability Pupil Premium always a high focus; monitored and continue to work with them throughout Year 11.</li> </ul>		

Agenda item	Action by Whom	Action by When
<ul style="list-style-type: none"> <li>Gender gap – more boys than girls and girls significantly outperforming boys; higher ability boys tend to coast and need pushing.</li> <li>All issues being addressed.</li> <li>EBacc HODS meeting next week to discuss priorities.</li> </ul>		
<b>Year 11 Departmental Breakdown</b> TWR introduced one other document it was shared very late with governors Spreadsheet been set up so a sub level B and above is classed as secure (e.g. 7B in Maths is calculated as a 6) Staff very reluctant to predict top grades. It is a good summary and wanted to share it with governors.		
<b>Combined Science Double Award and the Separate Sciences</b> CW wished to draw governors' attention to the issues surrounding double and separate sciences. Should the school continue to offer both routes? The suggestion is that both should be offered as there is a role for the separate sciences for a minority of students. However, there is a health warning for students and parents to be aware that they are doing 3 subjects in the time for 2 and that might therefore have an impact on their grade. This, however, should not be a reason to stop delivering the subject. Agreed that the school continues to offer both routes but are clear to students and parents what the potential risk is.		
<b>Chair of Governors Portfolio</b>		
<b>17. Google Drive Refresher</b> Everyone happy; no issues. PGM is always available to help if required.		
<b>18. NOR and Admissions November 2017</b> Very healthy; large Year 7; indications are same pressures for 2018/19. Extra staffing for Year 8 in 2018/19. Will consult staff beginning of next term on class sizes. Proposal re: 2018 intake to governors in Spring term	CW	Mar/Apr
<b>19. National and Local Headline News – verbal update on Access to NFDC Leisure Facilities</b> CW said governors are aware that the argument has been lost with the leisure centre about swimming, much to everyone's disappointment. One half of Year 7 is going to have 3 lessons instead of 6 and going to be bussed to Arnewood. Leisure centre has lost £10,000 of income this year from the school as a result of this decision. DH asked if discussions for next year should be initiated now. CW said the leisure centre is very inflexible and there is 'no discussion'. JD said the original idea of having leisure centres next to schools was so that schools could use them! All agreed that this is an appalling decision and despite the intervention of councillors at the highest levels the leisure centre officers were immovable. Long term strategy will be looked at in New Year.		
<b>20. 2016/17: A Year in the Life of Priestlands School – celebration document</b> All governors have received a bound copy of this fantastic celebration of the school year. Document will go onto the website and parents are aware. To be read at governors' leisure and will be commented and referred to at the next meeting.	CW	24.1.18
<b>21. Exxonmobile Award</b> CR informed governors that the school has been awarded £125 which will go to the Science Department. Publicity will be arranged in due course.	CW	In hand
<b>SEN Portfolio</b>		
KR said there was nothing to report or discuss.		
<b>Responsible Officer Portfolio</b>		
JT and LH are meeting with CG in December.		
<b>Date of Next Meeting</b>		
<b>Wednesday 13 December 2017, 8am-10am, followed by Academy Trust Annual General Meeting</b> KH thanked everyone for attending the meeting.		
7.06PM – MEETING CLOSED		