



BOARD OF GOVERNORS

School name:	Priestlands	Meeting:	1
Date/time:	Tuesday 19 September 2017	Present:	Chris Brown; Charlotte Cherry; Julian Davis; Kevin Harriman; David High; Louise Hill; Mary Hill; Ruth Owen; Claire Renshaw; Kath Rudd; Juliet Tomlinson; Chris Willsher (HT)
Apologies:	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
1.3	2017-18 Business Interest Forms	Governors to sign and return to clerk	All/Clerk	3 October
1.4	Pen Pics	Governors to update wording and headshot (if wish)	All/Clerk	9 October
2.2	Funding Group	Governors asked to put forward 3 contacts or businesses	All	Next meeting
	School Plan	To be presented to governors once all GCSE appeals in	TWR/CW	Next meeting
	Governors Away Day - postponed	Governors invited to raise topics at board meetings if wish	All/Clerk	Ongoing
4.	Trustees' Annual Report	Governors invited to comment on draft (Google Drive)	All/Clerk	Next meeting
4.1-3	Business & Fraud Risk, Related Party	Governors to comment and complete questionnaire	All/Clerk	✓ Done
7.	Portfolios and Subject Links	Governors invited to consider if they wish to change	All	Next meeting
14.	Governor Site Walkabouts	Governors asked to commit to attending at least 1 tour p/a	Clerk to email dates	✓ Done
AOB	Occasional meetings without SLT?	On the agenda for discussion at October board meeting	Clerk	Next meeting

8.01AM – MEETING OPENED

Agenda item	Action/Challenge/Support	By whom	By when
General Business			
1. Welcome and Apologies			
KH welcomed everyone to the first meeting of the academic year. He warmly welcomed Juliet Tomlinson (new Community Governor) to her first meeting. CGC was congratulated on her recent marriage.			
1.1 Apologies from Jo Hillier and Chris Brown.			
1.2 The Clerk confirmed the meeting was quorate.			
1.3 2017-18 Declaration of Business Interests Connected Parties and Related Parties forms are all due to be completed and signed and returned to the clerk as soon as possible please.		All	6 October
1.4 Pen Pics – governors asked to update their information and return to the clerk as soon as possible please.		All	9 October
All forms and current pen pics are on Google Drive.			
2. Board Meeting 10			
2.1 Approve Minutes of Thursday 13 July 2017 Agreed as an accurate record.			
2.2 Matters Arising			
<ul style="list-style-type: none"> Funding Group – LH reported that the group has met for the second time. They are hoping to meet up with the relevant person in school to discuss what has been done internally and check the school is happy with the group's proposals and if not change them. KH thanked the Funding Group for the update and ongoing progress. School Plan – no final update yet. 	<p>Each governor asked to put forward 3 contacts or businesses who they know has an association with Priestlands who could be approached with a professional looking pack.</p> <p>Will be completed when final GCSE appeals are in.</p>	All	Next meeting
<ul style="list-style-type: none"> Governors Away Day – KH informed governors that the decision had been made to cancel the 'Away Day' on 4 	The day will be rescheduled in the spring term.	TWR/KH	Next meeting

Signed (Chair of Governors): Date:

<p>October as the programme was not full enough to justify a whole day.</p>	<p>In the meantime, governors invited to raise topics at a regular board meeting if they wish.</p>	<p>All via email to Clerk</p>	<p>Ongoing</p>
<ul style="list-style-type: none"> • Work Experience – at the last meeting MH had asked a question about next year’s work experience and students finding their own placements. • JD asked if it had been agreed that the two work experience weeks were at the right time of the term. CW said 9 local schools had to be accommodated so these weeks (at the end of June) were booked for this school. In addition, KM said the slot was right for the Year 10 exams students. Neither CW nor KM have received negative feedback about the timing of Work Experience, whereas JD said he had received negative feedback from 3 different sources. 	<p>KM said meetings will take place with parents and students before the end of September.</p> <p>Minutes approved (KR-proposer; CR – seconder)</p>		
<p>Before continuing, KH apologised to governors for accidentally deleting the meeting folder on Governors Google Drive!</p>	<p>If governors wish to move a folder in their area, right click “Copy to my drive” → drag across.</p>		
<p>Data Portfolio</p>			
<p>3. GCSE Results Summer 2017</p>			
<p>3.1 Governors Scorecard</p>			
<ul style="list-style-type: none"> • TWR talked through the summary of the key performance indicators. Some results have gone up as result of appeals; the key one being the 4+ English & Maths (standard pass) which has gone up from 79% to 80%. • In comparison to 1100 other PiXL schools nationally Priestlands is above average on attainment relative to our starting point. • Average grade is B minus which is very positive. • 5+ in English and Maths (strong pass) and the 4+ in English and Maths (standard pass) – this school is significantly above national average. • Grade 5 in Maths is very difficult to achieve, so this school’s 58% is strong. • English, Maths & Science – up in top FFT 20 mark. . FFT (Fischer Family Trust) is a national charity commissioned by the government looking at progress of pupils nationally, particularly disadvantaged children. • Science has seen a huge leap in attainment performance this year. Single Sciences all above FFT 20. • A useful measure for the school is the attainment score per bucket which gives an overview of how each bucket has performed in each category which helps to target intervention. • Successful appeals have been received and some are still awaited, particularly in English, Art and Languages. 	<p>JD said these are fantastic results and the school should be congratulated.</p> <p>79% is excellent and credit must go to all those involved.</p> <p>Once Progress 8 scores are received a similar process can be done on progress.</p> <p>Updated figures will be added once all appeals are in.</p>		
<p>3.2 Provisional KS4 Subject Results</p> <ul style="list-style-type: none"> • Gives an overview of performance in individual subjects. • Whole cohort review in Fine Art. 			

<ul style="list-style-type: none"> Percentage A8 – Attainment 8 is each student’s best 8 subjects; these are the subjects that calculate their Progress 8 scores, i.e. percentage contribution – how well they performed. CW talked through the subjects: <ul style="list-style-type: none"> ➤ Astronomy – good results ➤ Business Studies – performed well across cohort ➤ Catering – down slightly ➤ Computing – good (strong cohort) ➤ Drama – good ➤ Languages – good (strong cohort) ➤ Geography – good ➤ Health & Social – good ➤ History – outstanding ➤ IT – very good (strong cohort) ➤ Leisure & Tourism – very good ➤ Resistant Materials – lower than expected (weaker cohort) ➤ Maths – very good ➤ Media – weaker than expected ➤ PE – very good/outstanding ➤ Produce Design – weaker than expected ➤ Science – very good ➤ Textiles – dipped slightly School had expected RE (average grade D) and Music (average grade E) to be better. Both Heads of Departments had left in the summer. <ul style="list-style-type: none"> ➤ Music –performance in external exam brought overall result down. ➤ RE – significantly worse than expected, no consistent pattern. JWE said that other factors such as new teacher can have effect in Year 11. The course has been covered but perhaps not revisited enough. Without the teacher here, it is difficult to find a definitive answer. <p>8.35AM – CG ARRIVED</p>	<p>JD said governors must ask what the school is doing about these results.</p> <p>Governors noted that things have been put in place, monitored, external moderators have been invited in and new HoDs appointed and issues are being addressed.</p> <p>KH concluded the discussion, confirming that these are a fantastic set of results and thanks and congratulations should be extended to all staff for their hard work.</p>		
<p>JD asked if RE and Music should be looked at in 6 months’ time to check everything is on track. CW said SLT will report back on all subjects, but wished to make it clear he did not wish to put new staff under pressure because of historic issues.</p> <p>KH said governors should look at the strategic view and not just revisit RE or Music; this will keep governors on track. CW said in RE Year 10 are doing a new syllabus, there is a new exam board, a new HoD and therefore already there is a much more powerful team; he expects RE to grow. The Board agreed this is now totally different territory and data including gender gaps, action columns etc can be updated when key areas are revisited throughout the year which will enable governors to keep track.</p>	<p>TWR will produce one of these in the autumn term (Years 10 & 11) and in March (Years 7, 8 & 9) which will governors very detailed analysis.</p> <p>All agreed the scorecards are excellent documents; they give the information needed and the comments are also excellent as they give governors the information they want to know.</p>		
<p>Chair of Governors Portfolio</p>			
<p>4. Trustees’ Annual Report & Financial Statements for period ended 31 August 2017</p>	<p>First draft will be ready for governors’ comments via Google Drive before the next board meeting on 18 October.</p>	<p>All</p>	<p>Comments by next meeting please</p>

4.1 Business Risk Review 2016-17 – CG’s responses – 4.2 Board Assessment of Fraud Risk 2016-17 – CG’s responses	Governors asked to go through and make comments.	All→Clerk	✓Done (by 29 September)
4.3 Related Parties Questionnaire 2016-17 with explanation	To be completed and returned to clerk	All→Clerk	✓Done (by 29 September)
4.4 MHA MacIntyre Hudson – Trustee’s letters and Standard Terms of Business KH asked governors to confirm if they are happy for Bianca Silva to talk through the accounts via Skype as she did last year rather than attend the meeting in person. This will be done at the November meeting.	KH confirmed he has signed the contracts. Governors confirmed happy to use Skype again.		
5. National Headline News and Local Response – KH invited CW to give a verbal update. <ul style="list-style-type: none"> 1% pay rise for teachers this year. Free Schools – still waiting to hear if there will be an opportunity to apply for a Sixth Form next year. 	There is some demand from parents but would need at least 250 students to make it viable.		
<ul style="list-style-type: none"> PAN 243, admitted 264; 8 tutor groups of 33. 	CW to seek feedback from staff on classes of 33 at end of term. Discussion with governors in future where the line should be drawn; risk assessments on large year groups – infrastructure and ethos.	CW/ALL	Ongoing
6. Confidential Minute (please see separate sheet)			
7. Portfolios and Subject Links KH talked through vacancies in Portfolios: <ul style="list-style-type: none"> ➤ SEN Deputy – JH suggested as it fits neatly with her role as Safeguarding portfolio. ➤ Responsible Officer – CW asked governors to acknowledge the huge amount of work LH has done as RO over the past 6 years; she has done a brilliant job to the extent that her successor and is pivotal to the success of this school when academy status was granted. ➤ Health & Safety Portfolio – now in a very strong place under the leadership of JD and many thanks to him. ➤ Data Portfolio – CB showed an interest in this. MH said all portfolio job descriptions are on Google Drive except Vice-Chair so it might be useful for governors to see what their responsibilities are.	JT has expressed interest in taking over as RO. CR agreed to take over as H&S Portfolio lead with JD as deputy. CB expressed interest in this role. CW said all governors should look at Portfolio descriptors and let clerk know their interest.	All	Next meeting
8. Link Governors – should governors rotate to get know different areas of the school or continue to build on relationships already built? KR said in her opinion it was good to build rather than start again. CR expressed an interest to take over Science and JD to take over Maths.	Clerk to email governors with current vacancies. Subject link governors encouraged to visit HoDs this side of half term to talk through GCSE analysis. Packs to be sent out soon.	Clerk	✓Done
Finance Portfolio			
9. Policies for consideration: 9.1 Charging & Remissions (no change with exception of recommendation of 3 year review, rather than annual)	Policy ratified		

9.2 Lettings	Governors invited to comment	All	By 9 October
Human Resources Portfolio			
10. Staff Wellbeing – comments from staff CGC said the classes of 33 are manageable but is an ongoing situation. PGM said he was planning to meet all middle leaders.	RG said first two Inset Days in September were very encouraging and they made a brilliant start to the new academic year. RJO commented that first few days back in September can be quite stressful for staff with seating plans, data analysis etc.		
SEN Portfolio			
11. Portfolio Visit Report 20 July KH invited KR to talk through her report. Despite financial constraints and challenges, the department is excellent; making sure the money is effectively spent. There will always be challenges and a large workload but it is important that support is there for staff; emotional coaching; mental wellbeing including mental health first aid training. All agreed minutes should reflect emotional support has been put in place for students as well as educational support.	KR said it is very important that governors are aware of the challenges in SEN; JD asked if the senior team is confident we are really strong in this area?		
Safeguarding & Welfare Portfolio			
12. Policy to be ratified: Safeguarding RG said this an extensive policy which has now been separated from the Child Protection policy. It is more of a resource document for staff with links to websites etc.	All agreed it was a very detailed policy. Policy ratified.		
Teaching & Learning Portfolio			
13. Educational Trips 2016-17	For governors' information		
Premises, Health & Safety Portfolio			
14. Any incidents to report? None CG informed governors that Ray West's audit in July was very positive but there are some action points to work on. RW recommended that at least one governor attended every site walkabout.	Clerk to send out sheet asking governors to commit to at least one walkabout a year.	Clerk	✓Done
Any Other Business			
Dates for diaries: ➤ Priestlands Bacalaureate Evening on 18 October; always a great evening! ➤ PTA Quiz end of November (date TBA) ➤ CR said as a governor she is eligible to claim a grant from ExxonMobile, the maximum being £500 p/a. She can claim awards up to £250 every 6 months. ➤ JD asked if governors should revisit the idea of having the occasional Board meeting without the Senior Team present. He said other schools do this in order to free up the time SLT and for governors to discuss governing issues. MH responded that with a smaller governing body and monthly meetings there is already time for open discussions.	All governors welcome Governors table? CR to send information to CG/Clerk. It was agreed this was a valid point and should be an agenda item at the next meeting.	CR Clerk	✓Done Board Meeting 18 October

➤ Open Evening and Open Morning – Tuesday 3 (7pm) & Friday 6 (9.15am) October respectively.	Governors welcome		
➤ Parents Evenings – KR said these should be on the agenda; governors table; on the invitation etc	On agenda for next meeting	Clerk	Board meeting 18 October
<i>Date of Next Meeting</i>			
Wednesday 18 October 2017, 8am-10am (followed by Site Walkabout of Coach House, Gurney Dixon and Performing Arts Centre)	KH thanked everyone for attending the meeting.		
9.51AM - MEETING CLOSED			