



BOARD OF GOVERNORS

School name:	Priestlands	Meeting:	8
Date/time:	Wednesday 2 nd May 2018	Present:	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:	Chris Brown	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
2.	Mental Health – undergraduates/working with students in school	Governors asked to let school know if they have any contacts or links who might be interested in any voluntary work	All	Ongoing
8.	Leisure Centre	Feedback following meeting with manager	CW	Next meeting
9.	Governor Day 28 th June	More information to follow	KH	Next meeting
10.	Draft Board Meeting Dates 2018-19	Any comments to CoG please. Will be confirmed in June.	All	Next meeting
11.3	Admissions – pressure on schools	Feedback on meeting with LA	PGM/CW	Next meeting
11.4	Pigs	Report on next steps following Complaints hearing	PGM	Next meeting
12.	Annual Stakeholders Survey – results	Self-evaluation/SIP – discussion at future board meeting	PGM	July meeting
14.	Staff/Governors End of Term Picnic	Discussion on budget/food and all details	All	Next meeting
16.	New in-house payroll system	Letter of thanks to be written to KRE	KH	Done
19.2	Music Department	Cable cover required for a piano-to be checked	CG	Done

8.05AM – 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, particularly LVB.</p> <p>1.1 Apologies from CB.</p> <p>1.2 The meeting was confirmed as quorate.</p> <p>1.3 No business interests were declared in relation to the meeting. The CoG informed the Board that he owns a flat which is currently being rented by a parent at the school.</p>		
SEN Portfolio		
<p>2. Update by Leyla Bilsborough, SEN/D Co-ordinator The CoG invited LVB to update governors on the SEN provision and strategic overview:</p> <ul style="list-style-type: none"> Last year there was a concern as how many girls versus boys have SEN needs – 65% boys to 55% girls. This seems to be a picture a picture across this area. EHCP – Education and Health Care Plan Stakeholders Survey (SEN section) – comments included the Student Support Plan; Wave 1; mental health issues – the school has a good provision for mental health and the issue is becoming more difficult but the SEN department feels it is dealing with any situations as best they can and students on crutches are accommodated. Outreach support currently being offered at Pennington Junior School <p>Governors said the department should be congratulated on the results of the survey. A governor asked if mental health would become part of SEN in the future. LVB said that mental health is a complex area that requires specialism. A discussion followed on mental health issues within school and how staff manage situations. This is an increasingly difficult area for staff; they are not trained but there are clear processes in school on how to deal with certain situations; staff are supported but referrals for external professional help can take several months. The school does have a mental health policy and a mental health strategy but there is no doubt that there is more and more pressure on the school to offer support.</p>		

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<p>A governor suggested that degree course students are often looking for voluntary work in order to get their qualifications and could this be an opportunity for the school to get the support they need? All agreed that this could be worth investigating and governors asked to let the school know if they have any contacts or links in this area.</p> <p>LVB was thanked for updating the board on SEN and for all her support in this difficult area.</p>	All	Continuing
<p>3. SEN Portfolio Report</p> <p>The Portfolio lead said her report focused on how teaching assistants help the more challenging students.</p> <p>A governor referred back to staff being able to help and support a student with mental health issues and who they can call on for help and what resources are available. There is a protocol in school for staff to follow when a student is ill, such as sending them to matron, but it is a difficult issue. The DH said that last year 15 members of staff attended a mental health training session for schools but an increasingly frustrating problem is that parents ask the school to help as they cannot get the support outside school.</p>		
Safeguarding & Welfare Portfolio		
<p>4. Spring Behaviour Report</p> <p>The DH talked through his written report – managed moves, referrals, fixed term exclusions (low number), Cold Zone (internal exclusion, minimum 3 days, high proportion of Pupil Premium students), internal isolation.</p>		
<p>5. Attendance Update – Autumn and Spring Terms 2017/18</p> <p>The DH talked through his written report, drawing governors’ attention to Whole School Absence (4.9%), Pupil Premium Absence (6.7%), Whole School Persistent Absence (11.4%) and Pupil Premium Persistent Absence (18.2%). Contributing factors for a higher percentage of absences than usual include winter flu, snow closures, medical issues, mental health, bereavement, more families taking term time holidays and Year 9 vaccinations (which caused a small spike absences). However, overall governors agreed that absences were low considering the long, difficult winter.</p>		
<p>6. Annual Report to Governors on Safeguarding Children 2016-17</p> <p>As tabled. This report should have been presented to governors in November but due to substantial reviews of the Safeguarding and Child Protection policies it was delayed. The DH talked about referrals and risks but the emotional concerns and needs remain the same.</p>		
<p>7. Uniform Proposal</p> <p>The HT has reviewed the uniform and asked governors’ approval to introduce a new uniform skirt for September for Year 7 girls with a phased introduction for the rest of the school by September 2019. There are two styles to choose from, both good quality with the school logo (without house colours) on the front. Governors favoured the pleated version. The skirt will cost about £20 and there will be financial help for those parents who qualify for support.</p>		
08.58AM – HJY AND KM LEFT MEETING		
General Business (cont’d)		
<p>8. Board Meeting 7</p> <p>8.1 Approve Minutes of Wednesday 21st March 2018</p> <p>Agreed as an accurate record. The HT informed governors that after the last meeting he and the AHT visited the Music room and agreed a protocol in the event of an emergency evacuation. Space in the room is tight, but there is a 1 metre clearance. The amendment has been added to the minutes.</p> <p>8.2 Matters Arising from Action Grid</p> <p>Leisure Centre – the EHT advised governors that he is meeting with the manager and will report back at the next meeting. The AHT confirmed some swimming slots have been allocated for next term.</p> <p>Governor Vacancy – the CoG, VCoG and HT have met two candidates and will be meeting a third one next week. All three will be invited to attend the June meeting and the Board will then be invited to select a candidate by secret ballot. Governors asked to bear in mind that a governor with financial or PR experience would also be beneficial and at least two</p>	CW	Next meeting

Agenda item	Action by Whom	Action by When
<p>candidates would be suitable. The Finance Portfolio governor informed the Board that she was very happy to take up the Responsible Officer Portfolio again. Minutes approved.</p>		
Chair of Governors Portfolio		
<p>9. Governor Day This will take place on Thursday 28th June. A draft agenda has been circulated; it is hoped the day will enable governors and SLT to have extended discussions on the teaching & learning cycle, data, grading & reporting, safeguarding and the school plan. A governor asked if finance and financial planning could be discussed together with long term proposals and strategic overview and aspirations of the site. The BM said the summer holiday site development programme will come to the Board for approval in July. There will be more detailed information about the day at the next meeting.</p>	KH	Next meeting
<p>10. Board of Governors Meetings 2018-19 – draft dates The draft meeting dates for the next academic year have been circulated to governors. Any comments to the CoG please. The dates will be confirmed at the next meeting.</p>	All	Next meeting
<p>11. National Headline News and Local Response</p> <p>11.1 Admissions (1) The HT informed governors that admissions for September are currently at 259 but it is expected that they will go down to 256. Some families will go to appeal later this term.</p> <p>11.2 Update on Drugs Scene Assemblies and workshops, which have engaged students and raised awareness, have been delivered to Years 9 & 10 by consultant Stacey Miller. Workshops will also be delivered to parents which it is hoped will have an impact. The HT also informed governors of a recent incident when cannabis was brought into school and this has been dealt with robustly. In addition, the HT is working with other HTs of local schools in a combined approach at looking at raising awareness of drugs and how schools can tackle the issues. One approach which is being explored is sniffer dogs in school which could act as a deterrent to students. Governors will be asked for approval and there will be a robust plan and combined approach from all the New Forest schools. All agreed it would be a good idea.</p> <p>11.3 Admissions (2) The HT said that he and the EHT will be meeting with the LA to talk about the number of students who are being admitted and the pressure on schools over the next few years. Will report back to governors.</p> <p>11.4 Pigs The HT said he will submit a proposal to governors about the pigs and the next steps after the Complaints Appeal Panel has met.</p> <p>11.5 Data Protection The school needs to appoint a DPO but in the meantime everything is being done to ensure the compliance requirements are met.</p> <p>11.6 Specialist Schools Academies Trust The HT was delighted to let governors know that he had received an email from the Specialist Schools Academies Trust informing him that the school is in the top 10% of non-selective schools in the country which is very good news.</p>	<p>PGM/CW</p> <p>PGM</p>	<p>Next meeting</p> <p>Next meeting</p>
<p>12. Report on Annual Stakeholders Survey It took the EHT and HT some time to go through the parent, staff and student surveys and put them into a useful format but the document has been collated and copies have been distributed to governors.</p> <p>Background of Survey</p> <ul style="list-style-type: none"> 310 parents responded which is slightly down on 2 years ago due to being sent out via email rather than being completed at Academic Review Day; still a good response. 512 students responded, also slightly down but encouraging since the survey was linked through Show My Homework. 111 staff responded which is a good return. <p>Content of Survey</p>		

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<ul style="list-style-type: none"> Some of the graphs and comments could be affected by the current economic climate, economies of scale, behaviour of students, expectations etc. which can all have an impact on the results of the survey. <p>Positive comments</p> <ul style="list-style-type: none"> Huge number of students say how much they enjoy coming into school in terms of breadth of opportunity, safety etc; Parent and students mention the quality of lessons and teaching, being stretched and challenged which is pleasing to hear; Quality of pastoral care – particular reference to the work of the DH; Leadership & Management came out as a strength. <p>Issues to be addressed</p> <ul style="list-style-type: none"> Elements of behaviour management – need to make sure there is a consistent and robust approach; including chewing gum, mobile phones and lunch queues. Catering – more control on portion sizes when catering comes in-house in September; More outside seating areas; Mental Health; Extra-curricular activities – want to make sure we have a broad range – 30% of students do not take part so this needs to be addressed; it would be interesting to see what the students are not doing. Exploring the nature of homework tasks- what type of tasks are being set; want homework to be worthwhile and to have an impact. <p>Graphs</p> <ul style="list-style-type: none"> People will often opt for the middle option if offered three or five choices; If they never have experienced something like bullying some people are not sure how to answer; The self-evaluation leads into the School Improvement Plan and this will be discussed at the July meeting; The CoG said there is a huge amount of data in these graphs; the SLT has spent many hours analysing the data; governors have read this document; how would they like to progress it. Option given to go through whole document or to comment on stand out items. LH said governors should expect key points to translate into clear actions in the plan. Students’ views are slightly more negative compared to staff and parents in relation to behaviour and bullying but it has to be considered in the context that they have nothing else to compare it to. Social media has had an impact; School Council is always a good way to find out what students are thinking; timing the survey is always difficult (it was done in February) and therefore responses can be very different. It is vital that parents understand about the exponential increase in bullying over social media. <p>Thanks to the HT.</p>	PGM	July meeting
Human Resources Portfolio		
<p>13. Staff Wellbeing</p> <p>The Staff Governor said that the new syllabus and new examinations are causing teachers to feel quite stressed. However, they do feel supported and know where to go to for help. This poses a different pressure on students as well with testing and re-testing.</p>		
<p>14. Staff/Governors End of Year Picnic – Friday 20th July</p> <p>The CoG asked governors if they would like the picnic to take place this year. All agreed it is well supported and popular with staff and a good way to end off the academic year. Volunteers are required to organise it. Governors agreed that this year the money should come from the budget if possible. Further discussion and information at the next meeting.</p>	All	Next meeting
Data Portfolio		
<p>15. PiXL Report Y11 Cohort</p> <p>Here for governors’ information. Points for consideration; overall good way of sharing good practice such as data, ideas, resources etc and decide what works for this school and what doesn’t. Main focus now is to get the Year 11 ready for their exams.</p>		

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9.52AM – RG, TWR, CDC LEFT MEETING		
Finance Portfolio		
<p>16. Finance and Business Reports</p> <p>KH invited CG to talk through the reports:</p> <ul style="list-style-type: none"> ➤ Very calm picture; not too many variances; donation from PTA which has resulted in a new minibus; ➤ Trip income – continually changes; ➤ Salary costs very stable; support staff increase has been approved by unions so decrease in agency offset by this increase; ➤ Showing a potential deficit of £18,000; ➤ New iMacs in Music are excellent; ➤ Payroll brought in-house. The BM would like to acknowledge the work of KRE (HR Admin Officer) – it has been a huge amount of work; also congratulations to the BM. Bringing the payroll in-house will save £7000 p/y. Letter of thanks to be written to KRE. 	KH	In hand
<p>Income</p> <ul style="list-style-type: none"> ➤ Income approved by governors £6,331,336 ➤ Revised forecast £6,428,935 ➤ Projected variance to budget of £97,599 <p>Salary Costs</p> <ul style="list-style-type: none"> ➤ Salary Costs approved by governors £4,711,908 ➤ Revised forecast £4,735,039 ➤ Projected variance to budget of (£23,131) ➤ Adjustments due to recent support staff pay award <p>Other Expenditure</p> <ul style="list-style-type: none"> ➤ Other expenditure costs approved by governors £4,711,908 ➤ Revised forecast £1,598,253 ➤ Variance to budget of £14,748 <p>Expenditure costs approved by governors £6,324,909</p> <p>Revised forecast £6,447,292</p> <p>Projected variance to budget of (£122,383)</p> <p>Budget Outturn</p> <p>Budget approved by governors had a surplus of £6,427. The projected in-year trading position shows a potential deficit of (£18,357). Adjustments will be made within year to take into account fixed assets purchased within the trading year, capital income/expenditure, depreciation, pension charges/actuarial gains/losses and capital expenditure on dining hall. It is expected that the final accounts will show a loss due to the above factors.</p>		
Teaching & Learning Portfolio		
<p>17. Curriculum Choices</p> <p>16.1 Year 8</p> <p>The HT talked through the choices for Year 8; RE has gone up in terms of popularity; also Art & Design. Music and Languages are hard subjects and therefore have found recruiting harder. Beginners French is being investigated to see if students really want to carry it on to GCSE or just because they want to try it and is unlikely to run..</p> <p>16.2 Year 9</p> <p>More opting for RE and Art popular. Computing has also becoming popular. Approval from governors required to still run Music (13 students) and German (11 students) due to staff/pupil ratio cost. All agreed worth running the classes despite low numbers.</p>		
<p>18. Subject Link Reports</p> <p>18.1 RE - the VCoG reported that the department have things in place now after disappointing results last year and are working hard; GCSE numbers are increasing.</p> <p>18.2 Science – the link governor said the department is now doing weekly tests which are producing good results; application is only on exams now so the staff need to debug the questions and decide how they are going to teach the modules? The governor said she was very impressed with the lesson she visited.</p>		

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Premises and Health & Safety Portfolio		
19. Health & Safety Updates 19.1 Gym/Hall – Ray West email – following assessment of the gym using photographs the portfolio link governor reported that RW is happy with the changes that have been made. However, he did suggest that when the Hall is being used for assemblies etc. boundary tape could be taped to the floor to act as a virtual line to prevent students from straying over the line. The HT said he was reluctant to put tape on the floor as this would make the area quite inflexible to use and the tape itself will erode over time and look scruffy. The HT asked to hold off for the time being and if there are ongoing issues the use of tape can be reviewed. All agreed it was a worthwhile exercise, however.		
10.12AM – JWE LEFT MEETING		
19.2 Music – the subject link governor said there have been significant changes in the department and it is much better. A cable cover is needed for the piano as a matter of urgency and the BM will check if this has been done.	CG	Done
Date of Next Meeting		
Wednesday 13th June, 5.00pm KH thanked everyone for attending the meeting.		
10.17AM – MAIN MEETING BUSINESS CLOSED		
PART B		
Before Part B commenced a governor suggested that some PR could be generated through the Lymington Times celebrating the recent achievements of the school including the new iMac suite, top 10% in the country etc. This could be a role for the new Community governor. To be kept under reviewed.		
10.20AM – CG AND CW LEFT MEETING		
1. Understanding the new grading system and implications in choosing options A governor said he has been approached by a few parents who are struggling to understand the new grading system and had heard about percentage allocations of grades and would appreciate some clarification. The governor gave an example relating to German and Science and he referenced an article which a parent had read. The HT said it would be helpful to address the question to the AHT responsible for Data but was able to confirm the statistical model being used for allocating grades would not unfairly disadvantage our students. The AHT will give an update at the Governor Day on 28th June.		
2. General Discussion with Headteacher The CoG said he was not sure if Part B is working in its current format. The main issue is that governors do not get time to talk as a group without the Senior Leadership Team. The CoG suggested Part B should be replaced and suggested two options: <ul style="list-style-type: none"> • Governor Days (two per year) – time will be allocated when governors can have an informal chat without the SLT present; • Either before or after the three evening Board meetings governors meet for half an hour to chat without the SLT present. After a short discussion governors agreed to chat at the end of the meeting rather than before and this will only happen at the three times per year at the evening meetings and at the two Governor Days. PGM clarified it was optional to stay and that board should be mindful of staff governors in particular. The CoG also wished to remind governors about the process of the HT Appraisal; it is not recommended that the whole board is responsible as a lot of sensitive issues are discussed, targets set etc. The main appraisal meeting takes place in November with a mid-term review in May. So, this is the opportunity for a small group of governors to get together. A governor said another issue is that the same one or two governors are invited to take part in interviews for new staff. Are other governors asked? There must be transparency. The CoG replied said that he has tried to give governors the opportunity to talk at meetings; the board is not a closed shop and transparency is vital and these informal discussions are so important. The half hour sessions will be optional.		
10.41AM – PART B DISCUSSION CLOSED		