



BOARD OF GOVERNORS

School name:	Priestlands	Meeting:	7
Date/time:	Wednesday 27 th March 2019, 8:00am	Present:	Beth Bray; Charlotte Cherry; Paul Cox; Julian Davis; Mark Dichlian; Kevin Harriman (Chair); Mary Hill; Jo Hiller; Ruth Owen; Claire Renshaw; Pete Main (HT)
Apologies:	Kath Rudd, David High, Chris Willsher	SLT in attendance:	Julia Emmel (DH); Carole Gibbs (BM); 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
1.	CW's retirement	Please put forward suggestions to mark the VIP event!	All	Next meeting
2.2	End of the School Day Consultation	Comments following consultation to come back to governors	PGM	Next meeting
4.	School Improvement Plan	New format and structure to be brought back to governors	PGM	Next meeting
8.	Recruiting New Governors	Statement revised and governors invited to comment	All	Next meeting
9.	Exclusion Training for Governors	In-house training to be arranged. Date TBC.	MH/Clerk	In hand
11.	School Study Centre/ Skills Audit	Architect's report to be shared with governors To be reviewed	PGM/CG KH	Next meeting Next meeting
13.	Safeguarding Policy Transporting Students	Governors invited to comment ready for ratification Guidance being sought	ALL RG	Next meeting Next meeting
21	H&S Annual Strategic Review	Report to be presented at the end of the summer term	CR	10 th July meeting
22.	Safer Recruitment Training	Governors invited to in-house training on 4 th June, 9am-3.30pm (places limited and date TBC)	RG/Clerk	22 nd May (when date will be confirmed)

8:05AM – MEETING OPENED

Action/Challenge/Support

Agenda item	Action by Whom	Action by When
General Business	KH	
<p>1. Welcome and Apologies The CoG welcomed everyone to the meeting. Apologies received from KR, DH and CW. The CoG informed governors that this would be DH's last meeting (he has served 3 terms (12 years) as a Governor); he has accepted an invitation to come to the start of the next meeting when Governors will be able to say thanks and farewell. The CoG also informed governors that he has now formally written to the EHT to accept his resignation and wished to take the opportunity to read his resignation letter to the Board. This is also CDG's last meeting before she goes on maternity leave. She will remain as a Staff Governor until her term of office ends in January 2020.</p> <p style="background-color: yellow;">A short discussion followed on possible ways of marking CW's retirement and Governors were asked to put forward any suggestions.</p> <p>1.1 Confirmation of Quorum – the meeting was confirmed as quorate 1.2 Declaration of Business Interests in relation to this meeting - none</p>	All	8 th May
<p>2. Board Meeting 6 2.1 Approve Minutes of 27th March – minutes agreed as being an accurate record. 2.2 Matters Arising (from the Action Grid)</p> <ul style="list-style-type: none"> • Items 3, 4, 5 and 11 are on the agenda. • The HT confirmed that the EHT is meeting with the Leisure Centre next week. • The BM said that the members of staff who had used their personal accounts to buy items for school have been reimbursed in this instance and all staff have been reminded of the school policy about placing orders. <li style="background-color: yellow;">• End of the School Day Consultation – a Governor asked if this decision would come back to Governors before it is approved. Yes - the HT replied that it went into newsletter to parents at the beginning of the week; some parents have emailed to express their views. All these comments will be summarised, together with comments from staff and any 		

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<p>additional research documents and will be brought back to governors at the next meeting.</p> <p>All other actions were on the agenda. Minutes approved.</p>	HT	8 th May
<p>Teaching & Learning Portfolio</p>	MH/JWE	
<p>3. Subject Link Reports</p> <p>The T & L Portfolio Lead encouraged all Link Governors to visit their departments and sit in on some lessons as teachers and students are welcoming and it is so interesting to visit the different classrooms, see the displays and listen to the lessons.</p> <ul style="list-style-type: none"> 3.1 History, RE and Geography 3.2 Maths 3.3 Modern Foreign Languages <p>All reports are available to read on Google Drive and Link Governors were thanked for submitting them.</p>		
<p>4. School Improvement Plan (SIP) – verbal update</p> <p>The HT said the SLT took part in an in-house training day last week and it was very useful to have quality uninterrupted time some of which was spent studying the new Ofsted Framework and identifying some clear areas which will feed into the next phase of the SIP.</p> <p>The HT said he has plans to alter the structure and format of the current SIP and will bring it to governors after Easter.</p> <p>A Governor asked if the new Ofsted Framework will make it easier for schools to score a better result? The HT said it is not easier but there is change in focus; there are still questions around internal data as only looking at the previous year’s external data is not representative. What is known, however, is that main focus will be looking at new curriculum content with in-depth discussions on curriculum intent and how it is implemented. Ofsted will then drill down in a particular department to look at consistency and delivery and evidence of impact.</p> <p>Another Governor said that she had understood that the general educational experience would be examined, not just academic achievement. The HT said the main section is Quality of Education but within this Behaviour & Welfare has been split up to become Behaviour & Personal Development and Leadership & Management and yes, under PD this would be considered..</p>	PGM	May meeting
<p>Human Resources Portfolio</p>	DH/PGM	
<p>5. Staff Wellbeing – Comments from Staff</p> <p>A Staff Governor said the recent staff meetings sharing best practice were excellent.</p>		
<p>6. Staffing Report March</p> <p>The HT there had been some recent changes in staffing and he talked through the confidential report, a copy of which has been provided for governors to read.</p>		
<p>7. Policies for Ratification</p> <p>All these policies are model policies agreed by Hampshire County Council and the trade unions. Being model policies means they have already gone through the formal consultation process and any changes suggested by Governors would have to be the subject of formal consultation with the unions.</p> <ul style="list-style-type: none"> 7.1 NEW! Staff Sickness Absence – a governor asked why the policy is non-contractual when it covers possible disciplinary action. The HT replied that teachers have a central contract with Terms & Conditions and the policy is simply an additional layer. It is taken from the Education Personnel Services (EPS) Manual of Personnel Practice and all policies by HCC were transferred across (TUPE) when the school converted to an academy. 7.2 Staff Code of Conduct 7.3 Staff Social Media <p>All policies ratified.</p> <p>A governor mentioned that the Pay policy for consideration had a gap so please can that be completed for governors. HT Agreed.</p>		

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Chair of Governors Portfolio	KH/CR	
<p>8. Governors' Method of Recruitment and Skills Set</p> <p>Governors debated the different skills set criteria required on the Board and the current process for recruiting new Community Governors. There was a full discussion on the shortlisting and CV distribution procedure with some governors favouring a full transparency process including all potential candidates being reviewed and agreed by the Full Board; other Governors were comfortable with delegating a selection of candidates to the HT/CoG/VCoG.</p> <p>All Governors did agree, however, that the recruitment procedure should reflect the actual process and that the Method of Recruitment statement should be updated as follows:</p> <ul style="list-style-type: none"> • The particular skill set required will be agreed at a Full Board of Governors meeting and communicated clearly to candidates beforehand; • All CVs of all applicants will be shared with Governors in advance; • Governors have chance to comment on CVs. Expectation is that all applicants will be invited to visit and tour the school; • Candidates will be invited to visit and tour the school individually with the Headteacher and Chair of Governors/Vice-Chair of Governors; • At the next Board meeting a decision will be made about who is invited to interview; • The Full Board will then select candidates via a secret ballot. <p>The amended statement will be circulated to all Governors for review and comments. It will be ratified at the next meeting.</p>	Clerk All	ASAP 8 th May
(08.41 – JWE ARRIVED AT MEETING)		
<p>9. National News and Local Response</p> <p>09.35 – TWR LEFT MEETING)</p> <p>Other general news included the possibility of inviting the local MP, Desmond Swayne, into school for a meeting to talk about school funding. In term of the budget over the next year it will be funded but there are no assurances beyond.</p> <p>In addition, the HT has recently talked to the Lymington Town Councillors who have been very supportive for school projects regarding funding. One of the projects was a school gym but due to cost this will be put on hold for the time being. However, a school study centre would be hugely beneficial for Years 10 and 11 in particularly and it is hoped one can be created within the current school library as soon as possible. How the space is laid out and how the students use it is very important and the Town Council seem to agree as they have mentioned possibly match funding the cost of the restructure. Architects are visiting the Library tomorrow and a report will be brought back to Governors at the next meeting.</p> <p>Referring back to the Skills Set, the CoG said the Portfolios will be reviewed at the next meeting and if Governors have a desire to change their portfolio please can they update their skills set and express any preferences, any gaps in skills will then be highlighted.</p> <p>A governor asked if the current Skills Audit form should be updated. All agreed it should be reviewed and there will be an update at the next meeting.</p> <p>Another governor mentioned that The Key offers good and useful information via the Governance Handbook.</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf</p>		
Data Portfolio	MD/TWR	
<p>10. Scorecards - headlines:</p> <p>10.1 Year 9</p> <ul style="list-style-type: none"> • Data looks promising • Small gap opening up with Pupil Premium • Tightening up tracking with HoYs with cross referencing – low progress, focus on intervention for students putting in high effort • Progress 8 has flagged up students who aren't making progress but are working hard 		

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<p>This was confirmed. Overall, all agreed that Bianca Silva and her team know the school and the staff and vice versa and that continuity is important.</p> <p>Year on year with the option to extend for a further four. Approved.</p>		
<p>15. Site Projects Update – New Gym Building, Study Centre and Science Classroom</p> <p>The Gym and Study Centre have already been discussed. Tenders for the Science Classroom are expected next week, architects will come in and the BM and the Finance Portfolio Lead Governor will liaise in the Easter holidays and a contractor will then be appointed.</p>		
<p>16. Policy for Consideration: Pay</p> <p>Gaps will be filled in as discussed earlier. For ratification at next meeting.</p>		
Premises, Health & Safety Portfolio	CR/CG	
<p>17. Health & Safety Action Plan</p> <p>The PH&S Portfolio Lead said a meeting had taken place and all actions were looked at, spot checks completed and the process is working well.</p>		
<p>18. Zurich Audit Reports</p> <p>Zurich Risk Engineering has prepared a Risk Improvement Report following a Risk Analyst's visit to the school in February. Fire Safety reports were done on electrical installations and equipment and hot work from which there were four action and two observations. The PH&S Portfolio Lead said the actions have been added to the school's central risk register and some have already been actioned.</p>		
<p>19. External Health & Safety Audit on 21st March – verbal feedback and changes for Governors going forward</p> <p>The PH&S Portfolio Lead said the recent bi-annual audit with Ray West had gone very well and the school had been awarded an excellent score of 94%.</p> <p>Although there is a short checklist of improvements the BM, Facilities Coordinator and VCoG were able to demonstrate that all things have been done. However, RW did point out that governors should have an annual strategic review to prove that everything has been done and the VCoG suggested doing an annual report at the last meeting of the academic year.</p> <p>In addition the VCoG said she will attend a school governor Strategic H&S Management Training course in September which should be useful.</p>	CR	10 th July
Safeguarding & Welfare Portfolio	JH/RG	
No issues to report or discuss.		
Careers & Enterprise Portfolio	BB/KM	
No issues to report or discuss.		
Governor Training Portfolio	MH/JWE	
<p>All governors encouraged to log into The Key for School Governors and read articles and updates which are all very useful and informative.</p> <p>In addition, the DH invited Governors to attend Safer Recruitment training which will take place on Tuesday 4th June, 9.00am-3.30pm (places are limited).</p>	RG	22 nd May
Date of Next Meeting		
Wednesday 8th May, 8:00am-10.00am		
KH thanked everyone for attending the meeting and for their contributions.		
10.25AM –MEETING BUSINESS CLOSED.		
AN INTERIM MEETING OF THE PAY COMMITTEE FOLLOWED DIRECTLY AFTER THE MEETING		