



BOARD OF GOVERNORS

School name:	Priestlands	Meeting:	4
Date/time:	Wednesday 12 th December 2018	Present:	Beth Bray; Charlotte Cherry; Julian Davis; Mark Dichlian; Kevin Harriman (Chair); David High; Mary Hill; Jo Hiller; Ruth Owen; Claire Renshaw; Kath Rudd; Pete Main (HT)
Apologies:	Kerrie McAdam	SLT in attendance:	Carole Gibbs (BM); Julia Emmel (DH); Richard Glenny (DH); Kerrie McAdam (AHT); Pete Main (AHT); Tom Ritchie (AHT); Chris Willsher (EHT); Hayley Yates (AHT); Caroline Clitherow (Clerk)

ACTION GRID

Min	Subject	Action Point	Action by Whom	Action by When
2.	New Community Governor	Applicants to be invited to Jan meeting. CoG/HT to confer.	KH/PGM	Inhand/next meeting
3.	Pig Consultation Proposal	Governors invited to man table at parents' evenings with HT; dates to be emailed to governors	CRC→All	Done
5.	Pay Committee/Appraisal Outcomes	Overview of SLT to be shared with governors	PGM/KH	Next meeting
15.	Safeguarding Internal Monitoring Sheet 2017-2018	Draft Policy for Searching Students updated and available for governors' comments in Google Drive	CRC	Posted and available

8.08AM – MEETING OPENED

Action/Challenge/Support

Agenda item	Action by Whom	Action by When
Chair of Governors Portfolio	KH	
1. Election of New Vice-Chair of Governors The CoG informed the Board that CR had put her name forward for the role of Vice-Chair of Governors. No-one else wished to stand and the CoG asked her to leave the room while a secret ballot was held. Ballot papers were distributed and counted and the CoG was pleased to announce that CR had been unanimously elected as Vice-Chair. CR re-entered the room and was congratulated by all.		
2. New Community Governor The CoG reported that he and the HT had met with two applicants and they were meeting the third one tomorrow. The CoG will confer with the HT and if they feel they are suitable candidates they will be invited to the meeting in January. Governors will be kept informed.	KH/PGM	Next meeting
3. Pig Consultation Proposal The HT informed governors that he wanted to do the process robustly so at the end of the consultation he is able to come to the Board with a proposal. The HT talked through his document. He will invite the parent who made the original complaint to offer links for consideration; the School Council will have the opportunity to talk to members of staff and students and opportunities will be given for all to share their views; parents will also have an opportunity to chat to the HT and a governor representative at the Parents' Evenings next term and he asked if one or two governors could join him at each of the evenings. A governor asked if it should be called 'Livestock Consultation' rather than pig. Yes, the paper talks about livestock but there will be a specific reference to pigs. The HT said he was hoping to do as much of the consultation as possible next term. The first Parents Evening is on Wednesday 16 th January; the clerk will email all the dates to governors.	All CRC→All	Ongoing Done
4. Board Meeting 3 4.1 Approve Minutes of 14th November The VCoG wished to make an amendment to the minutes – item 1 (Trustee's Annual Report) – Audit Findings – two were low risk (not three as stated in the minutes) and that one was medium risk (recruitment vouchers). The clerk will amend the minutes. All other actions were on the agenda. Minutes approved.	CRC	Done
5. Pay Committee 13th November – Appraisal Outcomes for Headteacher and Senior Leadership Team Summary of Targets 2018/19		

Signed (Chair of Governors):

Date:

Agenda item	Action by Whom	Action by When
<p>The CoG informed the Board that the appraisals for the EHT and HT had taken place and the objectives for them and the SLT had been cascaded out. The appraisal committee was made up of KH, MH, DH and MD and they all thanked the HT and EHT for their engagement during the robust process. The external advisor, DH, was also very helpful. The overview of the SLT will be shared with governors at the next meeting.</p> <p>The HT said it had been superb working with the SLT and he thanked them for their support over the past year.</p>	KH/PGM	Next meeting
<p>6. National Headline News and Local Response 6.1 Multi-Academy Trust (MAT) – draft structure (see separate Confidential Minute)</p>		
<p>6.2 Update on Activities Around School</p> <p>The HT informed governors that a group of local councilors were recently invited to the school to look at some of the extra-curricular projects in order to secure some long-term funding in support of the school’s more vulnerable students. Thanks to the BM for liaising with the councilors who enjoyed their visit.</p> <p>A Safeguarding Audit was conducted by Hampshire last week. This went well and the feedback was overwhelmingly positive with some initiatives being put forward as models of best practice. The auditors were particularly impressed with the students and thanks to the Safeguarding Portfolio holder and the DH for their hard work on the action plans.</p> <p>The Music Department recently performed in a brilliant Winter Concert; the quality was superb and many students were involved and the hall was packed.</p> <p>Priestlands Choir also performed at the Lymington Choral Society last week and at Southampton Hospital and Lymington Library and they have already been booked for next Christmas!</p> <p>Finally, last weekend 34 students were taken to a German Christmas Market which was a huge success.</p> <p>(9:10AM – JWE RETURNED)</p> <p>The EHT updated the Board on the Leisure Centre. Firstly, they have been in touch with the company to sort out the synthetic pitch without talking to the school, who own it. Secondly, in the summer they are going to tender to out-source the leisure facilities and the EHT has asked to be involved at an early stage in order to decide if the synthetic pitch should be included in the out-source proposal or brought back in-house.</p> <p>6.3 Admissions Policy 2020-21</p> <p>The HT asked governors to ratify the 2020-21 Admissions Policy. The only changes are the dates. Policy ratified.</p>		
<p>Teaching & Learning Portfolio</p>	MH/JWE	
<p>7. Subject Link Reports</p> <p>The Portfolio Holder said the link visit reports are excellent and available to read on Google Drive. Thanks to the subject link governors for visiting their link departments and writing the reports – MFL, Science, PE, English and Art.</p> <p>Referring to MFL, the link governor mentioned about the decline in the uptake of a language at GCSE and if the school should intervene to prevent this decline. The HT said that universities are starting to ask students for a language which could make a difference in choices at an earlier stage but students currently will not be forced to take up a language. Some primary schools offer a language but the option to continue learning the same language (either Spanish or French) it is not always possible at secondary school.</p> <p>The governor also mentioned that the lessons had reduced from three per week in Year 8 to two per week in Year 9 which might impact on progress. The HT said that all option subjects had 2 lessons per week in year 9.</p> <p>(9:18AM – HJY LEFT)</p>		
<p>Data Portfolio</p>	KH/TWR	
<p>8. Scorecards 8.1 Year 9</p> <p>The AHT said there will always be a dip from 8.3 to 9.1 as the school’s assessment model refines the data down from two grades in Years 7 & 8 to one in Year 9. This still enables the DH to pick</p>		

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<p>up the trends and analyse the data and is nothing to be concerned about; underperformers can still be spotted and discussions with the HoDs still take place. Headlines from the Year 9 scorecard:</p> <ul style="list-style-type: none"> • Progress of pupils in maths has improved and is now in line with English & Science. The focus now is on 26% of pupils who are working below expectation in maths. • Higher ability Pupil Premium students – As with all year groups it is a challenge with some pupils to push them to the grades 7-9. Departments are working to ensure they are pushing HAPP pupils towards the top grades and raising aspirations. • Small gap opening up between Pupil Premium and non-Pupil Premium • Gender – a small gap has developed in English and maths which we will need close monitoring. <p>8.2 Year8</p> <ul style="list-style-type: none"> • Very similar trend to Year 9 • Behaviour challenges with group of boys – HoY working hard to overcome • Small gap opening up between Pupil Premium and non-Pupil Premium <p>The FFT is used as a benchmark to set the target grade at the end of Year 9.</p>		
<p>9. PiXL Report - Year 11 Cohort</p> <p>This is self-explanatory. All information provided in written report. Gender is broken down, gap between boys and girls in Years 7-9, extended writing being the main challenge for boys. PiXL have three strands – currency, character and culture and this school is mainly interested in currency – strategies to improve outcomes. The AHT would like to tighten up targeted intervention this year and measuring the impact.</p> <p>The EHT said that the PiXL partner, David Hoggins, describes the AHT as exceptional in the way in which he interrogates and data and understands it. Congratulations and thanks to the AHT for his update.</p>		
<p>Finance Portfolio</p>	MD/CG	
<p>10. Finance and Business Reports</p> <p>The Business Manager asked for governors to approve three Amazon vouchers of £100 each as a thank you to three SCITT trainee teachers for attending Fairthorne Year 7 residential. Approved.</p> <p>10.1 Written Finance & Business Reports for the Financial Year 2018-19 P3</p> <p>Headlines:</p> <ul style="list-style-type: none"> • Very little movement in terms of the budget • £47,000 increase in staffing linked to maternities, supply teachers etc • Surplus of £186K; £144,000 has been committed for refurbishment of Science Lab - work will start in January. <p>Finance Report for financial year 2018-19 – P3</p> <p>Income</p> <ul style="list-style-type: none"> ➤ Income approved by governors £6,727,091 ➤ Revised forecast £6,822,537 ➤ Projected variance to budget of £95,446 <p>Salary Costs</p> <ul style="list-style-type: none"> ➤ Salary Costs approved by governors £5,090,448 ➤ Revised forecast £5,138,249 ➤ Projected variance to budget of (£47,801) <p>Other Expenditure</p> <ul style="list-style-type: none"> ➤ Other expenditure costs approved by governors £1,488,258 ➤ Revised forecast £1,493,258 ➤ Variance to budget of (£10K) <p>Expenditure costs approved by governors £6,578,706 Revised forecast - £6,636,507 Projected variance to budget of (£57,801)</p>		
<p>11. Auditors – recommendation to re-appoint MacIntyre Hudson for a further year</p>		

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<p>Early next year the BM will invite tenders for a new auditor. MacIntyre Hudson is slightly more expensive by £2000-£4000 than other auditors but due to discussions surrounding a potential MAT the BM asked governors to approve that MacIntyre Hudson is appointed for one more year. This will be ratified by the members of the AGM which follows this meeting, but approved by the Board.</p>		
Premises, Health & Safety Portfolio	CR/CG	
<p>12. Governing Body Fire Safety Management Review Monitoring Form</p> <p>The Portfolio Holder explained that this completed every year so governors can check that everything is in place. There is a requirement to do an internal annual fire risk assessment and this must be a priority and not forgotten.</p>		
<p>13. Annual Fire Risk Assessment</p> <p>This has been done in-house and has been completed thoroughly by the School's Facilities Coordinator. All the actions and timelines will go onto the overall School Action Plan which the governor will check throughout next year.</p>		
Safeguarding & Welfare Portfolio	JH/RG	
<p>14. Annual Report to Governors on Safeguarding Children 2017-2018</p> <p>The Portfolio Holder explained that the annual Safeguarding Report to Hampshire has just been ticked off and submitted. The main change is that there is now a risk assessment on everybody who comes into school on a voluntary basis. E-Safety training and Prevent measures are also being looked at together safeguarding within the curriculum, on-line training, suspicious searches and mobile technology. There is a focus on all actions raised in the Safeguarding Audit.</p>		
<p>15. Safeguarding Internal Monitoring Sheet 2017-2018</p> <p>This is a slightly different form but part of the same process. It shows dates for DSL and Safeguarding training for all staff and figures for inter-agency referrals made by the school, children in care over the past year etc.</p> <p>The Policy for Searching Students has been updated in draft form and will be available for governors' comments on Google Drive shortly.</p>	CRC	Done
<p>16. Pupil Premium Report</p> <p>This was deferred until the next meeting as the AHT was not present.</p> <p>A governor said the report gave no sense of how students have done over the years; there is no national data for pupil premium versus non pupil premium year on year. The AHT said this is not available so the comparison can only be done in school. The governor said he was interested in seeing how pupil premium data had performed over time and how successful the work has been. The HT said that the data was available in each report and the last three are on the website but all three years are not in the same report.</p>		
Human Resources Portfolio	DH/PGM	
<p>17. Staff Wellbeing</p> <p>The staff governors said it had been a long and busy term; behaviour issues in and out of the classroom have been bubbling up and the resultant follow-ups cause some extra work. The HT recognizes it has been a long term and staff and students are tired.</p>		
SEN Portfolio	KR/RG	
<p>18. SEN Portfolio Report</p> <p>The SEN Portfolio Holder presented her report. A key point is finding the best way of monitoring exam results for the SEN students and utilising the staff in the most efficient way to give the most impact. There are more students in school with more complex needs and staff are increasingly expected to offer support on mental health issues. This adds pressure to classes on a daily basis. The HT said that he and the SEN HoD met recently to discuss these issues and to make sure that protocols are established for staff in terms of issues they should be addressing with students. In addition, there are less places available for alternative provision which increases pressure in schools and there are more students with EHCPs seeking places at this school from out of catchment.</p>		

Agenda item	Action by Whom	Action by When
Training Portfolio	MH/JWE	
The Portfolio Holder said that she and the DH are going to meet in January and they will report back at the February meeting.		
Date of Next Meeting		
Wednesday 23rd January 2019, 5:00pm-7:00pm		
KH thanked everyone for attending the meeting and their contributions. .		
9:58AM – MAIN MEETING BUSINESS CLOSED. MEMBERS OF SENIOR TEAM LEFT MEETING		
PART B DISCUSSION FOLLOWED – CONFIDENTIAL MINUTE		
ANNUAL GENERAL MEETING OF THE ACADEMY TRUST FOLLOWED, SEPARATE MINUTE		