



BOARD OF GOVERNORS

School name:	Priestlands	Meeting:	6
Date/time:	Wednesday 27 th February 2019, 8:00am	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 (AHT)	SLT in attendance:	Julia Emmel (DH); Carole Gibbs (BM); Richard Glenny (DH); 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
3.	New Governors-Method of Recruitment	New method of recruitment to be drafted and approved by Board	PGM/CW→ALL	Next meeting
4.	New Accountant	Recommendations will come to the Board shortly	CG/JD	May meeting
5.	Science Lab Project	Expenditure decision delegated to CG/MD who will report back	CG/MD	Next meeting
11.	Governor Lesson Visits	Comments to be fed back to staff via Staff Bulletin; all governors encouraged to visit their link subjects this term	PGM/ALL	Done 12.3.19/ Continuing
14.	Leisure Centre	Consultation with Forest Heads; board to be kept informed	CW	Ongoing
15.	Expenditure Approval	Personal expenditure by staff to be approved by Board	CG/All	Next meeting

8:04AM – 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 KM.</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>		
<p>2. Board Meeting 5 2.1 Approve Minutes of 23rd January – minutes agreed as being an accurate record. 2.2 Matters Arising (from the Action Grid)</p> <ul style="list-style-type: none"> • Reporting to Parents Video – the AHT said there is now a link to YouTube where the video can be viewed. <p>All other actions were on the agenda. Minutes approved.</p>		
<p>3. New Community Governor</p> <p>There is one vacancy to be filled and PC has met with the HT and CoG who have recommended him to the Board as the new community governor. Before PC was invited into the meeting room to meet the Board, there was a short discussion on the Board's agreed method of recruiting new governors.</p> <p style="background-color: #90EE90;">A governor voiced his concerns that a short list is presented by the CoG/HT who vet candidates based on skills set and then recommend them to the Board rather than it being a whole Board decision from the outset. Although there is a currently an agreed method for recruiting governors, he said the procedure can lead to potential candidates feeling unhappy that their application is not taken to the Board stage.</p> <p>There are currently four bullet points in the Board's Method of Recruitment and it was agreed that the last point, which is the vetting line, should become the second point. It is important that it is made absolutely clear when reporting back to candidates that the Board's procedure for recruiting new governors was followed.</p> <p>Governors discussed due diligence and delegation and the importance of getting the written procedure right. The conversation concluded with the agreement that a new method of recruitment will be drafted for approval at the next meeting and that in future all applicants' CVs will be shared with the Board in the spirit of openness.</p>	PGM/CW	Mar meeting

Agenda item	Action by Whom	Action by When
<p>PC was invited to join the meeting and asked to say a few words about himself and governors invited to ask him questions if they wished. PC said he was looking forward to making a contribution to the community and is keen to get involved in secondary education. He has experience in building projects and finances and is interested in maths and science; he has the time to offer his services to the school and to develop local contacts.</p> <p>There were no further questions and PC left the room while a secret ballot was held. Voting papers distributed, completed, counted and returned. The CoG announced that PC had been voted onto the Board as the new community governor. PC returned to the meeting, was congratulated by all and accepted an invitation to stay for the rest of the meeting.</p>		
Responsible Officer Portfolio		
<p>4. Internal Audit Report (1) including Inventory Form, SLAs/Contracts 2018/19 and Risk Register 2018/19</p> <p>The BM briefly talked through the RO's Internal Audit Report which has been presented to governors. The RO and the BM meet twice a year, once to look at the financial and HR/payroll elements and the second visit is to look at contract, inventories and the Risk Register. There are three bullet points – the payroll process, limit of £1000 for pre-payments for local contractors and to continue with McIntyre Hudson until the end of this academic year. Tenders have gone out for a new accountant and the BM/governor will bring her recommendations to the Board after Easter.</p> <p>The Risk Register has been updated. A governor asked the BM to confirm that the payroll data cannot be overused/overwritten once it has been entered by the HR Admin Officer, thus creating a potential fraud risk. The BM confirmed this cannot happen as payroll won't balance; however, as an extra measure the HT will now do two checks on payroll (instead of one) – at authorisation stage and then again when it has been approved. The Finance Portfolio lead requested that contracts be listed in value rather than alphabetical.</p> <p>The BM was thanked for all her work and the Risk Register was formally adopted.</p>	CG	May meeting
Finance Portfolio		
<p>5. Finance & Business Reports</p> <p>The BM reported that income is stable; next year the SEN pot is uncertain. A one-off sum of just under £60,000 has been received from the DfE; this money is for 'little extras' (see item 14).</p> <p>Salary costs are currently challenging due to changes in agency supply, maternity leave but savings have been made in other areas.</p> <p>Other expenditure is a further £21,000 from the last reporting period. There is a possibility that costs in catering will have to be increased due to changes in contracts, pensions etc.</p> <p>There is a £31,000 variance but the school is still in a good position with a trading surplus of £155,000 of which £144,000 is allocated for the new science lab. The BM said that the pre-tender break down for the cost of the Science Lab Project is coming in about £15,000-£20,000 more than expected. In order for the BM to have some financial flexibility on the appointment of the contractor a quick decision by governors on the tenders will be required; it was therefore agreed that the expenditure decision would be delegated to the Finance Portfolio Lead and the BM who would then inform the Board.</p> <p>Headline figures:</p> <p>Income</p> <ul style="list-style-type: none"> ▪ Income approved by governors £6,727,091 ▪ Revised forecast £6,825,537 ▪ Projected variance to budget of £98,446 <p>Salary Costs</p> <ul style="list-style-type: none"> ▪ Salary costs approved by governors £5,090,448 ▪ Revised forecast £5,150,267 ▪ Projected variance to budget of (£59,819) <p>Other Expenditure</p> <ul style="list-style-type: none"> ▪ Other expenditure costs approved by governors £1,488,258 ▪ Revised forecast £1,519,314 	MD/CG	Mar meeting

Agenda item	Action by Whom	Action by When
<p>▪ Variance to budget of (£31,056)</p> <p>Expenditure costs approved by governors £6,578,706</p> <p>Revised forecast £6,669.581</p> <p>Projected variance to budget of (£90,875)</p> <p>The BM confirmed that governors need to receive the management accounts each month and this must be formally minuted each month.</p>		
Premises, Health & Safety Portfolio	CR/CG	
<p>6. Premises, Health & Safety Forum Meeting 6th February</p> <p>The VCoG reported that the termly forum meeting took place on 6th February and the minutes have been distributed to governors. One highlight to note is that the Kitchen will now be included in the governor site walkabout programme and this will take place before the evening board meeting in June.</p> <p>The VCoG will look at the action plan with the Facilities Coordinator and the BM next week. The BM said that Zurich, the school's insurance providers, has recently conducted a full review and only two housekeeping items were picked up, otherwise it was a very positive visit. The BM will share the report with the Board when it is available.</p> <p><i>(Other paperwork provided to Board for information included Health & Safety Report (Feb); Accidents 2018/19, Gurney, PAC & Coach House Site Walkabout sheet).</i></p> <p>6.4 Policy for Ratification – Fire Safety</p> <p>A governor asked if fire drills are always done in class time rather than break or lunch time. The HT confirmed they are unless there is an incident during break/lunch which causes the alarm to go off. Fire Policy ratified.</p> <p>Another governor asked what is being done to prevent people exercising their dogs on the rugby pitches as dog mess is a nuisance and its association with various diseases including toxocara canis can be serious. The BM said she has six signs ready to put up reminding dog walkers to clean up after their dogs. The AHT said he has never found any mess but the governor said it is important that action is taken to ensure that these areas are kept free of dogs.</p>		
Human Resources Portfolio	DH/PGM	
<p>7. Staff Wellbeing – Comments from Staff</p> <p>The Staff Governor said the behavior survey had made a difference for teachers as some of the messages seemed to have resonated with the students such as filling in their SRBs etc. There are a lot of strategies in place working around behavior modification; guidance on making the right choices and stepping away seems to be having a positive result.</p> <p>The HT added that there is some recruitment in progress at present; cover supervisors are very busy covering for staff who are off due to illness or maternity, particularly in maths, English and science. The HT asked for governors' approval to advertise for an additional cover supervisor now to help ease the pressure. Approval granted.</p> <p>Regarding recruitment, MD asked for more notice when governors are asked to help with promoted posts interviews. Only two days was given for the recent HoD English interviews which wasn't enough. This was an exception; normally a week's notice is given but explained that sometimes with the current market there are pressures to move swiftly to secure recruits.</p>		
Data Portfolio	MD/TWR	
<p>8. Scorecards</p> <p>8.1 11.2 Scorecard</p> <p>The AHT explained that this is the second data update following the Y11 mocks in December. There is only eight weeks until GCSEs start. Headlines from the scorecard:</p> <ul style="list-style-type: none"> Starting to look closely at the Progress 8 score and there is a significant change depending on how many Cs can be converted. Weakest performing students are now being looked by the AHT and HoY11. Students have been identified for intervention. The AHT is going to meet with all the EBACC-ers. Still a significant number of students sitting at L4 in English and Maths so trying to raise to L5. 		

Agenda item	Action by Whom	Action by When
<ul style="list-style-type: none"> Ability banding – not a great difference in performance between higher, middle and lower ability groups overall. In terms of high ability students girls are outperforming boys. Middle ability group – girls outperforming boys; harder reach to boys, not as motivated. Pupil Premium groups – lower ability girls and middle ability boys are significantly underperforming at present. Gender – very little difference overall between males and females which is good news. SEN is slightly below. <p>Overall there is clear picture of which students need to support and it depends how they respond over the next eight weeks.</p>		
<p>8.2 10.2 Scorecard</p> <p>When Years 10 and 11 are looked at together there is always an upward projectory as students travel through the two year groups. The system for looking at underperforming students is much the same.</p> <ul style="list-style-type: none"> In terms of Progress 8 across the buckets English does flash up as being an area where students are underperforming. The English department is very cautious with its predictions; Big imbalance between those students getting English and maths and the other way; Middle ability boys are causing the most concern at the moment as are middle ability Pupil Premium boys. Doing a lot of work with them but not seeing the results of progress yet; Significant gap in gender groups; More SEN students in this year group. <p>The AHT was thanked for his update.</p>		
<p>9. Census Update Report</p> <p>The HT says this give an underlying stories behind the scorecards above. It has been difficult to find some statistics but the headlines are summarized as follows:</p> <ul style="list-style-type: none"> Increasing NOR; last year was the biggest NOR at 256; Expecting all year groups to be full; School still slightly boy-heavy; FSM stayed relatively steady around 20%; Ethnic minority background has stayed at a steady 10.4% Percentage of students with English as a second language has been creeping up and work is being done with them in Hub; SEN support – figures have risen and now above the national average; Stability Indicator – not a huge turnover at the school; Deprivation Indicator – does not fully reflect the challenges that some of the families face. 		
<p>SEN Portfolio</p>	KR/RG	
<p>10. Portfolio Visit Report</p> <p>The SEN Portfolio Lead highlighted some points from her visit. She and the SEN Coordinator had discussed several ways to present the SEN information more appropriately to governors, including the latest scorecard comments, which show the variety of support that is given to different students at the current time.</p>		
<p>Teaching & Learning Portfolio</p>	MH/JWE	
<p>11. Teaching & Learning Review</p> <p>The T&L Portfolio lead said she had undertaken her link visit to the History and Geography departments earlier in the week and is always so impressed by the teachers' inventiveness, explanations and quality of delivery in the lessons she observed; she encouraged all link governors to visit their subjects this term if possible. The HT said he would feed her comments back to staff.</p> <p>Referring to the T&L Review, the T&L lead and DH have looked at six areas:</p> <ul style="list-style-type: none"> ❖ Appraisal ❖ Inspiring Leaders ❖ Aspirant Middle Leaders ❖ Cognitive Lead/Principles of Instruction 	PGM	✓ Done via Staff Bulletin

Agenda item	Action by Whom	Action by When
<ul style="list-style-type: none"> ❖ Learning Walks ❖ Reluctant Learners 		
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	
Will be discussed at the next meeting.	MH/JWE	
Chair of Governors Portfolio		
<p>12. National Headline News and Local Response</p> <ul style="list-style-type: none"> • The HT said he is hoping to raise funds from the Town Council and Rotary who are both keen to support the school with projects. He will keep governors informed on progress. There was a short discussion on whether the local MP should be lobbied to press the government for more funding for all New Forest schools. The HT said he would raise it with town councillors at the meeting. <p>(10.08 – RJO LEFT MEETING)</p> <ul style="list-style-type: none"> • Half term trips to New York and Poland were very successful. Members of the public commented on the excellent behaviour of Priestlands’ students. • ‘Little Extras’ money for teachers –this totals £50,000 and has been ring-fenced for capital improvements from the government budget last year. The HT has two projects in mind including a new school gym and the creation of a study area in the Library. The gym will be located in a separate temporary building behind the Sports Hall and work is underway. The plan for the current school Library is to restructure it with work spaces, USB ports etc; the stock of fiction books will remain but the reference books will be removed. The HT will provide further information at the next meeting. • End of the School Day Consultation – the HT said that many behavioural issues occur during the last 15 minutes of lunch so is proposing to shorten lunch by 10 minutes and bring the end of the school day forward to 3.05pm. In addition to tackling behaviour, additional benefits would be an early finish to after school meetings, extra-curricular clubs would have more use of daylight during the winter months and there would be a stronger duty presence by staff in the middle of the lunch period. The disadvantages would include a shorter lunch break, less time for students to relax and shortened time for lunch clubs. A governor voiced concern about students’ mental health and the benefits of breaks during the school day. The HT said student, parents and staff would have an opportunity to respond to the proposal via the Student Council, tutor time, HT newsletter and survey monkey and the HT will let governors know the outcome. <p>(10.21AM – JWE & RG LEFT MEETING)</p> <ul style="list-style-type: none"> • INSET Days 2019-20 – the HT asked governors to approve the INSET Days next year as follows: <ul style="list-style-type: none"> ➤ Wednesday 4th September (start of school year) ➤ Thursday 5th September ➤ Tuesday 1st October – Open Evening ➤ Wednesday 2nd October -Appraisal ➤ Monday 6th January ➤ Friday 1st May – Moderation Dates approved. <p>(10.23AM – JD LEFT MEETING)</p> <ul style="list-style-type: none"> • Leisure Centres - the EHT informed the Board that New Forest is now consulting on running of leisure centres and asked to meet with New Forest Heads. He will keep governors informed of any progress. 		
	CW	Ongoing

Agenda item	Action by Whom	Action by When
<i>Date of Next Meeting</i>		
Wednesday 27th March, 8:00am-10.00am KH thanked everyone for attending the meeting and their contributions.		
10.25AM –MEETING BUSINESS CLOSED.		