



BOARD OF GOVERNORS

School name:	Priestlands	Meeting:	5
Date/time:	Wednesday 23 rd January 2019, 5:00pm	Present:	Beth Bray; Charlotte Cherry; Julian Davis; Mark Dichlian; Kevin Harriman (Chair); Jo Hiller; Ruth Owen; Claire Renshaw (VCoG); Kath Rudd; Pete Main (HT)
Apologies:	Mary Hill, David High, Carole Gibbs, Chris Willsher	SLT in attendance:	Julia Emmel (DH); Richard Glenny (DH); Kerrie McAdam (AHT); Pete Main (AHT); Tom Ritchie (AHT); Hayley Yates (AHT); Caroline Clitherow (Clerk)

ACTION GRID

Min	Subject	Action Point	Action by Whom	Action by When
2.2	New Community Governor	One applicant to be invited to next meeting; two other applicants to be put on hold	Clerk	Done
4.	RO Report	Headlines from Report and Risk Register to be discussed	Business Manager	February
5.	Management Accounts	Full accounts to be presented at next meeting	Business Manager	February
14.	SIP Student Outcomes	Any feedback on Reporting to Parents page on website would be appreciated	All→TWR	February
16.	Teaching & Learning Review	Update at next meeting	MH/JWE	February
17.	Link Governor Spring Term Visits	Reminder that link governors should visit their HoD this term if possible please	All	Ongoing
18.	Careers & Enterprise Portfolio	Job descriptor to be written STEM Ambassadors to work with students? To be investigated	BB/MH KM	In hand Ongoing

5:04PM – MEETING OPENED

Action/Challenge/Support

Agenda item	Action by Whom	Action by When		
General Business				
1. Welcome and Apologies				
<p>The CoG welcomed everyone to the meeting; particularly CR at her first meeting as VCoG. He announced that he had recently been elected unopposed as a Parent Governor and started his second four year term of office on 21st January. He was congratulated by all present.</p> <p>Apologies received from MH, DH, CG and CW.</p> <p>1.1 Confirmation of Quorum – the meeting was confirmed as quorate</p> <p>1.2 Declaration of Business Interests in relation to this meeting - none</p>				
2. Board Meeting 4				
2.1 Approve Minutes of 12th December – minutes agreed as being an accurate record.				
2.2 Matters Arising (from the Action Grid)				
<ul style="list-style-type: none"> • New Community Governor – the CoG and HT proposed to governors that out of three applicants they would like to recommend one to the board as a potential governor. He will be invited to the Board meeting in February with a view to electing him onto the Board. The Clerk will distribute his completed application form to governors and will write to the other two applicants to thank them for applying. • Pig Consultation Proposal – the VCoG and HT manned the table at the recent Parents’ Evening which was very worthwhile. Several parents talked to them and gave positive comments and the process will continue with further opportunities at Year 8 & 9 Parents’ Evenings. Staff and students will also have the opportunity to contribute to the discussion. <p>All other actions were on the agenda. Minutes approved.</p>			Clerk	Done
3. MAT Discussion– date and time to be agreed				
Confidential item; minuted separately				
Responsible Officer Portfolio				
4. Internal Audit Report (1) including Inventory Form, SLAs/Contracts 2018/19 and Risk Register 2018/19				

Agenda item	Action by Whom	Action by When
In the BM's absence the HT talked through the RO's Internal Audit Report which has been presented to governors. A few straightforward recommendations have been made which the BM will talk through at the next meeting, together with the Risk Register.	CG	Feb meeting
Finance Portfolio	MD/CG	
<p>5. Management Accounts – verbal update</p> <p>The Finance Portfolio holder we are now a third of the way through the school year and the income corresponding reflects that. There is no change to the anticipated total income for the year since the last meeting. One note of caution is the higher trips income (which will be netted off later in the year). However, on a positive note there are one or two one-off sums that have been promised and should come in later in the year.</p> <p>Salaries are exactly on 33.33% of target as expected.</p> <p>Expenditure is front end loaded with many subs, trips and insurance paid at the beginning of the year.</p> <p>The surplus is projected at £193,000 (it was £186,000 last month) so all seems under control.</p> <p>The BM will present the full accounts to the Board at the next meeting.</p> <p><i>Post Meeting Note: In line with updated Academies Handbook guidelines and to comply with audit the BM has presented the P4 Cash Flow, Balance Sheet and Management Accounts to the CoG for signing.</i></p>	CG	Feb meeting
Safeguarding & Welfare Portfolio	JH/RG	
<p>6. Pupil Premium Report</p> <p>The AHT said her report has been on Google Drive for governors' comments. The report is in a new format and shows a breakdown of how the Pupil Premium money is spent and an evaluation of last year. She said it is difficult to say how effective the money is but it is ring fenced for the Pupil Premium students – planned and slush fund including trips during the school day (29 mins on tape).</p> <p>The CoG asked if Ofsted would suggest the funding could be spent differently; The AHT said they feel that everything is done to support the students through intervention, attendance etc.</p> <p>Only students with Free School Meals are offered a hot meal at lunch time. They cannot be offered to every PP student as it would be not be financial viable and not all need it.</p> <p>The AHT was congratulated on her report. It will be posted onto the school website together with the two previous years remaining on there.</p>		
<p>7. Policy for Consideration: Searching Students</p> <p>The DH thanked governors for their comments on the policy. The policy has been updated to include advice on screening and searching. A governor asked what was meant by 'reasonable grounds'. The DH answered that it is based on what the Senior Team think a reasonable person would do. Another governor asked how many times per week students are searched. The DH said it is approximately one or two week but every week is different.</p> <p>Policy ratified.</p>		
<p>8. Hampshire Safeguarding Children Board Quality Assurance Visit</p> <p>This report has been written as a result of the external visit last term; it makes one or two suggestions, otherwise it is an excellent report.</p>		
Human Resources Portfolio	DH/PGM	
<p>9. Staff Wellbeing – Comments from Staff</p> <p>The Staff Governor said the Teacher Appraisal Review Survey was well received but only 23 members of staff responded to it.</p> <p>A governor asked if the behavior has improved. The HT said there is a core group who are posing challenges but the school is trying to be more creative with sanctions and rewards to find a solution.</p>		
<p>10. Staffing</p> <p>The HT gave a verbal update on recent changes in staffing.</p> <ul style="list-style-type: none"> The HT is currently covering a Y11 Maths class while adverts go out for two teachers (main scale and deputy head of department); A House Co-Ordinator has been appointed; 		

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<ul style="list-style-type: none"> A staff member has been appointed to a Research & Student Enquiry post; this is a new post to look at effective strategies, helping HoDs with development plans and strategies; addressing targets in school action plan etc; Advertisements are currently out (both external and internal) for HoD English and PE and maternity adverts for teachers in Geography, English and Science. 		
<p>11. Senior Leadership Team Performance Management: Summary of Targets 2018/19 / 12. Senior Team Responsibilities</p> <p>This shows a summary of targets for the members of the SLT; their different roles and how they link into the school priorities.</p>		
<p>Data Portfolio</p>	KH/TWR	
<p>13. 11.2 Scorecard</p> <p>The AHT explained that this is a data update following the Y11 mocks in December. Headlines from the scorecard:</p> <ul style="list-style-type: none"> P8 score just above zero; Explanation given on the analysis of the different buckets making up P8; Trying to identify key subjects for each student to raise overall P8 score; Working closely with individual students; English and Maths intervention – targeted specifically to help students to get a 4c; Intervention to help 7-9 level students on creative writing; Groups – very little difference; gender differences – boys tend to slightly underperform to girls at the top end in some of the literacy based subjects (English/History); Low ability students (including Pupil Premium students) struggled with the mocks so will need support; Pupil Premium groups are still underperforming; No significant gender gaps in Y11; SEN slightly low on Progress 8; Overall happy with the way Y11 is working. 		
<p>14. School Improvement Plan – Student Outcomes</p> <p>The HT talked through his brief summary on the sections in the School Plan on Student Outcomes which is heavily linked to Data. Headlines:</p> <ul style="list-style-type: none"> Open bucket in terms of performance relative to all the other buckets has been a focus; Data analysis and intervention strategies and how these have been refined; Pupil Premium and SEN highlighted as a focus; Successful School Careers Fair; Destination Audit successful –almost all students in education or work places; Careers interviews and college applications currently being completed; Learning Walks in Year 9; Making sure intervention is sharp and focussed, but taking care not to over-commit time to it; Internal Data Analysis; Baseline Assessments; Ensuring parents understand the reporting process <p>http://www.priestlands.hants.sch.uk/Reporting-to-Parents The AHT said he would appreciate governors’ feedback on the information on the school website.</p>	All→TWR	Feb meeting
<p>SEN Portfolio</p>	KR/RG	
<p>15. Any Issues to Report/Discuss?</p> <p>The SEN Portfolio Holder highlighted that in terms of SEN procedures need to be developed so that governors are aware of strategic points that might have been learned from a recent disciplinary meeting. This will help everyone to feel confident about sitting on such a panel in the future; to be clear on the process and structures.</p>		

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Teaching & Learning Portfolio		
The T & L Portfolio Holder and the DH are meeting to review Teaching & Learning developments and will give an update at the next meeting.	MH/JWE	Feb meeting
16. Portfolio and Subject Links 16.1 Drama Link Visit – the link governor had nothing further to add to her written report.		
17. Link Governor Spring Term Visits The VCoG reminded governors that it would be much appreciated if they could arrange to visit their link department heads before Easter.		
	All	Ongoing
Premises, Health & Safety Portfolio		
No issues to report or discuss. The next PH&S Forum meeting is on 6 th February.		
Careers & Enterprise Portfolio		
18. This a new portfolio and the lead has made one unofficial visit and written a report which has been available to read on Google Drive. The job descriptor will be written in due course. Key points from the meeting:		
<ul style="list-style-type: none"> • It is difficult to directly correlate GCSE results with a quality Careers programme. However, a motivated and inspired student who see the value in getting good results will work harder to achieve them; • The activity survey will show a snapshot of post 16 progression but it is hoped data will start to be received which will relate to any drop-outs in the 16-18 age bracket. It is hoped that this data will show any patterns in those who don't engage as they should; • Compass education programme is to be redone and embedded work across the curriculum will be included; • The portfolio governor is willing to learn more and visit other facilities and she will seek sponsorship for travel if the AHT and HoD can let her know the amount of money needed; • The VCoG suggested the school could invite STEM Ambassadors to come into the school on a volunteer basis to work with students on subjects such as mock interviews. The AHT will investigate. 	BB/MH	In hand
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	KM	Ongoing
Governor Training Portfolio		
Will be discussed at the next meeting.		
Chair of Governors Portfolio		
19. New Community Governor – discussed earlier in meeting.		
20. National Headline News and Local Response		
<ul style="list-style-type: none"> • Christmas Concert at the end of last term was outstanding; • Year 11 Parents Evening last week, superb turnout; • Ofsted draft inspection framework was published last week; looking at the changes and any possible implications for the school; • SEN provision and support from HCC is getting less and less; therefore plans need to be made to meet students' needs, particularly those with SEN and an EHCP. This school has to offer these students a place if they request one so a strategy has to be developed to meet this need. Full provision is 32.5 hours of support but only the first 12 hours are funded by the LA. 		
21. Admissions Update for September 2019		
Discussion to remain confidential until offers go out on 1 st March.		
6.50PM: JWE LEFT THE MEETING		

Agenda item	Action by Whom	Action by When
<p>22. Governor Away Day This will be held on WEDNESDAY 3RD JULY – details to follow but governors asked to note it in their diaries now. (Apologies in advance from MD)</p>		
<p><i>Date of Next Meeting</i></p>		
<p>Wednesday 27th February 2019, 8:00am-10.00am KH thanked everyone for attending the meeting and for their contributions. . Reminder that the Extraordinary Meeting will be held on WEDNESDAY 13TH FEBRUARY, 8:00AM-10:00AM</p>		
<p>7.07PM –MEETING CLOSED</p>		