



BOARD OF GOVERNORS

School name:	Priestlands	Meeting:	3
Date/time:	Wednesday 14 November 2018	Present:	Beth Bray; Charlotte Cherry; Julian Davis; Mark Dichlian; Kevin Harriman (Chair); David High; Mary Hill (Vice-Chair); Jo Hillier; Pete Main (HT); Ruth Owen; Claire Renshaw; Kath Rudd
Apologies:	None	Others 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
5.2	HR & Safeguarding Updates Sheet	Governors to sign and return sheet to clerk please	All Governors	December meeting
8.	Pig Proposal	Paper will be presented to governors	PGM	December meeting
15.	Pupil Premium Annual Report	Evaluation Plan and Policy Statement to be presented	KM	December meeting
17.	Annual Fire Safety Check List	To be presented to governors	CR	December meeting
18.	SEN/Scorecards	SEN projections to be included on scorecards in future	TWR/HJY	Ongoing
19.	Safeguarding & Welfare Portfolio	Looked after Children requires designated link governor	JH/KM	In hand

5.00PM – MEETING OPENED

Action/Challenge/Support

Agenda item	Action by Whom	Action by When
<p>Finance Portfolio</p> <p>1. Trustees' Annual Report and Financial Statements 2017-18 Presented by Bianca Silva, Partner MHA MacIntyre Hudson – explanation of report, figures and findings (delivered via Skype). KH introduced BS to everyone in the room and invited her to go through the figures. BS referred governors to the one page summary (this gives the highlights), the management letter and key points in the financial statements. Governors had received all the detailed paperwork ahead of the meeting. Headlines:</p> <ul style="list-style-type: none"> The accounts are in the same format since the school converted to an academy but there are two new sections in the Trustees' Report this year including the percentage of union facility time and fundraising. Pages 25 and 26 contain the financial statements. New Movement in Funds shows a surplus of £48,773; the one page summary shows the adjustments that were made to get to this figure. Deficit per management accounts is (£8,364) Adjustments include depreciation, local government pension scheme Income in 2018 was £6,438,282 and in 2017 £6,426,878 (change of £11,404) Expenditure in 2018 was £6,368,848 and in 2017 £6,334,550 (change of £34,298) Net Current Assets 2018 £604,361 to carry forward in future Academies hit by ongoing costs – teachers' pension School is in a good position as it has got a strong level of reserves Adjustments have been made to the Management Accounts Regularity issues – none Management procedures – three issues – first is petty cash; Edubase updates – resignation doesn't show if appointment and resignation within one year Audit Findings in the Management Letter has identified three internal control weaknesses: Petty cash expenditure limit; Edubase update and financial procedures for small gifts/vouchers (see item 3 overleaf). The first two are considered low risk, the third medium risk. Governors now have to be presented with the balance sheet, variants and cash flow each month or at least 6 times a year. <p>Everyone agreed they were happy with the figures and the BM will look at the issues raised, including the Tier 2 Registration.</p>	MD/CG	

Signed (Chair of Governors):

Date:

Agenda item	Action by Whom	Action by When
On behalf of the Board, the CoG thanked BS and her team very much for doing the audit and for talking through the accounts; she has made it a very simple process.		
1.2 Auditor's Management Letter Three points were picked up on the management letter (see bullet points in item 3). In addition, governors approved the petty cash increase from £25 to £30 and agreed that any vouchers for staff, volunteers or visiting speakers over £50 should be approved separately.		
1.3 Representation Letters These will be signed off by Trustees.	KH/PGM	Done
Trustees' Report and Financial Statements 2017-2018 formally approved. KH thanked BS and her team for all their work and for presenting the accounts to the Board.		
5.21PM – SKYPE CALL ENDED		
2. Management Accounts The BM said that these, together with the cash flow and balance sheet, have to be presented at each meeting from now on. In addition, the full suite of accounts will be presented alternate months. The BM said there is a slight increase in staffing from the last reporting period. There is also a slight increase in expenditure. Otherwise a strong position and very little change.		
3. Pay Policy The HT said there are one or two amendments to the Pay policy including the new teacher pay scale, 3.5% pay rise for all teachers on Main Pay Range; 2% pay rise for teachers on the Upper Pay Range and 1.5% pay rise for all teachers on the Leadership Pay Range. All the rises have been adopted by Hampshire and we follow their model policy. Incentives to cover lunch duties are also included in the policy – one-off £200 payment for a single lunch duty per week for the year; free lunches every day in exchange for two duties per week. Policy ratified. The CoG thanked the BM once again for her outstanding work.		
Chair of Governor's Portfolio	KH/MH	
4. Welcome and Apologies No apologies; warm welcome to everyone. 1.1 The Clerk confirmed the meeting was quorate. 1.2 No declaration of business interests in relation to this meeting.		
5. Board Meeting 2 5.1 Approve Minutes of Wednesday 17 October 2018 Agreed as an accurate record. 5.2 Matters Arising <ul style="list-style-type: none"> Safeguarding Training for Governors – thank you to those governors who have completed the on-line training through The Key. Please can everyone make sure they do the training as soon as possible. HR & Safeguarding Updates Form/Child Protection Policy/Keeping Children Safe in Education documents – governors asked to read the documents and sign and return the sheet to the Clerk. All other action points are on the agenda. Minutes approved. In addition there was a Part B discussion at the end of the last meeting and this will be discussed further at the end of the meeting. However, the HT wished to add for the record that he was happy for governors to chat to members of the SLT and suggested that link visits would be a good opportunity for a chat.	All	Next meeting
6. Community Governor Vacancy The CoG informed governors that an application has been received from a gentleman who saw the vacancy on the school website. The agreed process is that anyone who shows an interest in becoming a governor and completes a form will be seen and the CoG has arranged to meet him for an initial chat next week. However, a profession which would currently be beneficial to the Board is an accountant and more effort will be made to find somebody in the community		

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<p>who fits this remit and would be willing to join the Board. An advert has already been placed in the Lymington Times.</p> <p>DH reminded the board that his term of office as a Community governor ends in May and he will be standing down as he would have completed 12 years as a governor.</p>		
<p>7. NOR and Admissions November 2018</p> <p>The HT said the school census took place on 4 October and funding is based on the number of students who are on role at that time. The number of pupils has gone up recently and the current number on role is 1247. <i>A governor asked about staffing and pressure on class sizes.</i></p> <p>The HT said that staffing has been bonused in Year 8 but there shouldn't been any pressure in higher year groups. Admissions for September 2019 have just closed and the applications are as follows:</p> <ul style="list-style-type: none"> • 270 students first preference • 44 second preference • 18 third preference • 332 applications in total • The Planned Admission Number is 243, last year the school took 256. Governors will be asked to approve the PAN for September in the New Year. • Last year there were 15 appeals and 3 were successful <p>All agreed it was good to be popular and over-subscribed.</p>		
<p>8. National Headline News and Local Response</p> <p>The HT reported that Schools Shakespeare Festival took place at Poole Lighthouse on Monday and the performance was superb and the students were a credit to the school.</p> <p>He thanked governors for attending Presentation Evening last night; the guest speaker was excellent and it was a very good evening.</p> <p>The HT also thanked governors for giving up a lot of their time recently to support the school at meetings and various events- it is much appreciated.</p> <p>At the December meeting the HT will present governors with a proposal on the next steps regarding pigs in the walled garden. This will take the form of a consultation process regarding activities in the spring term which will then be followed by a report, summary and recommendations to the board.</p>	PGM	Next meeting
<p>Teaching & Learning Portfolio</p>	MH/JWE	
<p>9. Subject Link Visits</p> <p>The VCoG introduced this section. The autumn subject link visit reports for RE, Geography, Maths and Music departments have been completed and are available for governors to read; many thanks for the link governors. The subject link governor for Music said the health & safety improvements in the Music department are excellent, particularly in the practice rooms and storage facilities. All agreed it was important to minute that any health & safety issues have been addressed and rectified.</p>		
<p>Human Resources Portfolio</p>	DH/PGM	
<p>10. Staff Wellbeing – any comments from staff</p> <p>The Staff Governors said the recent Teacher Appraisal Review Survey has been well-received as it has given staff an opportunity to feed into the process. Questions include paperwork & judgements, career stage expectations, review meeting, feedback and the process overall.</p>		
<p>11. Confidential Staffing Report – November</p> <p>The CoG invited the HT to talk through the latest staffing report who summarized the details for governors. A long-term recruitment strategy is now the focus in finding strong teachers for September, particularly in Maths and Science.</p> <p><i>A governor asked about teachers who come through agencies and the cost-effectiveness.</i> The HT said it is better value to employ teachers on a daily rate rather than to have them on contract.</p>		

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<p>The professional development mentoring offered in the school is having a positive knock-on effect with NQTs and more experienced staff being offered internal promotions when they become available.</p> <p>Regarding Support Staff all the Kitchen staff are now employees of Priestlands School.</p> <p>A governor reported that the HT of Brockenhurst Primary School is delighted with the Primary School Sports Partnership Programme, devised and run by Priestlands' PE department. It takes place every Wednesday and has been a huge success, although hard work!</p>		
<p>12. Policy for Ratification: Data Protection</p> <p>Policy ratified.</p>		
<p>Safeguarding & Welfare Portfolio</p>	JH/RG	
<p>13. E-Safety Group</p> <p>13.1 Feedback from meeting</p> <p>The AHT said the school has had to respond quite vigorously to the on-line safety within the school and to make sure young people stay safe on-line. A working group was formed with English, RE, PSHCE and ICT as it was felt the best approach would be through the curriculum, and a programme was then devised for Years 7-11.</p> <p>In addition, a couple of on-line workshops for parents were held in the summer and autumn which were popular. Workshops were also held in assemblies, the DH tweets, there is an on-line area on the school website with advice about gaming, technology, latest apps, parental controls etc.</p> <p>Next steps include working with the Hampshire Youth Commissioners which involves this school being used as a training leader with students who will train as e-safety ambassadors in order to help train other schools. Teachers will also be trained to help them keep up with the latest information and technology.</p> <p>13.2 Audit of E-Safety Incidents Sept 2017-July 2018</p> <p>The DH talked through the audit of incidents which was distributed to governors. Information is confidential so discussion not recorded in these minutes.</p> <p>Governors said that it seems that the students are good at self-policing and quick to report any incidents which is positive. The HT said that he is aware that one or two parents would like mobile phones banned in school but if that were to happen it would be almost impossible to investigate any incidents.</p> <p>However, all appreciated that e-safety is taking up more and more time for the Senior Team.</p>		
<p>14. Policies to be Ratified:</p> <p>14.1 Child Protection – ratified</p> <p>14.2 Reducing the Risk and Managing Allegations of Peer on Peer Abuse – ratified</p>		
<p>15. Pupil Premium Annual Report to Parents – verbal report</p> <p>The AHT said that last year she developed a detailed strategic development plan and an annual report to governors and parents which was published on the website. This year she would like the development plan, which is a detailed evaluation plan, to replace the annual report and publish the plan on the website each year together with a simple policy statement. Governors agreed this would make the process a lot clearer and easier to manage.</p>	KM	In hand
<p>Data Portfolio</p>	TWR/KH	
<p>16. Year 10 and Year 11 Scorecards</p> <p>16.1 Year 11 Scorecard</p> <p>The AHT said the data was only updated at the end of last week so the 'next steps' guide contains things that need to happen, not what is happening. He talked through the headlines:</p> <ul style="list-style-type: none"> ➤ The new Attainment 8 Estimates are now being used. ➤ The trend nationally seems to be that the schools that have a predominantly higher ability intake have been hit harder with the change in Attainment 8 Estimates than the schools which have a lower ability intake. ➤ Schools which have a percentage of lower ability on intake have seen their P8 scores go up this year, whereas some schools with higher ability intake have seen their scores remain the same or go down slightly which is an interesting pattern. 		

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<ul style="list-style-type: none"> ➤ The AHT and the HoY11 look at individual students and divide them into low effort/low P8 and high effort/low P8 which will help target intervention. ➤ There are some concerns that the English and Maths departments are being quite conservative with their predictions at 7-9 and there will also be a focus on matching grades so students are secure in both subjects. ➤ There will also be a sharp focus on making sure the right students are in the right intervention groups; the impact of the groups will also be monitored. ➤ Only 28% of the year group of the possibility of achieving the EBacc. ➤ There will also be a focus on those students on grade 6 to move them to grades 7, 8 & 9. ➤ Pupil Premium/Non-Pupil Premium students – figure fluctuates as students can be dropped off and added. ➤ The AHT said the new GCSEs and the way they are constructed have affected this group of students more due to the nature of the way they learn and the way they work – if they don't work hard they don't do well. This has been highlighted nationally as well. ➤ Gender gap has closed and currently insignificant in this year group. <p>16.2 Year 10 Scorecard</p> <ul style="list-style-type: none"> ➤ Year 10 is a very different year group to Year 11 but the same interventions will apply. ➤ The gap at the lower ability end is wider. ➤ As with Year 11, students will be ragged. ➤ English predicted grades are low. ➤ Intervention again, to help move students up the scale. ➤ EBacc entry for this year group is only 24%. ➤ There seems to be gaps on the middle ability group, particularly boys; girls are outperforming the boys. ➤ There are some strong characters in the year group and there is a lack of engagement outside the lessons particularly regarding attendance, punctuality etc which is having an overall impact on students' grades. ➤ However, engagement in the lessons themselves is good. <p>Thanks to the DH for his update.</p>		
Premises, Health & Safety Portfolio	CR/CG	
<p>17. Annual Governor Fire Safety Check List – verbal update</p> <p>The PH&S Portfolio Holder has undertaken her annual Governor Fire Safety Check List with the Facilities Coordinator and will report back at the next meeting.</p>	CR	Next meeting
SEN Portfolio	KR/RG	
<p>18. E-Safety Audit</p> <p>The SEN Portfolio Holder asked that SEN projections to be included on the scorecards and the DH confirmed they will be from now on.</p>	TWR	Ongoing
Chair of Governors Portfolio Part 2	KH/MH	
<p>19. Governors' Responsibilities – summary of informal chat held before the meeting</p> <p>The VCoG informed the Board that she is resigning from her role as Vice-Chair from 1st December. She has served on the Board of Governors for eight years and fully intends to continue until her current term of office ends in 2022. However, she is conscious that some excellent new governors have recently been recruited and feels strongly that they should be given the opportunity to take more responsibility in guiding the future direction of the Board and the school. She remains fully committed to serving on the Board of Governors and intends to continue with her current responsibilities.</p> <p>In response, the CoG said the VCoG's desire to allow the new governors the opportunity to shape the future of the school and board was a fantastic gesture and her continued involvement with the various aspects of the governing body is very much appreciated and welcomed. Passing on her knowledge and experience to new governors as well as the link governor work she does is a valuable asset to the board.</p>		

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<p>Before the meeting portfolios and links subjects were discussed and all governors seem to be happy with their current allocations. However, due to recent governor resignations there are some gaps and the following changes have been agreed:</p> <ul style="list-style-type: none"> • Data Portfolio will now be led by KH • Subject Link for English- MD • Subject Link for D&T and IT - KH • Subject Link for Personal Development and Child Development – BB • Training Liaison Governor - MH <p>All other governors confirmed they are currently happy with their portfolios and subject links. The AHT said that the Looked After Children group now requires a designated named link with whom she can talk through the new statutory guidance. The Safeguarding & Welfare Portfolio Holder will take up the role.</p>	JH/KM	In hand
<i>Date of Next Meeting</i>		
<p>Wednesday 12th December 2018, 8:00am-10:00am, followed by Academy Trust Annual General Meeting</p> <p>KH thanked everyone for attending the meeting.</p>		
7.02PM – MEETING CLOSED		
PART B DISCUSSION FROM LAST MEETING FOLLOWED THE MEETING – NOT MINUTED		