



BOARD OF GOVERNORS^{Sp}

School name:	Priestlands	Meeting:	2
Date/time:	Wednesday 17 October 2018	Present:	Beth Bray; Charlotte Cherry; Julian Davis; Mark Dichlian; Kevin Harriman (Chair); Mary Hill (Vice-Chair); Jo Hiller; Ruth Owen; Claire Renshaw; Kath Rudd; Pete Main (HT)
Apologies:	Chris Brown; David High	Others in attendance:	Carole Gibbs (BM); Richard Glenny (DH); Kerrie McAdam (AHT); Pete Main (AHT); Tom Ritchie (AHT); Chris Willsher (EHT); Hayley Yates; Caroline Clitherow (Clerk)

ACTION GRID

Min	Subject	Action Point	Action by Whom	Action by When
1.6	Community Governor Vacancy	To be discussed at next meeting	All	November
2.1	Safeguarding Training for Governors	Link to safeguarding module on The Key to be sent to govts	RG	Done 29 Oct
5.	Vacancy in Maths	If governors know of potential candidate please let HT know	All	Ongoing
6.	PH&S Governor Site Walkabouts	Kitchen and Canteen must now be included on rota	SMF/CR	In-hand
7.	Google Drive – Policies	Ensure that all comments are copied to relevant folder	Clerk	Continuing
9.	Data Protection Policy	Will be approved at next meeting	CW	November
11.	Safeguarding Audit	Audit and monitoring sheet to be approved at next meeting	RG	November
	Transgender/Managing Allegations	Will be ratified at next meeting	All	November
13.	New Autumn Link Visit Form	2016/2017 data from SEF for all subjects to be sent to govts	CW/Clerk	Done 18 Oct
	Portfolios and Subject Links	To be discussed at next meeting	All	November

8.05AM – MEETING OPENED

Action/Challenge/Support

Agenda item	Action by Whom	Action by When		
General Business				
<p>1. Welcome and Apologies The Chair welcomed everyone to the meeting.</p> <p>1.1 Apologies from CB and DH. JD will be a little late.</p> <p>1.2 Warm welcome to BB who was recently appointed as a Community Governor.</p> <p>1.3 The meeting was confirmed as quorate.</p> <p>1.4 Declaration of business interests in relation to the agenda: The BM declared that her nephew's firm has been employed to do some electrical work in the Science labs. No other interests were declared.</p> <p>1.5 Related Parties Questionnaire: All governors requested to complete, sign and return the forms to the clerk ready for the 2018-19 audit. Thank you.</p> <p>1.6 Re-Appointment of Community Governors – Vote by Secret Ballot: MH and JD terms of office end on 22nd October. They have both served 2 terms/8 years as governors and both wish to continue for a third term if the Board wishes to have them!</p> <p>The CoG invited MH to say a few words; she said she would very much like to do a third term as a Community governor and would still like to contribute to the Board. MH was then asked to leave the room while a secret ballot was conducted.</p> <p>Ballot papers were handed to governors.</p> <p>JD was not present at this stage of the meeting but he had written a short statement which was emailed to governors before the meeting.</p> <p>Ballot papers collected and counted by the Deputy Heads. Eleven governors voted. Both MH and JD were unanimously voted to continue as Community governors for a further four years. MH was invited to re-join the meeting and she was warmly congratulated.</p> <p>The CoG wished to make governors aware that an email has been received from CB saying that he wished to step down as a Community governor. This is partly due to his increasing workload and also that he has been offered a six month research fellowship in Germany. The CoG has thanked him for his contribution he has made as a governor over the past year and has asked him to get in touch on his return from Germany next year as he offers a</p>				

Signed (Chair of Governors):

Date:

Agenda item	Action by Whom	Action by When
<p>unique skill set. This therefore leaves a vacancy on the Board but all agreed there is no immediate hurry to secure another governor and it will be discussed further at the next meeting.</p>	All	November
<p>2. Board Meeting 1 2.1 Approve Minutes of 18 September 2018 Agreed as an accurate record. Comments from the action grid:</p> <ul style="list-style-type: none"> • Safeguarding training – all governors are required to do the annual training and the HT suggested that the safeguarding module on The Key website would be the preferred option. The DH will send governors the link. <p>All other actions are on this agenda. Minutes approved.</p>	RG	In-hand
8:21AM – JD ARRIVED		
Finance Portfolio	MD/CG	
<p>3. Finance and Business Reports 2017-18 and 2018-19</p> <p>The Business Manager explained that governors have been provided with several supporting documents and she hoped the figures are clear as she would like to concentrate on the written reports. The following documents were referred to and provided for governors' information:</p> <ul style="list-style-type: none"> • Balance Sheet (2017-18) • Trial Balance for Balance Sheet (2017-18) • Management Accounts to P12 and P1 (2017-18/2018-19) • Cash Flow Statement (2018-19) <p>3.1 2017-18</p> <p>The BM mentioned four late invoices (for repair work) and therefore the expenditure and deficit figures will change to just under £10,000. Despite the large amount of work undertaken over the summer holiday the budget outturn is only £16,000 higher than the budget approved by governors. The starting point for accountants will be c. £10,000 deficit and then adjustments are made; this is the trading position only. The school's accountant will talk through the figures at the November meeting. Figures are very close to what was predicted and all in all a very positive year.</p> <p>3.2 2018-19</p> <p>The BM explained that the budget is set in May for approval by governors in June so not all the information is available at that time therefore there will always be variances. However, this year there has been a large variance due to the Teachers' Pay Award has put a strain on the budget. The BM explained that she had budgeted for 2% across the board instead of the usual 1% therefore the impact on the actual pay award of between 1.5% and 3.5% was less than expected. In order to minimize the impact on schools, the government is awarding a grant to each school and calculations indicate we will receive c. £56,000.</p> <p>Income, Salary Costs, small variance to expenditure which gives an overall position of a surplus of £210,000 so the school is in a strong position. The BM talked through some of the decisions made that have contributed towards the surplus which has resulted in this strong position:</p> <ul style="list-style-type: none"> • Absence Insurance – saved significant sums of money last year, better to be out than in; • Property Services with Wings – saved £38,000 last year and greater savings are expected this year; the quality of service is significantly better than HCC ever could have offered. • Capital Projects – putting together a CIF bid (Condition Improvement Fund) cost is £9,000 to school if CIF bid not won but decided to go ahead with approval by the HT as the amount is within the budget limits. Hoping that the gym, toilets and showers are upgraded and increase storage for the PE department. The bid will be submitted in December. • Proposals for Surplus: <ul style="list-style-type: none"> ➢ Science Labs – extend and refurbish S20 which will create a 10th Science classroom. The cost will be approximately £144,000 and the BM asked governors to approve this expenditure. Approved. 		

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<p>➤ Gym – this is very popular and used heavily and is currently located in the Main Hall. The proposal is to buy a cheap modular building to house the gym; this will be a stand-alone building and will be more functional. <i>Governors said it is important that the building does not look too tatty when the rest of the site is looking so smart. A governor asked if Dance would be offered as a subject again but this building would be just to house the gym and the EHT said it is unlikely that it will be offered as a GCSE subject again. A governor asked if the school knows how much it would cost to raise the roof of the Sports Hall. No, but a cost could be investigated.</i></p> <p>➤ Resurfacing – netball courts, drive, back of Cage.</p> <p><i>A governors said that when she read the report she was very impressed by the bold decisions the school had taken and extended congratulations to the BM for having the foresight to look at opportunities to improve the school and not be scared to spend the money – overall very impressive.</i> The EHT replied that the tough decisions were taken three years ago with the Golden Parachutes and for taking larger classes last year and these bold decisions have paid off.</p> <p>The BM also informed governors that next year there is a proposal that teachers' pensions employer's cost will increase from 16.4% to 23.6% which is a huge leap.</p> <p>There was a short discussion on the NOR in feeder schools over the next 10 years.</p> <p>Finance Report for financial year 2017-18 – Year End Report – details</p> <p>Income</p> <ul style="list-style-type: none"> ➤ Income approved by governors £6,331,336 ➤ Actual income £6,468,279 ➤ Projected variance to budget of £136,943 ➤ Projected variance to budget of £97,599 <p>Salary Costs</p> <ul style="list-style-type: none"> ➤ Salary Costs approved by governors £4,711,908 ➤ Actual salary costs £4,729,061 ➤ Projected variance to budget of (£17,153) <p>Other Expenditure</p> <ul style="list-style-type: none"> ➤ Other expenditure costs approved by governors £1,613,001 ➤ Revised forecast £1,747,583 ➤ Variance to budget of (£134,582) <p>Expenditure costs approved by governors £6,324,909</p> <p>Revised actual costs - £6,476,644</p> <p>Projected variance to budget of (£151,735)</p> <p>Budget Outturn</p> <p>Budget approved by governors had a surplus of £6,427.</p> <p>Finance Report for financial year 2018-19 – P1</p> <p>Income</p> <ul style="list-style-type: none"> ➤ Income approved by governors £6,727,091 ➤ Revised forecast £6,810,537 ➤ Projected variance to budget of £83,446 <p>Salary Costs</p> <ul style="list-style-type: none"> ➤ Salary Costs approved by governors £5,090,448 ➤ Revised forecast £5,106,427 ➤ Projected variance to budget of (£15,979) <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 (£5K) <p>Expenditure costs approved by governors £6,578,706</p> <p>Revised forecast - £6,599,685</p> <p>Projected variance to budget of (£20,979)</p>		

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Budget Outturn Budget approved by governors had a surplus of £148,385. The projected in-year trading position shows a potential surplus of £210,852.		
4. Policy for Ratification: Finance – four essential amendments added since last meeting and ratified by governors.		
Chair of Governors Portfolio	KH	
5. National and Local News The CoG invited the HT to talk through recent national and local news: <ul style="list-style-type: none"> ○ Performance Data in Hampshire – national data for each school has been published. https://www.compare-school-performance.service.gov.uk/schools-by-type?step=default&table=schools&region=850&laname=hampshire&geographic=la&for=secondary&datasetFilter=provisional ○ The data shows that this school is performing significantly above in every category. ○ Compare School Performance – twelfth in County this year on headline figure of progress 8. ○ EBACC entry still stands out well compared to other schools ○ Open Evening was superb with very positive feedback from all who attended. Huge thanks to all staff and students. The VCoG confirmed what an excellent event it is with very impressive presentations by the Head Boy and Head Girl. The EHT said the enthusiasm and work by the staff to ensure the evening (and Open Morning) went well was superb. ○ Grants – the BM has managed to secure some local funding from counsellors which has generated some small grants for projects such as Shakespeare School’s Festival, cookery programme for disadvantaged children, bike mechanics, the Prince’s Trust and the Walled Garden to name a few. ○ Complaint to OFSTED regarding bullying. Had an excellent paper trail and a negative turned out to be a positive as the school was able to demonstrate it had responded appropriately at every stage. All the records will be kept on file ready for the next Ofsted inspection. ○ Teachers’ Pay Deal – the recommended pay deal has been approved in Hampshire and the school will implement it at the same time as the appraisal awards in November. ○ Staffing Update – vacancy in Maths. If any governors know of a potential candidate please let the HT know. ○ Ofsted – new framework coming out in September 2019. More of a focus on curriculum – experience and delivery. The inspectors are generally being more open in terms of sharing what they will be looking for during inspections. ○ A Year in the Life of Priestlands document – available for governors to read on the Governor Drive; it is a superb snapshot of the year. <p>The HT was thanked for his update. 9:01AM – PGM LEFT THE MEETING</p>	ALL	Ongoing
Health, Safety & Premises Portfolio	CR/CG	
6. PH&S Forum Meeting – draft minutes of meeting held on 10th October and related paperwork including Health & Safety Report and Walkabout Sheet The Portfolio Lead commented that now the school has taken control of the catering the kitchen and canteen must be included on the site walkabout rota. The Site Facilities Coordinator is currently working on the risk assessments for the kitchen but the BM reminded governors that the area was completely refurbished last year so it is compliant and there are no current safety issues.	SMF/CR	In-hand
7. Policies for ratification following review and recommendation by the Forum (thank you to all governors who have commented on Google drive and the clerk was reminded to transfer the comments to the relevant folder so everyone is aware of the comments and the replies). <ul style="list-style-type: none"> 7.1 Health & Safety: – ATP – Astro Turf Pitch 7.2 Fire Safety 7.3 Minibus 	CRC	Continuing

Agenda item	Action by Whom	Action by When
<p>7.4 Smoke Free</p> <p>All comments have been addressed and all the policies were ratified.</p> <p>9:07AM – CG LEFT THE MEETING</p>		
<p>Chair of Governors Portfolio (cont'd)</p>	KH	
<p>8. Appointment of New Governors – review of process</p> <p>Following the last meeting when a governor raised a comment about the appointment process and it was considered that the lines had become a slightly blurred, it was agreed that some amendments should be made to the process so it is consistent. This is particularly important now as the process has to be written into the Annual Report which must be approved at this meeting.</p> <p>After a short discussion at the meeting the following statement was agreed by the Full Board post-meeting:</p> <ul style="list-style-type: none"> • Prospective candidates will be invited to visit and tour the school individually with the Headteacher and Chair of Governors/Vice-Chair of Governors; • There will be an informal discussion about the role after which, if each person is still interested, they will be invited to attend a full Board of Governors meeting when the next vacancy arises, and make a short speech; • The full Board will then select candidates via a secret ballot; • If a particular skill set is required this will be communicated clearly to candidates beforehand. 		
<p>9:13AM – HJY LEFT THE MEETING</p>		
<p>9. Data Protection Policy – recent updates</p> <p>In the light of feedback from the school’s Data Protection consultant the policy will continually need to be updated and minor tweaking will always be necessary. The EHT will include a job description for the DPO. Still under consideration while updates are made. Will be approved at the next meeting.</p>	CW	November
<p>10. Trustees’ Annual Report August 2018</p> <p>The report has been available on Google Drive for governors’ comments and the report was approved (subject to amendments being made to Community Governor appointment paragraph on page 2).</p> <p>Following the audit, the financial statements will be added to the report and the school’s accountant will talk through the final draft at the November meeting.</p>		
<p>Safeguarding & Welfare Portfolio</p>	JH/RG	
<p>Before talking through the policies the Portfolio Lead for Safeguarding said that she and the DH met to do the Safeguarding Audit which goes back to Hampshire. This report will come back to the next meeting together with the monitoring sheet. She said that she had also carried out a school central record check and all the safer recruitment boxes on the audit were ticked together with a check that two contacts are held for every student; new volunteer requirements are in hand and ‘are pupils safe on site’ questions answered satisfactorily.</p> <p>11. Policies:</p> <p>11.1 For Consideration: Child Protection – this is constantly being updated in light of recent legislation. All comments from governors answered and any typing errors corrected. One governor commented that in his previous experience any allegations against staff can be very opaque and consequently damaging for the staff morale. The EHT said that the school is not allowed to inform staff that allegations have been made against another member of staff as they should be protected. Governors discussed if the process should be explained clearly to the staff if an allegation should arise ‘in the light of a recent Board of Governors’ meeting the process has been reviewed and governors wished staff to be aware of the policy.</p> <p>11.2 Managing Allegations (and reducing the risk of) Peer on Peer Abuse –in light of Keeping Children Safe this policy has been renamed and updated.</p>	<p>RG</p> <p>All</p>	<p>November</p> <p>November</p>

Agenda item	Action by Whom	Action by When
<p>Both policies will be ratified in November so governors are still invited to read and make comments if they wish.</p> <p>11.3 For Ratification: Transgender – the EHT said this policy has been updated in light of discussions at the last meeting and it now includes staff and students who wish to transition. Governors asked for approval but there is now a discussion at national level that transgender rights are potentially in conflict with the rights of vulnerable young women in particular. So there will still need to be further discussions but at present this is the policy to follow until further information is available. Policy ratified.</p>		
Human Resources Portfolio	DH/CW/PGM	
<p>12. Staff Wellbeing – Update from Staff Governors on the Appraisal Process for Staff</p> <p>The Staff Governors said they have met with the Deputy Head and talked through the issues staff have with the current appraisal process; this will be taken forward in the form of a survey to staff to see if the process should be restructured. They also looked at the review conducted by the Portfolio Lead Governor which was very useful.</p>		
Teaching & Learning Portfolio		
<p>13. Link Visits</p> <p>13.1/2 New Autumn Term Link Visit Form and Analysis and History Link Visit 8 October</p> <p>KH invited the VCoG to talk through the new reporting process for link governors. She said the format of the link visits report had been tweaked last term and again this term to accommodate the new ALPS analysis data. The VCoG has recently visited her link subjects and written the History report using the new form and asked for governors' thoughts. ALPS shows the current data, not comparative data but the previous two years will be available on the SEF which is available on SchoolPool.</p> <p><i>A governor said that having the previous two years' data is very useful and only having access to a one-off snapshot is hard to put the information into context. The VCoG said it is up to each governor how they write the report so if they wish to add in previous data, headings etc that is fine. It is ideal if governors can visit their link departments twice a year – autumn and spring – and the spring visit tends to look at how plans are going, any safeguarding issues, perhaps sit in on a couple of classes etc.</i></p> <p><i>A governor asked what parts of the History report were comments by the HoD and what were made by the VCoG, just for validity purposes? All agreed that the report needs to be a true reflection of that department - it is a summative report.</i></p> <p>After a short conversation the EHT said he will send governors 2016 and 2017 data from the SEF which will be for all subjects. The ALPS data gives a progress figure, the SEF attainment data. The ALPS is a relative performance indicator which gives a clear idea of where that class is. It is important that there is some sort of continuity with the content of the reports and for governors to make sure that certain things are being addressed, particularly Health & Safety. Portfolios and subject links will be discussed further at the November meeting.</p>	<p>CW/Clerk</p> <p>All</p>	<p>Done 18 Oct</p> <p>November</p>
Data Portfolio		
Nothing to report/discuss.		
SEN Portfolio		
Nothing to report/discuss.		
Date of Next Meeting		
<p>Wednesday 14 November 2018, 5:00pm-7:00pm</p> <p>KH thanked everyone for attending the meeting and their contributions. .</p>		
9:50AM – MAIN MEETING BUSINESS CLOSED. MEMBERS OF SENIOR TEAM LEFT MEETING EXCEPT THE EHT.		