



BOARD OF GOVERNORS

School name:	Priestlands	Meeting:	1
Date/time:	Tuesday 18 September 2018, 8:00am	Present:	Julian Davis; Mark Dichlian; Kevin Harriman (Chair); David High; Jo Hillier; Pete Main (HT); Claire Renshaw; Kath Rudd; Ruth Owen
Apologies:	Chris Brown, Beth Bray, Charlotte Cherry, Mary Hill	Others in attendance:	Julia Emmel (DHT); Carole Gibbs (BM); Richard Glenny (DHT); Kerrie McAdam (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
1.3	Business, Connected & Related Parties	2018-19 forms to be signed and returned to clerk ASAP	All	Next meeting latest
2.2	Governor Training – The Key	Membership to be taken out and governors informed	CRC	✓Done 25.9.18
	Safeguarding Training	Governor session to be arranged–possibly 14.11.18 @ 4pm	RG confirm date/time	Next meeting
8.	Decision Planner	Amendment to be made to number 5. Ratification postponed	CW	Amendment done; next meeting
10.	Leisure Centre	Could the school could run the sports hall and synthetic pitch? Governors to be kept informed of any options.	CW	Continuing
15.	Transgender Policy	Section to reflect members of staff to be added and ratified at next meeting.	CW	✓Done and in Policies on Google Folders ready for comments
17.	Subject Link Visits	Visit sheet will be updated ready for governors' link visits	PGM	In hand
	Safeguarding Training	See 2.2 above		

8.05AM – MEETING OPENED

Action/Challenge/Support

Agenda item	Action by Whom	Action by When
General Business		
<p>1. Welcome and Apologies</p> <p>The Chair welcomed everyone to the first board meeting of the new academic year. Unfortunately the new community governor was unable to join the meeting due to illness so she be welcomed at the next meeting.</p> <p>1.1 Formal apologies received from BB, CB, CC and MH.</p> <p>1.2 The meeting was confirmed as quorate.</p> <p>1.3 The Chair asked if anyone had any business interests to declare in relation to this meeting; there were none. All governors are required to complete and sign the 2018-19 Declaration of Business Interests, Connected Parties and Related Parties forms and return to the clerk as soon as possible please.</p>	All	17 October
<p>2. Board Meeting 10</p> <p>2.1 Approve minutes of 12 July 2018 Agreed as an accurate record.</p> <p>2.2 Matters Arising from the Action Grid</p> <ul style="list-style-type: none"> • Governor Training - membership of The Key for School Governors – since the VCoG was not at the meeting this action was deferred until the next meeting but the clerk will give governors all the information about the membership as soon as it is available. <i>A governor asked if she should complete the training modules on previous training subscription for Learning Link. It was agreed that since The Key will offer similar modules the governor should look at those training modules instead. Regarding the Safeguarding training for governors the DH will arrange a session for all governors before the November meeting. The clerk will provide further information as soon as possible.</i> <p>Minutes approved.</p> <p>Signed:</p>	<p>CRC</p> <p>RG/CRC</p>	<p>In hand</p> <p>In hand</p>
	Date:	

Agenda item	Action by Whom	Action by When
<p data-bbox="103 159 268 190">Data Portfolio</p> <p data-bbox="103 206 446 237">3. GCSE Results Summer 2018</p> <p data-bbox="103 237 327 268">3.1 Exam Summary</p> <p data-bbox="151 275 1165 499">The HT said everyone was delighted with the results this year; there was a huge amount of unknowns to the new GCSE specs and marking interpretations and credit should be extended to the staff for their hard work. Several records were broken this year and there were strong performances in English, Maths, Science, Business Studies, Geography, ICT and PE. Some successful appeals have come in for English and Maths which is excellent for the individual students who were very close to a grade boundary. The indications from analysis are the new exams reward hard work and those students with strong literacy.</p> <p data-bbox="151 506 1165 857">In terms of data analysis the school has invested in a new package called ALPS (Advanced Level Performance System) which is a data analysis tool for pupil tracking. It calculates the students' prior attainment and gives a Progress 8 score; for each specific subject it calculates what each student is expected to get based on historical data; an indicator is given on a thermometer of how well each department/subject area/class has performed including the national percentile and a relative indicator (i.e. how students have performed with similar students nationally). ALPS takes away a lot of the calculations each department had to do; it is simple to follow and understand and should minimise teacher workload. The AHT said a number of software companies, such as SISRA (used by this school), are starting to run similar programmes so it is useful to be able to evaluate class by class performance using these two packages.</p> <p data-bbox="103 864 542 896">3.2 GCSE Results – Governor Scorecard</p> <p data-bbox="151 902 574 934">The AHT talked through the headlines:</p> <ul data-bbox="199 940 1165 1388" style="list-style-type: none"> • The final Progress 8 figure is predicted to be between 0.15 and .2 (Progress 8 figure last year was 0.28 which was a very good figure); • Strong passes in English and Maths up to 55% and the standard pass 75%, both above projections; • National comparators not yet available; • Two sciences: 77% two standard passes and 61% two strong passes; • Girls significantly outperformed the boys; <i>a governor asked if the gap between girls and boys had narrowed.</i> The AHT replied that this school has not historically had a big gap but nationally girls do outperform boys; • Pupil Premium students headline figures good but Progress 8 slightly down on last year; • There is consistent performance across both higher and middle ability students. <p data-bbox="151 1395 1165 1552"><i>A governor said these are excellent results considering the uncertainty of the marking this year and all staff should be congratulated.</i> The HT reiterated saying that staff had to work hard to prepare students in a much broader way in order to cover every base. The AHT said that focus this year will be on matching in intervention to ensure as many as possible get English and Maths.</p> <p data-bbox="103 1559 502 1590">3.3 Provisional KS4 Subject Results</p> <p data-bbox="151 1597 1165 1664">This document gives a breakdown of results by department including the new qualifications, legacy qualifications, early entry and Cambridge National:</p> <ul data-bbox="199 1671 1165 1971" style="list-style-type: none"> • Some subjects are marked on 1-9, some on A-G, some results through Cambridge Nationals; • 1-9 are the new qualifications; German has been omitted from the document accidentally but was the lowest performing subject and will be a focus this coming year; • Huge improvement in RE; History slightly down due mainly to literacy skills in middle to lower ability students together with the significant rise in the level of challenge. <i>A governor asked if some students should be steered into another optional subject.</i> Many students choose History because they enjoy it but start to struggle in Year 11 due to the amount of knowledge, level of literacy required and the structure of the subject. <p data-bbox="151 1977 1165 2072">In order to start preparing the Head of Year 8 is piloting a programme to run in tutor time which will help students to get used to key words and phrases with the view to learning and practicing them.</p>		

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<p><i>A governor asked why small subjects such as German seem to slip through the net. The EHT replied that minority subjects with only one or two teachers lack the networking and support ability of larger subjects such as English and Maths which have more teachers but that there were also other contributing factors that were unique to each situation.</i></p> <p>3.4 Governor Scorecard for Class of 2019</p> <p>This is the end of year data for Year 10 which was produced after mock exams in the summer. Headlines:</p> <ul style="list-style-type: none"> • Overall there is a dip; students do not perform as highly in Year 10 exams as staff would expect them to (see below); • Combined Science projections have taken a dip; there is a lot testing in the subject throughout the year but there is an issue with recall when it comes to the final exam; the HoD is therefore going to adjust the predictions throughout the year; <i>a governor said science staff have done an excellent job and the students perform well in tests but then can't recall the information six months later. All agreed that there is a need to look at longer term recall techniques;</i> • Miss-matching in 5+ in English and Maths is a key headline figure. Targeted intervention will be starting imminently; • Despite the dip the data is looking positive; the gap between PP and non-PP is small and there is a smaller gap between girls and boys. 		
<p>4. PiXL Report – National Context</p> <p>Lots of agencies are now producing their own data. PiXL, SISRA and FFT each do comparisons of about 1000 sample schools nationally. This school is higher performing than the average PiXL school. The graphs show that this school is in-line or slightly above the line in all of the graphs (need to keep above the blue line). The EHT commented that strategically when there is a management change results often dip due to staff confidence and student morale; this hasn't happened here which shows that headteacher succession has worked.</p> <p>On behalf of the Board, the CoG thanked all the staff and SLT for their hard work which has resulted in the fantastic performance in GCSEs this year; the HT said he would pass this on to staff.</p> <p>The AHT was thanked for this update on Data.</p>		
<p>Chair of Governors Portfolio</p>		
<p>5. Trustees' Annual & Financial Statements for period ended 31 August 2018</p> <p>The BM informed governors sections on first draft had been completed by herself, the HT/EHT and the clerk and will come to governors for comments shortly once the auditors have added the financial statements. All sheets below are completed on an annual basis and go to the external auditors to help them form part of their audit decision; these papers do not change much year on year.</p> <p>5.1 Business Risk Assessment Year Ending 31 August 2018</p> <p>The only addition this year is an extra section on the Sports Hall which has also gone into the Risk Register. Paper retrospectively approved and to be sent to external auditors to enable them to start their considerations.</p> <p>5.2 Board Assessment of Fraud Risk Year Ending 31 August 2018</p> <p>Fraud Risk has a section added on the additional monthly checks which strengthens the accounts department ability to pick up any issues. The RO has reported on these at various times. There is also a statement on additional end of month accounting checks. <i>A governor asked if the introduction of in-house payroll had been included. The BM confirmed it will be included. Paper retrospectively approved and to be sent to external auditors to enable them to start their considerations.</i></p> <p>5.3 Annex C: Schedule of Requirements (the 'musts') – 01/09/2017-31/08/2018</p> <p>The BM has completed the responses and will send it to the auditors if governors are happy. The BM said governors must have financial oversight and there is a now an expectation that finance will be on every governor body meeting agenda from now on which will start to form the auditors' judgement about the school and drive the audit.</p> <p>5.4 Related Parties Questionnaire Year Ending 31 August 2018 with explanation (see 1.3 above)</p>		

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<p>All agreed that the accountant would do a Skype link with governors at the November meeting to take through the financial statements on the annual report. This worked well last year and it saves her having to travel to the meeting, although she would be happy to do so if governors wished.</p>		
<p>6. Summary of Summer Work</p> <p>The BM said this was the first summer holiday when there hadn't been a large capital project. However, the Site Team and outside contractors worked very hard on a number of jobs throughout the school during the six week break including:</p> <ul style="list-style-type: none"> • Refurbishment of three English classrooms; • Installation of new water machines; • Lighting upgrade in the Science labs (particularly the wires that hold the lights up which need to be replaced; the BM stressed there was no concern about the safety of the attachments but the work will be done as soon as possible); • New fire doors in DT; • All 8 Maths classrooms in Robert Hole were decorated; • Amazing new racking system in the Archive Room; • Exam Cupboard relocated and reorganised; • PAC toilets upgraded; • New storage cupboards in Drama department; • Music rooms had a complete upgrade; • G21 refurbished including new lighting and new IT bench; • Boys toilets in Nichols upgraded; • Ground works, window cleaning, PAT testing. <p>The BM said the Site Team worked incredibly hard and confirmed all the works had been completed on time. A governor asked if this includes ratification of the high risk fire audit action item. The BM explained that this was the Gurney Dixon basement and Nichols first stairwell which was high risk as the holes/gaps in the ceiling negate the fire integrity of the separating floor. 'These breaches are to be infilled with appropriate fire resisting materials by a competent person to provide the compartment with the required level of fire 'resistance.in' appropriate use of fire retardant foam. Fire retardant silicon of expanding intumescent strips may be suitable where protected fire-resistant surfaces end with inappropriate gaps exposing the protected space'. The BM confirmed that this work had been done.</p> <p>The HT said the school looked superb at the start of the new academic year. Governors extended congratulations and thanks to the Site Team and the BM.</p> <p>(8.50AM – JWE LEFT MEETING)</p>		
<p>7. Pig Update</p> <p>The HT said it has been decided that the best way forward is to ensure that there is as broad a consultation as possible. This includes consulting with students (what they gain and learn from having pigs), the benefits pigs can bring to the curriculum and gauging parents' views at parents evenings. If the pig programme is to continue the SLT would like to make sure there is a fail-safe plan and a robust argument in place. The HT will keep governors updated as the process goes along.</p>		
<p>8. Decision Planner</p> <p>This has been redrafted in the light of recent legislation and guidance and to reflect current practice and recent changes. Previously the planner has been tucked away in the Complaints Policy. <i>A governor suggested that number 5 ('agree the school plan and monitor its ongoing appropriateness and financial viability') should be the responsibility of the Board of Governors and not delegated.</i> The EHT agreed and said he would amend the document. Ratification postponed until the next meeting.</p>	CW	Next meeting
<p>9. School Improvement Plan</p> <p>This document has been updated to reflect the GCSE results. The HT briefly talked through the headlines:</p> <ul style="list-style-type: none"> • There is very little dip in individual subjects; 		

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<ul style="list-style-type: none"> Headline figures for PP students were good this year, although there is room for improvement on the Progress 8 figures; Attendance figures have been updated; there were some concerns in February at the amount of absences but the DH is looking at a way to proactively work with individuals to get them into school; <p>The CoG said he hopes the Plan will become a rolling document and be referred to on a regular basis. Plan approved.</p>		
<p>10. National and Local News</p> <ul style="list-style-type: none"> Teacher pay awards were announced by the government in July. It will be funded through a grant based on the NOR and paid in two stages. The school has to fund 1% of the rise and it will be implemented possibly in October or November once Hampshire has given the go ahead. The payments will be backdated. September Inset Days – there were excellent workshops on teaching & learning and high quality lessons and there is currently a national drive on using quality research; refining lesson delivery and looking at structures of lessons etc. New Year 7s have settled in well and look smart in the new uniform skirts and shorts (180 pairs of shorts have been sold over the summer). There was 100% attendance on the first day of term. There is a focus with students on high expectations such as no chewing gum on site, no mobile phones between lessons and punctuality. A governor mentioned that the 100% attendance record certificates at the end of term of assembly were an excellent idea. Nearly 400 people attended Year 7 Information Evening last week and there was very positive feedback and parental engagement. Detection Dog Report (written report provided for governors) – the HT said this was very successful and the students responded superbly. Another unannounced visit will be conducted during this academic year. Lunch Duties – staff were asked to sign up for extra duties and the response has been excellent which makes an enormous difference around the site at lunch time. Lockdown Drill – this was done on the first inset day and was successful with most staff knowing what they had to do. Students will not take part in a drill but tutors will run through a PowerPoint with their tutees and talk through the process and expectations. Downing Street March – headteachers are marching on Downing Street on 28th September; it is the ‘Worth Less’ campaign (postcode funding/disproportionate funding for students). Vandalism/Graffiti – this happened over the summer holidays and in particular on the last day of term; about eight students are now banned from the school site outside school hours and blue gates will be erected at the end of the Hub to discourage young people from loitering around the picnic tables at weekends. Family Friendly Measures – updated wording to reflect more clearly what the school’s intentions are. In addition to these provisions, the Board of Governors agreed to pay for the first day of unforeseen emergency absence to care for a dependent on a maximum of three occasions in any 12 month period. Leisure Centre – the issues over the sports hall continue. The EHT said an agreement has been reached with the badminton club to use it once per week which is good news. It has been suggested that third party providers will be brought in to run leisure centres but this cannot happen here as the centre is on the school’s site. It would be ideal if the school could run the sports hall and the synthetic pitch and take the income but it is a busy job. However, it is an option that could be explored and the EHT and BM will keep governors informed of any developments. <i>A governor said it is very sad that these good facilities are allowed to stand empty when there are people who would like to use them.</i> The EHT said there are costs so must be sure that it breaks even. <p>(9.24AM – JWE RETURNED TO MEETING) (9.31AM – RG JOINED MEETING)</p>	CW/CG	Continuing
Finance Portfolio		

Agenda item	Action by Whom	Action by When
<p>11. Policies for Consideration/Ratification:</p> <p>11.1 Gifts and Hospitality – three year review but no recommended changes. Approved.</p> <p>11.2 Finance – annual review. Approved.</p>		
<p>12. New Cleaning Contract</p> <p>In addition, the BM said that during their visit in August the auditors noted that the new cleaning contract had not been approved by governors and this will come up as a management point. Whilst the decision had been delegated to the RO it should have come back to the Board for formal ratification. Therefore, it is hereby formally minuted that the new cleaning contract has been approved.</p>		
Responsible Officer Portfolio		
<p>13. Responsible Officer: Louise Hill</p> <p>The CoG informed governors that although LH had resigned as Community Governor she had offered to remain as an external RO and continue to do the audit twice per year with the BM. This decision was deferred from the July meeting as several governors were away. Appointment approved.</p> <p>Regarding the appointment of the new community governor, there was a short discussion regarding the rules over community governor appointments and if the correct procedure had been followed this time. The EHT said that there were no other candidates at the time because the third place candidate had withdrawn; as governors had already met BB they agreed they were happy to appoint her. The rules were consistently followed but if governors are uncomfortable with the process it can be changed. Perhaps a proximity caveat should be introduced. A governor suggested it might have been helpful for those governors who did not attend the July meeting to have been sent an explanatory email as the minutes did not fully explain the discussion and decision; particularly unfortunate were the two LH initials which unintentionally caused further confusion!</p>		
Premises, Health & Safety Portfolio		
Summer report discussed under Finance. The PH&S Forum meets on 10 th October.		
Human Resources Portfolio		
<p>14. Staff Wellbeing – any comments from staff</p> <p>The staff governor said the new exam analysis and departmental time at the beginning of term was helpful and appreciated by staff.</p>		
Safeguarding & Welfare Portfolio		
<p>15. Policy for Ratification: Transgender</p> <p><i>A governor asked if the policy covers staff as well. The EHT said it was a valid point; he will update the policy to reflect members of staff as well as students and in the meantime the policy is currently approved as it stands. The updated sections will be available for governors to consider at the October meeting.</i></p> <p>(10:04 – RJO LEFT THE MEETING)</p>	CW	Next meeting
Teaching & Learning Portfolio		
<p>16. Trips Log 2017-18</p> <p>Log shows breadth and variety of opportunities offered to students last year.</p> <p>17. Policy for Ratification: Careers Education and Guidance</p> <p>New guidance is out and careers education is high on the agenda; the policy must include how outside providers can access students. Governors asked to agree the minor changes. Policy ratified.</p> <p>Governors will be asked to visit their subject link HoDs shortly; the visit form is in the process of being updated to reflect the new grading system and will be emailed to governors very shortly.</p> <p>The CoG said that at the November links, portfolios, skills etc will be discussed and changes can be made if governors wish.</p> <p>Safeguarding training will be offered to governors before the November meeting or on-line through The Key if that is preferable. Governors to be given the information in order to make a decision.</p>	<p>PGM→CRC</p> <p>RG→CRC</p>	<p>In hand</p> <p>Next meeting</p>

Agenda item	Action by Whom	Action by When
SEN Portfolio		
Nothing to report or discuss.		
Date of Next Meeting		
Wednesday 17th October, 8:00am 10.10AM – MEETING CLOSED A WALKABOUT OF THE SCHOOL GROUNDS, NICHOLS AND HUB TOOK PLACE AFTER THE MEETING ATTENDED BY CR.		