



BOARD OF GOVERNORS

School name:	Priestlands	Meeting:	10
Date/time:	Wednesday 10 TH July 2019, 8.00am	Present:	Beth Bray; Paul Cox; Kevin Harriman (Chair); Mary Hill; Jo Hillier; Pete Main (HT); Ruth Owen; Claire Renshaw (VCoG); Kath Rudd; Chris Willsher (EHT)
Apologies:	Charlotte Cherry, Julian Davis, Mark Dichlian	SLT attending:	Julia Emmel (DH); Carole Gibbs (BM); Richard Glenny (DH); Kerrie McAdam (AHT); Tom Ritchie (AHT); Hayley Yates (AHT)
		Others attending:	Caroline Clitherow (Clerk)

ACTION GRID

Min	Subject	Action Point	Action by Whom	Action by When
7.	Positive Handling Policy	To be ratified at next meeting	All	September
11.	Annual Audit of Teacher & Support Staff Appraisal	Formal written feedback next meeting	JWE	September
13.	MAT	Full discussion at Away Day	All	2 nd October
13.1/ 2	School Plans	To be ratified at next meeting	All	September
15.	Collective Worship	To be ratified at next meeting	All	September
23.	Emergency & Recovery Plan	To be ratified at next meeting	All	September

8.03AM – MEETING OPENED

Action/Challenge/Support

Agenda item	Action by Whom	Action by When
General Business	KH/CR	
<p>1. Welcome and Apologies The CoG welcomed everyone to the meeting. Apologies received from CGC, MD and JD.</p> <p style="margin-left: 20px;">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>Those involved with the Prom last week commented on the good location (Rhinefield House), the students behaved impeccably and how successful the evening had been, although the traffic management had been challenging for the hotel staff!</p>		
<p>2. 'Goodbye'</p> <p>2.1 Mary Hill MH has been a governor for nine years and the CoG said it was difficult to sum up her enormous contribution to the school; she has sat on numerous interview panels and the board will struggle to replace her educational experience. The EHT agreed saying MH would be hugely missed, not only the time she has committed to the school but also the knowledge and skills she has brought to the board particularly in teaching and learning. The EHT said he was very grateful for her support during his tenure as HT and thanked her enormously. MH said she had really enjoyed her time on the board and through all challenges of academy conversion and personnel changes. She said she will really miss everybody.</p> <p>2.2 Chris Willsher This is the EHT's final board meeting and the CoG extended his personal thanks to him for his help and support when he became CoG. He has made a huge impact not only in this school but in the whole community over the last 19 years. The EHT extended huge thanks to governors; he said he has been very fortunate with all the CoGs, VCoGs and governors he has worked with over the years; he said he has enormous respect for the hours that governors contribute to this school and he said that this country does not recognise how much of the infrastructure is dependent on the voluntary sector. Over the years this board of governors have got the right balance of pushing and challenging and asking the right questions</p>		

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<p>and in the end they have trusted his judgement for which he will always be grateful. His overriding memory of the governing body will be that it has been a fantastic support to him; they are the unsung heroes and he has been blessed with a brilliant senior team who has worked well with the board and this is the key to a successful school.</p> <p>The EHT also thanked the clerk for her support over the years.</p>		
<p>8.20AM – MH AND CW LEFT THE MEETING</p>		
<p>3. Board Meeting 9 3.1 Approve the Minutes of 12th June – minutes agreed as being an accurate record. 3.2 Matters Arising from the Action Grid – all items are on the agenda or have been completed. Minutes approved.</p>		
<p>Responsible Officer Portfolio</p>	LH/CG	
<p>4. Internal Audit Report (2)</p> <p>Before invited the BM to talk through the RO audit the CoG said that the Finance Portfolio lead has suggested that he should be present when the RO audits are done “to ensure the financial responsibilities of the governing board are being discharged”. All agreed that this would be a good idea going forward.</p> <p>Referring to the audit report (paperwork provided for governors) the BM said the remit is to check the financial responsibilities and procedures to make sure they are in line with the DfE Financial Management Handbook. Bank reconciliations, invoices, income, coding, payroll checks and nothing untoward was found therefore they are no actions going forward. The next RO visit in December will focus on inventory, fixed asset register, risk register and SLAs.</p> <p>Thanks to the RO and the BM.</p>		
<p>Finance Portfolio</p>	MD/CG	
<p>5. Finance Reports 5.1 Management Accounts 5.2 Cash Flow Statement 5.3 Balance Sheet</p> <p>In addition to presenting the papers to governors, the BM asked for the board’s approval on two payments which have been made in advance over the agreed £1000. The first is £1500 to the contractor for new doors for the study centre project and a payment of just under £4000 to M3 Productions for new lighting. <i>A governor asked if M3 offered value for money.</i> The BM replied that a test was conducted against another company that upgrades lighting in drama studios and M3 was significantly cheaper, plus the company gives the school a very good service. Governors acknowledged and approved the payments.</p> <p>Referring to the management accounts, the BM said the situation is very stable. There is a forecast showing of £168,000 in-year trading which she is hoping to improve on, particularly on teaching staff. The BM said she is hoping there will be enough of a surplus to cover any additional costs in the new science classroom. <i>A governor asked if the science classroom is a lump sum project.</i> The BM said it is a tendered project with a contingency for variations. The contingency has been nearly used up as asbestos was found in an original floor which was underneath the existing floor therefore, any further strains on the tender will result in an increase in costs which will be reported to governors. All agreed that any cost over £5000 should be reported to the board for approval.</p> <p>The BM confirmed that the extra match funding from Lymington Town Council (£23,000) was approved for the Study Centre.</p> <p>Cash flow and balance sheet were also presented to governors.</p>		
<p>6. Insurance 2019-20 – approval required by governors</p> <p>The BM said that currently the RPA (risk protection arrangement for academies/DfE self funding scheme) is £18 per pupil but there are elements that are not covered such as minibus, engineering and so when it is added with Zurich’s costs for these elements the total is just over £28,000/£22.66 per pupil. The RPA and Zurich schemes offer slightly different terms in certain areas, however, overall they are very similar products and the BM shared a paper with comparisons for governors.</p> <p>For a one year deal with Zurich discount the figure is £22.92 per pupil. However, Zurich is also offering a three year deal and this brings the overall cost down to £21.97 per pupil. The RPA will</p>		

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<p>not commit to increasing above £20 per pupil until 2021 and with the additional elements not covered by the school this would bring the cost to £24.65 per pupil.</p> <p>Therefore, the BM asked governors if they would like to commit to a three year deal or go with the RPA. The school has been with Zurich since conversion; the RPA has only existed for three years or so. After a short discussion governors agreed to commit to a three year deal with Zurich.</p> <p>The HT informed governors that interviews for a new Business Manager will be taking place over the next two days. POST MEETING UPDATE: NEW BUSINESS MANAGER HAS BEEN APPOINTED AND WILL START ON 4TH NOVEMBER.</p>		
Safeguarding & Welfare Portfolio	JH/RG	
<p>7. Policy for Consideration: Positive Handling – 3 year review</p> <p>The DH said this policy is based on DfE guidelines ‘use of reasonable force’ and has been updated in line with Keeping Children Safe draft changes which come into effect next year. The other change is that the SLT is now allowed to search without consent. Policy will be ratified in September.</p>	All	Sept meeting
<p>8. Policy for Ratification: NEW! Mobile Phone Use</p> <p>The HT reported that the school started on Monday as being mobile phone free and so far it has gone incredibly smoothly. Students are understanding of the rule and recent assemblies have focused on the benefits of screen free time. All agreed that this is an excellent initiative and the policy was ratified.</p>		
Human Resources Portfolio	CR/PGM	
<p>9. Staff Wellbeing – comments from staff</p> <p>The staff governor said that Activities Week went well; it is very beneficial for staff and students to have the week outside their normal routines. She also thanked governors on the behalf of staff for their support for their wellbeing and everything they do which isn’t always apparent to staff. She also thanked governors in advance for the end of term picnic which everyone enjoys and looks forward to.</p>		
<p>10. Staffing Report – verbal update</p> <p>The HT reported that there are no teacher posts to fill in September. Some support staff vacancies have been filled including a part-time matron and cover supervisor. The HT asked governors’ approval to convert a current part-time DT teacher into a full-time position to cover the extra option classes. Approved. Two admin officers have been appointed in the Library to cover SLT support. Three ASAs have been appointed which will help with the six EHCP students who will start in September.</p>		
<p>11. Annual Audit of Teacher and Support Staff Appraisal –verbal update</p> <p>The DH said that the support staff appraisals are nearly completed and the objectives have been set under the new system. Formal feedback will be given in September.</p>	JWE	Sept meeting
<p>12. Policy for Ratification: Casual Worker – three year review</p> <p>Policy ratified.</p>		
Teaching & Learning Portfolio	JD/JWE	
<p>13. School Plans – introduction of new structure and new format</p> <p>The HT talked through the headlines of the new School Plan (slide show and document provided for governors):</p> <ul style="list-style-type: none"> • Review of homework tasks, impact on teacher workload; • CPD – ensuring it is sharp – looking at the curriculum, teaching & learning etc; governors encouraged to talk about this in their subject link visits; • Review of life skills learning; • Student welfare – review of behaviour management including punctuality; awareness of mental health issues etc; • Bespoke for supporting and developing middle leaders; • Improving the use of SIMs; • Developing the social areas around the school site; • Improve the school’s IT provision; • Ofsted framework – focus on Quality of Education – intent, implementation and impact (this will be talked about in detail at the Away Day on 2nd October). 		

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<p>13.1 School Improvement Plan 2019-20</p> <ul style="list-style-type: none"> ➤ This has been reformatted to be as user friendly as possible, easy to follow and easy to review – will be used as a working document; ➤ Regarding the new framework, SLT has evaluated what the school is doing well in relation to the new framework, where gaps are and what the priorities are; ➤ Quality of Curriculum <ul style="list-style-type: none"> ➤ Ensure there is consistency of assessment procedures (same expectations from different departments – common language and common understanding); mapping out assessment expectations for students; this will support the curriculum implementation; ➤ Development of a work scrutiny protocol; consistency across the school including moderating; ➤ Embedding principles of instruction; ➤ Ensuring appropriate provision in place for students with EHCPs; ➤ Ensuring all students can read to the required standards – this will also be an Ofsted focus. <i>A governor asked if a decline has been seen in reading.</i> The HT said it is more of a focus now and the new GCSEs require a higher level of reading. <i>Another governor asked about growth mindset and improvement and the concern not to lose it.</i> ➤ Behaviour and Attitudes <ul style="list-style-type: none"> ➤ Role of the tutor; re-engage them with their role; ➤ Stages for effective student behaviour – making sure that staff have a consistency of language and strategies; ➤ Personal development <ul style="list-style-type: none"> ➤ creating a successful Priestlands student; being strong individuals when they leave (all built into the house programme). ➤ Leadership and Management <ul style="list-style-type: none"> ➤ Working smartly including a review of report writing; homework tasks that students can self mark and self evaluate. <p><i>A governor asked how the monitoring sections will be completed.</i> The HT replied that evidence updates will be included. <i>Another governor asked if there will be a longer term plan in the future, not just an annual plan.</i> Yes, in future but just focusing on one year for the time being.</p> <p>13.2 School Evaluation Plan (the HT answered questions from governors' comments on google drive)</p> <ul style="list-style-type: none"> ▪ EBACC percentages have gone down; this is a reflection of the option process and that the school has not made all elements compulsory but give free choice. The school still promotes the benefit of languages. ▪ Data questions from governors – residual is how a subject has performed relatively to other subjects in the school; subject progress index gives contextualisation for that subject; science grading is unique in that one set of exams in combined science generates two grades. <p>Governors approved of the new formats of both plans. The CoG said this is a very important document for governors and it will be ratified in September to enable everyone more time to read it over the summer.</p>	HT	2 nd October
<p>14. Policy to be ratified: Curriculum Strategy – 3 year review</p> <p>Curriculum Strategy ratified.</p>		
<p>15. Policy to be considered: Collective Worship – 3 year review</p> <p>Currently on google drive for consideration. Will be ratified at the next meeting.</p>	All	Next meeting
<p>Data Portfolio</p>	MD/TWR	
<p>16. Scorecard – Year 9 (verbal update)</p> <p>The AHT said he had completed the analysis but not written up the scorecard so this would be a verbal update for Year 9.</p> <ul style="list-style-type: none"> ▪ Not a great deal to report; no significant changes in English, Maths or Science; ▪ In the past weekly testing combined with end of year exams has pulled results down in science; this year, however, in an effort to stop this from happening, the department has been more accurate in their predictions which has resulted in students performing at a more consistent level; ▪ Premium groups are performing well; 		

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<ul style="list-style-type: none"> ▪ Year group looking strong over all. 		
Premises, Health & Safety Portfolio	CR/PC/CG	
<p>17. Governing Body Annual H & S Strategic Report</p> <p>This is a new report which has resulted from an improvement area mentioned in Ray West's spring H&S review for the governing body i.e. to have an annual report so that governors are confident that the lead H&S governor and H&S team are covering all H&S matters in school.</p> <p>The report was provided for governors and the PH&S portfolio lead talked through the headlines:</p> <ul style="list-style-type: none"> ○ Governor H&S Management Review – includes first aid, COSHH, annual fire risk assessment (still some concern that the store cupboard in the Drama office is a potential fire risk; while progress in keeping the area tidy has been made it is still an issue and the Drama subject governor will mention it in her next visit to the department); ○ Fire Safety Review ○ Site Walkabout/Inspections – conducted regularly after board meetings; ○ Welfare Arrangements – done regularly throughout the year; ○ Asbestos/Legionella – surveys undertaken annually – very important to check temperatures (legionella) and do follow ups; ○ Action Plan ○ Contractor Inspections/Reports – when contractors are working in the school they sign that they have read the school's H&S requirements; ○ H&S Forum Meetings – one per term and are useful; ○ Risk Assessments – timetable of reviews; gym in main hall is a risk area but this will be rehomed in due course. <p>The report concluded with a summary of findings and a note that the report has been formally shared with the board of governors.</p>		
<p>18. Governor Site Walkabout/Inspection – Kitchen and Canteen</p> <p>The only action from the walkabout was to dispose of some broken pots and buy new ones.</p>		
Careers & Enterprise Portfolio	BB/KM	
No issues to report or discuss.		
SEN Portfolio	KR/RG	
No issues to report or discuss.		
Governor Training Liaison Portfolio	MH/JWE	
No issues to report or discuss.		
Chair of Governors Portfolio	KH	
<p>19. National and Headline News and Local Response</p> <p>19.1 MAT– response from RSC and next steps (see separate Confidential Minute).</p> <p>19.2 New Study Centre – £23k match funding provided by the local council so refurbishment will start at the beginning of the holidays ready for opening in September.</p> <p>19.3 New Science Classroom – builders have been on site for last three weeks and it will be ready for the start of the new academic year in September.</p> <p>19.4 Bugsy Evening – superb evening.</p> <p>19.5 Activities Week – very successful and enjoyed by students and staff.</p> <p>19.6 Intake Day/Evening – also very successful.</p> <p>19.7 IncrEDIBLES Cookery – a further £200 has been donated from local counsellor.</p>		
<p>20. Complaints Log Sept 2018-July 2019</p> <p>The HT reported that out of 10 complaints during the year none had gone onto the next level.</p>		
21. New Governors – verbal update		
22. Staff/Governor Picnic – governors asked to bring salads and brownies. Further information will be sent by email.	MH/Clerk	Done
23. Policy for Consideration: NEW! Emergency & Recovery Plan – available for comments on google drive; will be ratified at next meeting.	All	Sept meeting

Agenda item	Action by Whom	Action by When
<i>Date of Next Meeting</i>		
Tuesday 17th September, 0800		
The CoG thanked all governors and members of SLT for their contributions this year and wished everyone a very happy and restful summer break.		
10.24AM – MEETING CLOSED		