



BOARD OF GOVERNORS

CHAIR'S MINUTES

School name:	Priestlands	Meeting:	3
Date/time:	Wednesday 13 th November 2019, 5.00pm	Present:	Beth Bray; Paul Cox; Mark Dichlian; Kevin Harriman (CoG); Jo Hillier; Pete Main (HT); Ruth Owen; Claire Renshaw (VCoG); Kath Rudd
Apologies:	Charlotte Cherry	SLT attending:	Julia Emmel (DH); Sam Fuell; Carole Gibbs (BM); Richard Glenny (DH); Kerrie McAdam (AHT); Tom Ritchie (AHT); Hayley Yates (AHT)
		Others attending:	Bianca Silva (MHA MacIntyre Hudson); Caroline Clitherow (Clerk)

ACTION GRID

Min	Subject	Action Point	Action by Whom	Action by When
3.	Pay Committee	Target summary for SLT to be presented to governors	CR/PGM	January
6.	GDPR Consultancy	Staff annual training to be done and policy updated	CR/JWE	Early 2020
	GDPR Audit	Follow up report following audit – to be asked for	PGM	In hand
8.	Subject Link Visits	Ofsted, Safeguarding, H&S and homework questions - to be added onto forms	Clerk	Done
11.	Pupil Premium Annual Report	Spending Plan to be shared with governors	Jo/KM	January
15.	Looked After Children	Report to be shared with governors	KM	December
16.	Destination Survey	Survey will be shared with governors	BB/KM	Early Spring

5:03PM – MEETING OPENED

Action/Challenge/Support

Agenda item	Action by Whom	Action by When
1. General Business	KH/CR	
<p>2. Welcome and Apologies</p> <p>The CoG welcomed everyone to the meeting, particularly BS who attended the meeting to talk through the auditor's report and accounts.</p> <p>Apologies received from CGC.</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. Finance Portfolio	MD/CG/SJF	
<p>Trustees' Annual Report and Financial Statements for Year Ended 31 August 2019</p> <p>Presented by Bianca Silva, Partner MHA MacIntyre Hudson – explanation of report, figures and findings.</p> <p>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 and paper copies were made available at the meeting for easy reference.</p> <p>Headlines from the draft Audit Findings Management letter:</p> <ul style="list-style-type: none"> • Th audit finidings letter has to be filed with the accounts with the ESFA. • Section 5 is refers to irregularity and no irregularities were raised which is a positive result. • Internal control checking which covers purchase ordering, petty cash, debit cards, salary changes, staffing etc – all are tested to make sure that everything has been done in accordance with the controls laid out in the Trust's management procedures and everything applied. BS said she would hope that with a well-established academy such as this would always be the case. • Points raised last year – petty cash and Amazon vouchers - these were rectified at the time. • The ESFA looks at every management letter in order to provide feedback for auditors and those academies which are well established with a good system and procedures, and with a good governance team rarely find anything untoward. BS therefore extended congratulations to all the finance team and the staff in school who are complying with the Trust's rules. 		

Agenda item	Action by Whom	Action by When
<ul style="list-style-type: none"> BS commented that out of the 35 schools she audits only about three do not have management comments, this school being one of those which is excellent. <p>Headlines from the One Page Summary ('the numbers'):</p> <ul style="list-style-type: none"> The starting point is £243,586. After adjustments have been made there is a loss in 2019 of over £1m compared with a surplus in 2018 of £48,000. The management accounts position shows a surplus of just under £177,000. £181,000 of capital expenditure had been accounted for on the balance sheet; increased to £213,000 with capitalised fixed assets; £401,000 of depreciation processed (writing off buildings, IT equipment etc); £267,000 LGPS additional charges. In 2019 income was more than expenditure by £276,000. The difference from 2018 was more GAG income, increase in teachers' pay grant, trip expenditure, increase in SEN income and catering. Throughout the year there is always a comparison to budget but in statutory accounts this is what it compares with – 2018-19. Actuaries report - £34,000 interest on pension liabilities; £233,000 is the additional pension charge. £150,000 is a past service cost charge related to the McCloud Judgement (the government lost it's right to appeal against age discrimination). The hit for this school was £150,000. £774,000 is a an actuary loss (stock market and assumptions about future yields, life expectancies etc over the next 25 years). Liability on balance sheet now says £2.371m compared with £1.330m so increased by over a million hence a million deficit this year. Net current assets (money in bank and owed and paid in advance) in August 2019 was £722,000 and in the previous year it was £604,000 so an increase of £117,000. This means the funds have gone up by this figure in a year which is a very positive result. A governor asked if this is the most important figure – yes. Funds now available are now £722,000. Regular sums of money towards capital projects do not come into the school easily and the only way to get money is to apply for CIF funds. However, money must always be kept in reserves in case CIF bids are unsuccessful. Governors must consider this and plan what the school will need beyond regular repairs and therefore these reserves are useful. Reserves vary enormously from school to school depending on the age of school site and the fact that CIF money is not guaranteed. The CoG asked if there is a figure the auditor recommends to keep as a slush fund. BS replied that the three year forecast is used as a gauge but there is no set number. Historically, it has always been a month's salary (about £450,00, but this could be dropped to £400,000). There must be a balance against money in the bank and what the students need. There are always the unknowns to consider which are outside the school's control such as pension contributions etc. The HT said the main driver for the school is maintaining student numbers. £243,000 is always the starting point – moving expenditure out, putting through the depreciation and the actuarial reports; these are the three main adjustments at the end of each year. This reflects well on the school's finance team. <p>Headlines from the Trustees' Report and Draft Accounts</p> <ul style="list-style-type: none"> This is the first section and is drafted by Governors. The governance statement describes Governors' responsibilities for internal control and risk management and must include a schedule of meetings and any issues faced in the year and how resolved. The Statement on Regularity, Propriety and Compliance will be signed by the HT as accounting officer. <p>There no further comments or questions. The Trustees' Annual Report and Financial Statements approved by Governors.</p> <p>The CoG thanked BS for taking the time to come and present the audit findings to the Board.</p> <p>5.32PM – BS LEFT THE MEETING</p>		

Agenda item	Action by Whom	Action by When
<p>3. Management Accounts, Balance Sheet and Cash Flow P2</p> <p>The BM talked through the headlines of the management accounts. There is not much movement and overall the figures are quite balanced and there are not too many changes; it is a fairly static and a stable budget.</p>		
<p>Before the continuing with the meeting the CoG informed governors that the Pay Committee had met today to conduct the HT's appraisal, to review the appraisals of the SLT and to ratify pay awards. A target summary for the SLT will be presented to governors early in the New Year.</p>	PGM	January
<p>3. Policy for ratification: Pay</p> <p>The HT said minor text amendments are highlighted in yellow. The main changes are the pay scales for all teaching staff (not support staff as their uplift was in April) and the updates to mechanisms used for payments for additional responsibilities. If the policy is ratified staff will receive backdated pay to September in their November pay. The HT added that the policy has also been consulted with the staff governor and union rep. Policy ratified.</p>		
<p>The CoG informed governors that this is the BM's last meeting. He extended a huge thank you to her for everything she has done over the last 13.5 years. The information she provides for governors is outstanding and she has put in place processes and systems that have left the school in a strong and financially sound position.</p> <p>In response the BM said it has been a pleasure; the last years have been a journey and she said she is most proud of taking the school out of a deficit budget and making improvements on the school site. She is very proud to be able to hand over the school in such a good state.</p>		
<p>The CoG extended another thank you to KR who completes her second term of office as a Parent Governor at the end of the month. He thanked her for everything she has done over the past eight years; for her support for students and staff and particularly to the SEN.</p> <p>KR said she has enjoyed the challenge and said the Senior Team is exceptional ; they always want the best for staff and students and she extended thanks to everyone.</p>		
<p>3. Chair of Governors Portfolio</p>	KH/CR	
<p>4. Board Meeting 2</p> <p>4.1 Approve the Minutes of 16th October – minutes agreed as being an accurate record.</p> <p>4.2 Matters Arising from the Action Grid:</p> <ul style="list-style-type: none"> • Parent and Community Governor vacancies – the CoG reported that there had been an exceptionally good response and ten applicants had put their names forward for the ballot which is now underway. Voting closes on 21st November. <p>There are three Community Governor applicants; one has visited the school and two more are visiting next week. They will be invited to the December meeting to meet the Board and there will be a secret ballot. However, they will be informed of the result the day after the meeting and not at the meeting itself. A governor also asked that they are all greeted and looked after appropriately when they arrive for the meeting.</p> <p>The HT also informed the Board that five members of staff had expressed interest in the forthcoming Staff Governor vacancy and this ballot will take place in January via Survey Monkey.</p> <ul style="list-style-type: none"> • All actions are either completed or on the agenda. Minutes approved. 		
<p>5. NOR and Admissions November 2019</p> <p>The HT said 31st October was the deadline for applications to Priestlands; 258 put it as their first choice, 44 as second and 18 as third. So it is likely all places will be filled. Discussions will take place in January regarding PAN, finance long term etc. A governor asked about manageable numbers and the HT said this would be dependent on staff views.</p>		
<p>6. National Headline News and Local Response</p> <ul style="list-style-type: none"> ➤ Meeting with Regional Schools Commissioner – HT and CoG were invited to London last week to meet at the DfE office and discuss MAT, school performance, budgets, school funding, data checking, Hampshire transport policy. ➤ Library/Study Centre – usage is excellent and popular with students after school. Official opening will be soon and governors welcome to attend. Date TBC. ➤ MFL trip to Andalucia at half term was very successful. Thanks to the staff involved. ➤ Leisure Centre – HT and BM attended presentation regarding interest in holding the contract (to run all five centres). A shortlist of five has been drawn up. In addition, the HT is in discussions with NFDC about a management agreement for the facilities which 		

Agenda item	Action by Whom	Action by When
<p>the school owns – the sports hall and astroturf. Some groups would like access to the sports hall (e.g. the local badminton group) and have made a complaint to Sport England about access.</p> <ul style="list-style-type: none"> ➤ Schools Shakespeare Festival – took place last night and very impressive. The HT said an email had been received from an audience member, who is not familiar with the school, praising the school's strong performance and maturity of the students. ➤ Behaviour Support –relaunched this half term with staff; walkie talkies are now available for staff on lunch time duties to prevent them from feeling isolated if any incidents occur. ➤ GDPR Consultancy – Wessex Education Share Services (a shared services group set up by Brockenhurst and Bournemouth & Poole Colleges) have conducted an internal GDPR audit. The HT said they are very good GDPR consultants; they explain everything in an easy-to-understand way and have a common sense approach. They examined the school's GDPR policy and ran some tests which were very useful. The audit highlighted the need to train staff in GDPR, look at retention schedules and how they are managed and sharpen up with electronic material etc. Annual training for staff will be done, as with Safeguarding, and the GDPR policy will be updated in due course. A governor asked if an audit report had been issued by the company following their meeting. The HT said that it is the school's remit to write a report based on a proforma shared by the company. However, he will ask for a follow-up report. 	<p>JWE</p> <p>PGM</p>	<p>Early 2020</p> <p>In hand</p>
<p>7. Pay Committee – Appraisal Outcomes for Headteacher and Staff and Senior Leadership Team Summary of Targets 2019/20</p> <p>A document has been shared by the DH on Governors Google Drive. This is the outcomes of the appraisals and the next steps will be to look at the documentation and validate the process with the HR Portfolio Lead Governor. In terms of headlines, it is a fairly healthy set of outcomes and no surprises.</p>		
<p>Teaching & Learning Portfolio</p>	<p>MD/JWE</p>	
<p>8. Subject Link Visit Reports</p> <p>The Portfolio Lead said a few questions have been added to the proforma form recently including homework, Ofsted, safeguarding, health & safety and on the spring reports it will be good for governors to follow up on these questions. The clerk will ensure the forms are updated with the questions.</p> <p>Recent link reports are available to read in the Link Governor folder on Governors Google Drive:</p> <ul style="list-style-type: none"> • English • PE • Geography • History • MFL • Art • Science <p>Thanks to all link governors for visiting their link HoDs and writing the reports.</p>	<p>CRC</p>	<p>Done</p>
<p>Human Resources Portfolio</p>	<p>CR/PGM</p>	
<p>9. Staff Wellbeing – any comments from staff</p> <p>The Staff Governor said staff are feeling listened to regarding student behavior and the introduction of walkie talkies have been welcomed. A governor asked how the Staff Governor gathers information from staff before meetings – does she email staff to say a board meeting is approaching and would they like anything discussed? She said that she is always in the Staff Room at break and lunch where a large number of staff gather and they know to talk to her if they wish. In addition, the HT regularly reminds staff in briefings. All agreed that staff should be encouraged to have dialogue via the Staff Governor who can then feedback at Board meetings.</p>		
<p>Safeguarding & Welfare Portfolio (including Behaviour)</p>	<p>JH/RG</p>	
<p>10. Policies for Ratification</p> <ul style="list-style-type: none"> 10.1 Child Protection (annual review) - ratified 10.2 Reducing the Risk and Managing Allegations of Peer on Peer Abuse - ratified 10.3 Supporting Students with Medical Needs - ratified 		

Agenda item	Action by Whom	Action by When
11. Pupil Premium Annual Report to Parents The AHT said the report is nearly finished – she is just waiting for some intervention information. In addition, the spending plan is also nearly finished and will be shared with governors at the next meeting. There was a short discussion on evaluation, outcomes and spending plans and Progress 8 for pupil premium. There are always two reports on the website – the previous year and current year so parents can see how the money has been spent and the plans ahead.	KM	December
Data Portfolio	PC/TWR	
12. PiXL Report Year 11 2019 (results) The AHT said that some of the commentary on the PiXL was reviewing results which have already been shared with governors. Currency means results/outcomes. As always, suggestions are given by PiXL some of which the AHT shares and puts forward and some not; it is important to make PiXL work for this school. Items of particular interest in the report include Build Up, PiXL Edge (a recognition package for students based around leadership, communication, challenge etc; a student has to tick off 10 things – a way of recognizing leadership, volunteering initiatives our students do already (similar to DoFE). A pilot scheme will launch with Year 10's for Year 7's in the latter part of the spring term.		
Premises, Health & Safety Portfolio	PC/CG/SJF	
13. Food Safety & Hygiene Inspection Report October 2019 Although a top score of Grade 5 was achieved, a point was raised in the report on the need to tighten up on stock control procedures. The VCoG felt that this is an issue and asked if there is a clear action to address? The kitchen was previously outside of the school control when it was last inspected in 2017 and as previous H&S governor she said she was not aware of any outstanding action. The BM said regular spot checks will now be undertaken with the new H&S governor but the issue did not downgrade the overall rating.		
14. CIF Bid – Changing Rooms and Storage The BM informed Governors that it is getting harder to win money as 3000 VA schools are now submitting bids. Therefore, it is necessary to increase contributions to projects to be in with a fighting chance to be awarded some funding. The BM asked governors if they consider if the refurbishment of the changing rooms and new storage is a high enough priority to contribute the extra money. The cost of the work will be about £500,000. A governor asked if there are any other buildings in the school that need this spend? The HT said it is the building in the worst condition. After a short discussion, governors agreed to increase the bid to £60,000.		
SEN Portfolio	KR/KM	
15. The Portfolio Holder said she has a meeting with the HoD SEN shortly. 16. The Looked After Children report will be shared with governors at the next meeting.	KM	December
Careers & Enterprise Portfolio	BB/KM	
17. The Portfolio Holder said the Destination Survey will be done in January and she will report back to governors in due course. Some students went to the Southampton Careers Fair today and they really enjoyed it.	BB	Early Spring
Governor Training Portfolio	BB/	
18. The clerk confirmed that everyone has completed the online safeguarding training.		
Responsible Officer Portfolio/Audit Committee	LH/PC/CG/SJF	
19. The RO Internal Audit will be done on 4th December and the Audit Committee will meet for their first meeting on Monday 18th November.		
Date of Next Meeting		
Wednesday 11th December, 8.00am, followed by Academy Trust Annual General Meeting		
The CoG thanked everyone for coming. 6.55PM – MEETING CLOSED.		