



**BOARD OF GOVERNORS**

School name:	Priestlands	Meeting:	1
Date/time:	Tuesday 17 <sup>th</sup> September 2019, 8:00am	Present:	Paul Cox; Mark Dichlian; Kevin Harriman (Chair); Jo Hillier; Pete Main (HT); Claire Renshaw (Vice-Chair); Ruth Owen
Apologies:	Beth Bray; Charlotte Cherry; Kath Rudd; Richard Glenny	Others in attendance:	Julia Emmel (DHT); Carole Gibbs (BM); Kerrie McAdam (AHT); Tom Ritchie (AHT); Hayley Yates (AHT); Sam Fuell; Caroline Clitherow (Clerk)

**ACTION GRID**

No	Subject	Action Point	Action by Whom	Action by When
1.2	Business Interests and Related Parties	2019-20 forms to be signed and returned to the clerk.	All Governors	2 <sup>nd</sup> October
1.2	Staff Governor	HT to inform all staff of upcoming vacancy.	HT	Continuing
9.	Audit Committee	Meeting with BS after next board meeting	CR, MD, PC, KH	16 <sup>th</sup> October
12.	Pay Policy	Will be updated as soon as Hampshire policy is ready	PGM	16 <sup>th</sup> October
13.	Complaints Policy	Under consideration. Will be ratified next meeting.	All	16 <sup>th</sup> October
15.	Cash Flow	2019-20 predictions to be shared at next meeting.	CG	16 <sup>th</sup> October
20.	IT Disaster Recovery Plan	Under consideration. Will be ratified next meeting.	All	16 <sup>th</sup> October
22.1	GDPR/Meeting Ray West	Feedback of meeting and policy to be ratified next meeting.	CR/All	16 <sup>th</sup> October
22.2	Staffing Restructures and Reductions	Under consideration. Will be ratified next meeting.	All	16 <sup>th</sup> October
23.	Solent West & IoW Careers Hub	Feedback next meeting.	BB	16 <sup>th</sup> October
25.	Autumn Link Visits	Governors to arrange to visit their HoDs with GCSE analysis	Clerk to send/All	End of October
26.	Homework Policy	Under consideration. Will be ratified next meeting.	All	16 <sup>th</sup> October
27.	SEN Portfolio Report/Looked After	Portfolio Lead will talk through reports at the next meeting	KR	16 <sup>th</sup> October

8.05AM – MEETING OPENED

**Action/Challenge/Support**

Agenda item	Action by Whom	Action by When
<b>General Business</b>		
<b>1. Welcome and Apologies</b>		
<p>The CoG welcomed everyone to the first board meeting of the new academic year. Special welcome to the new Business Manager who will take up her post on 4<sup>th</sup> November.</p> <p>Apologies received from BB, CC, KR and RG.</p> <p>1.1 The meeting was confirmed as quorate. The CoG confirmed that there needs to be a minimum of five governors present for a meeting to be quorate.</p> <p>1.2 The CoG asked if anyone had any business interests to declare in relation to this meeting; there were none. <b>All governors are required to complete and sign the 2019-20 Declaration of Business Interests, Connected Parties and Related Parties forms and return to the Clerk by the end of the month please.</b></p> <p>The CoG informed governors that JD had resigned as a Community Governor and he was thanked for his valuable contributions over the past eight years. The Clerk confirmed that the process is underway to look for two new Parent and two new Community Governors. <b>In addition, CGC's term of office as a Staff Governor ends in January and it was agreed the HT will give teaching and support staff advanced notice by informing them of the upcoming vacancy through the school bulletin and staff briefings over the next few weeks.</b> The HT said that a Parent Governor can be any person who has the parental responsibility for a child or young person enrolled at any school, not necessarily this one.</p> <p>POST MEETING NOTE: 24.9.19 - ONE PARENT GOVERNOR APPLICATION RECEIVED BY DEADLINE AND PERSON THEREFORE ELECTED UNOPPOSED.</p>		
	All	2 <sup>nd</sup> October
	HT	Continuing

Signed (Chair of Governors): ..... Date: .....

Agenda item	Action by Whom	Action by When
<p><b>2. Board Meeting 10</b></p> <ul style="list-style-type: none"> <li>• <b>Approve minutes of 10<sup>th</sup> July 2019</b></li> </ul> <p>Agreed as an accurate record.</p> <ul style="list-style-type: none"> <li>• <b>Matters Arising from the Action Grid</b></li> </ul> <p>All matters are either on the agenda or will be covered in meetings later in the term.</p> <p>Minutes approved.</p> <p>2.3 Confidential Minute on MAT discussion - approved</p>		
<b>Safeguarding &amp; Welfare Portfolio (including Looked After Children)</b>		
<p><b>3. Annual Report to Board of Governors on Safeguarding Children 2018-19</b></p> <p>The safeguarding portfolio holder explained that this report looks back over the last academic year and is a written record of all the safeguarding training that staff have undertaken. This includes those members of staff (8) who are Designated Safeguarding Leaders and all members of staff from teaching to support who have completed the training</p> <p>Included in the report is a summary of interagency referrals during 2018-19. Twenty-five students were referred (some repeatedly). The report will be posted onto google drive. The categories include physical, sexual, emotional and neglect.</p> <p>There were no allegations against staff and no interagency referrals about staff.</p> <p>There was a short discussion on any concerns and the number of referrals. The HT said that just one referral can cause a huge amount of paperwork and the threshold to get support and intervention is high; the process can be ongoing for some families. In addition to these 25 referrals there are hundreds of safeguarding issues which are logged and dealt with during the year.</p> <p>(8.14AM – JWE ARRIVED AT MEETING)</p> <p><b>4. Safeguarding Training 2019-20</b></p> <p>Governors are asked to undertake the online 10 question assessment which is available on The Key. A link to the training will be sent by the clerk and is as follows:  <a href="https://my.thekeysupport.com/signup/4e199346-e62a-4ae6-82ed-4c8f6486a7eb">https://my.thekeysupport.com/signup/4e199346-e62a-4ae6-82ed-4c8f6486a7eb</a></p> <p>Governors are also asked to sign the HR &amp; Safeguarding Updates declaration sheet which includes photo consent, Staff Code of Conduct, E-Safety, Social Media policy, Acceptable use of ICT, Keeping Children Safe in Education, Child Protection policy and Prevent module. This is an annual requirement for all staff and governors. Sheet to be returned to the Clerk by 2<sup>nd</sup> October please.</p> <p><b>5. Policy for ratification: Positive Handling</b></p> <p>This has been reviewed to put plans in place to support key vulnerable students and enable the searching of students. Policy ratified.</p> <p><b>6. Hampshire Safeguarding Audit</b></p> <p>This is a thorough and extensive audit on all developmental aspects of safeguarding in the school. Once the document has been completed a summary document is compiled and submitted to Hampshire. The document is not normally shared with governors but if anyone would like to see it please let the DH know.</p> <p>The portfolio holder informed governors that from now on a summary of her and the DH's safeguarding meetings will be reported to the Board once a term.</p> <p>The portfolio holder was thanked for her summary.</p> <p>(8.30AM – JH LEFT MEETING)</p>	<p>Clerk</p> <p>Clerk</p>	<p>Completed</p> <p>Completed</p>
<b>Data Portfolio</b>		
<p><b>7. GCSE Results Summer 2019</b></p> <p>The data portfolio holder congratulated the school and staff on the excellent set of results.</p> <ul style="list-style-type: none"> <li>• <b>GCSE Results Overview – final figures</b></li> </ul> <p>Headlines:</p> <p>The AHT said they key figure is the Progress 8 figure for all. This year the projection is 0.32 which is the number one measure that Ofsted look at. Key headlines:</p>		

Agenda item	Action by Whom	Action by When
<ul style="list-style-type: none"> <li>○ 5+ in English &amp; Maths is 56% - females outperform boys in English and visa versa in Maths</li> <li>○ 4+ in English &amp; Maths is 78% - strong figure.</li> <li>○ Pupil Premium looks lower but when the national data is published it should look strong as it will not be far off national non pupil premium.</li> <li>○ 142 students achieved Grade 9s.</li> <li>○ Key focus areas over next few months includes looking at the difference in performance in higher ability boys and higher ability girls – boys outperform girls in sciences and girls outperform boys in literacy based subjects. Short discussion on encouraging boys to read more.</li> <li>○ TWR has analysed sub groups and Middle ability groups need to make more progress in some subjects and will be a focus moving forward, especially middle ability pupil premium.</li> </ul> <p>(8.38 – FIRE ALARM – MEETING ROOM EVACUATED – MEETING RESUMED 8.58)</p> <ul style="list-style-type: none"> <li>○ Subject Performance Index (SPI) – this comes from SISRA who run national data for all subscribing schools – a comparator to see how each class has performed against other schools nationally. This will be accepted by OFSTED as validated data and is being used to look at departments in this school. Every class in the school has a SPI score so in governor’s link visits the HoD might discuss the SPI score.</li> </ul> <p>FFT comparative data shows a lot of green dots which is very strong and only red dot pupil premium students in English; this shows that it is a strong set of results across the board.</p> <p>The FFT produces estimates for all students based on what they should achieve based on national data. This school sets a target to be in the top 20% of schools nationally; this is the starting point.</p> <p><i>A governor asked if intervention had been successful.</i> The AHT discussed the percentage of students who had achieved grade 4 &amp; 5s following intervention and said that plans are already in place this year to review and refine how we do the intervention.</p> <p>The HT mentioned some subjects which have done particularly well in terms of value added:</p> <ul style="list-style-type: none"> <li>➤ Languages – high in terms of 7+, 5+ and 4+</li> <li>➤ PE – over 60% in 7+</li> <li>➤ Statistics</li> <li>➤ Design &amp; Technology – also very impressive</li> </ul> <p>Congratulations to them.</p> <p><i>A governor asked if there are any subjects which are a concern.</i> Music – many middle ability students were marked down in their practical; issue in terms of understanding the OCR requirements so a focus this year will be making sure students’ performances are pitched at the right level. However, overall the Music is making steady progress.</p> <p>Thanks to the AHT for his summary.</p>		
<p><b>Chair of Governors Portfolio</b></p>		
<p><b>8. Trustees’ Annual &amp; Financial Statements for period ended 31<sup>st</sup> August 2019</b></p> <p>The Business Manager informed governors that the first draft of the Trustees Annual Report has been completed by herself, the HT and the Clerk and governors are asked to read the updates and agree they are happy for the draft to be sent to the auditors, MacIntyre Hudson. <b>Agreed.</b></p> <p>The auditors will add the financial statements after the audit on 16-18<sup>th</sup> October. 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><b>8.1 Business Risk Assessment Year Ending 31<sup>st</sup> August 2019</b></p> <p>This is an annual form that has to be completed. The format and form are the same as last year. The BM has added a section on the spending review in 2020. The form considers all the risks including a new Headteacher and new Business Manager. This form will also go to MH. <b>Agreed.</b></p> <p><b>8.2 Board Assessment of Fraud Risk Year Ending 31<sup>st</sup> August 2019</b></p> <p>MacIntyre Hudson has to be satisfied that the school has considered business fraud risk. This form also needs to be sent to MH. <b>Agreed.</b></p> <p><b>8.3 Related Parties Questionnaire Year Ending 31<sup>st</sup> August 2019 with explanation</b></p>		

Agenda item	Action by Whom	Action by When
<p><b>To be completed by all governors.</b></p> <p><b>8.4 Schedule of Requirements (the 'musts')</b></p> <p>The BM explained there is extra scrutiny this year and governors are asked to approve they are happy for the completed document to be sent to MH. <b>Agreed.</b></p> <p><b>8.5 Audit Approach to Memorandum</b> – for governors' information.</p> <p><b>8.6 Register of Persons with Significant Control (PSC)</b></p> <p>Due to recent changes on the Governing Body this register needs to be updated. The CoG and HT are already on it and the Finance/Data Portfolio holder confirmed he was happy to have his name added.</p>	All	2 <sup>nd</sup> October
<p><b>9. Audit Committee</b></p> <p>The BM explained that there is a new requirement for 2019-20 to have an audit committee which meets at least three times per annum. This can either be a separate committee or an additional section with a Board meeting to address the work of the committee. <b>From next year the members of the committee will have to ensure that internal audit reports are sent to the ESFA.</b></p> <p>Membership of the committee should not include employees of the school although the HT and BM should attend to provide information and participate in discussions. The CoG cannot act as chair and the committee must:</p> <ul style="list-style-type: none"> <li>❖ have written terms of reference describing its remit</li> <li>❖ agree a programme of work annually to deliver internal scrutiny that provides coverage across the year</li> <li>❖ review the risk register to inform the programme of work, ensuring checks are modified as appropriate each year</li> <li>❖ agree who will perform the work</li> <li>❖ consider reports at each meeting from those carrying out the programme of work</li> <li>❖ consider progress in addressing recommendations</li> <li>❖ consider outputs from other assurance activities by third parties including ESFA financial management and governance reviews, funding audits and investigations</li> <li>❖ have access to the external auditor as well as those carrying out internal scrutiny, and consider their quality</li> </ul> <p><b>The BM said that BS from MacIntyre Hudson has offered to talk through the implications and requirements with some governors after the next Board meeting on 16<sup>th</sup> October and CR, MD, PC and KH said they were happy to attend with the intention of forming a committee with the HT and BM. The first Audit Committee meeting should be scheduled for November – date TBC.</b></p>	Named Govs	October
<p><b>10. Governor Away Day – Wednesday 2<sup>nd</sup> October, 9am-3pm, Coach House</b></p> <p>A draft agenda has been shared with governors and the CoG asked if anyone would like to add any specific points to please let him know. <b>Final details about the day will be sent to governors next week.</b></p>	CRC	Completed
<p><b>11. School Improvement Plan 2019-20</b></p> <p>The HT said that he has added in another section under Leadership &amp; Management – a fourth target relating to finances and a balanced budget – it includes targets on forecasting and a clear capital development spending plan. <i>A governor asked if there should be a balanced budget or better?</i> HT said we the budget position to be strong but it was right to spend any surplus on provision for current students.</p> <p><b>School Improvement Plan approved. The HT said it will be revisited at various points throughout the year.</b></p>		
<p><b>12. National Headline News and Local Response</b></p> <ul style="list-style-type: none"> <li>• <b>Teachers' Pay Rise</b> – 2.75% pay award. As soon as the Hampshire Pay policy (model) is ready the school will be able to adopt it update the table of values within the school's Pay Policy. <b>The HT is hoping to have it ready for the next meeting.</b></li> <li>• <b>Staff Inset Days</b> – positive start to the beginning of term. A consultant was in on the second day to talk about the 'Priestlands Way' in tackling behaviour; how it can be</li> </ul>	HT	October



Agenda item	Action by Whom	Action by When
17. <b>Academies Financial Handbook – for governors to read the changes and ensure compliance.</b>		
<b>Human Resources Portfolio</b>		
18. <b>Staff Wellbeing – any comments from staff</b> The Staff Governor said there has been a good start to the term. (9.54 – RJO LEFT MEETING)		
<b>Premises, Health &amp; Safety Portfolio</b>		
19. <b>Update on Summer Works</b> The BM reported that the new Science classroom is completed. Governors approved £180,000 expenditure but spent £194,000 including fees which is good news. All agreed that the new space looks excellent and the Head of Science is delighted. Approval is required for the next CIF bid to revamp the changing rooms and storage for the school gym. The first bid was rejected as not enough money was put in but the BM feels that if the bid is resubmitted and governors agree to put in £25,000 there might be but stronger chance of the bid being successful. <i>A governor said this is a good example of prioritizing infrastructure projects and seems a very sensible way to spend 25,000 some of the surplus budget.</i> <b>After a short discussion governors agreed the £25,000 spend.</b> The Chris Willsher Study Centre - £23,000 was donated by Lymington Town Council, the school match funded; the total cost is £46,000. However, more books need to be purchased so the overall cost will be around £47,000.		
20. <b>Policy for Consideration: NEW! IT Disaster Recovery Plan</b> This is a new policy and follows a template from a specialist IT company. It will need reviewing annually. <b>Currently on Google Drive for consideration; will be ratified at the next meeting.</b>	All	October
<b>Human Resources Portfolio</b>		
21. <b>Staff Wellbeing – any comments from staff</b> The staff governor said the new exam analysis and departmental time at the beginning of term was helpful and appreciated by staff.		
22. <b>Policies for Consideration</b> 22.1 <b>GDPR (General Data Protection Regulation)</b> – the CoG said this is a very involved policy and the VCoG is very happy to take on responsibility for it; the DH will also be taking responsibility on behalf of the SLT and there is a meeting with her and Ray West on Tuesday 24 <sup>th</sup> September and the VCoG will also attend. <b>Feedback at next meeting when the policy will be ratified.</b> 22.2 <b>NEW! Staffing Restructures and Reductions</b> – the HT said this follows the Hampshire model policy and is available on Google Drive for consideration. <b>Ratification next meeting.</b> (10.08 – MD LEFT MEETING)	CR All	October October
<b>Careers &amp; Enterprise Portfolio</b>		
23. <b>Solent West and Isle of Wight Careers Hub – feedback at next meeting.</b>	BB	October
<b>Teaching &amp; Learning Portfolio</b>		
24. <b>Priestlands Educational Trips 2018-19</b> Log shows breadth and variety of opportunities offered to students last year.		
25. <b>Subject Link Visits/Reports</b> 25.1 <b>Drama</b> 25.2 <b>Art</b> 25.3 <b>Music</b> The HT talked through these reports on behalf of the link governor who had sent apologies. It is excellent that HoDs are happy and open to talk to their link governor and in the Drama and Music reports there was a reference to TLRs (Teaching & Learning Responsibilities) and that the HoDs were keen for them to be reviewed. TLRs are awarded at level 1 and 2 specifically for leadership of teaching and learning. <b>There is a specific formula within the school structure for TLRs but the HT has agreed to review the structure to see if there are any material changes (triggers could be increase in staff within a department for example) and will share with teaching staff in due course.</b>		

Agenda item	Action by Whom	Action by When
<p>Also mentioned in the reports is a request to move the Staff Room from Nichols to Gurney Dixon which would be more convenient for the PAC but less so for the rest of the school.</p> <p>In her absence, the subject link governor was thanked for her detailed and informative reports.</p> <p>Governors are reminded that they should arrange to visit their link HoDs before half term if possible to discuss GCSE results. The Clerk will send a reminder together with a blank copy of the Autumn link report form and individual department analysis.</p>	CRC	In hand
<p>26. <b>Policy for Consideration: Homework</b> – reviewed and updated by the AHT and currently for consideration on Google Drive. Will be ratified at the next meeting.</p>	All	October
<b>SEN Portfolio</b>		
<p>27. Due to the absence of the SEN Portfolio Lead it was agreed that the Looked After Children and SEN reports would be postponed until the next meeting.</p>	KR	October
<b>Governor Training Portfolio</b>		
<p>Governors reminded that training is available via</p> <ul style="list-style-type: none"> <li>Hampshire Governor Services Training Courses 2019-20 (external - pay as you go) <a href="https://www.hants.gov.uk/educationandlearning/governors/training-courses-we-offer">https://www.hants.gov.uk/educationandlearning/governors/training-courses-we-offer</a></li> <li>The Key for School Governors – buy into the service - on-line courses/login required <a href="https://schoolgovernors.thekeysupport.com/search?q=training+">https://schoolgovernors.thekeysupport.com/search?q=training+</a></li> </ul>		
<b>Date of Next Meeting</b>		
<p><b>Wednesday 16<sup>th</sup> October, 8:00am</b></p> <p>10.10AM – MEETING CLOSED</p> <p>A WALKABOUT OF THE SCHOOL GROUNDS, NICHOLS AND HUB TOOK PLACE AFTER THE MEETING ATTENDED THE PH&amp;S PORTFOLIO LEAD</p>		