



BOARD OF GOVERNORS

School name:	Priestlands	Meeting:	2
Date/time:	Wednesday 16 th October 2019, 8.00am	Present:	Beth Bray; Paul Cox; Mark Dichlian; Kevin Harriman (CoG); Jo Hillier; Pete Main (HT); Ruth Owen; Claire Renshaw (VCoG)
Apologies:	Charlotte Cherry, Kath Rudd	SLT attending:	Julia Emmel (DH); Sam Fuell; 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
4.	Policies for ratification	Comments/answers to be viewed on screen	Clerk	Each meeting
9.	Policies for consideration	Child Protection and Peer on Peer Abuse – governors asked to read carefully	All	Next meeting
	Link Visits Safeguarding questions	Will be distributed to Governors to ask on visits and answers fed back to the DH	All	Ongoing
	Policy for ratification	Supporting Students with Medical Needs	All	Next meeting
11.	Bullying & Racists Incidents Rep	Bullying behaviour incidents to be added	AHT	Done
12.2	Admissions	Latest information following 31 Oct deadline	HT	Next meeting
12.3	Policy: Teachers' Pay Award	Will be presented to Governors	HT	Next meeting
12.4	Leisure Centre Tender	Governors to be kept informed of progress and date of public meeting	HT	Next meeting
12.7	Parent/Community Governors	Progress on applications/election	CoG/Clerk	Next meeting
14.	Governors Code of Conduct/ToR	Current one fine but will be amended at later date	All	Spring Term 2020
16.	Southampton Careers Fair	Feedback on students' visit	BB	December meeting
17.	Homework – link visits	Question to be added to link visit form	Clerk	Done
21.	GDPR	Feedback from Wessex Education Shared Services meeting	HT	Next meeting
22.	Portfolio Reports	SEN and Looked After Children	KR	Next meeting

8.06AM – 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 and KR.</p> <p>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>The Clerk confirmed that all 2019-20 Business Interests forms had been completed and signed by governors and had been sent to the auditors.</p>		
<p>2. Board Meeting 1 2.1 Approve the Minutes of 17th September – minutes agreed as being an accurate record. 2.2 Matters Arising from the Action Grid:</p> <ul style="list-style-type: none"> Staff Governor – the HT said he had been in touch with CGC who had confirmed she was happy for him to inform staff that she would be completing her term of office at the end of January. <p>All other actions are either completed or on the agenda. Minutes approved.</p>		
Finance Portfolio	MD/CG	
<p>3. Financial and Business Reports 2019-20 P1 The finance papers 2019-20 P1 were shared with Governors in advance:</p> <ul style="list-style-type: none"> Finance & Business Report 		

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<ul style="list-style-type: none"> • Cash Flow Statement • Balance Sheet • Management Accounts <p>The BM said that the position approved in June was £150k surplus and there has been a slight improvement as it is now standing at £164k surplus and this can be probably be improved further still.</p> <p>Staffing expenditure has slightly increased due to the 0.75% pay award and employing an additional ASA. Overall fairly static. Additional costs include the cleaning company who has increased the cost of the contract. <i>A governor asked the size of the contract.</i> The BM said three years ago it was £106k, it is now £113k and they are asking for £120k. <i>The CoG asked if they are good cleaners.</i> The BM said they are best cleaning contractors the school has had and they employ local people. There is no need for Governors to approve but the BM wanted to inform the Board of the situation.</p> <p>The BM said that generally the overall picture gives an improved position and the cash flow shows a very balanced position at present.</p> <p>Early discussions with the auditors indicates there is only a £10k loss in 2018-19 despite the refurbishment of the Library/Study Centre and the new Science classroom. This figure does not take into account depreciation, fixed assets, journals and pension movement which will significantly change the figures.</p> <p>Pension contributions have increased this year and will do so again next year – the McCloud Judgement – might ask for more money. <i>The CoG asked if £600k is a sensible of amount of money to have.</i> The BM replied that the accountant will definitely say yes; the protection zone is a month’s salary so the school is in a strong position which is excellent going forward but cannot be complacent due to uncertainties in funding.</p> <p>Finance Report for financial year 2019-20 P1</p> <p>Income</p> <ul style="list-style-type: none"> ➤ Income approved by governors £7,233,472 ➤ Revised forecast £7,317,824 ➤ Projected variance to budget of £84,352 <p>Salary Costs</p> <ul style="list-style-type: none"> ➤ Salary Costs approved by governors £5,535,858 ➤ Revised forecast £5,585,00 ➤ Projected variance to budget of (£49,142) <p>Other Expenditure</p> <ul style="list-style-type: none"> ➤ Other expenditure costs approved by governors £1,547,212 ➤ Revised forecast £1,568,371 ➤ Variance to budget of (£21,159) <p>Expenditure costs approved by governors £7,083,070</p> <p>Revised forecast - £7,153,371</p> <p>Projected variance to budget of (£70,301)</p>		
8.28AM – THE DH ARRIVED AT THE MEETING		
<p>4. Policies for Ratification</p> <p>There is still an issue with seeing all comments/responses on the policies on Google drive; ideally, rather than seeing the comments on a separate spreadsheet, Governors would like to see each policy for ratification on the screen with comments/answers beside it and the Clerk will get this done for the next meeting.</p> <ul style="list-style-type: none"> 4.1 Finance 4.2 Gifts & Hospitality 4.3 Anti-Fraud 4.4 Governors’ Expenses 4.5 IT Disaster Recovery Plan – a Governor asked if the servers have a separate virus protection? The BM said they haven’t but this is part of the action plan for this year. There is still a firewall to protect against all incoming traffic. <p>All policies ratified.</p>	Clerk	November

Agenda item	Action by Whom	Action by When
Premises, Health & Safety Portfolio	PC/CG	
<p>5. PH&S Forum Meeting 9th October – draft minutes</p> <p>The Portfolio Lead said the Forum met last week and mentioned a couple of points including matrons' workload and the number of students who visited matron while on the school trip (but only the most relevant visits will be categorized on the school record). There were also discussions on the much improved cleaning, particularly in Science, the summer site works and the two recent fire drills (see draft minutes for details).</p>		
<p>6. Site Development Strategy</p> <p>The BM said there has always been a Site Development Strategy, usually on a three year programme, from which an action plan is developed which comes to the Board for approval. However, Governors have asked the BM to put together a new strategy to give a starting point to see where the pressures might be in the future.</p> <p>The BM has been through each building and updated all the changes made over the years and the strategy should reflect the current condition of the buildings.</p> <p>Condition Data Collection through the DfE – supposed to use this as part of the CIF bid (Condition Improvement Fund) can bid for it each year to use on capital projects – the school has received over £4.2m since academy conversion in 2011. The BM has resubmitted a bid to refurbish the school gym but each it is becoming harder to get the money. There is also a question over the cost of refurbishing the Science labs. The school architect has estimated £100k but the BM thinks the cost will be closer to £65k. It is better to make smaller bids in the hope of getting some of the CIF money so recommendation is 3 labs at a time rather than all together.</p> <p>The BM allocates £40k for maintenance and £50k for improvements through the school every year. A Governor said that the government gives the school £25k as a starting point, revenue accounts for another £90k so before the surplus is even touched the school has spent £135k. However, the school site is extensive and it takes a lot of maintaining and the BM hopes that Governors will want to continue to maintain and improve.</p> <p>Other improvements include a rolling programme of electrical lighting upgrade, toilet upgrades, further maintenance and CIF bids (can apply for two a year) including windows for the Sports Hall and an overlay for the Coach House floor (which is listed).</p> <p>Thanks to the BM.</p>		
<p>7. Policies for Consideration</p> <p>7.1 Health & Safety Policy (annual review)</p> <p>7.2 Fire Management Plan & Fire Safety Policy (the plan is new or rewritten and the policy only contains new staffing responsibilities).</p> <p>Both policies went to the PH&S Forum last week and all changes are highlighted in yellow. The VCoG asked that all Ray West's recommendations are included in the policies and the BM confirmed they were and all highlighted in yellow. Governors invited to make comments ready for the next meeting.</p> <p>In addition, the HT informed governors that he and the CoG have recently received a letter from the Local Government Pension Scheme with green lights on all returns completed by in-house payroll. Quality of data was good with no reconciliation issues; many congratulations to the BM and her team, particularly the school's Payroll Officer who put together a very solid return.</p>		
<p>8. Strategic H&S Management Training – feedback from course</p> <p>The Portfolio Lead said that on the recent Ray West course he attended this school was held up as an excellent example of how much a school can improve it's health & safety. Well done to all involved.</p>		
<p>8.48AM – THE BM LEFT THE MEETING</p>		
Safeguarding & Welfare Portfolio	JH/RG	
<p>9. Policies for Consideration</p> <p>9.1 Child Protection (annual review) – the DH talked through the changes based on the Keeping Children Safe in Education September 2019 document. These include a section on staff responsibilities, whistleblowing (differentiating between normal whistleblowing and safeguarding whistleblowing), educating children to recognise when they are at risk. Additional appendices including allegations against staff, updated flow chart about good practice and updated contact sheet.</p>		

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<p>9.2 Managing Allegations of Peer on Peer Abuse (three year review) - this is based on the updated Hampshire model policy. Changes include update on sexual exploitation, the Brook sexual behaviour traffic light system, risk assessments and action plan – all strengthened.</p> <p>The CoG asked Governors to please read through these two important policies ready for comments/ratification at the next meeting.</p> <p>In addition, the DH suggested that Governors might ask one or two safeguarding questions during their subject link visits and record the responses in their write up which will be useful for the DH. There is a list of questions which he and the Clerk will check and redistribute to Governors via Safeguarding & Welfare folder on Governors Google Drive.</p> <p>9.3 Supporting Students with Medical Needs (three year review) – the AHT said the main changes on the policy was the advice from the BMA on whether schools will give non-prescribed over the counter medication and take responsibility for administering it. The advice is that the school should, providing it is in a packet, clearly named, in date and with parents’ permission. The other change is what the school would do if a student is prescribed medication without the parent’s consent. The school would encourage the child to talk to the parent and all safeguarding perspectives would be considered. A Medical Support Plan is the only other change. <i>The VCoG asked about if the school has epipens.</i> The AHT said the advice is mixed but the school does not have spares in stock. If a student does for some reason not have a spare and needs it another student’s spare pen (which are kept in the matron’s cupboard) would be used and then replaced by the school. All agreed that seems a sensible back-up plan at the moment. The policy is for consideration and will be ratified at the next meeting.</p>	<p>All</p> <p>RG/Clerk</p> <p>All</p>	<p>November</p> <p>Done</p> <p>November</p>
<p>10. Drug Related Incidents Annual Report 2018-19</p> <p>The report has been shared with governors. The AHT said that the number of incidents has risen very slightly; everything is logged even if there isn’t any evidence; this includes musings on the use of drugs outside school, particularly at parties where students take drugs with parents’ knowledge. Catch 22 drug referral support is offered to those students who need it, with mixed success.</p>		
<p>11. Bullying and Racist Incidents Report 2018-19</p> <p>As with the drug related incidents, the AHT said the bullying and racist incidents rarely change from year to year, going up or down by 3 or 4. Often it is inappropriate comments made by lower school students and generally students are good at reporting incidents. Everything is logged and there is a good curriculum programme on prejudice and homophobia. <i>A governor asked if the permanent exclusion of a student earlier this year for bullying behavior should be included in the report.</i> The AHT said she would add it to the report and it is already logged on SIMs and in the student’s school record.</p>	<p>KM</p>	<p>In hand</p>
<p>9.18AM – THE DH LEFT THE MEETING</p>		
<p>Chair of Governors Portfolio</p>	<p>KH/CR</p>	
<p>12. National and Local News</p> <p>12.1 ‘Year in the Life of Priestlands’ document – the HT said that this document is a wonderful example of how hard staff work above and beyond to give students extra opportunities beyond the core curriculum in all subject. He asked governors to read it at their leisure.</p> <p>12.2 Open Evening and Open Morning – the HT said these went extremely well with very positive feedback. Deadlines for applying for a secondary place is 31st October and further information will be brought to governors at the next meeting. A Year 7 child was successful at appeal last week. The school is full in the lower year groups with a few spaces in years 10 & 11.</p> <p>12.3 Teachers’ Pay Award – Hampshire model Pay Policy is not quite ready but 2.75% will be offered for all teachers. Policy will come to the November meeting and teachers should also receive the pay award that month.</p> <p>12.4 Leisure Centre – the HT informed Governors that the all five New Forest leisure centres are going out to an external provider and tenders are out. From five, two providers will be chosen when there will be public presentations which the HT will attend and any Governors are welcome to attend too – the final tender document needs to be out by 11th</p>	<p>HT</p> <p>HT</p>	<p>November</p> <p>November</p>

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Solent West and Isle of Wight Hub was set up in September to improve the career outcomes for all young people, ensuring that they are best prepared for the world of work. It also aims to prevent isolation in careers and being part of the Hub should help the school to expand career opportunities for young people geographically as well as practically. The Governor sits on the exec panel for the east and west area so will keep Governors updated with information and progress. In addition, it is hoped the school will be able to take some students to the Southampton Careers Fair in November and she will give feedback at the December meeting.	BB	December
Teaching & Learning Portfolio	MD/JWE	
The Portfolio Holder said he recently had an induction on T&L with the DH and was very impressed while walking around the classrooms recently – very calm atmosphere.		
17. Policy for Ratification: Homework The VCoG suggested that a question to students about homework should be added onto the Link Visits form as a prompt for Governors. Policy ratified. The Clerk will ask if KR is going to do her last two link visits before she steps down – SEN and Drama.	Clerk Clerk	Done Done
Human Resources Portfolio	CR/JWE	
The VCoG recently had an induction with the DH on the appraisal system which was very helpful. 18. Staff Wellbeing – any comments from staff The Staff Governor said there has been some challenging behaviour around school recently and staff must feel supported as this undoubtedly adds stress to their workload; staff feel supported and listened to and needed to know that there are consequences for the perpetrators. The HT confirmed that there is a small group of students (predominantly Year 11) who are defiant and just say ‘no’ – but this is also happening at home as well as school. A Governor asked at what point does it trigger a referral to a parenting course? The HT said that some parents are referred but it has to be done with consent and some don't want to.		
19. Confidential Staffing Report The HT talked through the report which has been shared with governors.		
9.59 – THE DH LEFT THE MEETING		
20. Policy for Ratification: Staffing Restructures and Reductions The HT thanked Governors for their comments which included TLR review which will be written into a format to present to Governors. TLRs are very structured (working time directive) and they are awarded for any responsibility beyond their normal role and duties. In the Staff Handbook there are two documents – one is the Standard Teacher Working Week and the second document is the Directed Time budgets which teachers have to fill as part of their contract, such as parents evenings, presentation evenings etc. This policy has been agreed by the unions. Policy ratified.		
21. GDPR - feedback from Wessex Education Shared Services Meeting The GDPR audit is taking place on Tuesday 22 nd October and the HT said it is likely there will be action points from that. Feedback at next meeting.	VCoG	November
SEN Portfolio	KR/RG	
22. Portfolio Reports – Looked After Children and SEN – will be fed back at the next meeting..	KR	November
23. Request for Resource Provision The HT reported that a Y6 parent has written to him and the CoG about Priestlands setting up a resourced provision. This is a halfway house for students who cannot cope with mainstream and may need alternative provision; this enables them to get specialist support in a mainstream setting. It does come with funding but does require that this school accepts students with needs beyond mainstream. There is a need for more and more of these resource provisions and these students will go to the top of admissions criteria. The HT said that the school is at capacity currently so did not feel there was scope to consider this. This is for Governors' information at this stage and the HT will keep everyone informed.		

Agenda item	Action by Whom	Action by When
10.12AM – THE STAFF GOVERNOR LEFT THE MEETING		
Governor Training Portfolio	BB/Clerk	
The Portfolio Holder and Clerk are meeting next week to discuss governor training and will feedback at the next meeting.	BB	November
<i>Date of Next Meeting</i>		
Wednesday 13th November, 5pm – the CoG asked everyone to be prompt ready for a discussion with the school accountant via video link.		
The CoG thanked everyone for coming		
10.16AM – MEETING CLOSED		
A GOVERNOR H&S SITE WALKABOUT OF THE COACH HOUSE, GURNEY DIXON AND PAC TOOK PLACE AFTER THE MEETING		