



BOARD OF GOVERNORS

School name:	Priestlands	Meeting:	5
Date/time:	Wednesday 22 nd January 2020, 5.00pm	Present:	Beth Bray; Mark Dichlian; Tim Fry; Dee Gittins; Jo Hillier; Pete Main (HT); Ruth Owen; Claire Renshaw (VCoG and Acting Chair for this meeting); Ben Williams
Apologies:	Claire Elford, Paul Cox, Kevin Harriman	SLT attending:	Julia Emmel (DH); Sam Fuell (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
2.2	PREVENT training	Some governors still required to do the online training	All	February meeting
	SEN Report	July portfolio report to be shared on Google Drive	Clerk	Done
3.4	Risk Register	Traffic light system to rate risks to be reintroduced	SJF	Continuing
8.	Stakeholders Surveys	Full report will be shared with governors	PGM	February meeting
9.2	Deputy SENCo	Progress update on recruitment	PGM	February meeting
12.	Policies for ratification	Stress at Work and NQT	All	February meeting
15.	Spring Link Visits	Reminder for governors to see their link HoDs	All	End of term
18..	Validated Data	Will be reported to governors at next meeting	PGM	February meeting

5.05PM – MEETING OPENED

Action/Challenge/Support

Agenda item	Action by Whom	Action by When
General Business	CR	
<p>1. Welcome and Apologies The VCoG welcomed everyone to the meeting. Apologies received from CE, PC and KH</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>Farewell and thanks was extended to CGC who has just completed her term of office as a staff governor. The VCoG thanked her very much for hard work over the past four years. CGC said she had enjoyed her time on the board and on behalf of himself and the SLT, the HT also thanked her, saying she had been a fabulous staff governor and very proactive in her role.</p>		
<p>2. Board Meeting 4</p> <p>2.1 Approve Minutes of 11th December – minutes agreed as being an accurate record.</p> <p>2.2 Matters Arising from the Action Grid:</p> <ul style="list-style-type: none"> • PREVENT Training – thanks to those governors who have completed the online training and a reminder for remaining governors to complete it as soon as possible and send their certificates to the clerk http://www.elearning.prevent.homeoffice.gov.uk Thank you. • WorldPay – the BM confirmed she had negotiated a reduction of 22%. • Internal Scrutineer – letter to LH has been done. • List of Alumni – has been created. • SEN Report – will be shared with governors. • New Staff Governor – election process underway and the successful applicant will attend the February meeting. • Rosenshine's Principles in Action – a governor said this gives interesting and useful ideas on the core teaching principles in a common sense way and some chapters in the book might be useful when link governors visit their HoDs. Relevant chapters have been scanned and are available to read in a dedicated folder on Google Drive. <p>All other actions are either completed or on the agenda. Minutes approved.</p>	<p>Governors</p> <p>Clerk</p>	<p>In hand</p> <p>Done</p>

Signed by Chair of Governors: Date:

Agenda item	Action by Whom	Action by When
Audit Portfolio/Internal Scrutineer	PC/SJF	
<p>3. Internal Audit (1) 3.1 Written Report 3.2 SLA/Contracts 2019-20 3.3 Inventory Summary 2019-20</p> <p>The Business Manager said the IS conducted an internal audit in December which focused on inventory management, contracts and the risk register.</p> <p>Last June the Finance dept sent inventories to every department in the school and all have been returned. All contracts and SLAs have been scrutinized; monetary values are now going to be put against pay-as-you-go contracts; photocopying contracts are going to be realigned. All detailed information is included in the written report. The BM said the IS is still committed to supporting the school in this capacity and all agreed the report was very satisfactory.</p> <p>A governor asked how value for money is checked and quality ensured. The BM replied that every contract is scrutinized and other providers are checked at renewal time. In addition, providers are challenged on their value and larger contracts are brought to governors. BM also exchanges information with other BMs at other schools to ensure best practice. Sometimes, contracts are renewed, even if there are cheaper alternatives, if they offer the best service.</p> <p>The HT confirmed that procurement is included within the Finance policy.</p> <p>3.4 Risk Register 2019-20</p> <p>On the Risk Register, the same governor suggested it might be helpful to have a traffic light code in order to rate the risks. The HT this used to common practice and will be re-established.</p> <p>A governor mentioned that the Audit Committee Portfolio Lead has rewritten the Terms of Reference and the HT asked thanks to him to be minuted.</p>	SJF	Ongoing
Finance Portfolio	MD/SJF	
<p>4. Finance and Business Reports</p> <p>The Business Manager talked through the monthly set of management accounts, balance sheet and cash flow statement all of which have been provided for governors.</p> <p>Headlines:</p> <ul style="list-style-type: none"> • Not much has changed since December. • The surplus has increased by £15k which is a holding position until alternative provision is made in the Hub following the retirement of a member of staff. • Forecasts have not been amended; teaching staff is on track as is educational support and trip costs income. • Departmental budgets will be out at the end of January and the capital budget is currently being discussed which will be shared with governors over the next few meetings. • In addition, the BM will hear in April if the latest CIF bid (for the new changing rooms) has been successful. <p>4.4 Lost Receipts</p> <p>Finance policy states that petty cash can only be paid to staff with a receipt and the BM asked governors' permission for a lost receipt of about £9 to be paid. Payment approved. However, the VCoG asked it to be minuted that in normal circumstances this would not be acceptable practice and this payment has been approved as an exception.</p> <p>Thanks to the BM for her update.</p>		
Safeguarding & Welfare Portfolio	JH/RG	
<p>5. Behaviour and Attendance Scorecards</p> <p>The DH talked through the headlines on the Behaviour and Attendance Scorecards and said he'd like to share with governors how the anonymized tables have been structured and managed.</p> <p>5.1 Behaviour</p> <ul style="list-style-type: none"> • Fixed term exclusions – schools years 17/18, 18/19 and one term of 19/20 – Pupil Premium is also highlighted. • 30 fixed term exclusions last term and 25 exclusions; 35 last year and 14 the year before 		

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<ul style="list-style-type: none"> • A lot of exclusions in this year Year 11, Year 10 last and Year 9 year before so a pattern has been forming. • Big overall jump – 45 in 17/18, 107 in 18/19 and probably around 100 so far this school year. • Staff have been faced with quite challenging behaviour over the past 18 months or so. • However, this school has been well below the national average over the last two years. • After two terms last year the figure was down to 5.77 and ended up at 8.6; this is lower than other New Forest schools. The New Forest average at two terms is 6 and the Hampshire average is 6.3. • The Zone (when a student is removed from lessons for a minimum of three days) and Re-Set (internal isolation for a day). The figures here show the challenges from a small hardcore of students in Years 8, 9 and 11. A lack of alternative provision also affects the numbers. • Rudeness and defiance are the main issues. Anti-social behaviour in the community is also another knock-on in school. <i>A governor asked if there are incidents with knives.</i> The DH replied that incidents are very rare and there has only been one low level incident which was dealt with robustly. • Engagement programmes are being introduced to work with youngsters. <p>5.2 Attendance</p> <ul style="list-style-type: none"> • Ofsted is interested in looking at Analysed School Performance (ASP) – attendances figures in autumn and spring term. • 4.6 total absence rate for last term; overall attendance 95.4%. Similar the last two years. • National average is dropping. • Persistent Absence – any student who’s absence falls to 90% or below are considered to be persistently absent from school. • This school has been well below the national average on attendance. <i>A governor asked if Ofsted has a criteria on attendance which stops a school from getting outstanding?</i> The DH said he has never seen a figure; it all depends on the lead inspector. • 11.9% equates to 148 students at the end of term were on or on the wrong side of 90%. Things can improve quickly, however. • Pupil Premium – overall attendance is around 7%; this is close to the national average. • PA has been around 20% for some time; up at present. • SEN Support – figures up to 8% from 7%. PA amongst SEN students is around 20. • SEN/ECHP – PA has jumped, currently at 26%. <i>A governor asked when the school would start to intervene?</i> The school’s EWO would already be working with the family but it is difficult to moan to parents too early on; there are various intervention and engagement programmes, rewards etc which sometimes help. • Punctuality was an issue but has improved. • Holidays Not Agreed/Unauthorised Absence – increased across the country – 619 days 2017/18 and 764 last year. This equated to 0.3% so overall attendance for last year would have been 5.3%. • The DH said all the above remains a priority. There is an increasing number of non-disadvantaged students – family events, sports day. • Elective Home Education – 2017/18 three children; 2018/19 eight children; just autumn 19/20 eight already. • SEMH – Social, Emotional, Mental Health issues are now categorized as Special Needs. A huge number of the school’s SEN register students are SEMH which means that attendance has deteriorated. <p>Many thanks to the DH for his detailed scorecards and interesting summary.</p>		
<p>6. Resourced Provision</p> <p>6.1 Implementing a Resourced Provision</p> <p>As governors were informed at the last meeting, the HT has been requested to set up a resourced provision for the school by a local parent who’s child is currently in Y6. Documents have been distributed to governors explaining the implementation. This type of provision is for a small number of students who cannot access mainstream education; they can come from anywhere in the county and placed by the local authority; staffing would be on a one-to-one basis. Although</p>		

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<p>the provision would be on the school site, the school does not have any say in terms of attendees; there is some funding but probably not enough to cover all the liabilities and responsibilities.</p> <p>6.2 Memorandum of Understanding and Correspondence</p> <p>The HT said the LA wants to set up these provisions as there is a need and they are looking for schools with space available, a commitment from the HT and governing body and the school to be of the right standard.</p> <p>Points to consider:</p> <ul style="list-style-type: none"> ➤ Is there a need? Yes there is within the area but the provision would not benefit the students to this school. The HT said he would have a very different view if the provision benefitted students within the school's catchment. ➤ The school does not have a suitable area on the site for the building. ➤ The school is full and there is no further capacity. ➤ Students within catchment will be denied a place as students for the resourced provision will go to the top of the admissions criteria, even if they are out of catchment. ➤ These reasons, together with the cost to the school and the amount of administration work, deem this provision unsuitable for this school. <p>The HT asked governors for a decision on whether they would like him to look into the provision in more detail with the possibility of going ahead, or do not wish to pursue any further. A governor asked if the school is covered on a legal perspective. The HT said the school is not legally obliged to set this up. Another governor asked if it is possible to only agree to do this if the LA could guarantee only local children would be admitted. The HT said this would not be possible as the Hampshire Admissions procedure would have to be rewritten. All agreed that due to the lack of funding for the school towards a provision such as this, and the fact that local children who would also benefit from this facility, could not be guaranteed a place, goes against the school's ethos and therefore would have to ask 'why would we do it?'</p> <p>Governors then voted by a show of hands not to pursue the proposal any further. The vote not to go ahead was unanimous.</p> <p>The HT said he would inform the parent and the LA. Governors asked that this was done sensitively so that the parent is reassured that the Board of Governors gave the proposal full consideration.</p>		
<p>7. Policy for Ratification: E-Safety</p> <p>Thanks to all governors for their comments. Policy ratified.</p>		
<p>Human Resources Portfolio</p>	CR/PGM	
<p>8. Staff Wellbeing – Comments from Staff</p> <p>Congratulations to the staff governor for her recent head shave in memory of Miss Tara. At least £3,300 has been raised so far in aid of the school's charity, Oakhaven Hospice.</p> <p>Regarding comments from staff, the staff governor said everyone is refreshed after the Christmas break and, despite a few student behaviour issues, it has been a positive start to the term.</p> <p>A governor said that mental health is very much in the news at the moment and is there a wellbeing programme for staff on Inset Days? The HT said that activities for staff had been organised on previous Inset days but staff prefer to do their planning. The DH said that the recent Stakeholders surveys will highlight any wellbeing comments which will be addressed in a full report to governors at the next meeting (the report will include results of the all the surveys). Parents will also get a version as will staff and students.</p>	PGM	February
<p>9. Staffing</p> <p>9.1 Review of TLRs (Teaching & Learning Responsibilities)</p> <p>Following a request from one or two HoDs to look at TLRs, the HT has put together some information for governors explaining why a TLR is awarded which is for leading→teaching and learning. A TLR can only be awarded when there is a clear material change to the role. After looking at the structure of the TLRs through the subjects, the HT said they all line up correctly in each department against their proportionate responsibility and therefore he is confident that TLRs for the HoDs are sound and appropriately pitched at the moment.</p>		

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<p>9.2 Head of Inclusion (SENCo Role)</p> <p>The HT asked for approval on two changes to the TLRs:</p> <ul style="list-style-type: none"> ○ The role of the SENCo has grown in responsibility over the last year or two and from September the school must have in place a mental health lead and the current SENCo has the skillset to take on this role (job description provided for governors). The paper shows that therefore there is a clear material change to the SENCo's role and asked for governors' approval for an upgrade in the TLR. ○ In addition, the role of the Personal Development Coordinator needs to be reviewed as it is a large role for one person as it includes PSHCE, Careers and Life Skills/Health Education. The HT would like to reduce the role so the lead is responsible for either Health or Careers but will have oversight of all three and, as a result, a new TLR needs to be introduced. <p>A governor asked the cost implications. The cost on the inclusion role will be £2000 and the Personal Development around £500.</p> <p>Both new TLRs approved.</p> <p>The HT informed the Board that due to the retirement of the Behaviour Support Manager on ill health grounds after 18 years at Priestlands, there is an opportunity to restructure the role. A deputy to the SENCo will be employed, ideally a qualified teacher, to help improve the quality of provision in the school. It will either be an internal or external recruitment. The HT will keep governors informed of developments.</p>	PGM	February
<p>10. Senior Leadership Team Performance Management: Summary of Targets 2019/20</p> <p>For governors' information. The paper simply gives the headlines in each box; there is much more detail underneath, but it gives a flavour of what the priorities are for each member of the SLT and how they tie into the SIP.</p>		
<p>11. Senior Team Responsibilities</p> <p>This gives a flavour of what the SLT do and the HT would like to share with governors. A governor clarified for new governors that an external consultant comes into school once a year to conduct a review of the HT and SLT targets and subsequently the governors' Pay Committee scrutinizes the targets.</p>		
<p>12. Policies for Consideration</p> <p>12.1 NEW! NQT Policy</p> <p>12.2 NEW! Stress at Work Policy</p> <p>Thank you for governors' comments so far. The NQT policy is new and the Stress at Work is an enhanced policy. Risk assessments are now part of the policy and a high priority. It was agreed that this policy should be transferred from the HR Portfolio to the Premises, Health & Safety Portfolio due to the stress and staff wellbeing element.</p> <p>These policies will be shared with all staff and ratified at the next meeting.</p>	All	February
<p>Data Portfolio</p>	PC/TWR	
<p>13. Year 11 Scorecard</p> <p>The AHT explained that the Y11 scorecard relates to the data following the mocks. The results are not viewed as an exact comparison to the GCSEs and further progress is expected. It gives a guide to where the students are and the pathway they're on. Headlines:</p> <ul style="list-style-type: none"> • Tracking Progress 8 score the year group - worst case scenario -.15, best case is 0.18 • Figure should go up as year goes on as staff become increasingly confident with how the students will perform. • English projections are rising – 15% secure 7+ and 24% 7c and above (English Language paper). • Maths – small gains at 7a+; most students would expect to make at least a grade's progress. • English and Maths intervention programme has been running since the beginning of term. • Science is in a strong position after good mock results. • EBacc progress score of 0.29 is strong with science having a big input. • High ability cohort has shown some improvement and both boys and girls are going in the right direction which is exciting for the summer. 		

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<ul style="list-style-type: none"> • Middle ability Pupil Premium boys are a concern but a lot of work going into this group. • Some middle ability students were clearly bothered about not doing well in their mocks and this resulted in some positive conversations which it is hoped can be maintained until GCSEs. • Pupil Premium – still a gap, but gap closing between PP and non-PP. • Gender – no real change, very little gap overall. <p>Thanks to the AHT for the Year 11 update.</p>		
SEN Portfolio	TF/KM	
14. Pupil Premium Strategy Statement 2019-20 The AHT informed governors that this is a comprehensive annual report explaining how the Pupil Premium money is spent. It is a working document which breaks down into staffing, interventions, uniform, one-to-one tuition, bus passes, school bags etc - if a student needs something a way is found to provide it. The HT and AHT are currently looking to see if the school budget can be spent differently which will enable PP money to be spent a little more creatively to the benefit of all PP children. The full statement has been posted onto the school website.		
Teaching and Learning Portfolio	DG/JWE	
15. Portfolio and Subject Link Reports 15.1 Drama 15.2 Maths 15.3 Music <p>Thanks to the link governors for their reports which have been approved by the appropriate HoD and signed off by the SLT line manager.</p>		
16. Spring Term Visits The VCoG reminded link governors to arrange their spring visits this term. The form is in the Link Governor folder on Google Drive.	All	End of Term
Premises, Health & Safety	CE/SMF	
No issues to report or discuss. The next PH&S Forum meeting is on 5 th February. <i>A governor asked how governors would be aware of fire alarms, police visits, any incidents etc.</i> The HT said all incidents are reported through the PH&S Forum which will in turn be reported to the board.		
Careers and Enterprise Portfolio	BB/KM	
The AHT reported that the local Business Enterprise Partner is working with her to arrange an Employer Networking Day for upper school students which will take place sometime this term.		
Governor Training Portfolio	BW/JWE	
17. PREVENT Awareness Training The VCoG reminded all governors to complete the online PREVENT training as discussed earlier in the meeting.	All	February
Chair of Governors Portfolio	KH/CR/PGM	
18. National Headline News and Local Response <ul style="list-style-type: none"> • Study Centre - the HT reported that the Study Centre was officially opened on 19th December with good coverage in the Lymington Times • Mock Results Day and Year 11 Parents' Evening – both events went very well with excellent attendance by parents. • Transport to Greenwood – positive meeting with the local authority about the strategy and funding of transport for students. • Validated Data – will be reported to governors at the next meeting. 	PGM	February
19. Policy for Ratification: Admissions 2021-22 Following the end of the consultation period the Admissions policy is now ready for ratification. Policy ratified.		
Date of Next Meeting		
Wednesday 26th February at 8.00am. 7.02PM – MEETING CLOSED		

