



BOARD OF GOVERNORS

School name:	Priestlands	Meeting:	4
Date/time:	Wednesday 11 th December 2019, 8.00am	Present:	Beth Bray; Paul Cox; Mark Dichlian; Claire Elford; Tim Fry; Dee Gittins; Kevin Harriman (CoG); Jo Hillier; Pete Main (HT); Ruth Owen; Claire Renshaw (VCoG); Ben Williams
Apologies:	Charlotte Cherry	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
6.	School Admissions arrangements	Governors invited to make comments if wish	All	January
7.	Resource Provision	Written proposal to governors at next meeting	PGM	January
8.	PREVENT training	Governors required to do online training	Clerk to email info	January
10.	E-Safety Policy	For consideration. Ratified at next meeting	All	January
13.	Worldpay	Query on rate and usage	BM to make contact	January
14.	Audit Committee	Internal Audit report to be presented at next meeting	Clerk-agenda	January
	Internal Scrutineer	CoG to send her a letter of thanks	KH	Inhand
16.2	Priestlands Alumni	Ex-students to be invited to contact school	Governors	Ongoing
17	Link Reports	Maths, DT, Business Studies, Drama next meeting	Clerk-agenda	January
18.	Link Governor Rotation	To be discussed together with portfolios training day	All	16 January
19.	SEN Report	To be presented at next meeting	RG	January
21.	Extra Staffing	Recruit to Behaviour Support Team to support SENCO	PGM	January
23.	New Governor Training Morning	Agenda and information to be distributed	Clerk	Early January
	New Staff Governor	Election process to start in New Year	Clerk	Early January
	Rosenshine's Principles in Action	Relevant chapters to be scanned for governors' info	MD	Done (on GDrive)

8.10AM – MEETING OPENED

Action/Challenge/Support

Agenda item	Action by Whom	Action by When
General Business		
1. Welcome and Apologies		
The CoG welcomed everyone to the meeting. Apologies received from CGC.		
1.1 Confirmation of Quorum – the meeting was confirmed as quorate		
1.2 Declaration of Business Interests in relation to this meeting – none		
Chair of Governors Portfolio		
KH/CR		
2. Welcome to the new two new Parent Governors		
The CoG welcomed CR and DG to their first meeting and said that, in addition to being assigned a governor mentor each, they will also be able to contact HJY as their SLT mentor.		
3. Elections		
3.1 New Community Governors – two vacancies to be filled, short introductions and an opportunity for governors to ask questions		
3.1.1 Tim Fry		
3.1.2 Ben Williams		
The CoG welcomed the two candidates and invited them to say a few words about themselves and why they would like to be a governor before asking them to leave the room while a secret ballot took place. Papers were distributed by the DH and clerk; eleven governors were eligible to vote for two candidates. The completed papers were collected and counted by the DH and clerk. The result was unanimous and TF and BW were appointed to the Board as Community governors. They were asked to rejoin the meeting and the CoG congratulated and welcomed them both onto the Board; they both accepted an invitation to stay for the remainder of the meeting.		

Signed by Chair of Governors:

Date:

Agenda item	Action by Whom	Action by When
<p>3.2 Re-Election of Vice-Chair of Governors</p> <p>CR has said she is happy to put her name forward as Vice-Chair for a second year and the CoG asked if anyone else wished to stand.</p> <p>CR was asked to leave the room while a secret ballot took place. The clerk and DH distributed the ballot papers; 11 governors were eligible to vote. The completed ballot papers were counted by the DH and returned to the clerk. The CoG announced that CR had unanimously been elected as Vice-Chair of Governors for a further year until December 2020. The VCoG returned to the room and governors extended thanks and congratulations to her.</p>		
<p>4. Board Meeting 3</p> <p>4.1 Approve the Minutes of 13th November – minutes agreed as being an accurate record.</p> <p>4.2 Matters Arising from the Action Grid:</p> <ul style="list-style-type: none"> • GDPR Audit Report – the HT said he received the report late on Monday and it has been shared on Google Drive. It is on the agenda. <p>All other actions are either completed or on the agenda. Minutes approved.</p>		
<p>5. School Terms and Holidays 2021-22 and INSET Days 2020-21</p> <p>The HT said the school normally tries to follow Hampshire’s model. Dates approved.</p> <p>INSET Days – the HT said he would like to follow the same model as in previous years with two days at the beginning of the academic year, two days at Open Evening time (October), the first day back in January and a day in April for moderation. Dates approved.</p>		
<p>6. Policy for Consideration: Priestlands School Admission Arrangements 2021/22</p> <p>The HT said there were no changes but every six years the policy has to go out to public consultation – all local primary and secondary schools within catchment. The consultation period closes in mid-January and the policy will then be ratified at the next meeting; governors welcome to make any comments in the meantime.</p> <p>Tabled item: Pay Policy – the HT asked governors to approve clarification on payment for casual work. Approved.</p>	All	January
<p>7. National and Local News</p> <ul style="list-style-type: none"> • Resource Provision: The HT said he had received a formal request for the school to set up a resourced provision and gave a brief outline on what resourced provision is. The HT explained a move of this nature was a significant strategic decision and therefore he will bring a proposal to governors at the next meeting for consideration. <p>A governor asked if the LA can force the school to do it? No, the HT said they are neutral. If if the provision was built the school would have no choice which students would come and they could be admitted from anywhere in the county.</p> <ul style="list-style-type: none"> • School Trips: The HT wanted to recognise how much time staff are giving on a voluntary basis supporting students on school trips; two recent weekend trips include a MFL visit to the Christmas market in Cologne and a drama trip to London. Students benefit enormously from the trips and really enjoy them. • Mock Exams: Have nearly finished and gone very well. • Study Centre: Official opening will be on Thursday 19th December at 11.00am. Counsellors invited and all governors welcome. The HT said he is delighted with the new space; it offers comfortable seating, new shelving and books and an excellent area for studying; it is very popular with students after school. • Rotary Club: The Rotary Chef Competition has just taken place at school and, as always, it was an excellent event for those students who took part and the school is grateful for the continued support from the Rotary Club. 	HT	January
<p>Safeguarding & Welfare Portfolio (including Behaviour)</p>	JH/RG	
<p>8. Safeguarding Meeting Report 15th November</p> <p>The Portfolio Lead said that she and the DH have a safeguarding meeting every half term and wanted to share their discussions with governors. They looked at four development areas identified in the audit at the beginning of term including the new Smoothwall system; the PREVENT agenda governors are required to do the online PREVENT training (as well as the</p>		

Agenda item	Action by Whom	Action by When
Safeguarding training) and the clerk will send out the training links); safeguarding calendar and safeguarding update reminders to staff.	Clerk	January
<p>9. Children in Care (or Looked After Children) Annual Report to Board of Governors</p> <p>The AHT reported that the school currently has six Looked After Children. The report contains information on the students' PEPs (personal education plans); the paperwork is quite time consuming in setting up the PEPs but Study Centre staff are going to help with some of the admin work.</p> <p><i>A governor asked how much flexibility is there to spend on the child's individual needs rather than on transport/taxis etc. The AHT replied that the taxis are funded by the virtual school and the social care team and all of the £1600 Pupil Premium Plus money is spent on the child. The school contributes towards school trips and some Year 11 students are given laptops. The school endeavours to make sure the LAC students leave the school in Year 11 with a lot of support put in place. It was noted that a LAC Portfolio Governor needs to be appointed and this will be done in the New Year..</i></p>	All	January
<p>10. Policy for Consideration: E-Safety (three year review)</p> <p>The AHT reported the only updates are on the school's policy on mobile phones. Comments are invited from governors ready for ratification at the next meeting.</p>	All	January
<p>11. Governors' Discipline Committee</p> <p>The Chair of the GDC informed the Board that the GDC met on 5th December and upheld the HT's decision to permanently exclude a student. The HT thanked everyone who was involved in the meeting.</p>		
Finance Portfolio	MD/SMF	
<p>12. Trustees Annual Report and Financial Statements</p> <p>The Finance Portfolio lead reported that the annual report is ready to be formally signed off and will be uploaded onto the DfE, Companies House and school website over the next few weeks.</p>		
<p>13. Finance and Business Reports</p> <p>The Business Manager talked through the full suite of reports – the management accounts, cash flow, written reports and balance sheet all of which have been provided for governors.</p> <p>Headlines: Approved budget was £150k, surplus of £160k and now down to £122k. This is due to less income coming in as an ASA post has been funded by a parent but uncertain if this funding will continue; expenditures on teachers - pay award and pension changes; alternative provision increased by £10,000 (Eaglewood); Worldpay payment rate increase; CIF bid is underway (school contribution to £60,000 at the last meeting).</p> <p>A governor asked about Worldpay and suggested that the rate should be lowered the more it is used. The BM said she will contact the organisation.</p> <p>Finance Report for Financial Year 2019-20 to P3 November (paper shared with governors)</p> <p>Income</p> <ul style="list-style-type: none"> Income approved by governors £7,233,472 Revised forecast £7,295,757 Projected variance to budget of £62,285 <p>Salary Costs</p> <ul style="list-style-type: none"> Salary costs approved by governors £5,535,858 Revised forecast £5,586,746 Projected variance to budget of (£50,888) <p>Other Expenditure</p> <ul style="list-style-type: none"> Other expenditure costs approved by governors £1,547,212 Revised forecast £1,586,871 Variance to budget of (£39,659) <p>Expenditure costs approved by governors £7,083,070</p> <p>Revised forecast £7,173,617</p> <p>Projected variance to budget of (£90,547)</p>	SJF	In-hand

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<p>Budget Outturn</p> <p>Budget approved by governors had a surplus of £150,402. The projected in-year trading position shows a potential surplus of £122,140. All pay increases have now been made and back dated pay has gone through. If CIF bid successful then the surplus will be reduced by £60,000 contribution agreed by governors.</p> <p>Thanks to the BM for her update.</p>		
8.54AM – HJY AND RG LEFT MEETING		
Audit Committee/Internal Scrutineer (RO) Portfolio	PC/SJF	
<p>14. Audit Committee</p> <p>The Audit Committee met for the first time on 18th November and the draft minutes are available for governors to read. The committee was set up in line with requirements in the Academies Financial Handbook but care has been taken not to repeat things that are already being done such as reviewing the Risk Register and identifying new items on the remit. The RO/IS has just completed her bi-annual internal audit report and this will be presented to governors at the next meeting. The BM confirmed that the IS is happy to continue to volunteer her services free of charge as IS and it was agreed that the CoG will send her a letter of thanks for her continued work as IS.</p>	<p>SJF</p> <p>KH</p>	<p>January</p> <p>In hand</p>
Premises, Health & Safety Portfolio	PC/SJF	
<p>15. Governing Body Fire Safety Management Review Monitoring Form</p> <p>The Portfolio Lead reported that this review was excellent and congratulations to the Site Team.</p>		
Data Portfolio	PC/TWR	
<p>16. Scorecards for Years 11, 10, 9 & 8</p> <p>16.1 Year 11: The AHT reminded governors about Progress 8 which measures a student’s progress from KS2 starting point to their GCSE subject areas. If a student has a score of 0 this means they have made exactly the proportional amount of progress they should have made compared to every other student nationally. Last year, the overall progress figure was 0.24 which means students at this school made quarter of a grade better in every subject compared to other students nationally. Everything above 0 is good.</p> <p>In Years 10 & 11 the students’ Progress 8 score is measured and this informs the school’s intervention. Progress 8 subjects are divided into three buckets – English & Maths; EBacc = 2 x Sciences and History, Geography, MFL; and everything else (open bucket). The charts on the scorecard show how the buckets are performing overall and there is a range from English to Maths. A trend through all four scorecards is that it looks as if English is significantly underperforming. This is not necessarily case, more that the English teachers are too conservative on predictions; the results are usually in line with Maths and Science.</p> <p>Highlights from the Year 11 scorecard:</p> <ul style="list-style-type: none"> ➤ English not predicting top end scores; ingrained cautious approach. <i>A governor asked if this might effect students’ mental wellbeing if always getting low prediction.</i> Yes, possibly. Other reasons for cautiousness are new staff and new GCSE syllabus. ➤ Predictions decide level of intervention so important to not be over-cautious. ➤ Current projected Progress 8 score (sub level grades such as 7a, 7b, 7c) based on worse case scenarios is minus .22 which is lower than historically been at this time in Year 11. ➤ Individualised support is being put in place for those students who are underperforming with particular emphasis on the overlap between behaviour and progress. ➤ From January the Wednesday morning tutorial programme will be scrapped for Year 11 and all students will be on intervention for English and Maths. A governor asked if this would eat into the teachers’ free time? No, as it is their tutor or mentoring time for Year 11. This initiative will cater for this specific year group only. <p>(9.20AM – JWE, SJF, TF LEFT MEETING)</p> <ul style="list-style-type: none"> ➤ Additional SISRA training has enabled teachers to be clear which students are underperforming and target accordingly. 		

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<ul style="list-style-type: none"> ➤ This information feeds into department meetings. ➤ Key progress trends across most departments show that high ability males are being outperformed at top end by females and middle ability Pupil Premium boys are under-performing. ➤ Although there is a gender gap and it needs to be closed, this school's gap is half the national gap. It is the literacy based subjects where the issue lies and a variance between reading (the basis for KS2 assessment) and writing (Key skill in KS4 assessment). ➤ There are 22 MAPP (middle ability PP) male students who are underperforming and this is being addressed through intervention. <p>16.2 Year 10: The current year 10 is the first year group who sat the revised KS2 SATs and get a standardised score between 80 and 120; the average on entry is 105 so this is an able year group and this is reflected in the performance of the students.</p> <ul style="list-style-type: none"> ➤ Steps taken include progress and behaviour meetings to identify those students who are at risk of under-performing. ➤ Particularly looking at in-class support and intervention in English and Maths to ideally aim the students to pass with a grade 5. ➤ Russell Group university assembly – very well attended with over 100 students from Year 10. Students found it a very positive and informative experience. <i>A governor asked if an alternative had been looked such as vocational offers and AHT said we had not had visitors in but it was something we would like to do.</i> <p><i>Another governor asked if alumni students are ever invited back to talk about their university experience? All agreed this could be very beneficial and a great incentive. The AHT said it is in the pipeline but the school hasn't got the connections or contacts. Some governors have contacts through their children and their friends who are ex-students but the HT stressed that due to GDPR the ex-students need to make contact with the AHT rather than the other way round.</i></p> <p>Governors will progress through the community network.</p> <ul style="list-style-type: none"> ➤ Overall Year 10 is in a strong position. <p>16.3 Year 9:</p> <ul style="list-style-type: none"> ➤ Do have a group of students who are predicted to struggle with studying for nine GCSEs. ➤ Looking at options such as additional Maths and English support and possibly non-examination courses such as Sports Partnerships, working in the Forest etc. ➤ Currently identifying a group who will have slightly different options to keep them more engaged – they will still do 6/7 GCSEs but will have pre-selected options – to be discussed with parents and will not be imposed. ➤ However, there are many students in the current Year 9 who are performing extremely well. ➤ Not a huge gender gap at present. <p>16.4 Year 8:</p> <ul style="list-style-type: none"> ➤ Same process with analysis at class level. ➤ Nothing particular to highlight with this year group. <p>Thanks to the AHT for his summary.</p> <p>9.38AM – JWE RETURNED TO MEETING</p>	All	Ongoing
Teaching & Learning Portfolio	JWE	
17. Link Visit Reports		
17.1 Maths, DT, Business Studies and Drama will all be presented at the next meeting.	Clerk	January
<p>18. Subject Link Governor Rotation – feedback from Governors</p> <p>A governor has suggested that there should be more regular rotation (every two years) with link governors and subject departments rather than staying with same subjects for more than two years and asked governors' views.</p> <p>All agreed that it takes a while to get to know a Head of Department and build a relationship and the AHT said they appreciate continuity. It is good to get to know a governor but equally it is sometimes useful to have a fresh pair of eyes and different ideas. It is also beneficial for governors to see all aspects of the school and different subjects but the HT cautioned against</p>		

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<p>'being Jack of all trades and master of none'; real scrutiny of an area is a huge advantage, but not to overview.</p> <p>This has been discussed by governors previously and all agreed that it will be formalised at the next meeting (or the New Governor Day on 16th January) after new governors have been assigned departments; timescales and rotation can then be decided at the same time.</p>	All	January 16 th or 22 nd
SEN Portfolio	RG	
<p>19. SEN Portfolio Report</p> <p>The report will be presented at the next meeting.</p>	Clerk	January
Human Resources Portfolio	CR/JWE	
<p>20. Staff Wellbeing – any comments from staff</p> <p>The staff governor confirmed that an email went to staff asking for any feedback on staff issues/wellbeing to go to her. She received two emails – one from a new member of staff and one from an ASA. Additionally, the staff governor tried to garner some feedback which included concerns with student behaviour and general end of term tiredness from staff. Some specific comments were fed back about the impact individuals were feeling. Having extra staff in school will also help staff wellbeing. Behaviour issues are being managed in school but not necessarily outside so not always of the school's making.</p> <p>Governors asked should they be concerned if staff 'feel vulnerable'. Pack mentality with some students can make staff vulnerable, but not necessarily physically threatened. Walkie talkies are very helpful and staff appreciate them.</p> <p>The HT said he is very happy for the staff governor to report but care must be taken to use the right phrases such as 'pack behaviour' – these phrases need to be unpicked. Generally behaviour in lessons is excellent. There are one or two issues with student social time and expectations; it's about working together; January will reset.</p> <p>The AHT mentioned the length of lunch is an issue, particularly the last 10 minutes when boredom sets in with some students.</p> <p>A governor asked if it is the same group of students causing problems outside school as in? Some of them. A governor said that local counsellors have a pot of money and suggested they could be approached about putting money into the Community Centre to support activities for young people in the community.</p> <p>The VCoG asked if volunteers been asked to help at lunch? The HT said the school has advertised for casual lunch staff but it is hard to recruit. However, the sticking point is that students tend not to respond very well to people they don't know; they are better with staff they do know and have a relationship with.</p>		
<p>21. Staffing Report and other staffing news</p> <p>The HT talked through confidential staffing changes with governors.</p> <p>He asked governors approval to support a potential growth post in Maths; there are very few NQTs in Maths and so the HT would like to recruit now to help in the strategic and long term. Maths is a key subject and better to be covered now rather than not be able to recruit in the summer term. Post approved.</p> <p>In addition, would like to recruit to the Behaviour Support Team to support the SENCO. More details and information at the next meeting.</p> <p>The HT also wished to thank the new governors for putting themselves forward and thank you to current governors for all their work and support while the recruitment process was underway. It is much appreciated.</p>	HT	January
10.07 – RJO AND JWE LEFT MEETING		
Careers and Enterprise Portfolio	BB/KM	
<p>22. The Portfolio Lead said there is a meeting tomorrow with the new advisor. The PDL post holder stepping down but not until a replacement is appointed. The HT said he is making enquiries who might be interested and it is possible the role might be broken down into Careers/PHSCE; it is important to get the right person as it is a big role. The governor pointed out that support is available from the Careers Hub for careers.</p>		

Agenda item	Action by Whom	Action by When
Governor Training Portfolio		
<p>23. New Governor Training Morning – THURSDAY 16TH JANUARY, 9.30am.</p> <p>This will be an admin and training session including allocations of subject links and portfolios. All welcome, especially new governors. More details in the New Year.</p> <p>CGC's term as Staff Governor ends in mid-January and the process for her replacement will begin in early January.</p> <p>A governor mentioned the book 'Rosenshine's Principles in Action' by Tom Sherrington which is a practical book on professional learning and practice which might help to give governors a perspective and understanding of the school's teaching, particularly when doing link visits. The governor will post an article linked to the book onto Google Drive and ask the DH if there are any spare copies in the Study Centre.</p>	<p>Clerk</p> <p>Clerk</p> <p>MD/JWE</p>	<p>January</p> <p>January</p> <p>January</p>
<p>The CoG thanked everyone for coming and wished everyone a very happy Christmas and prosperous New Year.</p>		
Date of Next Meeting		
Wednesday 22nd January 2020 at 5.00pm		
10.17AM – MEETING CLOSED		
THE ANNUAL GENERAL MEETING OF PRISTLANDS ACADEMY TRUST FOLLOWED.		