



BOARD OF GOVERNORS

School name:	Priestlands	Meeting:	6
Date/time:	Wednesday 26 th February 2020	Present:	Beth Bray; Paul Cox; Mark Dichlian; Claire Elford; Tim Fry; Kevin Harriman (CoG); Jo Hillier; Becky Hollowbread; Pete Main (HT); Ruth Owen; Claire Renshaw (VCoG); Ben Williams
Apologies:	Dee Gittins; Tom Ritchie	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	SEN Portfolio Report	December report to be shared with governors	RG/Clerk	In hand
	Spring Subject Link Visits	Governors asked to arrange their link visits this half term and give feedback to the board	All	March or May meeting
4.2	Student Survey	Site/Environment/Facilities proposal and spending plan to be presented to governors	PGM	March meeting
5.3	Pigs	Consultation paper will be presented to governors	PGM	March meeting
7.	SEN Policy review	Currently under consideration; ratified next meeting	All	March meeting
9.1	Staff Restructures & Reductions	Policy currently under consideration; ratified March	All	March meeting
9.2	Equalities Policy	HT will respond to governors' comments	PGM	March meeting
15.1	'Stress test and check'	To be discussed with SLT in early summer	SLT/Governors	May/June meeting
18.	Exclusions Training	New governors requested to do online training	Clerk to send link	Done
19.	Online E-Safety Training	All governors requested to do online training and let Clerk know when completed plus email certificate	All→Clerk	Ongoing
20.	Speed Networking Day	Date to be advised but governors asked to take part if they wish; more information to follow	BB	Date TBC (after Easter)

8.04AM – 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. Particular welcome to the newly elected Staff Governor.		
Apologies received from DG and TWR.		
1.1 Confirmation of Quorum – the meeting was confirmed as quorate.		
1.2 Declaration of Business Interests in relation to this meeting – none.		
2. Board Meeting 5		
2.1 Approve the Minutes of 22nd January – minutes agreed as being an accurate record.		
2.2 Matters Arising from the Action Grid:		
<ul style="list-style-type: none"> PREVENT training – all governors have completed the online training – thank you. SEN Report – the December report by the previous SEND governor has just been finalised by the SENCo and will be shared by the RG/Clerk asap. Risk Register – in hand and work in progress. Spring Subject Link Visits – governors confirmed they will or have already arranged to visit their link HoDs before the end of term and will report back to the Board March or May meeting. 	RG/Clerk	In hand
	All	In hand
All other actions are either completed or on the agenda. Minutes approved.		
Chair of Governors Portfolio		
	KH/CR	
3. Admission Numbers February 2020		
The HT talked through the latest Admissions numbers.		

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<p>Hampshire operates an 'Equal First Preference' system so parents can put down a first, second and third preference place so when all the applications come in, this school will not know if Priestlands is a first or a second preference; all the school will receive from Hampshire is the preferences and then has to make a decision on the number of students that will be offered places September. The agreed PAN is 243 and an operational PAN of 248 was agreed which will give equal numbers of 31 in each tutor groups (8). SLT and middle leaders feel 248 is a sensible number in school as far as space and pressure is concerned, although it is an increase on the outgoing Year 11 number (232).</p> <p>The HT is keen to offer places as soon as possible in order not to leave too many parents in limbo. Since the drop out number can be up to 20, more than 248 places are offered initially. The proposal is to offer to everybody in catchment; everybody who already has a sibling here and to everybody who is out of catchment but at a linked primary. This will make 262 offers which will be managed back to 248 places. There is a set protocol in terms of admissions which has to be followed and the school follows a robust procedure to ensure there is fairness and a clear case for appeals.</p> <p>Admission number of 248 approved.</p>		
<p>4. Stakeholders Surveys – Students, Parents and Staff</p> <p>The HT said he wanted to give governors some background on each survey and answer governors' questions.</p> <p>4.1 General Overview</p> <ul style="list-style-type: none"> • The HT thanked the admin team in the Study Centre for their help in collating the information from the surveys, particularly the Student one which was a huge task. Points to note: <ul style="list-style-type: none"> • Over 1000 students completed the survey on paper in tutor time. • They are a snapshot; they were done in the autumn term compared to spring last time which . • Previous surveys were four point scales, these were five point scales, hence shows some of the shift to the right. • Less people responded this time than before (Parent Survey). <i>A governor asked if a paper survey would have been better rather than an electronic survey. It used to be done as a paper exercise on Academic Review Day when the response would be higher. Another question is value vs time.</i> • Previous student surveys were done online; this time they were completed on paper in tutor time. • Follow up activities include: <ul style="list-style-type: none"> ○ Collated, shared with staff and graphs discussed with middle leaders ○ Asked middle leaders to to facilitate discussions in departments for more detail e.g. inconsistencies – some feedback has come back in already. ○ The DH is running a forum for staff to encourage more detail to some of the points rasied. ○ The HT has already met with the Student Council for feedback. ○ Student Forums to unpick a few issues raised from some of the graphs. <i>A governor said there seemed to be a clear trend of comments from students regarding food/canteen, phones and bullying which is interesting. The staff governor said there is a lack of understanding of what bullying actually is; discussions are useful.</i> <p>4.2 Student Survey</p> <ul style="list-style-type: none"> • Positives: Students are clearly identifying quality of teaching, facilities, extra curriculum, ethos & pastoral care, catering. • Issues to consider: Elements of behaviour management; variety of food (the Catering Manager is very responsive to any suggested changes); outside seating areas (room for improvement although a lot of work has already been done); education around mental health issues (work being done and will continue to be done); involvement in extra curricular activities. • Graphs <ul style="list-style-type: none"> ○ Happiness: 18% not happy; the PSMs are supporting on a daily basis both students and parents plus there is support through the Hub. 		

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<ul style="list-style-type: none"> ❖ “There is an adult at school that I can talk to if something is worrying me” – this is concern – 16% say they haven’t got anyone who talk to – but when unpicked with the Student Council they all named several people they could talk to; working with tutors to build relationship with students so they can be first port of call. The DH said that some students are reluctant go to the PSMs. ❖ Extra Curricular: “I take part in school activities outside of lessons, like clubs, sports, music and art” – this is an ongoing challenge; transp ❖ Sport is an issue and hoping to enable more students to get involved and track students via a platform provider to help with extra curricular registering and a tracking programme which is being investigated. ❖ Bullying – students do not always want to report things due to fear of further issues; staff recognise the importance of getting signage and messages out to students e.g. ‘See it, share it, stop it’. Currently, the message has been spread based around the definition of bullying which is the word ‘STOP’ – ‘several times on purpose’ or ‘start telling other people’. <i>A governor asked how reprisals are stopped.</i> The DH said initially it is done by trying to get a group understanding; students and parents need to keep communicating and telling the school. ❖ Safety – “what would make me feel unsafe”. • Additional Comments – the positives and values <ul style="list-style-type: none"> ❖ Sports facilities/opportunities/activities and trips (the HT extended a huge thankyou to stall who undertook overseas trips over half term). ❖ Teachers and quality of teaching and learning – the vast majority of students want to engage and learn and get frustrated when they see poor behaviour from a minority. ❖ Canteen/Food – three queues and more tills and most students now served by about 1.10pm every day. ❖ School Site/Environment/Facilities – some things that students would like have already been identified by the SLT as priorities for a projects proposal and spending plan (reserves money) will come to governors later this term. ❖ Phones – a little bit of resentment about the reduction of phone usage during the school day and the rules on this, together with no jewellery, are kept simple, clear and consistent. ❖ CCTV around the school – only installed in toilets (overlooking the wash basins so do not invade anyone’s privacy) to stop vandalism. It is only looked at when authorised by a senior member of staff when investigating an incident. <p>4.3 Staff Survey</p> <ul style="list-style-type: none"> • Principal strengths identified by staff include supportive colleagues and team ethos; quality of teaching & learning; student opportunities; quality of environment and facilities; leadership & management. • Issues raised – elements of behaviour; workload (the biggest impact is following up students’ misbehaviour) whereas report writing workload etc has improved; KS4 pathways (this is a response to the GCSEs which have become tougher) – trying to get the balance right meaning some less academic students will do less GCSEs and looking at alternative courses and exploring different options. • Some other graphs were discussed with responses that have been given to staff. <p>(08.43 - HJY ARRIVED /09.03 – JWE ARRIVED)</p> <p>4.4 Parent Survey</p> <ul style="list-style-type: none"> • Principle strengths identified by parents include student wellbeing; quality of teaching and academic achievement; quality of facilities; quality of pastoral care; leadership & management. • In the Progress & Achievement graph “I receive valuable information from the school about my child’s progress” – 12% of parents not happy – several parents indicated they would like a personal response but none wished to meet with the HT. • <i>A governor asked if there is less feedback on reports due to workload.</i> The HT said that tutors pick out the key information from teachers and this feeds into a tutor comment. • <i>A governor suggested that good and effective communication is the theme that runs through all the surveys.</i> The HT agreed – getting communication right is key. 	PGM	March

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The HT concluded his summary and governors congratulated him for all his work on collating the surveys and for analysing the results and dealing with the key elements; everybody had enjoyed hearing about them.		
5. National News and Local Response 5.1 Newly Qualified Teachers Induction – Moderation: Written Report of Visit The HT said that SMD and JWE run an excellent NQT programme in school and make sure that NQTs have the best possible start and this is reflected in the external report and this was recognised by a glowing email from the Induction Team at Hampshire which the HT shared with governors. 5.2 Staffng Update The HT reported that there was a strong field for an Art teacher. In addition two new Maths teachers have been appointed so the school is currently fully staffed in September. 5.3 Pigs The Pig Consultation paper will come to the Board at the next meeting. The HT said that the reason he had not distributed it to governors sooner is that he has been trying to find the right way forward as it is very difficult to identify the best course of action. Governors agreed that it would be better to wait.	PGM	March
Safeguarding & Welfare Portfolio	JH/RG	
6. Safeguarding Meeting Report The Portfolio Lead has shared the notes of her recent meeting. Virtual Private Networks (VPN) is an issue that has been raised and is a current challenge the school is looking into.		
SEN Portfolio	TF/RG/KM	
7. Policy for Consideration: SEN (3 year review) This policy is currently for consideration and comments from governors welcome. It will be discussed and ratified at the next meeting.	All	March
(09.19AM RG LEFT MEETING)		
Human Resources Portfolio	CR/JWE/HJY	
8. HR Governor Audit Report – Appraisal System The Portfolio Lead reviewed the audit system process for staff and everything is detailed in her written report.		
9. Policies For Consideration 9.1 NEW! Staffing Restructures & Reductions This is a model policy; the school follows advice from Education Personnel Consultants which is followed and used, as in this policy. Will be ratified at the next meeting. 9.2 Equalities – annual review (including census update) The HT thanked governors for their comments. The Pupil Premium Action Plan identifies allocated money and within it there will always be a focus for attendance. The HT will read everyone’s comments and respond before the policy is ratified at the next meeting. For Ratification 9.3 NEW! NQT Policy ratified.	All PGM/All	March March
10. Staff Wellbeing – any comments from Staff via Staff Governors The staff governors said they had received some feedback from staff including report writing and in particularly the tight turnaround time with dataeived; ideas for improving staff wellbeing based on other schools and also that staff generally feel looked after and listened to in this school. On the back of this the HT said he was looking for Staff Wellbeing Ambassadors which would ideally be a rep from every building and from all staff groups (teaching and support) to meet with him half termly. He will be briefing staff on this next week. <i>The CoG asked if there is generally a better mood amongst staff after a long dark winter. Staff are generally working hard and are tired but there is always a balance. Communication could be</i>		

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improved when a staff member has an issue with a child; it would be good to always know the outcome of any incidents, sanctions. Overall, however, team spirit in departments is high, particularly after school trips when staff from different departments work together.		
Audit Portfolio/Internal Scrutineer	PC/SJF	
11. Audit Committee Meeting 12th February The Audit Portfolio Lead said all meeting paperwork and draft minutes are available for governors to read.		
12. Policy Recommended by the Audit Committee for Ratification: New! Procedure for Internal Scrutiny – ratified.		
Finance Portfolio	MD/SMF	
13. Finance and Business Reports 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. Headlines: There have been some movements in the staffing expenditure but overall they have zeroed out. No other expenditure or income has changed. The BM said she is waiting to hear the budget for next year but should receive it shortly. The BM pointed out that she has made an addendum on the cash flow due to year end and three staff related payments but there is only one this month. The HT said that he is attending a meeting with of Schools Forum about funding for next year. Finance Report for Financial Year 2019-20 to P5 January (paper shared with governors) Income <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 Salary Costs <ul style="list-style-type: none"> • Salary costs approved by governors £5,535,858 • Revised forecast £5,571,584 • Projected variance to budget of (£35,726) Other Expenditure <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) Expenditure costs approved by governors £7,083,070 Revised forecast £7,158,871 Projected variance to budget of (£75,385) Budget Outturn Budget approved by governors had a surplus of £150,402. The projected in-year trading position shows a potential surplus of £137,302. All pay increases/backdated pay have been made. Supply has increased but within existing budget allocation ((two additional until April 20 but offset with teacher savings). If CIF bid successful (April 20) then the surplus will be reduced by £60,000 contribution agreed by governors. Thanks to the BM for her update.		
Premises, Health & Safety Portfolio	CE/SJF	
14. PH&S Forum Meeting held on 5th February All paperwork and draft minutes are available for governors to read. <i>A governor raised the issue of keeping track of unknown people/students on site.</i> The HT said this was discussed at the forum but clarified that primary school visitors are greeted at the site entrance when they arrive for Wednesday afternoon sporting events. It is generally felt the monitoring of visitors is handled in the easiest way possible for all concerned and is not a problem overall.		

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15. Policies for Ratification 15.1 Stress at Work – the CoG suggested that governors should ‘stress test and check’ the SLT and this will be discussed further in the early summer. 15.2 Emergency & Recovery Plan (continual working document) – a governor asked how live the document is in terms of the current concerns over Coronavirus. The HT replied that the policy is generic and covers all pandemic illnesses. In relation to Corona the school is monitoring the news and following national advice. The HT said that all the phone numbers and contact details are not shared in the policy (GDPR) but the paper document itself will sit with all key members of staff. Both policies ratified.	Board	May/June
Teaching & Learning Portfolio	DG/JWE/HJY	
16. Teaching & Learning Review – verbal update The AHT, DH and Portfolio Lead met up just before half term and will meet again later this term to conduct some Learning Walks.		
Data Portfolio	PC/TWR	
17. Validated Data – Compare School Performance The HT said the validated data can be viewed on the Student Performance website where headline figures and Progress 8 figures can be viewed. https://www.compare-school-performance.service.gov.uk/school/137129/priestlands-school/secondary The HT said there is no change to the unvalidated data headlines and overall it is a solid set of data. (09.40AM – KM LEFT THE MEETING)		
Governor Training Liaison Portfolio	BW/JWE	
18. Exclusion Training and Skills Audit The Portfolio Lead suggested that the five new governors should do the online Exclusion & Practice training and the Clerk will send the link http://www.education.hants.gov.uk/intranet/governortraining/governorsdisciplinecommittees/presentation_html5.html In addition, all agreed that with so many new governors it might be an opportunity to review the Skills Audit and the clerk will send the current document, together with a proforma document from The Key, to the Training governor for review.	Clerk	Done
19. National Online E-Safety Training Thanks to those governors who have completed the online E-Safety training; it is long but very worthwhile http://beta.nationalonlinesafety.com/enrol/priestlands-school . Please can everyone let the Clerk know when they have completed it and preferably email her their certificate. The AHT said that she will look for a less lengthy version next year but this training seemed to be most suitable for the time being, despite taking nearly three hours to complete.	All	Ongoing
Careers & Enterprise Portfolio	BB/KM	
20. National Careers Week Networking The Portfolio Lead said that the Speed Networking Day on 4 th March has been postponed and will now take place after Easter. She will let governors know the date as it would be wonderful if some governors could attend to talk to students about your industry, why you chose it and the path you took, perhaps bring an activity. There is a great skill set amongst the Board and any support would be very inspirational for students. The date will be shared as soon as possible.	BB	Ongoing
Any Other Business		
1. The CoG informed governors that he has been invited by the DfE to attend a MAT meeting later this month and he will report back at the next meeting. 2. The HT said he showed a family around school yesterday who were very impressed with the behaviour and politeness of students. 3. Equally, a governor said that she had heard how impressed a parent has been with the communication from the school compared to the private school where her child used to be a student!	KH	March
Date of Next Meeting		
Wednesday 25th March, 08.00am		
09.58AM – MEETING CLOSED		

