



**BOARD OF GOVERNORS**

**2020-2021**

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| School name: | Priestlands                                       | Board Meeting 2:      | Held in Main Hall   |
| Date/time:   | Wednesday 14 <sup>th</sup> October 2020 at 4.00pm | Governors present:    | Beth Bray; Mark Dichlian; Claire Elford; Kevin Harriman (CoG); Jo Hillier; Becky Hollowbread; Pete Main (HT); Claire Renshaw (VCoG) |
| Apologies:   | Paul Cox; Ben Williams                            | SLT in attendance:    | Julia Emmel (DH); Sam Fuell (BM); Richard Glenny (DH); Kerrie McAdam (AHT); Tom Ritchie (AHT); Hayley Yates (AHT)                   |
| Quorum:      | 7/12 - quorate                                    | Others in attendance: | Caroline Clitherow (Clerk)  |

**ACTION GRID**

| Min  | Subject                  | Action Point   | Action by Whom | Action by When             |
|------|--------------------------|--|----------------|----------------------------|
| 3.   | Ongoing board meetings   | Times and venue to be confirmed  | KH/PGM         | Next meeting               |
| 4.2  | Risk Assessment          | Final version to be posted onto school website                                 | PGM/Clerk      | In hand                    |
| 6.   | School Improvement Plan  | To be reviewed by governors on termly basis / word 'traditional' to be removed | PGM            | Ongoing/Spring Term / Done |
| 8.2  | Walkabout rota           | PH&S lead to draw up a rota to ensure that each governor attends one per year  | CE             | In hand                    |
| 9.1  | Health & Safety policy   | Administrative changes to be made  | PGM            | Done                       |
| 13.2 | Recruiting new governors | Community governor advert in Lym Times   | JH/CRC         | Done                       |
| 23.1 | Finance policy           | Ratification delegated to Audit Committee                                      | PC             | 4.11.20                    |
|      | Audit & Risk Committee   | Minutes of 4 <sup>th</sup> November meeting to be shared                       | PC             | Next meeting               |

**Action**

4.14PM – MEETING OPENED

| Agenda item  | Action by Whom & When |
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| <b>1. General Business</b>   |                       |
| <b>1. Welcome and Apologies</b><br>The CoG welcomed everyone to the meeting.<br><b>1.1 Confirmation of Quorum</b> – the meeting was confirmed as quorate.<br><b>1.2 Declaration of Business Interests</b><br>There were no other declaration of business interests in relation to this agenda and no change of circumstances were declared.                  |                       |
| <b>2. Board Meeting 1</b><br>2.1 Approve minutes of 16 <sup>th</sup> September.<br>2.2 Matters arising from the action grid: <ul style="list-style-type: none"> <li>The CoG confirmed that all actions completed or are on this agenda.</li> </ul> <p style="background-color: yellow;">Minutes approved.</p>  |                       |
| <b>3. Board Meetings – November to March</b><br><p style="background-color: yellow;">The CoG confirmed that the November and December board meetings will start at 4.00pm and it is hoped that meetings from January onwards will revert to 8.00am or at the first opportunity but this will be confirmed in December depending on current restrictions.</p> |                       |
| <b>2. Chair of Governors Portfolio</b>   |                       |
| <b>4. COVID Update</b><br>4.1 Summary<br>The HT said that over the past 10 days or so staff have been asked to give as much feedback as possible through their year team meetings on how they feel things are going so far this term.  |                       |

Signed by Chair of Governors: .....

Date: .....

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| <ul style="list-style-type: none"> <li>• Staggered lunch breaks and year groups in own areas makes supervision and monitoring easier and generally behaviour good</li> <li>• Shorter lunch and speed of lunch service very good</li> <li>• 3.05pm finish</li> <li>• Whole year group in one area at start of the day helpful</li> <li>• Bells to signal the end of lessons appreciated</li> <li>• Extra equipment provided for staff for movement and storage</li> <li>• Learning new IT skills has been good</li> <li>• Enjoy walking between buildings and getting exercise and fresh air</li> <li>• Desks in rows has been good</li> <li>• Students have responded superbly</li> <li>• 10 minutes reading/focus on reading</li> <li>• Staff getting to meet and know each other through moving around and going to areas of the school they have never been to before</li> <li>• Availability of hand sanitiser</li> </ul> <p><i>The HT said that overall staff attitude has been superb and staff are doing the best they can in the circumstances.</i></p> |          |
| 4.20PM – JH ARRIVED JOINED MEETING  |          |
| <p><b>4.2 Risk Assessment – latest modifications</b></p> <p>The HT said the latest modifications were discussed at the recent PH&amp;S Forum meeting and updates have been highlighted by the BM. <b>Governors had no further comments and therefore all highlighted sections will be removed and this version will be published on the school website.</b></p> <p><i>A governor asked the HT to confirm the 10 day isolation for a positive test.</i> The HT confirmed that the new government guidelines now state that if you test positive you must isolate for 10 days; if you are with someone who has tested positive it's 14 days.</p> <p>Regarding positive cases in school, the HT confirmed that several students are at home as there has been positive cases within their family. Several local schools have had positive cases and the HT is in dialogue with those schools who have shared examples of communications to parents which has been useful in case similar communications are needed here.</p>                                       | PGM/Done |
| <p><b>5. Governor Away Day - feedback</b></p> <p>The CoG thanked everyone who attended and contributed to the Away Day and he particularly extended thanks to the SLT, LVB and PT who did presentations.</p>  |          |
| <p><b>6. School, Local and National News</b></p> <p>The HT gave a summary of recent news:</p> <ul style="list-style-type: none"> <li>➤ Friday 9<sup>th</sup> October was non-uniform day to support Mental Awareness Day and Young Minds charity/Hello Yellow campaign. £866 was raised.</li> <li>➤ Staff have been asked to prepare for a potential circuit breaker the week after half term; the HT wants staff to enjoy the first week of half term and early preparation will ensure that they do.</li> <li>➤ Virtual Open Day <a href="https://www.priestlandsopenday.co.uk/">https://www.priestlandsopenday.co.uk/</a> This is an excellent video; every department is featured and each one brings something special and unique.</li> <li>➤ Primary school visits are not taking place this term but the HT is visiting each one instead.</li> </ul>   |          |
| <p><b>School Improvement Plan 2020-21</b></p> <p>This isn't on the agenda but the HT wanted to share the updated SIP with governors.</p> <p>The document contains certain features which are being carried through as focuses for this year. These are:</p> <ul style="list-style-type: none"> <li>○ Assessment procedures</li> <li>○ Strategy related to ECHP and SEN and reading plan</li> <li>○ Behaviour and attitudes – still a focus on Priestlands values but slightly different now due to lockdown</li> <li>○ Personal development programme continuing</li> <li>○ Staff welfare and CPD</li> </ul>  |          |

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| <p>The HT will give more detail at the Pay Committee.</p> <p><i>A governor asked if there would be traffic lighting and monitoring notes on the SIP.</i> The HT said this was happening before lockdown but now instead of the traffic lighting, there are three review points next to each target and each action is dated – so the review points will be signed off and monitoring notes will be added underneath. <b>The SIP will come back to governors each term as a working document to make sure things are moving forward.</b></p> <p><b>In addition, the HT will remove the word 'traditional' from community throughout the document.</b></p>   | <p>PGM/Ongoing/SpringTerm</p> <p>PGM/Done</p> |
| <p><b>3. Premises, Health &amp; Safety Portfolio</b></p>   | <p>CE/SJF</p>                                 |
| <p><b>7. PH&amp;S Forum Meeting – draft minutes of meeting held on 30<sup>th</sup> September and related paperwork</b></p> <p>The portfolio lead said that two walkabouts have now been done and other information is in the minutes. The Site Team is doing an outstanding job and is often ahead of the work rather than catching up.</p>  |   |
| <p><b>8. Site Walkabouts</b></p> <p>8.1 Walkabout sheet (Nichols/Dining Hall/Kitchen/PE Corridor/HUB – 29<sup>th</sup> September)</p> <p>Information is available for governors to read.</p> <p>8.2 Schedule and rota for future walkabouts</p> <p><b>The CoG suggested that a rota is produced for the walkabouts to ensure that each governor attends one once a year and the governor will put one together.</b></p>  | <p>CE/In hand</p>                             |
| <p><b>9. Policies for Ratification</b> (recommended by the PH&amp;S Forum)</p> <p>9.1 Health &amp; Safety (annual review)</p> <p>A governor asked if deputies in fire drills should be named but the HT said there was no need as if one member of the SLT wasn't here it would be the next more senior person who would step in.</p> <p>The portfolio lead talked through other comments in the policy:</p> <ul style="list-style-type: none"> <li>• 'All persons' will be added in part 1</li> <li>• Should other governors attend the PH&amp;S meetings? All agreed it should be two where possible but only one has to attend.</li> <li>• 3.18 – word missing.</li> <li>• 3.64/3.65 – repetition</li> </ul> <p><b>The HT will make these administrative changes. Policy ratified subject to these changes being made.</b></p> <p>9.2 Fire Management Plan and Fire Safety Policy (annual review)</p> <p><i>The governor asked about the reference to the Critical incident alert in this policy.</i> The HT said that it is right to have the two evacuation procedures mentioned together and that for a bomb scare of gas leak the HT makes a decision before the evacuation alarm is sounded. A governor asked about handouts for visitors. Paper ones are being given for reading. Track and trace is being done virtually.</p> <p><b>Policy ratified.</b></p> | <p>HT/done</p>                                |
| <p><b>4. Human Resources Portfolio</b></p>   | <p>CR/PGM</p>                                 |
| <p><b>10. Confidential Staffing Report – October</b></p> <p>The HT talked through the headlines in the report and all the information is available for governors to read.</p>  |   |
| <p><b>11. Policy for Ratification: Staff Acceptable Use of ICT</b></p> <p><b>Policy ratified.</b></p>  |   |
| <p><b>5. Training Liaison/Website Portfolio</b></p>  | <p>BW/JWE</p>                                 |
| <p><b>12. Skills</b></p> <p>12.1 Agree skills set for new Community governor</p> <p>The VCoG has produced a summary following completion of the skills audit at the Away Day. She said that the general experience, skills and knowledge that currently exists within the board is very impressive. The only areas where there is not much breadth as a board are the links to local businesses and knowledge of the local economy, plus experience of premises and facilities management.</p> <p>The CoG said that the comment on local business was originally put into the skills audit when the school was looking for funding but it might not be so relevant now. However, the school have does a link with an enterprise business advisor who might be able to give some advice in the future if needed.</p> <p>There was a short discussion on governors' contribution during the past year and if they feel they have made enough. Last academic year was very unusual due to the school closure etc so any contributions from</p>  |   |

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| <p>governors, whatever they are able to give at any time, is always much appreciated. In addition, it must be remembered that governors are also only required to give a strategic contribution rather than an operational.</p> <p>12.2 Recruiting new governors</p> <p>Governors have agreed that the two skills areas required are education and social.</p> <p>A governor said that she has been in touch with Governors for Schools/Hampshire representative to investigate how to encourage younger applicants or people from ethnic minorities to apply to become governors. The Hampshire rep has shared some diversity wording which could be used in the advert and the governor will email to the clerk which could be used in the advert. In addition, Governors for Schools have a free service on the platform where adverts for new governors can be posted which might be worth doing.</p> <p>Ideally, community governors should live and work in the local area, ideally within the school catchment area, and not current parent of a Priestlands' student.</p> <p>All agreed that the diversity wording can be incorporated into an advert in the Lymington Times and this will be done as soon as possible, hopefully by Friday 23<sup>rd</sup> October. The applicants' CVs will then come to the November meeting for governors to decide who to invite to the December meeting to do a presentation; at that meeting governors will vote on their preferred choice and January would then be the successful applicant's first meeting.</p> <p>This is the process that governors voted on last year and, although it seems slow, it is important to do it fairly and correctly.</p> <p>All agreed they were happy to move forward in the way outlined above and the VCoG and the clerk will compose the advert and keep governors informed.</p>  | <p>JH/Clerk - done</p> <p>All/done</p> |
| <p><b>6. Data Portfolio</b></p>   | <p>PC/TWR</p>                          |
| <p>13. GCSEs 2021</p> <p>The CoG invited the AHT to give a brief update on the plans for GCSEs next year.</p> <p>Exams will now start after the May half term at the beginning of June. This will mean that students will have an intensive month of exams without a half term break in the middle and it is therefore questionable how beneficial this will be for students.</p> <p>Regarding, how this will impact the school, a summer calendar was not published as it was suspected this might happen. Normally, it would have impacted on work experience, but this will not be taking place next year. However, it will impact on the summer production and Year 10 exams will have to be re-scheduled as will Year 11 leavers etc.</p> <p>Centre assessed grades and ranking will almost certainly play a role as there will be a huge imbalance of student experience nationwide so the school will be preparing and replicating this by asking teachers to rank their students and conduct a more thorough operation of predicted grades then would normally happen at this time of year. This will start happening at the next data window in three weeks time. Whole cohort ranking will take place in every subject in January together with an in-depth moderation process. Teachers will try and replicate the process that was done in the summer so if the school does end up having to submit those grades there will be a good base of evidence. Feeding into this, heads of departments are working on their assessment models for this year to make sure they have plenty of up to date evidence such as mocks and mini assessments, while at the same time care is being taken not to over burden students.</p> <p>Mocks will take place at the end of November as normal but marking and moderation will be tightened to prove there has been a consistent process across all departments just in case it is needed.</p> <p>Therefore, the AHT said there is a lot of contingency planning.</p> <p>The VoG asked if SISRA is doing anything to help with moderation this year or if there were other tools that could be used? The AHT said SISRA still did cross-school analysis but because there were no algorithms there was no quality assurance of other school's data so there was little value. However, PIXL materials can be used in English and maths but it is more consistent training in departments. The HT said that departments are in a strong position in knowledge and experience of exam specifications and expectations.</p> |  |
| <p><b>7. Safeguarding &amp; Welfare and SEN Portfolios</b></p>  | <p>JH/RG/BW/KM</p>                     |
| <p>14. Looked After Children – verbal update on 25<sup>th</sup> September meeting</p> <p>The AHT has met with the portfolio lead and talked through her role as statutory designated teacher in a school so he can ask the right questions, challenge her on issues and hold her to account under this role.</p>  |  |

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| They talked about the general profile of a looked after child and their specific needs, foster care and how they are looked after at Priestlands.  |            |
| <p><b>15. Year 11 Destinations – verbal update</b></p> <p>The AHT said that there was concern if the impact of lockdown impacted the number of students who went on to their post 16 destinations, having had some time out of school and if they would enrol at sixth form. She was pleased to report that there are only eight students who's whereabouts are not known. Of those eight, there are three who have definitely not enrolled anywhere; five who have not enrolled at the destination they said they were going to and their parents have not responded to any emails, voicemails etc so they have enrolled somewhere; five students were due to go to Sparsholt but the college will not share their enrolment information so we must assume they are there.</p> <p>Therefore, a total of eight students is very good out of a year group of 250. Parents are no longer fined if their children are not in education, employment or training between the ages of 16-18, but Hampshire should refer and chase after 16, but usually don't.</p>   |            |
| <p><b>16. Child Protection/Safeguarding/Behaviour Policies addendums/modifications</b></p> <p>The DH talked through the addendums (all available for governors to view and comment).</p> <p>The Behaviour policy now refers to face coverings and detentions in year group bubbles. In the Safeguarding policy there is a modification in section 8; action plans in place for all students with EHCPs and in section 9 information in place about virtual tutors.</p> <p>All modifications agreed by governors.</p>   |            |
| <b>8. Teaching &amp; Learning Portfolios</b>   | DG/JWE/HJY |
| <p><b>17. Autumn Link Visit – Science</b></p> <p>Just a reminder for link governors to make their link visit/phone call this term please.</p>  |            |
| <b>9. Careers &amp; Enterprise Portfolio</b>   | BB/KM      |
| <p><b>18. 2020 Virtual Careers Fair 29<sup>th</sup> September - feedback</b></p> <p>The virtual careers fair was done via Zoom; some sessions were live and some pre-recorded and all sessions will go onto the school website in the resource library and students can watch all of the talks, often more than once. The plan is to get updates from the colleges on a regular basis and update the resource throughout the year.</p> <p>The next step is for the careers coordinator to look at virtual employer networking opportunities and pre-recorded career presentations to go onto the website and to play to students in lessons; also work with the business advisor of the local enterprise partnership. This will hopefully compensate for the cancellation of Year 10 work experience in summer 2021.</p>   |            |
| <b>10. Finance Portfolio</b>   | MD/SJF     |
| <p>The BM apologized for not posting finance papers onto Google Drive before the meeting.</p> <p><b>19. Trustees' Annual Report &amp; Financial Statements for period ended 31 August 2020</b> – first draft for approval; final approval will be at November meeting when the auditors have incorporated the numbers.</p> <p>19.1 Draft report</p> <p>This has been written, updated and amended by the HT, BM and clerk; MacIntyre Hudson will then add the numbers and it will come back to the board for final approval next month.</p> <p>20. Schedule of Requirements document – the 'Musts'</p> <p>This is pre-audit document for the auditors. The highlighted wording or numbering are things that are new or changed this year and which the school should be focusing on; it is the auditors' way of collating information to check that the school is producing the right information before their audit visit (which is scheduled 20<sup>th</sup>-22<sup>nd</sup> October) and where it can be found so when they visit they can check. The Audit &amp; Risk Scrutineer is happy to recommend this document to governors for approval and for it to be forwarded to the auditors ready for the audit next week.</p> |            |
| <p><b>21. Finance Papers to P1</b></p> <p>21.1 Management Accounts (report provided for governors)</p> <p>The BM talked through the headlines:</p> <p>21.2 Balance Sheet</p>   |            |

