



BOARD OF GOVERNORS

2020-2021

School name:	Priestlands	Board Meeting 1:	Held in Main Hall
Date/time:	Wednesday 16 th September 2020 at 4.30pm	Governors present:	Beth Bray; Paul Cox; Mark Dichlian; Claire Elford; Kevin Harriman (CoG); Jo Hillier; Becky Hollowbread; Pete Main (HT); Ruth Owen; Claire Renshaw (VCoG); Ben Williams
Apologies:	None	SLT in attendance:	Julia Emmel (DH); Sam Fuell (BM); Richard Glenny (DH); Kerrie McAdam (AHT); Tom Ritchie (AHT); Hayley Yates (AHT)
Quorum:	6/12 - quorate	Others in attendance:	Caroline Clitherow (Clerk)

ACTION GRID

Min	Subject	Action Point	Action by Whom	Action by When
1.2	Business Interests	Governors asked to complete online form and to inform clerk if circumstances change at any time during the year	All governors	30 th Sept/continuing
2.2	Online Safeguarding	Governors asked to complete annual online safeguarding and read documents	All governors	9 th October
4.	Away Day 7 th October	All invited to be there if available	All	Continuing
5.1	Staff Governor	Update on progress at next meeting	Clerk	14 th October
7.	Governors' Code of Conduct	Amendment made and governors to sign	Clerk/All	Away Day 7 th Oct
9.2	Fee Schedule	To be approved next meeting	All	14 th October
9.8	'MUSTs' document	Governors to take part-ownership	All	Away Day 7 th Oct
9.9	Trustees' Annual Report Fraud and Business Risks	Draft to be shared at next meeting/auditor to be invited to November meeting Governors devolved responsibility to MD for signing off; to be reported at next mtg	PGM/SJF/clerk MD/SJF	14 th October 18 th November 14 th October
11.	Policies to be ratified Lettings Policy	Finance and Gifts & Hospitality Will be considered at next meeting	SJF/All SJF/All	14 th October 14 th October
13.1	Shelter for Warden's Piece	2 quotes (rather than 3) to be signed off	MD/SJF	In hand
14.	Internal Scrutineer	Letter of thanks to be written to LH	KH	In hand
20.	Policy to be ratified	Staff Acceptable use of ICT	PGM/All	14 th October
22/23	Annual Safeguarding Training	Governors asked to complete on line	All	By 30 th Sept
24.1	Safeguarding Action Plan/ Looked After Children	Points to be added so governor confident /Governor to meet with AHT	RG KM	Continuing 25 th September
29.	Hampshire Governor Training	All courses on line until January 2021	N/A	N/A

Action

4.32PM— MEETING OPENED

Agenda item	Action by Whom & When
1. General Business	
1. Welcome and Apologies The CoG welcomed everyone to the meeting it was good to see everybody again. KM would join the meeting later. 1.1 Confirmation of Quorum – the meeting was confirmed as quorate. 1.2 Declaration of Business Interests 2020-21 Although this register is updated annually, from this year it must now be treated as a continual working document and governors are asked to complete the online form which the clerk will send out	Sent 21.9/All/continuing

Signed by Chair of Governors: Date: 14th October 2020.....

<p>in the next few days and then to inform the clerk if their circumstances change at any time during the year. To be completed by 9th October please.</p>	
<p>2. Board Meeting 11</p> <p>2.1 Approve minutes of 15th July.</p> <p>2.2 Matters arising from the action grid:</p> <ul style="list-style-type: none"> • Breaktime – HT said that no changes had been made to breaktime but bells have been introduced which has created a standardised transition point between lessons. • Deputy Head of Inclusion – the HT confirmed that this was on the July agenda but was missed and the post was therefore approved retrospectively. • Online Safeguarding – the annual online training will be emailed to governors in the next few days. To be completed by 30th September please <p>All other action points to be discussed in this meeting. Minutes approved.</p>	<p>Sent 17.9/All/30.9.20</p>
<p>2. Chair of Governors Portfolio</p>	<p>KH/CR/PGM</p>
<p>3. Operation September</p> <p>3.1 Start of term</p> <p>The CoG invited the HT to talk through the start of term and Operation September.</p> <p>Friday 11th September was the first day when all students were in school and the HT said it was good to hear the buzz of students and worthwhile doing the staggered start for each year group so they had time to familiarise themselves with the new routines. The HT said that the work of the staff cannot be underestimated and how much the teachers have had to take on board; work out new systems; get routines and patterns established for not only the students but also for their lesson transitions. But overall it has been a superb start to the term with everyone focused, excellent quality of learning and teachers doing a superb job with moving from classroom to classroom.</p> <p>Attendance has also been superb. Only six students out of 1,246 have been approved for long term learning at home. On Monday the HT will send out a letter clarifying the process the school will follow if a parent says their child has symptoms; they either have to get a test and inform the school of the result or isolate for 10 days. If a student clearly has symptoms while in school they will be sent home. The HT said that testing is critical in order for the school to operate normally.</p> <p><i>Q: A governor asked if everyone is clear on the symptoms.</i> The HT said he will specify in his letter to parents but from the start the school has made it very clear what the symptoms are. If a positive test is confirmed there is a set procedure that will be activated – there will be a controlled release of students out of school if necessary.</p> <p><i>Q: A governor asked if there is an education plan in place for those students who are sent home.</i> Yes, if a whole year group is sent home the aim is to provide as full a timetable as possible through Microsoft Teams. The infrastructure is in the process of being set up and pilots are being run; teachers are screen sharing and the audio is on; virtual tutors are in place and they are the key contact for students on a daily basis. Show my Homework is still being used to provide work for students who are on short term absences.</p> <p>The HT said the Site Team must be congratulated again on their amazing work in preparing the site and a new addition is a large marquee on Warden’s Piece which will be used for Years 10 & 11 for lunch and break when the weather is bad.</p> <p>The rolling lunch is very efficient, particularly as year groups are now in zoned areas which makes behaviour management easier. Students seem very happy to be back at school and are very willing to embrace changes to rules and routines.</p> <p><i>Q: A governor asked how students’ mental health is in general.</i> A staff governor said there are some Year 7 students who are anxious but in other year groups it tends to be those students who are anxious now who were anxious before. Year 11s are delighted and quite relieved to be back at school and are very accepting and understanding of what has happened and what is ahead of them. Celebration Assembly last week was an excellent event and had a lovely atmosphere even though it was held remotely with students remaining in their classrooms, except those who had won awards who went to the sports hall to receive their shields from the Rotary.</p> <p>3.2 COVID-19 policy addendums (continual working documents – latest updates)</p> <ul style="list-style-type: none"> • Risk Assessment: Modifications (approved remotely by governors on 1.9.20). This has been updated again with information about face coverings which are now worn by students and 	

<p>staff when they are moving within school – not outside or at lunch or break; bells at the end of every lesson which enables staff to leave just before (students move on the bell).</p> <ul style="list-style-type: none"> • Behaviour policy: Modifications – the DH said the modifications have included expectations of students including rewards and sanctions, being calm around school, uniform, home learning etc. • Child Protection/Safeguarding policy: Modifications – unfortunately, governors had not seen the highlighted changes but DH quickly ran through them: <ul style="list-style-type: none"> ➤ Plans for students not in school ➤ Reporting concerns ➤ Working with other agencies ➤ Monitoring attendance ➤ Peer-on-peer abuse ➤ Virtual tutors ➤ DSL arrangements ➤ Mental health ➤ Recruiting staff volunteers <p>All modifications agreed.</p> <p>The CoG wished to recognise and acknowledge all the hard work the HT, the SLT and all staff have undertaken to ensure a smooth start to the beginning of term.</p>	
<p>4. Governor Away Day, Wednesday 7th October, Main Hall, 9am-3pm</p> <p>The draft agenda is available and it is hoped as many governors as possible will be able to attend – everyone is welcome; it is not a requirement to be there but previous away days have been well attended and worthwhile. Further information about the day will be published shortly.</p>	PGM/KH/clerk
<p>5. Governor Update</p> <p>5.1 Staff Governor</p> <p>The CoG said that sadly this is RJO’s last meeting before her term of office ends on 4th October. The CoG thanked her for everything she has done on the board over the past four years; she has made a great contribution to meetings and has done a fantastic job representing the staff.</p> <p>The HT said RJO is a model staff governor and has been brilliant in the role and her contribution has been hugely appreciated.</p> <p>RJO replied that she has really enjoyed working with the governors and the SLT and would recommend any member of staff to give it a go.</p> <p>The vacancy has been advertised with staff and governors will be updated on progress of the election at the next meeting.</p> <p>5.2 Community Governor</p> <p>The governor skills audit will be discussed at the Away Day and the vacancy will be advertised thereafter. It is hoped a new community governor will be in post by Christmas.</p>	October meeting/clerk
<p>6. Complaints Log 2019-20</p> <p>The HT said there was only one complaint that went through the Chair of Governors for review. Of the other complaints, none went further in the formal process as they were resolved at the first stage. (All details provided on separate document for governors).</p>	
<p>7. Governors’ Code of Conduct (Aims & Vision Statement) – annual review</p> <p>This statement is required to be reviewed annually. <i>A governor asked what is meant by ‘the traditional community’.</i> It was decided that the phrase was unnecessary and it was agreed that the word ‘traditional’ should be removed. It is not necessary for governors to sign the sheet annually, but since there has been a small amendment to the wording it was agreed that the clerk will ask everyone to sign copies at the Away Day.</p>	Clerk/7 th October
<p>3. Data Portfolio</p>	PC/TWR
<p>8. GCSE Analysis 2020 and Scorecard</p> <p>The AHT has shared the headline data with governors but as everyone is aware, the situation is very different this year as students did not sit their exams.</p>	

<p>In the summer, the AHT informed governors about how the centre assessed grades were calculated for each student – a grade and ranking in every subject for every student. The plan was then for these grades and rankings to undergo a standardization by the exam boards using an algorithm which would then come back to the school with calculated grades. However, after the A level fiasco, two days before the GCSE results were expected schools were told that the flawed algorithm had been scrapped completely, but the algorithm was to be used if the grade awarded to the student by the algorithm was higher than the grade awarded by the school. So, no students could be downgraded but could be upgraded.</p> <p>This was frustrating for the school as the protocols and the right processes were followed.</p> <p>Across all of the exams the students sat 51 students were upgraded.</p> <p>All agreed that this year is not the year to celebrate results in the media but the AHT said it is important for the staff that evaluations were done for each department as teachers still worked very hard to prepare students and this should be recognized.</p> <p><i>Q: A governor asked if there had been any feedback from other schools who saw a big increase in grades.</i> The HT replied no, as New Forest Heads decided not to share information or publish headline data.</p> <p><i>Q: A governor asked what happened if grades were submitted that were too high?</i> If schools did submit you risked being downgraded. The results were meant to be strictly standardized.</p> <p><i>Q: A governor asked about the appeals process.</i> The AHT replied that there wasn't an appeals process other than resitting the exam. There are four students who are going to resit eight subjects and one is an external candidate. Students who didn't receive grade 4 in English or Maths will be resitting at their sixth form college.</p> <p>The HT said that the clear and concise information given to Year 11 parents by the AHT early on in the process helped students to prepare for results day and diffuse any anxieties. The AHT said that overall students seems to be relieved to get their results and move on.</p>	
<p>5.35PM – KM JOINED MEETING</p>	
<p>Referring to Year 11 destinations, the AHT said that the plan is to call/email sixth form providers to confirm who has enrolled.</p> <p>Thinking about summer 2021 exams, the AHT said that Ofqual has made some amendments to certain courses i.e. English will omit poetry from English Literature; History and Geography will not undertake field work trips and students will not have to answer questions in the exam about their own field work. In Languages, the spoken element (25%) will not count towards the final grade. Art, DT, PE, Drama, Music – practical components will be adapted.</p> <p>However, when students will actually sit their 2021 exams is still under consultation – in May, June or July. This is frustrating as it has a knock-on effect such as work experience, the school production etc and these things cannot therefore be planned.</p>	
<p>4. Finance Portfolio</p>	<p>MD/SJF</p>
<p>9. Trustees' Annual & Financial Statements for period ended 31 August 2020</p> <p>The BM said this is the time of year when the annual accounts are completed. The pre-audit audit was completed in July and now the information is being prepared as follows:</p> <p>9.1 Audit Approach Letter – to be sent to all trustees (governors) – for information</p> <p>9.2 Fee Schedule – to be sent to all trustees for information. Will be approved at next meeting.</p> <p>9.3 Letter of Engagement for 2020-21 – to be written by CoG – this has been done.</p> <p>9.4 Business Risk Questionnaire – for completion by business manager/trustees (see below)</p> <p>9.5 Fraud Risk Questionnaire – for completion by business manager/trustees (see below)</p> <p>9.6 Related Party Questionnaire – for completion by all trustees and key management personnel individually – will be shared by the clerk</p> <p>9.7 Deliverable Excel Spreadsheet</p> <p>9.8 'MUSTS' Word Document – part of the audit process to confirm any areas of non-compliance with the Academies Financial Handbook – governors asked to take part-ownership of this document and it will form part of the Away Day agenda.</p>	<p>On Google Drive</p> <p>14th October</p> <p>Clerk/Done 21.9.20</p> <p>All/7th October</p> <p>Clerk/in hand</p>

<p>9.9 Trustees' Report template – to be completed by trustees, HT, BM and clerk – draft will be shared with governors before or at the next meeting.</p> <p>Much of the above is information for governors to complete and/or approve. The BM has completed and Business Risk and Fraud Risk and governors are asked if they are happy to devolve responsibility for final approval/sign off to the Finance portfolio holder and then for governors to be informed at the next meeting. Agreed to devolve responsibility.</p> <p>In light of COVID-19 deadlines for submitting and publishing the report and financial statements have been extended to 31 January 2021. However, despite this extension, the BM would like to stick to the usual timelines and so the auditors will be in school w/c 19 October and the auditor will be invited to present the audit findings to governors at the November meeting.</p>	<p>MD/SJF</p> <p>SJF/18th November</p>
<p>10. Finance Papers to P12 2019-20</p> <p>10.2 COVID Costs</p> <p>The BM said £42,000 was spend on COVID including £9,000 on equipment and supplies and £21,000 on laptops and IT equipment. Paperwork was provided for governors and full written financial reports will be reported at the next meeting.</p>	<p>SJF/14th October</p>
<p>11. Policies for Consideration</p> <p>11.1 Finance – annual review</p> <p>All changes are highlighted in yellow. Governors asked to consider and ratify at the next meeting.</p> <p>11.2 Gifts & Hospitality – annual review</p> <p>No changes recommended. Governors asked to consider and ratify at the next meeting.</p> <p>11.3 Lettings (including Hire Charges) – 3 year review</p> <p>Review of this policy has been postponed until the next meeting.</p>	<p>All/October meeting</p> <p>All/October meeting</p> <p>BM/October meeting</p>
<p>12. Policy for Ratification: Pay</p> <p>The HT said this the pay scales for support staff have finally been published following consultation with the unions. The pay scales have been dropped into the policy which governors are now asked to ratify. Ratified.</p>	
<p>13. Summer Updates</p> <p>13.1 Two Counties Cleaning – option to extend the current cleaning team contract for one more year (approved post July meeting). This year a 6% increase has been agreed which is the same as last year. There is an additional cost this term due to a daily floating cleaner from 10am-2pm who wipes down the touch points, toilets, classrooms etc.</p> <p>13.2 Shelter for Warden's Piece</p> <p>A marquee has been erected to house Years 10 and 11 students for break and lunch. This seemed the best option rather than a more expensive permanent structure. The marquee has been rented until Christmas with an option to extend.</p> <p>13.3 CIF Bid PE changing rooms</p> <p>The BM said she is meeting the Kendall Kingscott to discuss timings and costs as the quotes went into government pre-COVID</p>	
<p>5. Audit & Risk/Internal Scrutineer Portfolio</p>	<p>PC/SJF</p>
<p>14. Internal Audit Report 2</p> <p>This was LH's final report as Internal Scrutineer. It details checks on bank reconciliations, petty cash, purchases & expenses, contracts, income, nominal and management reports, payroll, asset register/inventory and risk register. No actions were recommended. The next internal audit is due in January and will cover spot checks of the inventory register and review of the risk register and contracts & SLAs. The BM said it was thorough report as usual.</p> <p>The CoG will write a letter of thanks to LH.</p>	<p>KH</p>
<p>15. Internal Scrutineer – new appointment to be made</p> <p>PC has agreed to step into the role as the new IS – many thanks and congratulations to him. The BM will check if personal indemnity cover is required.</p>	<p>SJF/in hand</p>
<p>16. Academies Financial Handbook 2020 – for governors to read to ensure compliance; copies available at the meeting if governors wish to take one.</p>	

The Audit Committee will now be known as the Audit & Risk Committee will next meet on Monday 12 th October at 10.00am.	
6. Premises, Health & Safety Portfolio	CE/SJF
The portfolio lead said that she had been in touch with the Facilities Coordinator to talk through the best and safest way to conduct governor site visits this term and a this will be discussed further at the PH&S Forum meeting on 30 th September. The CoG encouraged governors to join the walkabouts after board meetings if they are free as it is very helpful to have a second pair of eyes.	PH&S/30.9.20 All/ongoing
17. Summary of Summer Site Works The BM talked through the current project spreadsheet. Items in dark green have been done – toilet refurbishment, canteen cashless system, canteen barrier, science plans, PAC plans, long jump pits, new offices Nichols, new benching N11, HT office, lighting upgrade, CCTV upgrade for front cameras, Gurney Dixon storage. This was a long list for the Site Team to supervise/manage during the six week break and they worked very hard to ensure everything was completed in time for the new school year. The plans for next year need to be discussed and how much of the surplus and the money from the balance sheet is spent.	
7. Human Resources Portfolio	CR/JWE
18. Staff Wellbeing – any comments from staff via staff governors The staff governor said that staff have been amazing in coping with the new routines this term. There are concerns, however, that as the term goes on if the impact will decrease or increase. It is very early days and staff are determined not to drop the ball and are working hard to make sure they have the right resources in the right place for each day’s teaching but it is tiring for everyone. It is a big ask and there are particular concerns around teaching subjects in different areas of the school. Some of the running around is fun but it is exhausting. The DH said that as time goes on the pace could increase rather than decrease as the school has to keep up with changing national guidelines and advice. In addition, staff are learning how to use Microsoft Teams which is an added pressure and now that departments are spread out it is harder to find places to meet, collaborate and communicate. Governors acknowledged that things are busy for staff anyway at the start of the academic year but the impact on some staff teaching for the first time since March can be an added pressure. Governors said that the extra pressure staff are under at the moment must not be underestimated and they will do what they can to help from the feedback they receive. The HT said that if a near-normal curriculum can be delivered through the course of this year that will be an exceptional achievement.	
19. Staff Appraisals The DH said that staff appraisals will take place during the two Inset days in October. It is important to have the dialogue with staff and reward them accordingly. However, there have been some adjustments to the process – individual objectives might need adjusting, lesson observations will not be expected and data analysis will be done differently. So this will be easier for staff. However, objectives will still be set but within COVID parameters and there will still be opportunities to make progress. Objective setting will also be done for support staff to bring it in line with teaching staff. <i>Q: A governor asked if longer term objectives could be set, not just for a year.</i> The DH replied that each individual is different and some objectives naturally run for more than a year anyway. The HT said that getting a balance is important as there must be something measurable at the end of the year.	
20. Policy for Consideration: Staff Acceptable Use of ICT – 3 year review This policy is for consideration – no significant changes and available for governors’ comments. It will be ratified at the next meeting.	All/October meeting
21. Policy for Ratification: Staff Dress Code This policy has been modified following staff feedback – notably on tattoos, jewellery and piercings – and is now ready for ratification if governors are happy with the modification. Policy ratified.	
8. Safeguarding & Welfare and SEN Portfolios	JH/TF/RG
22/23. Annual Safeguarding Training for Governors	

<p>Governors are asked to complete the annual training which includes safeguarding, county lines, reintegration of pupils and PREVENT. All the modules and *documents will be incorporated into a Google form which the clerk will email to governors next week. If governors can do the training by Wednesday 30th September that would be appreciated.</p> <p>*Documents to read: Keeping Children Safe in Education Part 1; Red A5 School CP leaflet; Operation September leaflet. Paper copies available at the meeting.</p>	<p>All/emailed on 21.9.20</p>
<p>24. Annual Reports to Governors</p> <p>24.1 Annual Safeguarding Report from Board of Governors to Hampshire Safeguarding Children Board</p> <p>The DH and the Safeguarding portfolio lead have done a full thorough audit and this simpler document are the seven areas of development which have been set as the annual goals as follows:</p> <ul style="list-style-type: none"> • Further investigate feedback from student survey to ensure students have someone they can talk to in school; • Review full Behaviour Policy, especially in light of changes introduced under recent September addendum; • Investigate depth of understanding of safeguarding amongst governors; • Develop Safeguarding calendar/planner into a more robust action plan; • Formalise system used by governors to ask safeguarding questions of staff during their visits; • Designated Teacher to develop provision of PLACs in school; • Improve confidence in students’ understanding around online safety and ensure working group includes representative from SEND. <p>The CoG asked if the DH can add the points into the safeguarding action plan so that governors are confident about safeguarding, particularly for Ofsted.</p> <p>It was confirmed that BW is the governor responsible for Looked After Children and he will meet with the AHT to talk about the data and work involved with LACs.</p> <p>24.2 Annual Report to Board of Governors on Safeguarding Children 2019-20</p> <p>This report gives information on internal training and the number of inter-agency referrals and children on a Child Protection Plan. This sheet relates to last year but also includes the compulsory in-house training undertaken by staff at the beginning of this term. All detailed information shared by the DH with governors. Report approved by governors.</p>	<p>RG/in hand</p> <p>KM/BW – 25.9.20</p>
<p>25. Policies for Ratification</p> <p>25.1 Personal & Social Development – 3 year review</p> <p>Policy ratified.</p> <p>25.2 Student Attendance</p> <p>This policy was ratified in July but a modification if required to be ratified relating to the code x on SIMs described for children not required to be in school but now it has another definition – “not attending in circumstances relating to Coronavirus”. Modification approved.</p>	
<p>9. Teaching & Learning Portfolio</p>	<p>DG/JWE/HJY</p>
<p>26. Subject Link Governors</p> <p>The T&L portfolio holder and the DH have modified the autumn link form and this will be emailed to governors ready for them to complete after their link meeting with HoDs. Governors are welcome to come into school for their appointments but not before October please.</p> <p>Maths link report from last term is available to read.</p>	
<p>27. Staff Inset Days 3rd & 4th September</p> <p>The DH said safeguarding, the new reading programme and Operation September were the main items covered in the first two Inset days at the beginning of term.</p>	
<p>28. School Trips</p> <p>The HT said that the advice from Hampshire in terms of residential trips is don’t book anything at the moment. At present, New York and Kenya trips in 2021 are going ahead but the Prom is cancelled as is Presentation Evening. However, the Year 7 visit to Fairthorne Manor on 28th & 29th September are</p>	

going ahead as day trips and if any governors are available to help that would be appreciated – please let the clerk know.	All/ASAP
10. Careers & Enterprise Portfolio	BB/KM
The portfolio lead said that Careers is currently low on the agenda and the world of work is a tough place. The AHT said that the Careers Fair is still going ahead (virtually) and there is lot of information on line. Work experience can take your around the world, it is just encouragement that is needed for the students to seek it out. However, spaces for work experience might be a challenge next year.	
11. Training Liaison/Website Portfolio	Vacant/JWE
29. Reminder that governor training is available via: <ul style="list-style-type: none"> • Hampshire Governor Services Training Courses 2020-21 – pay as you go • The Key for School Governors – subscription online training service The DH said that staff training is now online which is working well and saving money. The clerk will check if Hampshire Governor Services is currently running face to face training. Post meeting note: All Hampshire courses are on line only until January 2021.	Clerk/done
12. Headteacher News	
30. Update on local and national news The HT said he’s had some very positive emails about students who have been helping out in the community. Open Evening on 6 th October will be conducted virtually and all information will be accessible on line. Year 6 students have to submit their secondary decisions by 31 st October. We have had a large number of supportive emails from parents thanking the staff for efforts put in to get school running again.	
13. Date of Next Meeting	KH/PGM
WEDNESDAY 14TH OCTOBER 2020, 8.00AM-10.00AM, TIME AND VENUE TO BE CONFIRMED	
Before closing the meeting the CoG thanked everybody for everything continue to do.	
6.52PM – MEETING CLOSED.	