

FULL GOVERNING BODY MEETING MINUTES

MINUTES OF THE MEETING HELD ON THURSDAY 11th OCTOBER 2018 AT 18.00 IN THE CONFERENCE ROOM

PRESENT: David Conway (DC), Gaydree Wrigley (GW), Graham Arr-Jones (GAJ), Martin Penrose (MP), Penny Leach (PL), Peter Colebourn (PC), Sarah Roberts (SR), Susan Carpenter (SC), Tony Smith (TS)

ABSENT: Jason Knight (JK), Michael Bull (MB) and Sarah Hinks (SHI)

ALSO PRESENT: Karen Clinton (KC) and Julian Ashworth (JA)

Emma Brinkhurst - Clerk to the Governors

AGENDA ITEM	MINUTES
1. Apologies for absence	Received and accepted from Radha Stuart (RS), Ken Caplan (KC) , John Griffiths (JG) and Suzanne Howells (SH)
2. Minutes of previous meeting	A copy of the Minutes from Tuesday 4 th September 2018 was circulated with the agenda. This is also available in the Governor’s shared area. The Minutes of Tuesday 4th September 2018 were agreed as a correct record and signed SR.
3. Matters arising Follow up of the governor objectives for the forth coming year following the Full Governing Body Business Meeting	None TS informed governors that it is important to be able to provide evidence towards an objective, it is therefore helpful to pose the objective as a question which would support the development of impact statements. Governors felt that the evidence they could collect would include the strategies and programmes put in place by the school – prevention better than cure for mental health. It was suggested perhaps speaking to Dr Illner about music therapy and other activities put in place by the school would be a good starting point – SR said she was due to meet with Dr Illner so would do this. Discussion about sources of evidence included how mental health is covered in lessons/assemblies, securing external resources and student survey results. MP arrived at the meeting 18:07 Q A Governor asked if we will have a Mental Health teacher? TS said due to the pressures on the school budget this would not be possible unless it was funded. TS felt we were well placed at Priory having a trained school counsellor, Student Support Adviser trained in THRIVE plus a strong Life Skills programme – in July, a whole school INSET will be devoted to THRIVE. TS Spoke of Mental Health Awareness Day covered in the staff briefing, Tutor and Lifeskills lessons. There was much discussion about the objective ‘wider life of school’ how this



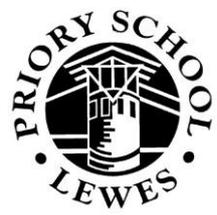
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		<p>could be measured. There was a suggestion of the data from activities week being provided to Governors. TS said that he does provide data on trips in the Headteacher’s report including subsidised places.</p> <p>The school will not be offering the Duke of Edinburgh award this year as there is no funding available but a group of schools are working with DoE to find a solution.</p> <p>A Governor asked do governors need to be provided with such fine (academic) data now Ofsted has been. It was felt the data is high level and is necessary for the governors to be able to monitor, support and challenge.</p> <p>A survey of Year 9 students about trips will be sent out to all students. ACTION: JA to arrange survey.</p>
4.	Declaration of pecuniary/business interest	<p>JG – Director JRTZ Ltd Consultant MP – Works for Ministry of Justice SR – ALS (Additional Learning Support) Department Assistant DC – Finance Director CEGA Group GW – Business Manager Glenleigh Park Primary Academy</p>
5.	Headteacher’s Report	<p>A copy of the Headteacher’s Report was circulated with the agenda. This is also available in the Governor’s shared area.</p> <p>Key points:</p> <p>Draft performance tables are due to come out on 16th October (but could be later).</p> <ul style="list-style-type: none"> • Progress score All (233) + 0.35 (this is based on JA estimates using 2017 progress data) • Attainment 8 All 58.48 – was higher than we estimated -our results are strong compared to last year - above average • % 9-5 both English and Maths All 66% • % 9-4 both English and Maths All 83% <p>Easy win qualifications like the ECDL (European Computer Driving Licence) used by some schools to boost performance tables are no longer used so this may affect the national data (positively for Priory).</p> <p>We don’t know the progress measure as yet – three ways school estimate is:</p> <ol style="list-style-type: none"> 1. Julian Ashworth’s Minimum Attainment Level/Flight Path model 2. Fischer Family Trust (FFT) – Priory are in the top 20%



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		<p>3. SMID (a tool used by the Association of School and College Leaders)</p> <p>There have been improvements in the SEN students across the board.</p> <p>Media and Sociology were disappointing and there are concerns for Computing but this did well compared to national attainment data.</p> <p>Q Why were results better this year – can we repeat it?</p> <ol style="list-style-type: none">1. It was felt starting Year 11 intervention earlier and targeting students that needed the extra support to attend the sessions in tutor time helped to ensure a clearer focus. Subject areas also delivered revision sessions after school which were more targeted rather than general sessions - this will be carrying on this year. The school invested in staff training for the new curriculum specifications and this had the effect of ensuring staff were well equipped to deliver the courses.2. The longer term aims of developing a 5 year KS model including more GCSE style questions.3. Improved middle leadership. KC and PAC meet the Middle Leaders they line manage once per fortnight and student progress is a standing item. This year we are introducing ‘Progress Meetings’ between SLT and Curriculum Leaders after each data drop to identify the key students who require intervention and agree the strategies.4. The most important focus is the ensure improved Quality First Teaching (QFT) <p>Q What is the effect of the drop ins?</p> <p>These are now unannounced so the school has a better understanding of the ‘default setting’ (the normal standard) of the classroom teacher. Anecdotally we have also has noticed a lot more teachers are leaving the door open when they teach (a sign of a more open school).</p> <p>Q Why did it not work with Sociology and Media?</p> <p>Due to the strength of the middle leaders – one was new in post and felt English was more important and Sociology less important so we need to build capacity and accountability in. The other member of staff was also new in post and had a change of teacher.</p> <p><u>Attendance page 6-8</u></p> <p>Term 5 this year was 93.4% a significant decline when compared to 2017 (94.1%.) Priory is ranked 15th for overall absence terms 1-5 2017-18 and ranked 17th for persistent absence.</p> <p>Q What actions can we take?</p> <p>Some students with absence seem to perform well so there is no evidence</p>
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	<p>that the absence affects performance often these are those who are well supported at home – some holidays are an educational experience and students access show my homework during a holiday. Nationally absence figures have increased – following the Isle of Wight case and this has also affected Priory.</p> <p>Priory also has issues with punctuality at school – there is a significant number of students who are late to school in the morning.</p> <p>Q What is classed as a late and what as absent?</p> <p>Being late is up until 9.30am after 9.30am is absent. The school know sometimes this is not a student’s fault i.e. a train or bus being late. The Education Support Behaviour and Attendance Service (ESBAS) has reduced service due to the decrease in the LA budget and as a result it providing a reduced service to schools. The threshold for EBAS to help with attendance is now a student’s attendance being 85% or less.</p> <p>Q Why is the term 4 and term 6 attendance figures high?</p> <p>Term 3 was due, in part, to the bad weather – snow.</p> <p>Term 4 there was an illness bug and sickness is still classed as unauthorised absence.</p> <p>Term 6 was due to students attending events such as festivals This tends to affect attendance on Mondays</p> <p>Another factor is if the school terms finish half way through a week e.g. if the holiday starts on a Wednesday some parents view the school as not doing anything meaningful so they take students out of school for two days and go on holiday. This year the school summer term will end on a Friday and then staff will be in for two INSET days.</p> <p><u>Exclusions Page 8/10</u></p> <p>The Governors were pleased there had been fewer exclusions – 5 students in term 5 and 10 in term 6 this was a lower figure compared to the previous years. A total of 47 exclusions in 2017-18 - ten fewer than the previous year. TS said the school is working hard to reduce exclusions but East Sussex has a high exclusion rate. Priory is the 8th lowest excluding school in terms of fixed term exclusions and second lowest in terms of days lost to exclusions. 54.5 days were lost to exclusion in 2017-18 a reduction on the previous year when it was 89.5.</p> <p>College Central runs a programme to help reduce exclusions in school if it is not full but currently it is full and there are no places available to schools for preventative work.</p> <p><u>Summer school</u></p> <p>The 7th Summer School was week beginning 23rd July which was very successful the feedback from both parents and participants was very</p>
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		<p>positive.</p> <p>Q Why is behaviour worst in Year 9?</p> <p>This was felt to be due, in part, to the options process – once students have chosen their subjects they become dis-engaged with subjects they won't be taking i.e. boys in Dance. In other schools this shows in Year 8 when they chose their options. It was felt also perhaps age and hormones could play a part. Also in Term 6 when the Year 11s are sitting examinations there is a readjustment of the Year 10s being the more senior in school.</p>
6.	Subject report to governors	<p>Copies of the subject reports to governors was circulated with the agenda. This is also available in the Governor's shared area.</p> <p>History</p> <p>Q There were comments within the report around time allocated to the subject being too short for the extensive syllabus and also adding a considerable marking load on a few staff. How do the SLT allocate time to subjects and do they believe the current allocation is sufficient?</p> <p>TS said he has sympathy with History and Geography but the school have to balance subject wishes with the school desire to offer a broad curriculum in KS3. Students follow 17 subjects before making the options choices in Year 9. The SLT recognise that some subjects have significant marking but there are also issues for subjects that have more time. The school do have a feedback policy – feedback (teacher, peer and self-assessment) must be provided an average every three weeks. There is inconsistency with some teachers.</p> <p>Q Some of the reports mentioned lessons lost to INSET days and trips?</p> <p>TS said that the days INSET days are held on throughout the year are varied. Some trips are part of the GCSEs (i.e. whole day out for Geography field work) but acknowledge that this can be an issue which is why SLT monitor trips carefully.</p> <p>Maths</p> <p>Q This Year's Year 11 cohort is not as academically strong as previous years – is this correct?</p> <p>Yes, this is correct their Key Stage 2 and CATS scores are lower which will be a challenge to repeat the high levels of attainment achieved in 2018.</p> <p>Computing</p> <p>Q Report clearly states this is a 'difficult' GCSE that is very challenging for weaker students. Should this GCSE have some entry requirements to ensure weaker students do not fail from day one. This is bad for motivation etc?</p> <p>As we are a fully inclusive school – some students may enjoy computing more than another subject. There was a significant change made to the assessment half way through last year and we were badly hit as we were ready to run the</p>



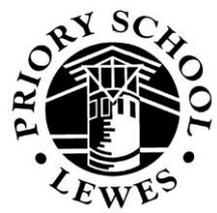
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		<p>coursework unit which was withdrawn due to leaked papers nationally. Students still had to complete the coursework unit even though it did not 'count' towards the final mark.</p> <p>Latin</p> <p>Q Now we have adopted the EBacc, Latin are concerned over the drop in the prior attainment of some students taking the subject. They ask the question if a language is really suitable for the majority of students? What is the schools provision for those where taking a language is not the best option? What % of the year group is that applicable to?</p> <p>JA said the school are looking into entry requirement and perhaps alternative routes. Most students have to follow a ebacc curriculum. There was some discussion if Latin should be introduced from Year 7.</p>
7.	School Development Plan (SDP) 2017-18 final analysis	<p>A copy of the SDP was circulated with the agenda. This is also available in the Governor's shared area.</p> <p>Senior Leadership Team (SLT) mentoring of some students went well – attendance improved, attainment 8 scores improved, and the student and member of SLT met up weekly. Some of these students valued the attention and interest provided by SLT.</p>
8.	School Improvement Plan (SIP) 2018-19	<p>A copy of the School Improvement Plan (SIP) was circulated with the agenda. This is also available in the Governor's shared area.</p> <p>Most schools have a SIP – this is a different format now in word not excel.</p> <p>Q A Governor asked on the milestones column on 2.1 number 4 and 5 both say February is this correct for the data capture?</p> <p>TS said this was not correct –it is a typo.</p> <p>Q How do you establish whether to use a supply teacher or cover supervisor i.e. for a long term absence, three-day flu or half day training?</p> <p>For a long term absence, for example a few weeks, we would buy in a specialist from the supply agency. Three-day flu would be covered by a Cover Supervisor. Half day training where a cover form has been submitted a Cover Supervisor would be used as work would be prepared.</p> <p>Q A Governor said that some teachers don't give achievement points?</p> <p>JA said that achievement points for the Year 11s is on their next meeting agenda i.e. possible incentives.</p> <p>The school is developing a new website which has been outsourced so it will be more responsive to new media.</p> <p>Q SR asked if another Governor would attend the partnership meetings</p>



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		<p>with her – meetings held about one a term till Easter? GAJ volunteered and PC as a reserve.</p>
9.	MAT update	<p>GAJ said that a meeting was held on Tuesday – it was made it clear each school needs to show a serious commitment to exploring the mixed Multi Academy Trust (MAT.) model. Three of the primary schools are very committed to supporting the development of a MAT. The INSET day in November will be a joint INSET across all the schools to share with staff to date the work on MATs.</p>
10.	Safeguarding update	<p>SR said that SHI carried out a Single Central Record check on 13th September.</p> <p>REMINDERS:</p> <ul style="list-style-type: none"> • Prevent and Safeguarding online training to be completed by DC. • Safeguarding renewal online training to be completed by JK - Governors to complete every two years • GW, GAJ, JK, MB, and SR to email clerk when they have read the latest Keeping children safe in education document.
11.	Strategic Items	<p>PC provided an update on the Strategic Organisation Committee meeting on 27th September 2018:</p> <ul style="list-style-type: none"> • Pupil Premium Grant (PPG) update: Attainment 8 for PPG students was 48.53 % 5 + English and Maths 56.7 % 4 + English and Maths 73.3 Forest and Media school have had a positive impact in terms of attendance and engagement. The Governors thanked PAC for her work on this – they are very impressed with PAC’S work since taking over from MK. The Pupil Premium Report 2017-18 was mentioned by PAC this is available on the school website. • Budget Reports: There is a recommendation for a 3.5% increase for staff on the teacher’s main scale, a 2% pay increase for staff on the teachers’ upper pay scale and 1.5% for staff on the leadership scale – We are awaiting confirmation of this via the model pay policy from the LA. The Government will fund any increase above 1% but no details have been announced. Employee pension increases are due to go up these will be funded till 2020 but not beyond. The budget monitoring report 2018-19 was shared with the committee which they felt was a useful document. The carry forward is significant in keeping the budget from being in deficit. • Census: Year 7 is full but the school do have spaces in other years.
12.	Update from TS on action	<p>TS said that NH said that this is not possible due to GDPR.</p>



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from FGB Business Meeting on 04/09/18 - queries from Governors if TS could speak with NH about seeing if Governors can download emails rather than having to go to the web-based site all the time.	
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The meeting closed at 20:22

Next meeting: Wednesday 12th December 18:00 Conference Room

ACTIONS			
ITEM	ACTION	RESPONSIBLE	UPDATE
3.	Year 9 student trips survey	TS	To be provided at a future Full Governors meeting