

PRIORY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON 26th April 2012 AT 18.30 IN THE CONFERENCE ROOM

Present: **Mark Robertson (Co-Chair and Chair for the meeting)**, Sarah Hinks, Penelope Leach, Helen Masani, Brian Moyle, Tony Smith (Headteacher), **Pauline Quinton (Co-Chair)**, Audrey Whyte, Suzanne Howells, Chris Rowland, Tom Levesley, Gaydree Wrigley, Graham Arr-Jones; Claire Webber, Jack Feintuck, Joanna Whiteman.

Also in attendance: Lesley Rolf (Clerk) Julian Ashworth (Observer – as part of Continued Professional Development)

AGENDA ITEM	MINUTE	ACTION	DUE DATE
Welcome to new Members	The chair welcomed new members Gaydree Wrigley (nominated by GB to be Authority Governor), Jack Feintuck (Associate Member) and Jo Whiteman (Associate Member) to the Governing Body and introductions were made.		
1. Apologies for absence	Received and accepted from CW		
2. Pecuniary Interest	MR – Artistic Director Patina, HM – Teacher Learning Support Service ESCC, SH – Area Co-ordinator Children’s Centres, Wealden District. GW – Finance Officer Schools Contact Team ESCC TL – Director - Chrysalis, Education Research Company.		
3. Minutes of Meeting	The minutes of 26 th January, 21 st February and 13 th March were agreed as a correct record and signed. Governors were reminded by the clerk that Governors should read the minutes carefully and bring notes of any corrections before the meeting, as minutes are now to be published on the school website.		
4.. Matters Arising	Solar Panels. CR reported that progress had now been made on the installation of solar panels and that we are now waiting for the report from the surveyors. The panels must be installed by 1 st July. The chair congratulated CR and thanked him for all his hard work on this project, despite previous setbacks.		
5. Committee Reports	The Chairs of committees reported on the strategic issues they had discussed and as identified in their minutes. They answered questions for expansion and clarification of the issues raised. Teaching and Learning Committee. (HM) <ul style="list-style-type: none"> • Learning Area Reviews: Maths, Performing Arts and Humanities • Data Projection – an explanation of how data projection tables are used to highlight areas of concern & pupil progress. • Access arrangements – completed to a high standard. • Policy and procedures – governors to review procedures with link SLT when reviewing policies 		

Signed..... (Chair)

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	<p>when required.</p> <ul style="list-style-type: none"> • Policies approved: Anti Bullying Student Behaviour Rewards Attendance Substance mis-use Sex Education Work-related Learning Assessment, recording & reporting Exams Curriculum <p>Governors were requested to read the Governors Essential Data Pack provided by ESCC to evaluate the schools performance, however it was noted that the pack was sent out late. MR & PL reported that they had recently attended training on understanding school data which they would recommend to the GB.</p> <p>Strategic Organisation Committee (SH)</p> <ul style="list-style-type: none"> • Budget Report • Schools Financial Value Standard – SFVS & Skills Audit – completion of section C • Equality Objectives – publication of Priory Equalities Objectives • Services to schools – agreement of service procurement. • Policies approved: Staff Welfare Policy Equalities (staff) Policy (ESCC) Stress Management Policy (ESCC) Confidential Reporting Policy(ESCC) CCTV Policy <p>Governors Research Group (PL)</p> <p>PL reported that the group was disappointed that more governors had not been able to attend the last meeting but hoped that all had been able to study the research.. The next meeting of the GRG will be on 11th June and all governors to attend. The decision will be made at the FGB meeting 21st June and will be made on the recommendation of the GRG.</p>		
6.Budget Report	There was no requirement to approve the Budget Report as this was the end of the financial year.		
7.Headteachers Report	<p>Governors received the Headteachers Report..</p> <p>Key issues discussed:</p> <ul style="list-style-type: none"> • Performance and standards. It is estimated that 66% of year 11 students have achieved C grades or higher in both English and Maths. Although controlled assessment marks are yet to be confirmed it is estimated 		

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that 78% could achieve GCSE grade C after resists in May
There will be additional in class support in September in order to help raise grades, in either small groups or on an individual basis. Governors asked about progress of SEN students. TS explained that SEN students often have lower prior attainment and progress is more difficult for those students. To aid in closing the gap this year school has increased the targeting of one to one tuition, appointed two additional TA's and has increased mentoring/coaching for targeted students. Literacy will be a key focus across the whole school and English will increase by 1 hour in the timetable in September.

- **Attendance.** A significant number of absences are due to students attending approved activities. A school refuser can have a significant impact on attendance figures but there was an overall improvement on last year.
- **Behaviour.** The ratio of achievement to behaviour points in term 3 was in excess of 3-1 although there was an increase of behaviour points compared to term 3.
- **Exclusions.** The cuts in services are having a significant impact on exclusions. An increasing number of requests for support from East Sussex Behaviour and Attendance Service (ESBAS) are refused. Governors asked what the school is doing to try and combat this. TS reported that governor PL has been involved in several individual cases meeting with parents and students with much success. The Police Liaison Officer has increased support. Anger management and peer groups run in school (SENCO – behaviour) are also having a positive effect. The school, including Inclusion Team and house assistants are working much harder to try and address the impact of cuts in services but there is a limit to school resources. PL had encouraged the school to look at different models of managing challenging students and this is something the school is researching but it is a longer term aspiration.
- **Racial Incidents.** TS reported that there is a change in the way racial incidents are

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	<p>recorded and that staff training had been provided which should increase awareness in addressing racial issues.</p> <ul style="list-style-type: none"> • Class Sizes Governors asked about class sizes which has also been discussed at Teaching & Learning committee in full. Class sizes remain an issue as the school is over-subscribed and smaller classes for lower ability students are essential. The school is aiming to increase the number of maths classes in some areas which will result in a reduction in class sizes in maths. • Curriculum. The options process has now been completed and it was reported that 85% of all student choices were met. The change in option blocks had not had a significant impact on Classics and Latin. The GB thanked JA for his hard work on the Options process. 		
<p>8. SDP draft 2012-2013</p>	<p>Governors reviewed the draft School Development Plan for 2012-13.</p> <p>Key points:</p> <ul style="list-style-type: none"> • Objectives in the SDP to align with new Ofsted Framework • Raising attainment for all students and with particular focus on outcomes for FSM and SEN students. • Raising attendance levels to 94% by July 2013 • Improving literacy across the curriculum • Improving the quality of marking and student feedback • Develop the Tutor Programme to enhance PSHE ethos • To support staff in new roles after Restructure. <p>It was agreed that Governors should consider objectives for the Governing Body – this to be explored fully at the next Governors Co-ordination Group meeting on 10th July. If required, three objectives for the GB will then be agreed.</p>	<p align="center">All</p>	<p align="center">By next FGB meeting</p>
<p>9. Training updates and FGB training</p>	<p>The clerk reported that governor take-up of training courses available had increased significantly to previous years. Training is included within the Service Offer and it is important that the GB takes full advantage of this. The clerk also requested that governors provide her with details of training they had attended.</p> <p>Whole governing body training “Getting ready for Ofsted” is being arranged by the clerk – 16th June. Clerk to organise the venue.</p>	<p align="center">All</p> <p align="center">Clerk</p>	<p align="center">By next FGB</p>

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10. ESCC Exclusions Trial	TS informed the GB that the school has signed up to be part of an exclusions trial within ESCC in which participating schools will be able to make use of places at College Central to provide both school and student of some respite, and also ensuring high quality provision. Schools within the Behaviour and Attendance Partnership area will be able to determine how the places are allocated. TS had discussed this issue with the Co-Chairs of the Governing Body who approved and had signed the agreement on behalf of the Governing Body.		
11. Community Links	The chair reported that the Co-Chairs had met with AB the fundraiser for Priory to discuss ways of strengthening community links. The schools charity – Friends of Priory is already working to capacity. AB suggested hosting two seminars – inviting parents and high profile members of the community to improve community links. These are likely to take place early in the new academic year. Friends of Priory would require help from the GB to promote this.		
12. Staff Forum	It was agreed that governor links to SLT would be extended to Learning Areas (LA), once the restructure has been completed (LAs will be known as Curriculum Areas). JA and HM had discussed this at a link meeting and suggested incorporating Learning Walks as a good way of governors getting to know the school, staff and students. This was agreed and will be introduced in the next academic year.		
13. Parent View	Governors discussed how to increase parental input to the Parent View website, which is already frequently mentioned in the Headteachers Newsletter and on the website. It was agreed that all should actively promote the Parent View website whenever possible, at events such as parent consultation evenings. Also parent Governors were encouraged to complete the survey. It was agreed the school should make the link directly accessible from the school website.		
14. Confidential item	Governors see confidential minutes.		

The meeting closed at 20.50

Next meeting is on 21st June 2012

Signed..... (Chair)

Date