

**PRIORY SCHOOL GOVERNING BODY**

**MINUTES OF THE MEETING HELD ON 21<sup>st</sup> June 2012 AT 18.30 IN THE CONFERENCE ROOM**

**Present:** Pauline Quinton (Co-Chair and Chair for the meeting), Sarah Hinks, Penelope Leach, Helen Masani, Brian Moyle, Tony Smith (Headteacher), Mark Robertson (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)

AGENDA ITEM	MINUTE	ACTION	DUE DATE
1. Apologies for absence	None were received		
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, Children's services Strategic Finance TL – Director - Chrysalis, Education Research Company		
3. Minutes of Meeting	The minutes of 26 <sup>th</sup> April 2012 were agreed as a correct record and signed.		
4.. Matters Arising	None that were not covered by the agenda.		
5. Confidential Item	Governors please refer to confidential minutes.		
6. 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.  <b>Strategic Organisation Committee (SH)</b> 1. SFVS – Schools Financial Value Standard 2. Budget 3. Policies approved: <ul style="list-style-type: none"> <li>• Data protection policy</li> <li>• Freedom of Information publication</li> <li>• Procedure for responding to requests for information under the Freedom of Information Act.</li> </ul>		
7. Budget Report	<b><u>The Budget for 2012/13 was approved by Governors in the sum of £5,011,602.</u></b>		

Signed..... (Chair)

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<p>8.Headteachers Report</p>	<p>TS gave a detailed explanation of the HT report to Governors. Key issues discussed and questions raised by governors:</p> <ul style="list-style-type: none"> <li> <b>Performance &amp; Standards.</b>                      TS – school estimated 66% (Target 77%) of Year 11 students had already achieved C grades or higher in English &amp; Maths and is confident of further improvements in results of summer exams. The graph to show changes in performance over time, as requested by the GB was included within the data in the HT report.                 </li> <li> <b>Q. Are Targets internal or external? Are targets challenging?</b>                      TS – School sets targets using performance data provided by the Fisher Family Trust. Target setting is robust and targets are very challenging, thus ensuring the school is always working towards raising standards. If the school consistently fails to reach low targets it would possibly trigger an Ofsted inspection. Priory sets high targets which are at or in excess of FFT D. Achieving or being very close to these should not be an issue.                 </li> <li> <b>Q. Why is there a dip in performance between between October and January?</b>                      TS- This was due to poor performance in the Maths mock exam in October. However this enabled the school to successfully target students and improve learning. Results improved in early entry exams in January. Each area reports at a slightly different time of year so the maths mock impacted on many other measures. The strong results in the actual GCSE account for the ‘rise’ in performance.                 </li> <li> <b>Vulnerable groups.</b>                      TS reported that SEN performance has improved against the headline figure. FSM performance remains the same as in April. Additional staff including House Assistants, were mentoring students and the school was still providing one to one tuition where ever possible. The school had also employed two temporary TA’s to improve performance. It is important to consider the size of the cohort as a few students can have a big impact on the data.                 </li> <li> <b>Attendance</b>                      TS reported that there were higher levels of both truancy and authorised absences during Activities week, and an outbreak of measles.                      Governors suggested that it would be helpful if parents were given more information regarding the rationale behind Activities Week. This will be discussed at the Parent Forum meeting prior to Activities Week. TS will discuss this with JA                 </li> </ul>	<p>TS</p>	<p>Term 4 2013</p>
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and SLT  
Overall Governors congratulated TS on an excellent week and the range of activities available to the students.  
TS also reported that work experience had also been very successful for year 10.

• **Behaviour**

TS explained to governors that examinations and revision classes for year 11 students resulted in the drop in achievement points being awarded.

• **Exclusions**

TS reported that the increase in physical assaults is a worrying trend. He explained to governors that this is occurring in all schools at present and a factor of the increase is cutbacks by the East Sussex Behaviour and Attendance Services (ESBAS), who are declining referrals more frequently. This is an issue and the school is exploring ways to address the trend.

***Q.Are these incidents happening in unstructured times?***

TS – varies but there is an increase during these times. As reported at the last FGB meeting, the school is taking part in the exclusions pilot scheme in East Sussex, where schools will be able to share allocated places in College Central to aid management of challenging students.

• **Curriculum**

**Options process**

The options process has now been completed, 99% of student first choices were met and 95% of all choices were met. 85% of students gained all of their choices compared to 89% last year. This is due in part to the reduction of 4 – 3 option blocks and also to the reduction of vocational courses offered externally.

TS reported that the School has achieved Arts Mark Gold.

**One to one tutoring**

Thirty students received extra tuition in Maths over the course of the year – out of nine students who received extra tuition in September/October, six achieved grade C or higher.

Thirty two year 11 students received one to one tuition in English, some of those students were at the higher end of the ability range. Early indicators show that intervention has been very positive – 30 of the year 11 students are on track to reach their target grades. The remaining two have been subject to extenuating circumstances.

***Q. Is one to one tuition always focussed on Year 11***

Signed..... (Chair)

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	<p>please refer to the Headteacher’s full report.</p> <ul style="list-style-type: none"> <li>● <b>Child Protection Issues</b></li> </ul> <p>TS expanded on child protection issues and governors thanked TS for providing governors with more information whilst respecting confidentiality.</p>		
9. School Development Plan	<p><b><u>The School Development Plan was approved by Governors</u></b></p> <p>Governors asked for 3.2 to be changed to:  “Developing greater respect amongst the student body for <b>others.</b>”</p>	TS	
10. Chairs Succession	<p>Governors discussed chair succession. It was agreed that the GB needs to focus more on succession to develop leaders for the future. It was suggested that some governors could shadow current chairs and that more governors should attend chairs training. It was agreed that just one year of chairing was insufficient for individual governors to gain enough experience of the role. Governors who currently chair and would like to continue, and governors who would like to chair in future should inform the rest of the GB by the end of term 6 to ensure a smooth start in September.</p> <p>PQ indicated that she was willing to stand as chair for 2012-13. GAJ indicated that he was willing to stand as vice-chair for 2012-13 – provided he was re-appointed by the GB in December.</p>	All	By end of term 6
11. Governors Code of Conduct	<p>Governors received the Code of Conduct which advises Governors on good practice and includes the Nolan Principles for public life. Governors to read fully and send in comments to the clerk/chair prior to the September reconstitution meeting when it will be approved formally.</p>	All	By end of term 6
12. Training update	<p>It was agreed that 2 FGB training dates should be added to the GB yearly calendar and these dates and focus for the training will be agreed at the Reconstitution meeting.</p>		
13. Governor visits	<p>The clerk confirmed that the new Governor Visits Book was now in Reception. She emphasised that governors must <b>ask receptionists for the book on arrival as well as sign the general visitors book</b> as reception gets very busy.</p> <p>The clerk also stressed that this is an important issue as Ofsted will require proper evidence of governor visits.</p>		
14.GB Reconstitution Meeting in September	<p>Governors discussed the Reconstitution meeting which takes place on the first inset day of the new academic year in September. This is when terms of reference for committees, chair elections and important administration</p>		

Signed..... (Chair)

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	tasks are carried out and agreed Governors to bring their Governor Folders so that the clerk can update them, and their diaries.	<b>All</b>	<b>Sept 1<sup>st</sup> Meeting</b>
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The meeting closed at 20.40  
**Next meeting is to be agreed.**

Signed..... (Chair)  
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Date