

PRIORY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON 11th October AT 18.30 IN THE CONFERENCE ROOM

Present: **Pauline Quinton (Chair)**, Penelope Leach, Brian Moyle, Tony Smith (Headteacher), Audrey Whyte, Suzanne Howells, Chris Rowland, Graham Arr-Jones; Claire Webber, Joanna Whiteman.

Also in attendance: Lesley Rolf (Clerk)

| AGENDA ITEM | MINUTE | ACTION | DUE DATE |
|--------------------------|---|--------|----------|
| 1. Apologies for absence | Received and accepted from GW; JF; MR; HM | | |
| 2. Pecuniary Interest | JW – Headteacher at St Mary's School Bexhill | | |
| 3. Minutes of Meeting | The minutes of 21 st June 2012 & 4 th September 2012 were agreed as a correct record and signed. | | |
| 4.. Matters Arising | The chair confirmed that the parent governor election is due to take place soon. There are currently two parent governor vacancies. BM confirmed that he will be standing down as Community Governor at the end of his term of office but will stay on as an associate member if governors approved. This was approved. | | |
| 5. Committee Reports | <p>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.</p> <p>Teaching and Learning Committee. (HM)</p> <p>1. Learning Walks Protocol</p> <p>2. RPA</p> <p>Strategic Organisation Committee (SH)</p> <p>1. Changes to schools funding</p> <p>2. Pupil Premium Report</p> <p>PPG & GCG</p> <p>The chair reported on Governor lack of attendance at these two meetings. Governors were reminded of the importance of attending. The next PPG is on 15th October and all governors are asked to attend.</p> | | |
| 6. Budget Report | The Budget was approved in the sum of £4,626,711 | | |

Signed..... (Chair)

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7.Headteachers Report

Governors received the Headteachers Report..
Key issues discussed:

Pupil Numbers

- Number of pupils on roll.

TS explained that as the figures were based on the Autumn census instead of the January census as in previous years – the school roll is below that used in the budget planning for 2013-14. He expressed his disappointment that he was contacted immediately by the LA to direct the school to take a further five students for whom the school will not have funding for for this year.

- FSM students.

There was a drop in the number of students on FSM which will affect Pupil Premium.

Q. Has the school tried to encourage parents to take up FSM?

Yes. It has been published on the website, in HT newsletters and letters home. It could also be due in part to fewer families qualifying for FSM through cuts to benefits. Also being earlier in the academic year we have had less time to chase up potential FSM eligibility.

Performance and Standards.

The school achieved its target of 73% of students achieving 5+ A*-C including English & Maths.

The school achieved 85% of students achieving 5+ A*-C over all subjects. High attaining students did better than last year. The Maths Curriculum Area had worked really hard last year and was closing the gap between English & Maths. Some subjects were a concern – DT Graphics and Resistant Materials had both seen a decrease in A*-C grades achieved. These courses were being replaced this year by DT Product Design.

Latin was down but there were only 12 students in the class and TS reported that the class was delivered by an NQT and that for a first year these were pleasing.

Q. Will the school be looking at the viability of such subjects as Latin?

The school would have to look closely at the issue but Latin is one of the subjects that the school would want to keep as it is in keeping with the school ethos. The current Latin teacher is also a history teacher, allowing the school to continue to offer Latin to students but to have flexibility in reallocating if a group was not viable for one year.

Vulnerable Groups.

FSM achieved 33% 5+A*-C (ENMA) compared to 55% in 2011. This is an issue of concern to the school and there is an increasing gap between FSM and non FSM students.

One to One tuition did bring about improvements (students

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achieved 4/5 grade improvement compared to ½ a grade for similar students without One to One) but not enough to reach the C boundary for the target to be met

Q. How long are interventions in place for?

Throughout their schooling, tailored for the students individual needs. The school trialled coaching last year in which House Assistants and support staff gave extra support and coaching to students. Intervention cannot be considered a substitute for high quality teaching and there is a danger that students will rely on intervention and 1:1 too heavily and be less attentive in class.

Q. Has the school tried withdrawing intervention and 1:1

This would require caution ensuring the school targets the right students. Intervention is necessary but is not a substitute for quality classroom teaching.

Q. Did the change in marking English exams in the summer have an effect on these results?

Yes it did as those we put in for resits at Foundation did not improve.. Results in maths for lower attainers improve as a result of resits

Pupils

Attendance.

Attendance was just below the target figure of 94% at 93.62% an improvement on the previous year. The school had a high number of measles cases. The school has worked very hard on improving attendance and TS congratulated the House Assistants, Attendance Officer and Pastoral on their work on attendance and punctuality. Reduced support from external agencies (ESBAS) has had an impact requiring the school to work even harder.

Exclusions.

There were 72 exclusions during 2011-12. This is an increase from 67 during 2010-11.

The FGB had asked for more in depth analysis of exclusion data previously. Graphs showing exclusion data by gender, FSM, SEN, length of exclusion and reasons for exclusions.

Governors asked that numbers of students excluded should be included next time. **Action**

Q. In reasons for exclusions what does "other" mean? Can it be clarified.

This is because the information has to be entered in SIMS in this way if a student is excluded for more than one reason or if the reason is not one of the usual categories.

Action: The school will give examples in the next report.

Behaviour and Achievement.

There were many more achievement logs than behaviour logs given during 2011-12. Staff had worked very hard on this.

Q. Did the award of achievement logs tail off over the

TS/LDR

By next FGB

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years for students?

There is a danger of that and also that both high attainers and more challenging students receive more achievement logs in comparison with more average learners, who receive few achievement logs but no behaviour logs.

Action: Year by year data to be included in the next report.

It was reported that there are improvements in the way incidents of bullying are handled now – incidents are addressed quickly and more incidents are reported to an adult. The school will be taking part in the Safer Schools survey in October and will rerun our own survey thus allowing comparative analysis with this year.

Staff

Quality of Teaching.

The school had developed a more rigorous approach to observations using the new Ofsted descriptors. The descriptors have aided CPD and allowed teachers to have a better understanding of areas to address. This is evidenced by the increase in lessons being judged outstanding. (23% in 2010-11, 46% in 2011-12) Regular after school CPD is in place.

Feedback from student panels indicated that where teaching is strong teachers plan lessons with variety, relevance and appropriate challenge.

There is some concern that students rely too heavily on teacher support and this is continued in the SDP for 2012-13 – Key Objective 2.4: To develop independent learning skills enhancing resilience.

Q. Is there a gender difference in those students needing support?

No, there is no evidence to suggest that at a whole school level but there may be slight differences by subject.

Training.

There were 149 external training courses attended by 62 different members of staff during 2011-12. All staff had received training in some form during the course of the year.

Staff Absence.

The school had 2 long terms absences over the year and there is currently two TA long term absences.

Changes to role/structure.

This had to be carried on over into this term due to a member of MFL being overseas but this has now been completed.

Appraisal.

The school has adopted the new Teachers Standards. TS

TS

By next FGB

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| | <p>reported that the quality of objectives set by line managers was outstanding. There is still a dispute over the draft DfE Appraisal policy which TS is negotiating with the NUT representative.</p> <p>Buildings The HT Report listed the various repairs and improvements to the school carried out over the summer, including the repainting of the outside of the school and part of the chapel, refurbishment of year 11 toilets and replacement of the air conditioning unit in the ICT support office.</p> <p>Other items. Summer school was very successful although funding and notification was received very late. The school invited 24 transition students and 16 took up the offer. It is hoped there will be an increase in the take up next year.</p> <p>Further questions from governors: Q. There seemed to be a high level of students being returned to lessons from the pastoral office? Part of the role of the school is to prepare students for the future. You would not expect to leave work if you are feeling slightly unwell and generally students go back to lessons quite happily with some encouragement unless they really are unwell, in which case they would be sent home. A key objective of the SDP does focus on 'resilience'.</p> <ul style="list-style-type: none"> • School Development Plan (SDP) Governors signed off the SDP for 2011-12. <p>The Chair thanked the Headteacher for an excellent report commenting that there was much for which governors could be proud of within it.</p> | | |
| <p>8. Self-Evaluation Form</p> | <p>TS explained to governors that the SEF is a live document which is constantly added to and updated. The process of the SEF is important for school improvement.</p> <p>Q. Is the school challenging enough on itself? The SEF shows that the school is aware of areas in which it needs to improve – Vulnerable groups for example. It also shows that the school knows what it needs to do to improve. That is why the SEF includes 'Actions' at the end of each section.</p> <p>Q. Do you feel confident that where judgements are satisfactory they can be turned to good? This will be a focus of the school.</p> <p>Action: TS to send headline reports from the SEF to the clerk for circulation to governors on a regular</p> | <p>TS/LDR</p> | <p>Ongoing</p> |

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| | basis. | | |
| 9. Governing Body Objectives | Governors agreed on the following objectives for the GB for the coming year: <ul style="list-style-type: none"> To pursue alternative models of governance and school organisation Resources Adopt the SDP objective to raise attainment for Vulnerable groups Enhance relationships with SLT | | |
| 10. Health & Safety Governor | Governors agreed to appoint BM and PQ as joint Health & Safety governors. PQ has completed H&S training. PL will stand in for PQ if she is unable to attend audits, PL has been involved in several H&S audits previously. | | |
| 11. SLT/CA/Governor Links Learning Walks Protocol | <ul style="list-style-type: none"> SLT/CA/Governor Links Governors reviewed the new SLT/CA/Governor links document produced by the clerk. One governor was concerned at not having a curriculum area link, however it was explained that there are more governors than curriculum areas. <ul style="list-style-type: none"> Learning Walks Protocol Governors approved the new Learning Walks and Governor Visits Protocol. | | |
| 12. Governor Training | Governor training was discussed. Due to time constraints it was agreed that the clerk would email governors with recommendations of training courses. The clerk pointed out that she had already put suggested names in the Governor Services Training Booklet and asked that governors check if they are happy to attend the training suggested in the meantime. She also asked that governors to ensure they read their emails and respond regularly to enable her to place bookings promptly. | Clerk | By next FGB |
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The meeting closed at 20.45
Next meeting is on Dec 6th 2012

Signed..... (Chair)
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Date