

PRIORY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON 6th December 2012 IN THE CONFERENCE ROOM

Present: **Graham Arr-Jones (Vice Chair and Chair for the meeting)**, Tony Smith (Headteacher), Audrey Whyte, Suzanne Howells, Pauline Quinton, Jo Whiteman, Adrian Keitch, Danny Cooklin, Helen Masani, Jack Feintuck.

Also in attendance: Lesley Rolf (Clerk)

AGENDA ITEM	MINUTE	ACTION	DUE DATE
Membership items	<p>New parent governors Adrian Keitch and Danny Cooklin were welcomed to the GB. Introductions were made. Sarah Hinks was welcomed back to the GB as an Associate Member.</p> <p>The chair confirmed the resignation of Chris Rowland – Associate Member and Claire Webber – Staff Governor. Chris Rowland resigned due to work commitments and Claire Webber has accepted a new post at a different school.</p> <p>The chair confirmed that Jack Feintuck is now a Co-opted governor as Brian Moyle is now an associate member.</p>		
1. Apologies for absence	<p>Received and accepted from</p> <p>GW; PL</p>		
2. Pecuniary Interest	<p>JW – Headteacher at St Mary's School Bexhill</p> <p>HM – Teacher Learning Support Service ESCC,</p>		
3. Minutes of Meeting	<p>The minutes of 11th October 2012 were agreed as a correct record and signed.</p>		
4.. Matters Arising	<p>HM asked governors for contributions to the Love in the Box donations.</p>		
5. Clerk's Items.	<ul style="list-style-type: none"> • Training – the clerk gave an update on the training situation at the moment and reminded governors that training is essential. She warned governors that Governor Services sometimes change venues and do not send confirmation to the clerk. • The clerk handed out the new Governor's folders which have details of all governor business including Terms of Reference, contact details, written statement of principles, statutory policies and much more. Governors also received their Governor Year Books – a guide for governors, and new governor badges. • Emails – the clerk reminded governors to check their emails twice a week at least and to systematically go through them and respond. • Governor passwords – the clerk reminded governors that passwords needed to be changed before they expire. Governors should contact Information Manager Nick Hockin (NH) if there is a problem. 		

Signed..... (Chair)

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	<ul style="list-style-type: none"> • The clerk confirmed that she will not be emailing to personal email addresses. • Use of documents/files on Governors areas – governors can have their own documents area on the school network. Governors should contact NH who will set that up. • Governors signed AUP forms • The chair thanked the clerk for all her hard work in producing the folders and made special mention of the written statement of principles which is now listed in the statutory documents and policies that schools are required to have by law and is displayed in the Governor section on the school website. 		
<p>6. Committee Reports</p>	<p>The Chairs of committees reported on the strategic issues they had discussed as identified in their minutes. They answered questions for expansion and clarification of the issues raised.</p> <p>Strategic Organisation Committee (JF)</p> <ol style="list-style-type: none"> 1. Budget 2. Dance Academy Invoice <p>Parent Forum (PQ)</p> <ol style="list-style-type: none"> 1. Homework 2. Moodle 		
<p>7. Budget Report</p>	<p>The Budget was approved in the sum of £4,672,883</p>		
<p>8. Headteachers Report</p>	<p>Governors received the Headteachers Report.. Key issues discussed:</p> <ul style="list-style-type: none"> • <i>Pupil numbers</i> As explained at the previous meeting, compared to the previous year the school is penalised by an early autumn census e.g. there are currently 90 students who register as eligible for FSM, however, the autumn census reports that there are only 73 students eligible for FSM. • <i>Performance and Standards</i> TS reported that the school has not yet received raiseOnline data.. The school has been monitoring Fisher Family Trust data (FFT) and uses type D targets which if achieved would place the school in the top 25% in the country. Y10 data is showing an underperformance (67%) but this partly reflects the 		

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need to be mindful of the grade boundary changes - staff are being cautious when measuring the degree to which learners are on or above target. Y11 data is below target but less so than comparable data for last year's Year 11 cohort.

Q. Why is the gap so big?

TS The maths mock exam, which is early in the Autumn Term, always has an effect on the data – students underperform but this also means that interventions can be put in place early enough to bring about positive outcomes for students.

Q. Is that demotivating for students?

TS – Not in the main, it has the opposite effect generally speaking and allows the school to get effective interventions in place.

TS explained that the school has a number of actions in place for this year:

- Lesson observations are the key driver and have a sharper focus on student progress
A whole school drive on 'Literacy'
- A member of SLT with responsibility for student progress
- Enhanced range of intervention strategies for underperforming groups.
- Parents of underperforming y11 students were sent formal invitations to parent evenings. This has had a positive effect.

Q. Why are targets not available for Latin and Business Studies?

TS – these are new courses and interim reports are not available yet.

FSM students

TS reported that data is healthier than that of last year although there are a lower number of FSM students in the cohort.

Q. Do those targets represent closing the gap?

TS – yes. The school has a range of intervention strategies in place and is also participating in a county project for Maths, as detailed within the HT report.

SEN students

Data for SEN is weaker than last year. Extra TA hours had been allocated but unfortunately 2 TAs have been on long-term sick leave. These are ambitious targets for SEN, however, if expectations are too low they become self-fulfilling.

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Attendance

TS reported that it is harder to access external support from the LA compared to previous years with regard to attendance. Whereas previously the LA would act against parents of the most persistent offenders, now it was being left to schools. The school is taking a firmer line with persistent lateness. Students that are persistently late are prevented from attending lesson 1 (as they disrupt the learning) and they are required to make up the missed work in a House detention.

Behaviour

Governors were pleased to receive extra data to allow them to compare year groups, as was requested at the previous meeting.

Q. What rewards do students receive for their achievement points and house points?

TS – there are awards certificates, and achievement trips. In addition Y11 students get money off their prom ticket. Any parent who has Sims Gateway can see what achievement and behaviour points their child has received

Exclusions

School action plus students account for the highest number of exclusions. The school is still affected by the impact of cuts in ESCC and the specialist employed by the school was on long-term sick leave, but has since returned to work.

Racial incidents

Although there is an increase the school believes this is likely due to more accurate data than previously available.

Provision

TS confirmed that the school would continue with 3 option blocks rather than four (this was changed last year 2011-12) to allow extra time for RS bringing it closer to SACRE recommended time and for English. He gave further explanation on interventions and 1:1 tutoring within the report.

School Trips

Students attended a number of trips however SLT are keen to reduce the amount of time students are away from lessons.

Post 16 progress

TS reported that nearly 90% of 2012 leavers were in further education and that only four students are recorded as NEET. Two of those students are Teen parents.

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	<p><i>Staffing</i> Q. Is the issue regarding new appraisals resolved with the unions? TS The Unions are still in dispute with East Sussex over the 'Model Policy'. Priory has a policy which the unions are unlikely to oppose. The new appraisal policy was approved at Strategic Organisation Committee.</p> <p>The chair thanked TS for an excellent report.</p>			
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9. Subject Area reports	<p>Subject area reports</p> <p>TS reported that all GCSE subjects had produced reports for governors. Subject leaders are responsible for their area report.</p> <p>The chair encouraged governors to take the written reports away and read them thoroughly and to pay particular attention to the subject areas they were linked with. Governors were pleased with the new format and the chair thanked the staff for producing the reports.</p>			
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10. SEF	<p>Governors reviewed the SEF – outcomes and discussed the main points and priorities outlined in the SEF. TS confirmed that it is no longer a statutory requirement for schools to have a SEF but self-evaluation is vital for school improvement.</p> <p>Key points:</p> <ul style="list-style-type: none"> • Majority of those on Leadership are good at making accurate judgements • Overall attainment at KS3 & KS4 is outstanding. • In comparison with similar schools most students make outstanding progress in relation to their starting points and capabilities, but progress of low ability and FSM / SEN students is slower than that of other students • Two subject areas require closer intervention to improve both the outcomes and progress of learners. • In comparison with schools in East Sussex Priory School students make “outstanding” progression in terms of destinations post-16. <p>The chair emphasised the importance of governors being familiar with the SEF in preparation for Ofsted. Printed versions are available from the clerk on request.</p>			
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11. Targets	<p>Governors reviewed targets. The targets are set at slightly above FFT targets. Although these are challenging targets the school is aiming to close the gap further with vulnerable groups, which means that the school must set itself high standards overall.</p>			
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	Attendance target was agreed at 94% Governors approved the targets		
12. PPG update	GAJ gave a brief update (governors please see confidential minutes). Core group for PPG was agreed – GAJ, PL, PQ, JF, TS, DC		
13. SLT/Governor/Curriculum area Links	HM gave an outline of what is required of governors regarding learning walks and reminded governors that the Learning Walks Protocol is in their governor folders. Action: TS to remind SLT to make contact with link governors if not already established	TS	Next SLT meeting
AOB	Governors were reminded to confirm with the clerk attendance at the forthcoming year 11 event, Christmas celebrations, and Christmas lunch.		

The meeting closed at 20.55
 Next meeting is on 31/01/2012

Signed..... (Chair)

Date