

**PRIORY SCHOOL GOVERNING BODY**

**MINUTES OF THE MEETING HELD ON 31<sup>st</sup> January 2013 IN THE CONFERENCE ROOM**

**Present:** Pauline Quinton (Chair), Penny Leach, Gaydree Wrigley, Tony Smith (Headteacher), Audrey Whyte, Suzanne Howells, Graham Arr-Jones, Jo Whiteman, Adrian Keitch, Danny Cooklin, Helen Masani, Jack Feintuck, Brian Moyle, Sarah Hinks

**Also in attendance:** Lesley Rolf (Clerk)

AGENDA ITEM	MINUTE	ACTION	DUE DATE
1. Apologies for absence	None		
2. Pecuniary Interest	JW – Headteacher at St Mary's School Bexhill HM – Teacher Learning Support Service ESCC, DC - IT design engineer - Wallands school and Chailey Heritage GW – School Business Manager @ Glenleigh Park Primary Academy SH - Area Coordinator Childrens Centres, ESCC		
3. Minutes of Meeting	The minutes of 6 <sup>th</sup> December 2012 were agreed as a correct record and signed.		
4.. Matters Arising	<ul style="list-style-type: none"> <li>• The chair reported that there had been one nomination from support staff. Therefore Elena Marquess was duly appointed as staff governor.</li> <li>• TS reported that he had reminded SLT to contact their link governor to arrange a meeting or to establish communication. Several governors reported that they had been in contact with their link SLT member, but work is still to be done in establishing communication between Curriculum Areas and governors.</li> </ul> <p><b>Action: TS to remind curriculum leaders at the forthcoming Curriculum Areas meeting to contact their link governor to arrange a visit. Alternatively governors could initiate contact themselves.</b></p>		
5. Clerk's Items.	Governors who had not previously done so signed the AUP forms – SH, PL, BM, GW		
6. Committee Reports	<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><b>Teaching &amp; Learning (HM)</b></p> <ol style="list-style-type: none"> <li>1. Data Projection</li> <li>2. SDP</li> </ol>		

Signed..... (Chair)

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	<p align="center">3. Arts Review</p> <p>Policies approved:</p> <ul style="list-style-type: none"> <li>• Arts</li> <li>• Citizenship</li> <li>• Collective Worship</li> <li>• CEIAG</li> <li>• Community Cohesion</li> <li>• International Dimension</li> <li>• Controlled Assessment</li> <li>• Equality</li> <li>• Healthy Schools</li> <li>• Home school communication</li> </ul> <p><b>Strategic Organisation Committee (GW)</b></p> <ol style="list-style-type: none"> <li>1. Budget</li> <li>2. SFVS – on this agenda as a separate item.</li> </ol> <p>Policies approved:</p> <ul style="list-style-type: none"> <li>• Procedure for the management of unacceptable performance</li> <li>• Grievances</li> <li>• Disciplinary Policy &amp; Disciplinary Rules</li> </ul> <p>The following ESCC policies were adopted:</p> <ul style="list-style-type: none"> <li>• Adverse Weather</li> <li>• Pay Recognition Policy suite</li> </ul>		
7. Revised Code of Conduct	Governors approved the revised code of conduct and signed copies which will be stored in their governor folders. The revised code of conduct incorporates an undertaking by governors to read and respond to their emails twice weekly.		
8. SFVS	<p><b>SFVS – Schools Financial Value Standard.</b></p> <p><b>This was approved by governors for submission in March</b></p>		
9. Budget Report	<b>The Budget was approved in the sum of £5,239,525</b>		
10. Headteachers Report	Governors received the Headteachers Report. The main area from the report discussed was the Raise on line report – comparing Priory to other schools nationally and across the county.		

Signed..... (Chair)

Date

**Performance and standards**

**Y11- 2011-12.**

- Students achieving 5+A\*-C grades including English and Math – 72%, significantly above the national average – 58%. We reported 73% when the cohort results were reported in October the raise on line result is lower as there were two students ‘out of chronological year’ included.
- Percentage of students achieving 5+A\*-G grades has declined by 1% over the past two years (TS is this the bit that is affected by two year 10 students?)
- The average points score in English has improved and is slightly down in Maths.
- 20% of students achieved the English Baccalaureate – 16% is the national figure.
- Priory was significantly above the national average in all 5 EBacc subjects. FSM results were above national average apart from Maths.
- SEN were above national average in all EBacc subjects apart from MFL.

**Early entry exam results**

**GCSE Maths and English Functional Skills**

- 73.7% achieved A\*-C grade in Maths – highest ever November result.
- 90% of Y11 students achieved a pass in Level 2 English Functional Skills, 87% achieving a level 1 pass. TS stressed that this does not count in performance tables but that it is extremely useful in helping some students access college courses.

**Q. What do students who have achieved A\* in Maths do for the rest of the year?**

TS: They now follow Statistics GCSE which provides them with application of mathematical skills.

**Q. How is the new appointment of a DT teacher progressing?**

TS: A bit early to judge accurately but so far there is a positive improvement in the area with students applying themselves well to tasks. The school is providing CPD with the previous teacher coming in to support.

One of the noticeable differences in the measures is when the GCSE and equivalent measure is used. Some schools have a heavy reliance on ‘high volume vocational courses’ which are effective in generating ‘points’ used in league tables. Priory only uses these courses for those students for who they are appropriate (rather than whole cohorts).

**Action:** More governors to attend Raiseonline and Governors Essential Data Pack training. Clerk to check on dates and arrange. JF and GW specifically requested to

Clerk

By end of term

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attend the training.

**KS4 Projection Data – overall.**

The data shows an improvement since the last report with gaps closing. There is an improvement in projections for 3 levels of progress.

**Vulnerable groups. Year 11 2011-12**

Raise on line analysis shows vulnerable groups is less favourable than last year. However when GCSE data only is measured Priory

**FSM students**

FSM students outperform National attainment of FSM. (233.5 points – Priory, 207.6 points – National)

**SEN students**

Priory School Action student achievements (overall) are above national average (334.2 – Priory, 305.2 National). In terms of GCSE only there is a significant difference (281.4 – Priory, 198.6 - National)

School Action+ students are above the national points (279.2 – Priory, 265.8 – National). In terms of GCSE only (182.2 – Priory, 161.5 – National).

Low Prior Attainment students do less well than the National attainment but not significantly ((240.4 – Priory, 259.6- National). In terms of GCSE only Priory Low PA students outperform National attainment (170.3 – Priory, 136.5 – National)

EAL students 60% achieved 5+A\*-C including English & Maths compared to 53% across the LA

Minority Ethnic – 77.8% students achieved 5+A-C including English & Maths compared to 58.2 across the LA.

**Early entry Maths – Vulnerable groups**

Overall figure of 73.7% A\*-C in maths. 52.4% of FSM students achieved C or better. 32% of SEN students achieved C or better.

Data projection figures for vulnerable groups shows an improvement since the December report but both SEN and FSM are areas of focus for the school.

TS reported to governors that the school had held a recent whole staff meeting which had focussed on raising outcomes for FSM students. The school is being supported by ESCC in a 2 year Closing the Gap Action Plan for FSM students.

Governors felt some discomfort with the term FSM (Free School Meals) – DfE considers this the most accurate way of measuring the vulnerable group.

**Q. Is the school still experiencing difficulty in encouraging parents to take up their option of FSM?**

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	<p>TS: yes despite letters to all parents and active promotion by the school, explaining that this have a positive effect on Pupil Premium. Parents are still reluctant to take this up.</p> <p><b>Additional Support and One to One Tutoring.</b>                  TS reported on the various additional support and interventions put in place by the school, such as weekly one to one sessions and small group maths sessions, for year 11 students. One extra hour of support by a specialist maths teacher is allocated to working with under target year 10 students.                  A second cohort of weaker readers are now receiving one to one reading support. One to one mentoring is now given to year 11 FSM students by pastoral staff.                  A reading recovery programme is now in place for year 9 students prior to the start of their GCSE's in year 10. There has been a positive impact on students involved, with all students making progress.                  Governors noted that having asked for data on interventions previously it was helpful to have data on the impact that interventions were having.</p> <p><b>Extra-Curricular Provision</b></p> <p><b>Amnesty Group</b>                  TS reported that the group had held a silent protest and a petition on Human Rights Day in favour of the closure of Guantanamo Bay. The group are currently liaising with local MP Norman Baker to meet a Foreign Office Minister at the Houses of Parliament. PL to accompany them. They will also be running a House assembly. The chair reported to governors that she had attended the assembly and was hugely impressed with the behaviour and the manner in which the students conducted themselves throughout.</p> <p><b>English Speaking Union's Public Speaking competition.</b>                  TS reported that the team from Priory had won the first round of the competition against some very able teams from other schools in East Sussex. The chair has sent cards of congratulations to the students.</p> <p><b>Casio's Bright Minds Competition</b>                  Two students from Business Studies have got through to the final of the 'Bright Minds' competition and will be travelling to London to present their business proposal which would benefit the school and community. Their trip to London will include a stay in a hotel, a trip on the London Eye, and a theatre visit to see The Lion King.</p> <p>The chair thanked TS for an excellent report.</p>		
<p>11. Ofsted questions to governors</p>	<p>Governors reviewed and discussed the questions Ofsted are most likely to ask governors during an inspection.</p>		

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Key points:

What areas Ofsted are likely to want to discuss with governors and where governors will be able to source the information required:

1) Achievement of pupils.

- Raise on line – Governors Essential Data Pack, and FFT data (Any governor who is able should attend the Raise on line training offered by Governor Services.)
- HT report
- Pupil Premium Report – a particular area that Ofsted are likely to question governors about. This is available on the school website. It is also discussed in more detail at Strategic Organisation committee. Ofsted will expect governors to identify weaknesses and explain what the school is doing to address them.

2) Quality of teaching

Lesson observations.

- HT report
- SDP
- Teaching & Learning Committee Minutes – where lesson observations and learning area reviews are discussed in detail

Again Ofsted will expect that governors are able to identify strengths and weaknesses of the school and what the school is doing to address issues.

**Q. Is there still a concern over the quality of teaching in music**

**The CA Curriculum Area Review was early to help identify any issues. Results were better this year but the SLT are working closely to improve T&L in music. The Subject Leader is about to commence maternity leave so there will be a 'substitute teacher' for the duration of the absence.**

3) Behaviour and safety

- Information on exclusions – HT report. Ofsted will ask if any particular groups are affected.

4) Leadership and management.

- Staff experience and pay progression – HT report. This is a function carried out by Pay Committee and that committee has the knowledge of the decisions made.
- HT performance management - HT performance review panel report
- GB minutes – Ofsted will be looking for key decisions and governor involvement in those. They will expect governors to be able to explain how they

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	<p>came to certain decisions (eg strategies, budgets and curriculum)</p> <p>6. Challenge and Accountability</p> <ul style="list-style-type: none"> <li>• GB minutes – Governors questions, are they the right questions, do they challenge the Headteacher on poor performance, do they ask for the right information on issues? (an example would be where governors asked for further information on exclusions or on 1:1 tuition)</li> <li>• GB minutes – are governors being strategic or getting involved unnecessarily and inappropriately on operational matters.</li> </ul> <p>It was stressed to governors that Ofsted would not expect governors to <i>know</i> all the information but that they would expect governors to know where to find it and to have it to hand.</p>		
12. PPG	<p>Final confirmation of details regarding the meeting on 2<sup>nd</sup> February were agreed: Governors to attend at 8.30 guests to arrive for 8.45 am. HM, AW and others would see to refreshments. All governors requested to attend if possible.</p>		
13. Policy Reviews	<p>Governors approved the revised Complaints policy.</p>		

The meeting closed at 20.35  
Next meeting is on 02/05/2013

Signed..... (Chair)

Date