

PRIORY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON 27th June 2013 IN THE CONFERENCE ROOM

Present: **Pauline Quinton (Chair)**, Penny Leach, Tony Smith (Headteacher), Audrey Whyte, Suzanne Howells, Adrian Keitch, Jack Feintuck, Brian Moyle, Sarah Hinks, Elena Marquess.

Also in attendance:
Lesley Rolf (Clerk)

AGENDA ITEM	MINUTE	ACTION	DUE DATE
1. Apologies for absence	Apologies for absence were received and accepted from GAJ, GW, JW		
2. Pecuniary Interest	SH – Project Manager Childrens Centres, ESCC DC – IT Design Engineer Wallands & Chailey Heritage Schools		
3. Minutes of Meeting	The minutes of 2 nd May 2013 were agreed as a correct record and signed.		
4.. Matters Arising	<ul style="list-style-type: none"> Update on G&T. JF and TS have met and discussed G&T, what is working at present and future plans, TS & JF are planning to meet again to explore further. Data has improved since the last FGB meeting.		
5. Committee Reports	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. Strategic Organisation Committee (TS) <ul style="list-style-type: none"> Budget was 2013-14 approved. TS reported that the budget was manageable for this year however this is due mainly to carry forward, this will not be the case next year when the school will be one of the 80% of secondary schools facing 'real terms' budget reductions due to government changes to the formula Pay Progression TS explained to governors that this is still unresolved but he will be attending a breakfast briefing at ESCC soon. Services to schools Issue of seeking best value amongst several companies advertising services and changes to LA services. Equality objectives Agreed to continue with objectives set last year as the requirement is to set them every four years. The committee had discussed the inclusion of an objective specifically for one of the protected groups, however it would be difficult to be specific as the school has very small numbers within protected groups. 		

Signed..... (Chair)

Date

PRIORY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON 27th June 2013 IN THE CONFERENCE ROOM

	<ul style="list-style-type: none"> • Policies approved: <ul style="list-style-type: none"> - Data Protection - CCTV - Capability Procedure <p>TS explained the purpose of Capability Procedure for governors not on the Strategic Organisation committee. Capability Procedure is available on the governors shared area.</p> <p>Q How much was the carry forward? <i>TS approximately £250,000</i></p> <p>Q How does the school manage to have a carry forward figure? <i>TS County has previously forwarded its own carry forward to schools towards the end of the financial year allowing schools to have their own carry forward. The school has lived within its means for the last year and managed to reserve some. The school didn't receive any end extra income from County at the end of this financial year.</i></p>		
<p>6. Budget Report</p>	<p>The Budget was approved in the sum of £5,567,076</p>		
<p>7.HT Report</p>	<p>Governors received the Headteachers Report. The chair thanked the clerk for sending printed reports to governors. Key points discussed:</p> <p>Q what is the reason behind the underperformance showing in the Y10 data? <i>TS the reason for this is illustrated on page 10 of the report – Maths has had a negative impact on overall data. The data is produced on latest interim reports. Students are given tough assessments in their Maths mock exams to prepare them for GCSE's.</i></p> <p>Q there is also an indication that Science and Languages are down so it's not all down to Maths? <i>TS again assessments are marked harshly rather than leniently.</i></p> <p>Q is this something to be worried about, are you concerned about this? <i>TS no this is often the case with Y10 as we prepare them for GCSE's and gives staff a good indication of what work needs to be done. I expect the figures to improve over time.</i></p> <p>Governors noted that TS had put more data in the report than before and it was agreed that this was very helpful. Y10 will be the first year who are going to be affected by changes to the exams policy and will be sitting one terminal exam in subjects instead of modules. From September 2014 school will not be able to enter students for maths and English in November.</p>		

Signed..... (Chair)

Date

PRIORY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON 27th June 2013 IN THE CONFERENCE ROOM

Q This is a big change for parents and students to adapt to. Should we be holding a parents forum on this issue?
TS This will be covered at Y9 option evening and Parent Teacher Consultation evenings. There is also a change in meet the tutor evenings, these will now only be for Y7 and instead we will hold family information evenings to cover issues which apply to that year group for Y8-Y11.

Q Is there anything in place for this year's Y10?
TS it was difficult to plan for this year's Y10 as there was nothing concrete at their Y9 option evening. The announcement did not come early enough for us to do a detailed analysis.

Q Was it a shock for staff?
TS/SH no staff were prepared for it, they knew it was likely to happen. Staff adapt to it.

Q There seems to be a discrepancy in Science A*-A which are showing red – Chemistry and Biology?
TS this is also reflected in national data.

Q Are targets set too high?
TS no we feel if we lower targets we will also lower expectations. Data is presented at CA link meetings as a diagnostic tool to identify what subjects are underperforming, which students and what staff need to do to resolve it. It is shared with governors in a spirit of openness.

Q. On page 23 it mentions a more suitable curriculum. Can you elaborate on that?
*TS We feel that we don't have enough vocational courses for our more challenging students. If we had more courses for them it may reduce some of the issues we have in school. We have started to purchase PFL (Personal Foundation Learning) which is offsite. In the long term we would like to provide courses which we can run ourselves off site.
 We are looking at the possibility of using the portacabin at Lewes Football Club which has desks and Wifi, where we could deliver courses in such things as public services which may help meet the needs of those students. We have found that they can struggle in the school environment and do better when they get to work off site. We envisage that it will reduce some of the barriers for them. We would still keep the links with Plumpton College and Avante Guard where we provide some external provision.*

Q How would that be funded?
TS it wouldn't require separate funding but we would have to manage this within our current budget. The idea would be to deliver off site using our own staff..

TS reported on a meeting that he and the chair had attended regarding the Lewes Exhibition Fund. People within five miles of the law courts can make applications for support from the fund. However the governors of the LEF found that the applications they are receiving are not from those suffering real deprivation and not how they envisaged the fund being used. Applications

Signed..... (Chair)

Date

PRIORY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON 27th June 2013 IN THE CONFERENCE ROOM

were for such things as music lessons and trips abroad. They would like to help fund more curriculum based opportunities and target those more in need. They would be very interested in funding this kind of alternative curriculum for more challenging students.

Q How much would the LEF contribute ?

TS £500 – which may not seem much a one day course can cost £1000 so that would make a difference. The school can support parents with their applications.

Q Is there not a danger of labelling the students as non-academic students?

TS it is about giving informed choices to students. Many do choose to go to Plumpton college and do well. We feel that we will be being proactive rather than reactive in our dealings with these students and that it will hopefully provide an alternative to exclusion for some.

Q How many students would it include?

TS It can vary, KS4 for example it would include 10-12 students In KS3 its more limited as students have to follow the national curriculum.

In practical experience based courses they are less likely to be disruptive.

Unfortunately we don't have lots of funding and Pupil Premium cannot be seen as additional funding in a school like Priory.

Another advantage for this would be that it would be shorter courses that build up rather than a rigid two year course, which students would find easier to cope with.

Q would it be good to go out into the community to ask for volunteers to help with this?

There are safeguarding issues to this - Avante Guard have already been CRB checked and had training to be able to work with students.

The chair reported on staff development. She had met with KC (Deputy Head with responsibility for CPD) and had been very impressed with the range of training undertaken by staff. There are both external and internal training sessions, research based groups and a regular one hour training session after school on Wednesdays. The training budget had run out for the first time.

Q Staff vacancies – how confident are you that you can fill them?

TS the Maths, Drama and refreshments assistant vacancies are filled, the Library Learning Resources Manager post is filled. Still to recruit – SENCO and IT technician and MFL posts.

TS reminded governors that the Pupil Premium report is now available on the website. Governors should be very familiar with the report, how much the school receives in Pupil Premium, what it is spent on and the impact it has.

Q Looked after children- we have 1 at present (but had 3 at the start of the year) – how are they progressing?

Signed..... (Chair)

Date

PRIORY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON 27th June 2013 IN THE CONFERENCE ROOM

	<p><i>TS very well. The school did an extremely good job with the support it gave one particular Y11 looked after child.</i></p> <p>The chair thanked TS for a thorough and informative report.</p>		
8. SDP	<p>Governors reviewed the SDP</p> <p>2013-14 SDP</p> <p>Priorities are arrived at by analysing external information and data, eg Ofsted Dashboard, Raise-online, LA visits, and internal CA reviews. Also any other third party input such as Parent Voice Group are all considered when shaping priorities for the SDP.</p> <p>Key measures include:</p> <ul style="list-style-type: none"> • 79% of students achieving 5+ A*-C including English and Maths (1.1) • To increase percentage of students achieving 8+ A*-C Including English and Maths. The school would like to increase this percentage because 5 does not seem to be the right measure. Universities usually require 8.(1.2) • Closing the gap and improving the outcomes for Ever 6 FSM Students remains a key area of focus for the school and for SEN students. (1.3,1.4) • To achieve 3 levels of progress between KS2-4 – 86% in Maths and 89% in English (1.5) • To ensure attendance is at least 94% which is still below the national average. There are two aspects to this – significant number of (GT) students who perform in theatre or take part in sports and also core of low attending students on unauthorised absences, which has a detrimental impact on learning. The school will be able to bring in at least three legal challenges to parents in extreme cases through its Services to Schools contract. In some cases students are living in very difficult family situations which can affect attendance. (1.6) • Embed whole school Literacy Policy (2.1) • Develop key skills – research, problem solving, teamwork (2.5) • Continue to develop Tutor Programme now much improved on last year. (2.6) <p>Q. How are the students receiving the Tutor Programme?</p> <p><i>TS that depends on the experience they receive and the commitment of the tutor, which still requires some development.</i></p> <ul style="list-style-type: none"> • Developing our school community by enhancing respect (3) • Prepare the revised Appraisal and Pay Progression Document (4.5) • To develop home-school access to information & improve communication of homework to parents (5.1,5.2). New software Show My Homework will be up and running in September which should be much easier for parents to access. 		

Signed..... (Chair)

Date

PRIORY SCHOOL GOVERNING BODY
MINUTES OF THE MEETING HELD ON 27th June 2013 IN THE CONFERENCE ROOM

	<p><i>Governors refer to the Governors Shared Area for the full SDP 2013-14</i></p> <p>Governors approved the SDP 2013-14</p> <p>Chair thanked TS for the report on the SDP 2013-14</p>		
9 Confidential	Governors please refer to Confidential Minutes		
10. Year 11	TS reported on Y11 Migration Day. TS reported that despite extensive work put in by the school there were still incidents on May 16 th . It was agreed that expectations of the school regarding the Migration Day for the current Y10's will be made clear from the start of 2013-14.		
11. Sexual Health Provision	<p>Governors reviewed the proposal to improve access to advice on sexual health & contraception.</p> <p>The rationale for the proposal is that it will help to reduce teenage pregnancy by holding a school based clinic on a Monday enabling fast track referrals to Circle Room on a Tuesday. It does not promote unprotected sex but offers advice and quick access to options that can avoid an unintended pregnancy.</p> <p>Governors approved the proposal.</p>		
12. Governor Training	<p>Feedback on training</p> <ul style="list-style-type: none"> • Governors Area Meeting – attended by PQ and DC. • Safeguarding – attended by DC 		
13. Priory Appeal	Governor reviewed the amended letter for the Priory Appeal. It was agreed that EM and PQ would work with AJB to finalise content, then to be sent to governors for approval.		

The meeting closed at 20.30
Next meeting is to be arranged.

Signed..... (Chair)

Date