

PRIORY SCHOOL FULL GOVERNING BODY

MINUTES OF THE MEETING HELD ON 12 DECEMBER 2013 AT 18.30 IN THE CONFERENCE ROOM

Present: Pauline Quinton (Chair), Tony Smith (Head teacher), Graham Arr-Jones, Hayley Olcay, Sarah Hinks, Nigel fisher, Brian Moyle, Danny Cooklin, Adrian Keitch, Audrey Whyte, Suzanne Howells, Gaydree Wrigley.

Also in attendance: Amanda Burgess (Acting minute taker)

AGENDA ITEM	MINUTE	ACTION	DUE DATE
1. Apologies for absence	Received and accepted from PL		
2. Pecuniary Interest	SH- Partnership Manager, Employability, ESCC NF- Senior Tutor BHASVIC College GW – School Business Manager Glenleigh Park Primary Academy		
3. Minutes of Meeting	The minutes of 10 October 2013 were agreed as a correct record and signed PQ		
4. Matters Arising	SH to liaise with Paul Trudgian regarding equalities matters as recommendation of JF		
5. Strategic Issues	Strategic Organisation GW – Report on budget benchmarking – Ian Fines shared charts and comparisons from other schools – Priory compared well. Schools financial values standard – Skills matrix needs to be completed. To be revisited at next meeting in January, useful tool to use when recruiting new governors. Teaching and Learning deferred in PL absence	All governors	Jan 2014
6. Budget Report	Governors ratified the budget changes approved by SO Committee on 19 November 2013		

Signed..... (Chair)

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7. Head teachers report

The Head teachers report was reviewed by governors.

Key points discussed:

School Context

- Autumn Census was at 1158 but since then we have had additions so are at 1166 2% SEN 6% FSM and 2 LAC's (Yr7 &10) proportions similar as last year up1% in terms of boys and girls slight girl bias.

- Raise on line - TS will pull out headline data for governors

Outcomes – Pure figures – do very well nationally

Progress – From where they enter do they make sufficient progress

Nationally Priory is outstanding, but overall there are inconsistencies.

- Best 8 subjects very encouraging – upward trend with expected progress in English key stage 2 -4 79% of students made expected progress compared to national very good (but this is a declining trend!). There are inconsistencies in middle ability in English and low ability students in maths.

- Work is needed lower down the school and not wait until Yr. 11.

Q. NF – do we know which of these students are PP?

TS – The detailed Raise on Line does enable us to identify these students – this is covered later in the report.

Current Yr. 10 and Yr11 data projection (taken from Sept maths mock)

- Yr. 11 English 91% projection

- Yr11 Maths ^5% projection

The pattern projected this year is very similar to last year. Current cohort not as able (in terms of prior attainment), but higher aspirations and positive work ethic. Currently moving our internal measures from 5 – 8 GCSE's, other subjects which have a limiting factor are maths, and textiles and media.

Product design teacher has been removed from KS4 teaching and replaced.

- Vulnerable groups – outcomes look generally good – key is FSM.

- Priory – GSCE outperform nationally

- GSCE equivalents – Priory is down as does not offer BTEC's, Ofsted may question why, and we would answer that we do offer equivalents but they are not listed in the league tables.

- All our groups perform better than average nationally.

- Best 8 – value added score is average

- Percentile rank moved from 51% to 39% which places Priory in the 49th centile.

Underachievement's – LAC – 1 student left Priory with lots of interventions and achieved his GCSEs at Priory. FSM still

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	<p>needs to be better. Biggest concern is lower ability, SEN, and School Action + and lack of attendance.</p> <p>Teaching of vulnerable students – 46% actually relatively good.</p> <p>Conclusions – Outcomes are outstanding but decline possible.</p> <ul style="list-style-type: none"> - Progress – Strong but concerns for lower ability - Value added – Our progress could be better, we get students to expected progress but not adding as much progress – therefore other schools add more value added. - Overall we serve our students very well but lower ability we don't do as well. - For expected progress – To be 10% above the national average is strong. - <p>Attendance – Still an issue. Persistent absence 9.4% and national average 9.6. Other schools do better; we still have work to do. For our SA+ we have provided case studies of families to explain some of the challenges. We have increased referrals, doing lateness sweeps with ESBAS, increased fines, court fines and parental contact. Support from ESCC is diminishing across ES.</p> <p>Q. AW Any strategies from London that could be used? TS – Support networks are stronger in London (due to levels of funding) but we are seeking to learn more from other areas.</p> <p>Q. BM What percentage is just late as to not attending at all? TS- Students are marked late up till 8.45 which is the legal cut off point, then deemed absent even if you are in school. Changes is timing in school from September 2014. Students are tracked individually to record progress.</p> <p>Exclusions: Ethnicity – Analysis done and only White British excluded this term. SA+ highest number of exclusions. 2 racist incidents – inappropriate language. Curriculum update – Will have an impact on our curriculum model; will take advice and guidance from ES. Pupil Premium – We are using Lexia programme (179 students currently on) Focus on Literacy.Yr 9 interventions across the school Duke of Edinburgh – 20 students are now doing this.</p>		
<p>8. Subject Reports to Governors</p>	<p>Based on Key stage 4 for all subjects;- Latin – We are possibly going to offer this again, we have an ex teacher and Julian Ashworth will be able to take this on in 2 years' time. The class size needs to be min of 10 students. Language Dept.- Have concerns about mixed ability in lower school (broader banding)</p>		
<p>9. School</p>	<p>Agreed priorities for this year – Our first progress check</p>		

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<p>Development Plan</p>	<p>Accountable person for each of these sections; Objective 1 – Timetable in additional support in Maths and English (big investment) More feedback to students in terms of progress Objective 2 - CPD Classroom observations, Ever 6 FSM and SEN Objective 3 – Levels of progress; Attendance – Early intervention – Successful (additional units purchased from behaviour unit) Pastoral teams working with Parents and tutors, attendance panels with hard cases on FLESS (7 currently) Parent research group not started as Sam Twilley only had 2 parents will try to relaunch in new year. Assessment- Students now comment on Tutor comments. <ul style="list-style-type: none"> - Homework – we have – ‘Show my homework ‘ - Effectiveness of Tutor role, significant improvements and the tutor programme is being developed Helen Fines is writing a new tutor programme. - Clipbank - House teams. Behaviour and safety – Greater respect and work with Linklater is great. Student leaders for example Yr. 11 organising a roller disco for Yr. 7’s tomorrow (Friday 13th). Business studies running Chocolate, and students have held a cake sale for Animal Welfare. An understanding of how to evidence student progress – more to do. IT – SIMS gateway to go, being replaced by new system next year. Primary Alliance – SH – Priory is the lead school working with Primary schools and have bid for £70,000 but only received £5,000 and is planning Maths and English workshops.</p>		
<p>10. Trust Consultation</p>	<p>LCLP – GAJ Public consultation was carried out by Priory and Western Road in October with Priory and Western Road Governors. The response is reasonable in terms of quantity, and to flush out any potential problems, staff response good, with fewer parents than hoped. Public meeting written responses majority overwhelming positive- GAJ has responded to negative ones, which were mainly why do we need to change? Both sets of Governors have agreed to proceed to the next stage. GAJ asked all Governors present to endorse their support. Timescale – Expected to go into the Sussex Express on 10 Jan 2014 with the Statutory notice, and then 21 day consultation in which formal responses need to be made. 1st May to acquire the trust – Governors can change their mind up until this date. GAJ met with Governors from Western Road and South Malling and they have reiterated their support for the trust. Heads will start to think about an early initiative to be developed as soon as the Trust emerges. Some negativity from WR staff.</p>		

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	<p>Sarah Timlin has been appointed interim head at WR and a new head has been appointed from Easter. Southover School had recent Ofsted inspection and used the example of working more in partnership with WR and Priory. If any other Governors would like to be more involved they would be welcome, and can attend meeting in the New Year with primaries. The Trust will be structured in such a way as the school with assets will be the ones voting on issues that affect their schools. All property and buildings will be locked into Trust for the purpose of education. PQ – Thanked GAJ for all his hard work on this.</p>		
<p>11. Governor Visits</p>	<p>Curriculum area – No record of where these visits are kept – PQ has prepared a report following each visit. T&L to receive these reports in future. AW asked if there could be a format for this – Form needs to be recorded. Governors can approach their learning areas don't need to wait to be invited. AW visited student panel on the Learning Area review of Technology. SH –Safety Group.</p>	<p>Action – Form to be prepared by new clerk</p>	
<p>12. Governor Training</p>	<p>The date for Governor training has been confirmed Sat 21 June 2014 Theme to be decided – 9 – 12 at the Linklater. TS gave a presentation on Ofsted for Governors at the last meeting.</p> <p>Update – New Governor training in Uckfield NF ad HO. SH and PQ attended the area governors meeting at County Hall the presentation was on child exploitation, there was good attendance from Primaries. Lack of Clerk service and evaluation on clerking service by ESCC.</p>		
<p>13. Update on Clerking Issues</p>	<p>A new Clerk has been appointed – Emma Brinkhurst. Will undertake Clerking training.</p>		
<p>14. Governors Complaints Panel</p>	<p>One parent complaint – GAJ, PL and NF invited parent to attend a hearing – parent didn't attend but sent an email, the hearing went ahead, and the decision was made for the complaint not to be upheld. Suggested actions have been undertaken as a result.</p>		

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15. AOB	<p>Fundraising – the committed to giving letter has been sent – AK, and AW worked with Amanda, Peter Finnigan and Caroline White, update on the committed giving campaign so far:</p> <p>DDs 29 £352 per month £4,224 per year One-off donations 11 £760</p> <p>Total annualised income £4,984 Fantastic result! TS said he had not received any complaints to date – lots of positive commitments</p> <p>Prom – AW informed that there was a Facebook page for Yr11 leavers with plans for next year – TS was in discussions with the leadership team.</p>		
	Thank you to Everyone		

The meeting closed at 8.35pm

Next meeting: to be confirmed

Signed..... (Chair)

Date