

PRIORY SCHOOL FULL GOVERNING BODY

MINUTES OF THE MEETING HELD ON 30 JANUARY 2014 AT 18.30 IN THE CONFERENCE ROOM

Present: Pauline Quinton (Chair), Tony Smith (Head Teacher), Graham Arr-Jones, Hayley Olcay, Sarah Hinks, Nigel Fisher, Adrian Keitch, Audrey Whyte, Suzanne Howells, Gaydree Wrigley, Penelope Leach, John Griffiths, Peter Colebourn

Also in attendance: Emma Brinkhurst (Clerk)

AGENDA ITEM	MINUTE	ACTION	DUE DATE
1. Apologies for absence	The chair welcomed new Governors Peter Colebourn and John Griffiths to the Governing Body. Also new Clerk to the Governing Body Emma Brinkhurst introductions were made. Apologies from Danny Cooklin.		
2. Declarations of interest	GW – School Business Manager Glenleigh Park Primary Academy SH-Partnership Manager, Employability ESCC		
3. Minutes of the previous meeting	The minutes of 12 December 2013 were agreed as a correct record and signed PQ		
4. Matters Arising	None		
5. Strategic Issues	Teaching and Learning Committee will take responsibility for Curriculum visits. Hayley Olcay to join the Teaching and Learning Committee. Hayley Olcay accepted and was appointed in the role. Brief verbal reports on Strategic Organisation and Teaching and learning committee. GW advised adverse weather, disciplinary and pay reaction were reviewed. GW advised skills matrix is outstanding.	Monitoring of curriculum visits by HO	
6. SFVS	GW advised the SFVS document was agreed		
7. Headteacher's Report	TS summarised the Headteacher's report. Q. How would the School support challenging students? They would be supported by phased hours and support from the authorities Q Why was the maths results lower than expected? There were a number of factors: 1. The grade boundary was much higher 2. There was a cautious approach to entry – could have taken a chance with more in Higher Paper 3. Possible timing of exam 4. Need to adapt and refine teaching Q If the exam had not been scheduled the day after Lewes Bonfire Night would the results be better? We have no control over when the exam board schedule		

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	<p>the exams</p> <p>Q Have all the maths groups all be re-grouped? Yes the maths groups have been re-grouped. It was mentioned this is not the last opportunity for students with maths as they can re-sit in the summer. Although this will not happen next year.</p> <p>Q Are you concerned about the Maths teachers at the School? The team have delivered good results in the past. This is a disappointing set of results and we are reviewing the teaching approaches. We have been in discussions regarding a 'specialist' to work with the team but it is very expensive.</p> <p>Q Are the strongest teachers being used in the weakest groups? The strongest teachers have been put with the crucial groups.</p> <p>Q How are the two new maths teachers doing? Both are progressing well but we are in the Maths CA Review so will have more evidence soon.</p> <p>Q Is Pupil Premium just for SEN students? No pupil premium is not just for SEN students – it is primarily for FSM. It is used in a variety of ways we tend to find small group work is successful. Attendance: The late sweeps have improved punctuality of thirty students.</p> <p>Q What time is classed as late? Late is classed as after 8.45am in class.</p> <p>Q Would a 1st & 2nd register make any difference? Ten minute tutor time is to be used to address lateness.</p> <p>Q Has there been many parents taking students out in term time? Four fines issued last week for holidays in term time.</p> <p>Q Are figures available for external/internal exclusions? Yes</p> <p>Q If students are asked to photograph things in lessons on the mobiles. Does this make it difficult to then ask students not to use mobile phones in lessons? No, students should not use mobiles in lessons unless a teacher has given permission.</p> <p>Q Why is P.E so low on behaviour/achievement points recorded? Being in a classroom is easier for behaviour / achievement to be recorded. Out on the field is harder for this to be recorded. We are trying an android solution for P.E teachers to use.</p> <p>Q Could a report be provided with % of the options that have been chosen?</p>	<p>TS to provide</p> <p>TS to provide</p>	
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	<p>Yes this will be done at the next T&L meeting</p> <p>Q Why do a lot of the NEETs not attend College? Could this possibly be that they struggle to manage themselves after Priory.</p> <p>Q Are the students that do apprenticeships included in data about NEETs? Yes</p> <p>Q Do you collect data on how many students don't have access to the internet? This is collected every two years there is not many that have no access</p> <p>Q Concerns were raised about when a year 11 teacher was off on sick leave were the year 11 subjects adequately covered? Yes they were covered. The difficulty is with short term absence once we know the absence is prolonged we can act. In science we did move teachers around to ensure Y11 were not disadvantaged. The Chair congratulated those pupils who took part in the public speaking competitions.</p> <p>Q Is the timing of the fire drills varied i.e. at lunchtime? The timing is varied but not at present at lunchtime.</p> <p>Q With accidents in P.E is training provided on concussion? Yes it is</p>		
<p>8. Preparing for Ofsted: Behaviour and safety</p>	<p>Reviewed and discussed questions Ofsted may ask.</p> <p>Q Is the literature from the training morning on Ofsted available? This was handed out at the last meeting. It is also available in the governors shared area.</p> <p>Q Has the bad weather made a difference to students behaviour? Nothing noticeable as it has not been as cold as previous years and the shelters are up so students can go outside.</p>	<p>TS to put on shared drive</p>	
<p>9. SEF Section on: 1. Pupil Behaviour 2. Leadership and Management</p>	<p>In discussions it was mentioned staff need to be reminded about using the E Safety/Child Protection to make sure everything is recorded and data be collated.</p>	<p>TS</p>	
<p>10. LCLP Update</p>	<p>GAR - Gave an update on the LCLP (Lewes Co-operative Learning Partnership). The consultation is nearly completed.</p> <p>A meeting to finalise a decision on this by both Governors from Priory and Western Road Community Primary School has been proposed for Thurs 6th March 2014 at 6pm here at Priory. Mon 10th March 2014 has been put forward as a backup date for this. PQ asked as many Governors as possible to attend and show</p>		

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	support. Four Governors will support GAJ: JG PL PQ HO volunteered		
11. Principles for Funding	TS said that Peter Finnigan and Amanda Burgess would like help in deciding sponsorship from appropriate sources. PL did not like the initial draft that was sent to parents. AK Agreed to help in the production of guidelines for Ethical Fundraising. JG offered to research some exemplars	AK	
12. Policy Reviews	Complaints and Health and Safety policy was reviewed. The Complaints Policy was agreed. The Health and Safety policy will be reviewed in March 2014.		
13. AOB	PQ said of the Staff Tea Party on Wed 2 nd April in the Staff Room at 4pm. PQ asked as many governors as possible to come to this staff party.		

The meeting closed at 8.50pm.

Next meeting is on Thursday 8 May 2014 18.30

Signed..... (Chair) Date