

PRIORY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON 8th MAY 2014 AT 17.30 IN THE CONFERENCE ROOM

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

Apologies: Adrian Keitch

Also in attendance: Emma Brinkhurst (Clerk)

AGENDA ITEM	MINUTE	ACTION	DUE DATE
1. Apologies for absence	Apologies from Adrian Keitch.		
2. Declarations of interest	GW – School Business Manager Glenleigh Park Primary Academy		
3. Minutes of the previous meeting	The minutes of 30 January 2014 were agreed as a correct record and signed PQ		
4. Matters Arising	GAR mentioned that the Staff tea party in April was received well by staff.		
5. Headteacher's Report	<p>TS asked if there are any questions on the Headteacher's report.</p> <p>Q Is there still an emphasis on the International Dimension of the School? There is less emphasis on this now as the funding for specialisms has been subsumed into the main budget. The school does still undertake a range of activities to promote the International Dimension. International Day is coming up soon. TS can report on the international dimension of the School for Governors.</p> <p><u>Section 3: Staff</u></p> <p>Q There did not seem to be much curriculum related training attended? There is normally more curriculum related training attended after the Summer exams. Many of the exam boards deliver training from September to December. The inset day in May was focussed on 'The new Curriculum'.</p> <p><u>changes to the curriculum</u></p> <p><u>Q How are you preparing for the new changes to the curriculum?</u> We have been having subject leaders/curriculum leaders meetings on the new curriculum. The inset day this week we had part of the day to focus on the curriculum changes with teachers. There is a huge amount of work for subject areas to do in preparation for the new curriculum as some subjects have no or little papers provided that have been endorsed/criticised by</p>	TS	

Signed.....(Chair)

Date

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	Government.		
	<p>Q On page 3 the % of pupils gaining 8 + A*- C GCSES seems low? The pattern generated for Year 11 is lower than in 2013. We have reduced the number of options available. We feel this will help gain more progress. BTECs are only going to be worth one GCSE equivalent (so this affects the data). Music and Product Design are areas we need to improve on. We are giving more direction on the use of CPD time.</p> <p>Q Do you send staff to other schools and departments to see how other schools do things? Not often as we find that we have a lot of outstanding teaching at the school. So we ask those teachers not performing as well to observe in classes where there is outstanding teaching.</p> <p>Q What subjects would a less able student chose for the 2014-2015 curriculum. Could you give some examples? English, Maths, Science, Art, Drama, Photography, ASDAN and perhaps a one day a week course at Plumpton.</p> <p><u>Page 17/18 Year 9 Options</u></p> <p>Q Will DT Product Design run as a subject with only eight students? Yes this will run as some are low ability students and this meets their needs.</p> <p>Q The current Year 11 students are the first cohort to do the slimmed down option choices. Do you feel this has helped? Yes there will be a better value added from this cohort. If we had more choices anxiety problems would increase. Which is becoming a national problem and this will only increase with the three hour 100% exams.</p> <p>Q Will the admission numbers for the school be affected by cutting down the number of subjects on offer to students? We do not feel this will be affected. The most important factor is the quality of teaching.</p> <p>Q Is there going to be any possibility of cutting down Science to just core Science? No the single Science option was practical for our lower ability students but now all need to follow Double</p>		

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Science or the Separate Sciences.

Q Can we gain an outstanding level if the Maths results on page 2 are so low?

No and this will be a problem if that is the data reported in raise On Line – we do however feel the approach we took was the right one as, for the students, it is the final grade which is significant for their progress.

Q What is your PR strategy for these results?

We will give our true results and will not be changing our policy. This is the last year for the early entry level.

Curriculum Reviews

Q All the curriculum reviews seem to be all about national averages. Do you have your own progress/target reports for the curriculum areas of the School?

Our Curriculum reviews are designed on the Ofsted questions. We put more emphasis on progress i.e. dashboard. Progress eight will be different so it is important we are prepared for this!

Attendance - Page 10

Q The attendance results are low for the students – why is this?

This was discussed at the Teaching & Learning committee. Our attendance levels are not good enough. This is due to how attendance is recorded and the codes used ie Year 11 students’ study leave was recorded as an S. The Government then changed this code to mean absence. A proportion of our attendance is authorised by TS for example, singing at Glyndebourne but this would go down as an absence code. After the register closes a student that arrives ie 10 minutes late will go down as a half day absence on the records. Parents of students who do not attend school are given Notice to Improve (NIP). Even if we addressed all these things we would still be in the 3rd quantile.

Q If the start of the school day was moved i.e. later would this make a difference to attendance levels?

No we don’t think it would.

Q Is the intake that live in Lewes more on time than the students that come in further?

Not really – the issue does not seem to be geographic although sometimes there are transport issues.

Q Do you have a report for staff attendance?

I can provide this information next time.

TS

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	<p><u>Governors at student panels</u></p> <p>PL and PQ explained how useful they found being on the student panel. Some Governors enquired do they need to complete a form if they attend a student panel. It was decided they did not need too.</p> <p align="center"><u>Strategic Organisation</u></p> <ul style="list-style-type: none"> • <u>Services to School</u> <p>Services to Schools were summarised as essential services and it was explained this had been agreed.</p> <ul style="list-style-type: none"> • <u>Alliance with other Schools</u> • <p>The Alliance was summarised by TS. The Super Alliance we will not be participating in. We will be concentrating on the trust as our preferred School to School support.</p>		
<p>9. LCLP update</p>	<p><u>Reminder of date for social gathering for Trust</u></p> <ul style="list-style-type: none"> • Friday 27th June at 6pm at the Linklater Pavilion. <p>GAR provided an update on the Trust. The 1st implementation date was going to be the 1 May 2 this is now the 1st June. A further meeting of the Priory and Western Road LCLP trust groups are needed separately by 1st June. Then a joint meeting with Priory and Western Road will be needed. Letters will be sent out by ESCC explaining the School's Employer with be The Governing Body of Priory School. TS explained to GAR the letters have been sent out to staff. GAR was hopeful to reach a point of signing off the articles soon. The County representative is being agreed at the moment. TS explained he is speaking to Pauline Young of the Leisure Centre to gain a change of wording in a joint agreement to use the running track. As we will not be under ESCC when we become a trust. PQ thanked GAR and JG for all their work on the Trust. The LCLP sub group meeting will be Tues 13th May at 6pm.</p>		
<p>10. Link Governor vacancies</p>	<p>PQ thanked:</p> <ul style="list-style-type: none"> ❖ John for being Link Governor to Nick Hockin Information Manager. ❖ Hayley for being Link Governor for Birgit Illner for SEN/Inclusion. ❖ Pauline has agreed be SLT Link Governor to Stephanie Chalmers (Office Manager/PA to TS). 		

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	The following vacancies were filled: Brian will be Link Governor for Science. Peter will be link Governor for Gifted and Talented.		
11. Code of Practice and Declaration of Pecuniary or Business interest forms	These were completed by all Governors that were needed except Mark Robertson's are remaining.		
12. Checking Priority emails	PQ reminded all Governors to try and check emails weekly. PQ asked Governors if they can let the Clerk know if they attend any Governor training/area meetings for our records.		
13. Fixing date for November Saturday training for all Governors	A reminder was given that the Saturday training on Sat 21 st June is cancelled. It was agreed the November Saturday training morning will be held on Saturday 15 th November. Theme for this training is to be determined this will be agreed at the Governing body meeting in July.	Topic – Jul Agenda	
14. Governors signing in/out at reception	PQ asked all Governors that if they come into the school up to 5pm please can they make sure they sign in the red Governor visits record ring binder on reception. After 5pm for Governor meetings Governors need to sign the attendance record sheet at the meeting.		
15. Safe Guarding Audit	Sarah gave an overview of the safe guarding audit explaining she has been working with Karen Clinton (Deputy Head Teacher) and Sandra Black (Personnel Officer) on the evidence the school holds in regard to safe guarding. Some of the safe guarding evidence checks are DBS checks, training, electronic record keeping. Sarah asked the Governors how they would like this information reported back to Governors i.e. via a committee. The suggestion was put forward that full Governing Body meetings would be the best one. The information will be put in the Head Teacher's report. TS and Sarah said that Sandra was doing an excellent job with the safe guarding. The action plan for the safe guarding audit should be completed by the end of May. This will be put in the Governor shared area.	SH	
16. Policy Reviews	The Health and Safety policy was agreed.		
17. Governing Training & Classroom visits	Gaydree attended MFL on 25 th March to get to know the MFL department more. This involved attending for the morning and observing 10 minutes of six lessons. Penny attended the English review of work. Penny will be doing an English classroom visit next term. Sarah attended the Pupil Premium training. Sarah recommended this training to all Governors as she found it very useful. Pauline reported back on speaking to Stephanie Chalmers about her role. Stephanie loves her job and is very complimentary about all the office staff. Pauline		

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	attended the English student panel and Governors area meeting.		
18. Parent Governor vacancy	Danny Cooklin has resigned as a Parent Governor. A letter/email has been sent to all parents about this Parent Governor vacancy. The deadline of receipt of a nomination is Friday 16 th May at midday. PQ was thanked for her work.		
AOB	TS invited any Governors that wanted to attend the Year 11 leaving assembly at 9.30am on Friday 9 th May.		

The meeting closed at 8.11pm

Next meeting is on Thursday 3rd July 2014 18.30

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