



## FULL GOVERNING BODY MEETING

**MINUTES OF THE MEETING HELD ON THURSDAY 3<sup>RD</sup> JULY 2014  
AT 18:30 IN THE CONFERENCE ROOM**

**Present:** Tony Smith, Penny Leach, Pauline Quinton, Audrey Whyte, Hayley Olcay, John Griffiths, Nigel Fisher, Radha Stuart, Peter Colebourn, Gaydree Wrigley,

**Apologies:** Suzanne Howells, Graham Arr-Jones, Brian Moyle

**Absent:** Sarah Hinks, Mark Robertson,

**Also Present:** Emma Brinkhurst (Clerk)

AGENDA ITEM	MINUTES/DECISION	ACTION BY	DUE DATE
1. Welcomes, membership items and apologies	The Chair, Governor Radha Stuart was welcomed to the Governing Body and thanked for her contribution. It was noted that Adrian Keitch has resigned from the Governing Body. Apologies were received and accepted from Suzanne Howells, Graham Arr-Jones and Brian Moyle.		
2. Declaration of Pecuniary/business interest	GW – School Business Manager Glenleigh Park Primary Academy  RS – Curriculum Leader of English Sackville School		
3. Minutes of previous meeting held on 8 <sup>th</sup> May 2014	A copy of the minutes were circulated with the agenda.  The following amendments were made:  Page 2 – item 5 – Q Will the admission numbers for the school be <b>effected</b> by cutting down the number of subjects on offer to students? We do not feel this will be <b>effected</b> .  Subject to the above amendments, the minutes were signed and accepted.		

Signed.....(Chair) Date .....

<p>4. Matters arising</p>	<p>Audrey joined the meeting.</p> <p><b><u>Assemblies and things happening at the school</u></b>  PQ mentioned that at the previous full Governing body meeting TS said he would provide the clerk with information on any upcoming assemblies/Wednesday training that Governors can attend. TS said he will be providing this information from September.</p> <p><b><u>French flag</u></b>  A governor asked when the French flag will be replaced at the front of the school. TS explained that the shelters would need to be moved for the flag pole to be put back up which would be quite an expense for the school and at the moment this was not a top priority.</p> <p><b><u>New Curriculum</u></b>  Governors wanted to know more about the may Inset day training on the new curriculum. TS gave a summary of the training that occurred in May. TS explained that there will be another Inset day on the new curriculum. The number of curriculum area meetings has been increased to filter information down to all staff about the new curriculum. The new Year 7 students will be the first to follow the new curriculum in September. Curriculum guides for all subject areas will be on the internet soon.</p>	<p>TS</p>	<p>September</p>
<p>5. Headteacher's Report</p>	<p>A copy of the Headteacher's report was circulated with the agenda. This is also available in the Governor's shared area.</p> <p>TS gave a summary of the Headteacher's report.</p> <p><b><u>Page 2 – Section 1: Performance and standards</u></b></p> <p>The projection for Year 11 who will receive % 5+ A* - C including English and Maths is 72.0%. The target is 81.5%. This is lower than 2013 where the projection was 78%.The projection for Year 11 who will receive % 2 + levels progress KS3 - 4 in Maths is 57.0%. This is lower than the target of 87.4%. Maths is the limiting factor with a projection for C+</p>		

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being 74% against a target of 82.3%.

**Q What additional support is being given to students to support them in Maths?**

Additional staff, 1-1 support, revision clubs/classes, intensive exam preparation.

**Q Are you confident with what you are doing with Maths is working?**

Yes we are, there has been improvement since January. But we believe timescales will take longer in Maths. We are looking at giving an extra hour on the timetables to maths in the future. We are looking at various options including taking an hour from Science and not offering Double Science but the Separate Sciences with the expectation that all students take at least 2. The additional hour in maths might be used for Statistics for all. All students would then gain two GCSEs for Maths and Statistics, but these are just early thoughts.

**Q There seems to be a low intake of female students taking up Physics?**

We are trying to encourage more females to take up Physics. The gender difference here at Priory is lower than in other schools.

**Q On Page 5 on the Year 11 projection Data Summary 2013-14 graph. Could you explain what happened with the Science results as it seems they started to go up but then slowly went down again?**

Attendance at some of the modular exams has been poor due to the fact that students know they can just re-sit the exams later in the year. The timeline does stretch back to Year 10.

**Q Do they pay for these re-sits?**

No they don't in most cases but if the student is at or above the school agreed target grade then the parent can pay for a private entry.

**Q Why in English is the three levels of progress higher than Maths?**

The teaching style is different in English for example more group work. Maths tends to follow a three part lesson.

**Q Is Maths classes fine or broad setted?**

Maths is broad setted in KS4. Most of the

	<p>teachers in Maths find working with the gifted and talented students easier.</p> <p><b>Q Are the Maths department finding the predicted results disappointing?</b> They are finding this difficult but they are good teachers and need to focus on gaining progress with students.</p> <p><b>Q In the future is there a possibility of having mixed ability classes for Maths?</b> Yes this could be a possibility but it will take a lot to change the culture.</p> <p>There was much discussion about the early entry of students for exams but early entry will no longer exist. The number of Pupil Premium students is now 24 rather than 26 as reported in March due to two students no longer receiving free school meals during term 4.</p> <p><b><u>Special Educational Needs (SEN)</u></b></p> <p>The projection for Year 11 who will receive % 5+ A* - C including English and Maths is 38.0%.The target is 65.1%. The SEN team performed well against the Local Authority and nationally in the Inclusion Review.</p> <p><b>Q How could the SEN team further support the SEN students around exam times?</b> We could extend the offer of Lexia further down the school to improve reading skills.</p> <p>We are seeking to recruit two teaching assistant apprentices one for English and one for Maths.</p> <p><b>Q Have you used apprentices before?</b> Yes, we have but it is easier to recruit apprentices as you can now go through a provider.</p> <p><b><u>Attendance</u></b></p> <p>In term 4 there was 91.7% attendance and in term 5 there was 71.8%. There was better attendance during activities week. Two late sweeps were carried out this week. 19 students were late on one of the days and 20</p>		
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	<p>on the other. This was a vast improvement on previous sweeps.</p> <p><b>Q Do all students who arrive at 9am or later go down on the register as late?</b> Yes they do unless they have a very good reason for being late.</p> <p><b><u>Exclusions</u></b></p> <p><b>Q If a parent is asked to collect their child from the school due to bad behaviour and bring them back the next day. Would this go down as an exclusion on the student's file?</b> Yes it would – it is illegal to do so otherwise although it is practice used in other schools.</p> <p><b>Q Does the school use any form of mentoring/buddying?</b> In some cases – some students who had a bad history during their time at school, who have then turned it around we get to support other students.</p>		
	<p><b><u>Staff Attendance</u></b></p> <p>This year 128 members of staff have had at least one day absence.</p> <p><b><u>P. 37 - Looked after/safeguarding report</u></b></p> <p><b>Q What is a QUAD meeting?</b> It is a multi-agency meeting including various people i.e. counsellor, police, school nurse and house assistants.</p> <p>Is this the type of information Sarah wanted TS to provide on page 37.</p> <p><i>PC left the meeting.</i></p>	<b>SH</b>	
6. Strategic Issues	<p>To receive reports from committees:</p> <p style="text-align: center;"><b>1. Teaching and Learning</b></p> <p><b><u>New curriculum changes</u></b> – There will be no targets/levels from September for Year 7. We will assess students by them gaining as much progress as possible – 9 being the top of the ladder.</p> <p><b><u>Curriculum area reviews</u></b> – We reviewed the Life Skills, Arts, and Modern Foreign Languages documents.</p>		

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	<p style="text-align: center;"><b>2. Strategic Organisation</b></p> <p><b>Budget</b> – The budget was reviewed and the three year budget plan was approved. The governors wanted to thank Ian Fines for all his hard work in preparing this information.</p> <p><b>Pupil Premium</b> – Explanation of how pupil premium money is being spent within the school.</p>		
7. Lewes Co-operative Learning Partnership update (LCLP)	<p>JG provided an update on the LCLP.</p> <p>The key points made were:</p> <p>The implementation date for the partnership is hoped to be 1<sup>st</sup> August 2014 the date needed to be moved forward due to extra time being needed for land/asset transfers. The land on which Lewes Leisure Centre and the Athletics Track are built on will not be part of this transfer.</p> <p>The amendments made to the articles of association by the foundation schools (Western Road and Priory) have been sent off to Tom Wainwright to implement/comment. These have been received back with some comments.</p> <p>A meeting was held on the 9<sup>th</sup> June at Western Road School to provide an update on the progression of the LCLP for the five partner schools this went well. The foundation schools gave an overview to the partner schools on the Memorandum of Understanding document (MOU).</p> <p>The social event on the 27<sup>th</sup> June to celebrate the partnership went well. It was noted that the partner schools were very enthusiastic about the partnership. Everyone relaxed into one group. It was felt there was a lack of attendance by some Governors to this event.</p>		
8. November Saturday morning training for all Governors	<p>After much discussion it was decided on a theme of preparing for or responding to Ofsted for the Saturday training on 15<sup>th</sup> November.</p>		
9. Governor training/Governor meetings and classroom visits	<p><b>Classroom visits</b></p> <p>A copy of the classroom visits guidelines and classroom visit form were available at the meeting. These are also available in the Governor's shared area.</p> <p>It was discussed that only one classroom visit</p>		

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	<p>had been done this year. There was some discussion about whether a spreadsheet could be set up with the classroom visits listed for the new academic year. So each Governor would be expected to do a minimum of one a year.</p> <p><b><u>DT Health and Safety inspection</u></b>  PQ attended the DT Health and Safety inspection on the 19<sup>th</sup> May. This involved inspecting 5/6 rooms. PQ thought this was carried out efficiently.</p>	<b>HO</b>	<b>September</b>
10. Petition received from students	<p>PQ has received a petition from a female student which has over 200 signatures on it the petition states that Priory males should have a choice if they wear a school tie as they believe this is sexist. After much discussion it was agreed that the uniform/equality policy is reviewed regularly by the Senior Leadership Team (SLT) and Governors. And It was felt that PQ should write back to the student advising the petition should be passed onto the School Council. But the Governors would like to be provided with updates on this petition in the future.</p>	<b>PQ</b>	
11. Complaints received	<p>NF provided an overview and an update on a recent complaint requiring Governor investigation. NF gave an overview of this complaint to the Governors.</p> <p>A couple of recommendations put forward by NF to TS following on from the investigation were:</p> <p>Record forms/bullying incident forms should be completed by all staff following on from incidents.</p>		
12. Governor meetings	<p>TS explained that SLT are finding the start time of the committee meetings too late when some SLT have started work at 7am. Also, it was felt that five meetings for each of the three committees held per year was too high. It was mentioned that there has been low attendance by Governors at some meetings. After much discussion it was suggested that possibly a start time of 3.30pm for committee meetings could be agreed with further discussions. As the majority of governors felt they could attend. Also, maybe three meetings are held per year for each of the committees (Teaching and Learning, Strategic Organisation and Strategic Leadership Group) instead of five.</p>	<b>TS/PQ</b>	

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13. School day structure	<p>TS informed Governors of the amendments to the structure of the school day in September.</p> <p>The changes include:</p> <ul style="list-style-type: none"> <li>❖ ten minute tutor time at the start of the day. This will give tutors time to read out key notices and address any uniform problems before the first lesson.</li> <li>❖ afternoon tutor time will be five minutes shorter.</li> <li>❖ break will start five minutes later.</li> </ul> <p>There is no change to the start or end time of the school day.</p> <p>The new school day structure was also included in the July Headteacher's newsletter.</p> <p>Also, week commencing 7<sup>th</sup> July the school are doing a trial of no bells being used to signal the start and end of lessons.</p>		
14. Discipline committee idea	<p>PL gave an overview of the idea of having a discipline committee. This committee would be able to look into other discipline matters in more detail i.e. to check policies are being implemented and if these are being followed consistency. It was agreed this item should be placed on a future agenda for fuller discussion.</p>	<b>PL</b>	
15. Possible staff dress code guidelines	<p>TS has been speaking to SLT and getting some feedback on a possible dress code idea for staff following on from this item being discussed at the Teaching and Learning Committee. It was agreed this topic needs to be handled respectfully and possibly if it were agreed by SLT it would need to be more of a guidelines format rather than a dress code.</p> <p><i>AW left the meeting.</i></p>		
16. AOB	<p><b><u>Thursday 10<sup>th</sup> July – Support Staff /Teaching Staff Strike</u></b></p> <p>The school will be closed on the 10<sup>th</sup> July due to Support staff and teachers striking.</p>		

The meeting closed at 8.50pm

**Next meeting:** Thursday 4<sup>th</sup> September 2014 16:00 reconstitution meeting

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**Actions:**

<b>Item</b>	<b>Action</b>	<b>Responsible</b>	<b>Update</b>
<b>4</b>	TS to provide Clerk with dates of assemblies /things happening at the school for circulation to all Governors from September.	<b>TS</b>	<b>Done</b>
<b>5</b>	Is page 37 of the Headteacher's report the sort of information Sarah Hinks requires.	<b>SH</b>	<b>Done</b>
<b>9</b>	To provide a spreadsheet/rota for classroom visits for new academic year for Governors.	<b>HO</b>	
<b>10</b>	Update on the progression of the petition received from student.	<b>PQ</b>	
<b>12</b>	Update on the start times and amount of committee meetings to be held for the new academic year.	<b>TS/PQ</b>	<b>Done</b>
<b>14</b>	Discipline committee idea to be added as a future agenda item for Full Governors' meeting.	<b>PL</b>	

Signed.....(Chair) Date .....