



**FULL GOVERNING BODY MEETING MINUTES**

MINUTES OF THE MEETING HELD ON THURSDAY 16<sup>TH</sup> OCTOBER 2014 AT 18.30 IN THE CONFERENCE ROOM

PRESENT: Tony Smith (TS), Pauline Quinton (PQ), Audrey Whyte (AW), John Griffiths (JG), Nigel Fisher (NF), Radha Stuart (RS), Gaydree Wrigley (GW), Graham Arr-Jones (GAR), Sarah Hinks (SHI), Peter Colebourn (PC)

ALSO PRESENT: Emma Brinkhurst (Clerk)

	<b>AGENDA ITEM</b>	<b>MINUTES</b>
1	Apologies for absence	Received and accepted from Hayley Olcay (HO), Penny Leach (PL), and Suzanne Howells (SH)
2	Membership Updates Resignations  Parent Governor Election  Update on new sealed Instrument of Government	<p>PQ confirmed that Brian Moyle and Mark Robertson have resigned as Governors due to work and time commitments.</p> <p>Governors were advised the parent Governor election has commenced. Letters/emails have been sent to all parents with a closing date for receipt of any nomination forms of Friday 24<sup>th</sup> October by Midday.</p> <p>The Clerk sent the draft instrument of Government (IOG) to Governor Services after the full Governing Body (FGB) meeting in September. Following on from the Governing Body's decision to reconstitute under the School Governance (Constitution) (England) Regulations 2012. The Clerk is now in receipt of the new sealed IOG which came into effect on 3 September 2014. It has now been agreed that JG will become a Trust/Foundation Governor rather than a Co-opted Governor as previously discussed at the FGB meeting in September. Governors asked if there are any other vacancies except the parent governor on our Governing Body under our new instrument of government. It was advised that there is a vacancy for one more Co-opted Governor.</p> <p><b>ACTION: Clerk to contact Governor Services for advice about vacancy of Co-opted Governor.</b></p>
3	Minutes of previous meeting	<p>A copy of the minutes from Thursday 4<sup>th</sup> September was circulated with the agenda. This is also available in the Governor's shared area.</p> <p><b>The following amendment was made:</b></p> <ul style="list-style-type: none"> <li>• <b>Page 2 – Item 4 – JG to become a Trust/Foundation Governor rather than a co-opted Governor (see item 2 above)</b></li> </ul> <p><b>ACTION: Subject to the above amendment, the minutes were signed and agreed as a correct record by PQ.</b></p>
4	Matters arising	None
5	Declaration of pecuniary/business interest form	<p>Copies of the pecuniary/interest form were circulated at the meeting.</p> <p>The Clerk reminded Governors that all pecuniary or business interests need to be listed on the form as per guidance on the reverse of the form including all employment that must be declared for income tax purposes for themselves or their relatives including a spouse/or someone living with them as a spouse. To prove that they will not benefit personally from decisions that they make or influence. Governors were asked to complete</p>

Signed ..... (Chair)

Date .....



**FULL GOVERNING BODY MEETING MINUTES**

		<p>a Declaration of pecuniary/business interest form in full.  <b>ACTION: Clerk to check with PL, HO, SH and action if necessary.</b></p>
6	Headteacher's Report	<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 an overview of the Headteacher's report.</p> <p>The main points summarised were:</p> <p><b><u>Autumn Census</u></b>  Autumn Census is now carried out in October instead of January there are 1156 students on roll at the school. The Headteacher expressed concern that the timing of the census penalised the school as it occurs when the numbers are most turbulent. The data shows the school will have 8-10 more students for most of the year and these do not draw in any funding.</p> <p><b><u>Key stage 4 results (summer 2014)</u></b>  The school achieved 69% 5+ A*- C grades using the 'Best Results' when using 'First Entry' the figure will be 57%.</p> <p><b><u>English Exam results</u></b>  The impact of the Speaking and Listening exam being removed was felt to have had a huge effect on results. Some other schools delivered IGCSE. The results for IGCSE and GCSE in English are also directly compared. IGCSE will not be included on performance tables from 2016.</p> <p><b><u>Marking</u></b>  The quality of marking has been raised with the exam boards by the Headteachers' Group. This is due to not enough markers been available. Schools have asked the Local Authority to write to request a limit of the numbers of papers that one marker can mark.</p> <p>The school is trying various ways of improving grades including an option of perhaps Statistics for all whereby Maths would be given an additional hour from three to four.</p> <p><b><u>Formal mock week</u></b>  The school will be running a formal mock week in the third week of January to prepare students for exams including revision techniques. Some subjects might not do a full exam but a walking/talking mock.</p> <p><b><u>Pixel</u></b>  TS went to a conference on a Pixel, TS explained that many schools at the conference were using 'fine grading' to indicate the likely exam outcomes for each student. This is something the school is looking into.</p>

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Date .....



**FULL GOVERNING BODY MEETING MINUTES**

**Attendance**

Over the last year the percentage for attendance was 94.38%. This is above our internal target set on the SDP (however it is still not 'high' compared to national data). Since September punctuality has improved very few students are more than six to seven minutes late. Late is after 9am.

**Early Entry**

Using early entry has enabled the school to improve grades achieved for many of those students targeted for retakes:

233 students	English (Jan)	English (June)	Maths (Jan)	Maths (June)
A* - C (percentage)	75.5	84	59.2	74.1
A* - G (percentage)	99.1	100	99.1	99.6
A/A* (percentage)	25.6	29.4	22.3	29.7

There were 2 students who failed to obtain a grade.

**Year 11 PPI**

The early entry results for Year 11 PPI are:

26 students	English (Jan)	Maths (Jan)	English (Jun)	Maths (Jun)
A* - C (percentage)	53.8	42.3	61.5 ↑	53.8 ↑
A* - G (percentage)	100	96.2	100	96.2
A/A* (percentage)	7.69	7.69	7.69	11.5 ↑

**Exclusions**

17 students were excluded in term 6, 8 students in year 9 and 13 students in year 10 account for the total number of exclusions.

**Q How do the lower ability students find Statistics?**

The Statistics GCSE is suitable for those with lower Prior Attainment and many schools have used it to boost Maths understanding.

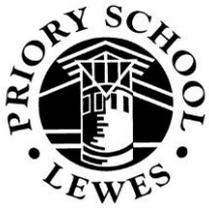
**Q Do you think reducing the number of options students can take has made a difference to grades?**

No, as the average points score across subjects has stayed the same. If students had done more options the average points score would have likely been lower.



**FULL GOVERNING BODY MEETING MINUTES**

		<p><b>Q Do you know the national exam results across subjects?</b> Not as yet but it is being speculated that there will be a downward shift in many.</p> <p><b>Q Would it be good option for the school to do IGCSE for English for a year?</b> The English department do not feel this would be beneficial.</p> <p><b>Q It was suggested by a Governor that IGCSE is good for the less able students in Year 11?</b> <b>ACTION:</b> TS will speak to the English department.</p> <p><b>Q Does another Maths teacher need to be recruited?</b> No, as we over recruited due to Pupil Premium.</p> <p><b>Q Do you have the 4 levels of progress results for Maths and English?</b> English was 35% and Maths 42%. The Fischer Family Trust 4 levels of progress projections are 38% English and 36% Maths.</p> <p><b>Q Which year group have the most attendance problems?</b> Year 9 and 10 had the most unauthorised absence including during activity week. But last year the attendance during activity week was much higher.</p> <p><b>Q How is the quality of teaching measured at the school?</b> Curriculum area reviews are carried out every year. Teachers are observed by the Curriculum Leader/Headteacher dropping into lessons and observing teaching.</p> <p>NF left the meeting 20:13.</p>
7	Strategic Issues	<p style="text-align: center;"><b><u>Strategic Organisation</u></b></p> <p><b>1. Budget Reports</b> The cumulative expense analysis was agreed and signed by TS &amp; GW.</p> <p><b>2. Teaching Schools</b> The local authority would like us to be a Teaching School as we are one of the strongest in the area. Only schools that have an outstanding Ofsted grade can be a teaching school. TS felt this was a positive thing for the school to do perhaps in January 2015. TS mentioned that the school has a strong track record of training at the school including initial teacher training for PGCE (Post-Graduate Certificate of Education) students, staff training for Newly Qualified Teachers (NQTs), the school also offers all staff Continuing Professional Development (CPD) both inside and outside school.</p> <p><b>Q Would it be a distraction for the school to be a teaching school?</b> It was felt that this would not be the case as the school already has a strong record with ITT (Initial Teacher Training) and PGCE (Post Graduate Certificate in Education) as well as running two types of Schools Direct programme last year.</p>



**FULL GOVERNING BODY MEETING MINUTES**

		<p><b>3. Named Governor for student with medical needs policy</b> The Governors felt PL might be willing to be the named governor. <b>ACTION: Clerk to check with PL.</b></p> <p style="text-align: center;"><b>Teaching and Learning</b></p> <p><b>4. Pupil Premium (Disadvantaged students)</b> It was explained that Stuart Murray gave a report on Pupil Premium which has had a recent name change to disadvantaged students.</p> <p>Disadvantaged students include:</p> <ul style="list-style-type: none"> <li>❖ Those students adopted from care from January 1<sup>st</sup> 2006 and onwards in the UK. Note since this was reported at Teaching and Learning (T&amp;L) meeting the criteria was extended.</li> <li>❖ Service Children</li> <li>❖ Free school Meals</li> </ul> <p><b>5. Inclusion Review</b> It was summarised that Karen Clinton gave an outline of the Inclusion review and the recent changes to statements. This included explaining about the major changes happening in Special Educational Needs and Disability (SEND) which were introduced on 1<sup>st</sup> September 2014. The Governors felt this review was through.</p> <p><b>6. Exam Results</b> Julian Ashworth gave an overview of the exam results:</p> <ul style="list-style-type: none"> <li>• 84% achieved A* - C in English and 74% in Maths, with 69% achieving 5+A*C including both English and Maths.</li> <li>• Nearly a third of students achieved 5 or more subjects at A * and A grade.</li> </ul>
8	Monitoring of policies	<p>TS explained that following on from a question raised at the T&amp;L Learning Committee meeting about scrutinising policies. TS recommended that each time a policy is now reviewed Governors could amend and discuss this paragraph about how Governors can monitor that particular policy being carried out by the school. Part of this process includes the Link Governor scrutinising a policy with the Senior Leadership Team (SLT) responsible for the policy before the policy coming to the relevant committee to be agreed.</p>
9	Subject Reports for Governors	<p>Copies of the Subject Reports for Governors were circulated with the agenda. These are also available in the Governor’s shared area. PQ wanted to thank staff for these reports for the Governors.</p> <p><b>Q A governor asked whether Mr Holt doing a Latin GCSE would give him enough of an understanding to teach Latin in the future to the students as it was felt that Latin is a very complicated language ?</b></p> <p>It was felt that due to Mr Holt being under the mentorship of Richard Burrows and JA that this would be a strong introduction for Mr Holt to teach Latin in the future.</p> <p><b>Q The results for Business Studies were low is there any reason for this?</b> 31% of students achieving an A* - C and 100% achieving A* - G. With 50% of the total grade reliant on students completing a Finance exam paper and the other 50% requiring students to write a report and complete a theory based examination, the course is reliant on students having a good</p>

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**FULL GOVERNING BODY MEETING MINUTES**

		level of English and Maths.
10	Policy Reviews	<b>The Governor’s Allowance Policy was agreed.</b> PQ reminded Governors as part of this policy petrol/travel can be claimed for attending courses.
11	Student Petition on uniform	PQ gave an update from Sam Twilley to the Governors about the student petition received previously by the Governors. ST raised the students concerns about whether full consideration had been paid to the issue of equality during policy making at a SLT meeting on the 23 <sup>rd</sup> September. This was fed back to the lead student of the petition on 24 <sup>th</sup> September she confirmed she was happy with this outcome. The Governors were happy with this result.
12	November Saturday morning Governor Training	PQ reminded Governors about the Saturday morning training on 15 <sup>th</sup> November at the Linklater Pavilion in Lewes.
13	Year 11 Certificate Presentation Evening  Priory photo ID badges	PQ asked if Governors can respond to the invite to the Year 11 Certificate Presentation Evening on Thursday 20 <sup>th</sup> November at 7pm at the town hall. The deadline for receipt of reply slips is Friday 20 <sup>th</sup> November. Governors were made aware that when they are in the school they should always have their Priory photo ID badge with them.

The meeting closed at 20:48

**Next meeting:** Thursday 11<sup>th</sup> December 2014 18:30

ACTIONS			
ITEM	ACTION	RESPONSIBLE	UPDATE
2	Clerk to contact Governor Services for advice about vacancy of Co-opted Governor	Clerk	Completed done by Clerk
3	Clerk to amend minor amendment on minutes page 2 – item 4	Clerk	Completed by Clerk
5	Clerk to check with PL, HO, SH about pecuniary or business interest form and sign if necessary	Clerk	Completed by Clerk
6	The suggestion of IGCSE for English for less able students – TS to speak to English Department	TS	On FGB agenda for 11/12/14 for TS to provide update
7	Clerk to check with PL if she willing to be named Governor for students with medical needs policy	Clerk	Clerk checked with PL – SHI will be named Governor

Signed ..... (Chair)

Date .....