



## FULL GOVERNING BODY MEETING MINUTES

MINUTES OF THE MEETING HELD ON THURSDAY 12<sup>TH</sup> FEBRUARY 2015 AT 18:30 IN THE CONFERENCE ROOM

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

ALSO PRESENT: Emma Brinkhurst (EB) Clerk

	AGENDA ITEM	MINUTES
1	Apologies for absence  Membership update	Received and accepted from Michael Bull (MB) and Hayley Olcay (HO)  New Governor Uwe Dornbusch was welcomed to the Governing body and introductions were made.  RS arrived at the meeting.
2	Fundraising Update	Apologies received from Amanda Burgess a fundraising update document will be circulated via email next week to Governors. <b>ACTION: Amanda Burgess to email fundraising update document week commencing 16<sup>th</sup> March to Governors.</b>
3	Minutes of previous meeting	A copy of the minutes from Thursday 11 <sup>th</sup> December 2014 was circulated with the agenda. This is also available in the Governor's shared area.  <b>The minutes of 11th December were agreed as a correct record and signed PQ.</b>
4	Matters arising	None
5	Declarations of any business or pecuniary interests	RS – Curriculum Leader of English Sackville School NF – Teacher at Bhasvic
6	Headteacher's Report	A copy of the Headteacher's report was circulated with the agenda. This is also available in the Governor's shared area.  TS gave an overview of the Headteacher's report.  Questions asked to TS in response to the Headteacher's report were:  <b>Q With the early entry in Maths were we close to the national average?</b> Yes the average point score was just above (0.8) the national average.  TS mentioned that in the recent mock exams the Maths percentage was 71.5% A*-C but there is a risk as results are 'norm' referenced rather than criterion referenced – this means it is difficult to predict the grade boundaries.  <b>Q The 2 and 3 levels of progress that students achieved seem low?</b> Yes some levels of progress are low the most able students make good

Signed ..... (Chair)

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progress, the middle level students make satisfactory progress and the lower ability students don't make enough progress.

**Q A Governor attended a maths student panel and a lot of the students were saying they find being in mixed ability classes very frustrating as they are waiting for the less abled students to catch up. Would it be better not to use mixed ability teaching?**

Currently there is no mixed ability in maths, rather we have broad banding but we will have mixed ability in Year 7 from September as part of a trial with Kings College and EEF.

**Q What maths interventions are in place to help students gain higher grades?**

We have a maths specialist Ian Taylor who is working with the school and we are part of a local network with other schools that also have good maths departments.

We use PiXL materials as intervention support.

**Q Will the maths department be running similar revision sessions to Science?**

Julian Ashworth is collecting all the information from all subjects about revision sessions and a timetable will be coming out.

**Q Do the PPI students receive revision materials free?**

Science promote a revision guide, the other subjects don't find them useful. PPI can be given support with the purchase.

**Q Why are the targets so high for the PPI students?**

We have high aspirations for all our students but PPI students face more barriers (which is why they attract additional funding). The purpose of the funding is to reduce the barriers but for some these are complex and many e.g. for some attendance is an issue so funding is used to help improve that before progress can be addressed.

**Q Do all teaching staff know who the PPI/SEN students are in their lessons?**

The majority of staff do know as this information is put on mark books and seating plans for lessons.

**Q Have the Educational Health and Care Plans (EHCP) taken over all statements now?**

The Year 11 students are being transferred to EHCPs, and eventually all students with statements will be on EHCPs.

**Q A Governor asked in the Headteachers' report when targets are included on information are these national targets?**

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		<p>They are our targets combining KS2 results and CAT scores and information gained from the primary schools.</p> <p><b>Q Do we have to take a pupil if they have been permanently excluded and the school is asked to?</b> Yes if the school is directed then there is little it can do to object.</p> <p><b>Q To run an options subject how many pupils are needed to choose that option?</b> We can run them with 8 or 9 but with some subjects we can run them with less than 9 like Latin.</p> <p><b>Q Is Business Studies a core subject that all students have to take?</b> The new course is Business and Enterprise and addresses some of the computing needs.</p> <p><b>Q What is the criteria that parents have to meet to be eligible for a subsidised place on a trip?</b> They need to be on income support or PPG. If the student is a PPI student we can sometimes pay the full amount for a trip.</p> <p>A Governor mentioned they would like more feel good things included in the School Development Plan.</p>
7	SEF (Self Evaluation Form) Section 1	<p>A copy of the SEF Section 1 was circulated with the agenda. This is also available in the Governor’s shared area.</p> <p>TS explained about the SEF document which is broken down into the Ofsted sections. Section 1 is the pupil outcomes part of the document. The SEF is updated constantly throughout the year. The first version of the SEF was completed in the first couple of weeks of term. The SEF is a useful document for the school showing the school’s priorities. Pages 9 and 10 of the SEF show how the key actions will be addressed by the school. There are three other sections of this document Teaching and Learning, Behaviour and Safety, and Leadership and Management these sections are reviewed annually.</p> <p><b>Q A Governor wanted to know more about page 9 of the document which mentions that students were being taken out of lessons for intervention and enrichment and this was having a negative impact on students’ learning?</b> It was explained that this was happening sometimes when a student required intervention for i.e. English but the student was being taken out of other subjects such as Geography lessons for this English intervention. Now if Intervention is required for i.e. English this time has to be now taken out of the subject the intervention is required for not out of other subjects.</p>

Signed ..... (Chair)

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		<p><b>Q A Governor asked for more information about the impartial careers guidance mentioned on page 10?</b></p> <p>The impartial careers guidance comes through a non-employee of the school who works for a different company. It is to ensure a wide range of post 16 options are made available to students (this is more of an issue in schools which have their own Sixth Form where there might be a conflict of interest if they wish to retain students)</p>
8	Education Improvement Partnership (EIP)	<p>A copy of the EIP plan was circulated with the agenda. This is also available in the Governor’s shared area.</p> <p>TS reminded Governors EIPs are groups of schools working together across an area to improve outcomes for pupils at all schools. The funding has now been approved. The total cost of the plan is £32000.</p> <p>The EIP will work in conjunction with the Trust. By the end of Term 2 Priory will take the lead in creating 3 maths triads which will focus on teaching, assessment and feedback. This is also included in the Trust action plan. Staff will be trained to deliver the Forest School at the Linklater Pavilion in Lewes and the Beach School. This will help reduce exclusions and funding has been approved for £18K.</p> <p>PQ thanked TS for all his work on this.</p>
9	Strategic Items	<p style="text-align: center;"><b><u>Strategic Organisation (SO)</u></b></p> <p>GW reported on the strategic issues:</p> <p><b><u>Budget Report</u></b></p> <p>There have been no budget changes since the last SO meeting. The school’s current budget share for 2014/2015 is £5,701,878.</p> <p>The Bursar also advised the SO committee that the following will affect the budget in the future:</p> <p><b><u>Employer’s teacher pension contributions to increase in Sept 2015:</u></b> From 1st September 2015, there will be an increase in the employer’s teacher pension contributions from 14.1% to 16.48%.</p> <p><b><u>National Insurance contributions o increase in Apr 2016:</u></b> In April 2016, National Insurance Contributions will be increasing.</p> <p><b><u>Wolfson Foundation bid</u></b></p> <p>Stuart Murray (SM) spoke to the SO committee about a grant of £30,000 that has been awarded from the Wolfson Foundation to help buy some equipment for the Design and Technology department this includes equipment like a Laser Cutter, 3D Printers, and Sublimation printer. SM</p>

Signed ..... (Chair)

Date .....

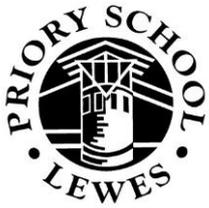


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		<p>told the committee that Amanda Burgess had worked very hard on gaining the grant.</p> <p><b><u>Letting Charges 2015/2016</u></b></p> <p>IF recommended to the committee that the Letting Charges for the following financial year remain the same, as lettings are mostly for community use and staffing costs have remained the same. This was agreed by the committee.</p> <p><b>Q What is the difference between short term contingency and long term contingency?</b></p> <p>Short term contingency has to be used by the end of the financial year and long term contingency is allocated for future years.</p>
10.	Admissions Panel	<p>TS explained that as we are a Foundation School now we need a small number of Governors to be on an admissions panel. Year 6 parents who would like to send their child to the school apply for a place via ESCC and ESCC send the school a spreadsheet with all the information about the students on it. This admissions panel would check the list and process the school are following and be involved in the appeals process. There are 232 places at the school and over 400 have applied.</p> <p><b>NF, GAR, AW agreed to be on the admissions panel.</b></p>
11.	Governor meetings/training attended	<p><b>GW</b> - Attended the School Management 2015: Driving improvements through effective leadership and Governance conference in London on 5<sup>th</sup> February. GW advised she found the training interesting it included cluster working and had various speakers. GW has the documents from the conference she will email the info to the Clerk to forward to all Governors as she thinks this will be useful.</p> <p><b>ACTION:</b> GW to email Clerk documents from the conference.</p> <p><b>AW &amp; EB</b> - Attended the Effective Complaints Handling for Schools in Newhaven on 28<sup>th</sup> January. Which both EB and AW found very useful the training looked at case studies and the complaints policy. It was recommended to other Governors to attend this training.</p> <p><b>JG</b> – Met his Senior Leadership Team Link Sam Twilley (ST) on 6<sup>th</sup> Feb.</p> <p><b>JG &amp; SH</b> – Attended the Schools Finance - Financial management in schools training in Hellingly on 12<sup>th</sup> January.</p>
12.	Safeguarding	<p>SHI reminded Governors to complete the online Safeguarding training.</p> <p><b>ACTION: Clerk to send link on an email to Governors who have not completed the training.</b></p> <p>SHI will meet with Karen Clinton before the end of the academic year to go through the audit on Safeguarding. SHI mentioned she met up with ST to look at the Supporting pupils with medical conditions policy.</p>
13.	Update on the trust	<p>GAR gave an update on the trust to the Governors.</p> <p>The next meeting will be held on Tues 10<sup>th</sup> March. A formal launch is to be arranged probably in the summer – date to be confirmed.</p> <p><b>ACTION: GAR to advise Governors on launch date for trust.</b></p>

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		<p><b>Minutes from the trust meeting on the 10<sup>th</sup> March to be emailed to Governors.</b></p> <p>GAR mentioned in his update that at Parents Forum in January he gave an update on the trust including the co-operative values and the educational programme for the trust.</p> <p>Interviews for the Company Secretary position have taken place on 11<sup>th</sup> February. GAR and a member of Western Road School and Southover School carried out the interviews on behalf of the trust.</p> <p>TS advised that members of staff visited some of the schools who are part of the trust on the recent INSET day in January and Priory staff were welcomed.</p> <p>PQ thanked TS for all his work on preparing agendas/minutes for the Trust meetings.</p>
14.	Capacity Audit Feedback form	Received from NF
15.	Linklater Pavilion sat morning training on 20 <sup>th</sup> June 9am - midday	<p>After much discussion by Governors topics mentioned but not agreed as yet included:</p> <ul style="list-style-type: none"> <li>• Complaints</li> <li>• Helping support disadvantaged pupils with the cost of i.e. trips or alternatives on raising money for this perhaps through friends of Priory</li> <li>• School systems and how they work i.e. Student Behaviour Policy</li> <li>• Disciplinary process for staff and whether someone from the Local Authority could come and speak to the Governors</li> <li>• Whether some students perhaps could attend the training i.e. Head Boy and Girl</li> <li>• Update on the vision workshop from Sat 15<sup>th</sup> November and how these ideas will be moved forward</li> </ul> <p>It was decided that Governors should email the Clerk with ideas for training and the Clerk and PQ would look at the ideas put forward.</p> <p><b>ACTION: Governors to email the Clerk with any ideas for the June sat morning training for later agreement of topics to be covered by all Governors.</b></p>
16.	Staff tea Party Mon 16 <sup>th</sup> March 3.30pm	PQ reminded Governors that the staff tea party will take place on Monday 16 <sup>th</sup> Mar at 3.30pm in the staff room. PQ welcomed any Governors that are available to attend the staff party to meet the staff. This is the Governors way of thanking the staff for their work.

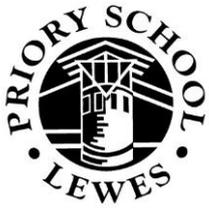
The meeting closed at 20:50

**Next meeting:** Thursday 9<sup>th</sup> July 18:30

ACTIONS			
ITEM	ACTION	RESPONSIBLE	UPDATE
2	Amanda Burgess to email fundraising update document week commencing 16 <sup>th</sup> March to Governors.	AJB	Done

Signed ..... (Chair)

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11	GW to email Clerk documents from the conference she attended for circulation to Governors	GW	Done
12	Clerk to send link on an email to Governors who have not completed the online Safeguarding training.	EB	Done
13	GAR to advise Governors on launch date for trust so Governors can be involved. Minutes from the LCLP Board meeting on the 10 <sup>th</sup> March to be emailed to Governors.	GAR TS/GAR	Done Done
15	Governors to email the Clerk with any ideas for the June sat morning training for later agreement of topics to be covered by all Governors.	Governors	Done

Signed ..... (Chair)

Date .....