



## FULL GOVERNING BODY MEETING MINUTES

MINUTES OF THE MEETING HELD ON THURSDAY 9<sup>th</sup> JULY 2015 AT 18.00 IN THE CONFERENCE ROOM

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

ALSO PRESENT: Emma Brinkhurst (Clerk)

	AGENDA ITEM	MINUTES
1.	Apologies for absence  Membership Updates	Received and accepted from Michael Bull (MB) and Sarah Hinks (SHI.) Governors were reminded they should send apologies to the Clerk before meetings if they can't attend.  New Co-opted Governor Suzy Carpenter was welcomed to the Governing Body and introductions were made.
2.	Minutes of previous meeting	A copy of the minutes from 3 <sup>rd</sup> July 2014 (missed after the Summer holiday), 12 <sup>th</sup> February 2015 and 19 <sup>th</sup> March 2015 were circulated with the agenda. This is also available in the Governor's shared area.  <b>The minutes of 3<sup>rd</sup> July 2014, 12<sup>th</sup> February 2015, and 19<sup>th</sup> March 2015 were agreed as a correct record and signed PQ.</b>
3.	Matters arising	None  <b>PC arrived 18:05</b>  <b>UD arrived 18:05</b>
4.	Declarations of any business or pecuniary interests	A copy of the Declaration of pecuniary or business interests form was provided at the meeting for completion by all Governors.  It was explained that as from 1 <sup>st</sup> September 2015 Governing Bodies must publish on their website their register of interests. This should cover any relevant business interests and details of any relevant educational establishments they govern. It should also detail any relationships between Governors and members of the school staff, such as that of spouse, partner or relative.  <b><u>ACTION:</u></b> Forms to be posted to MB and SHI for completion.
5.	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.  PQ mentioned she thought the Headteacher's report was easier to follow following on from the changes made to it already after the Saturday morning training in June.

Signed ..... (Chair)

Date .....



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The Fischer Family Trust (FFT) has released Attainment 8/Progress 8 data for the past three years.

**Key Stage 4 results (Progress 8 indicators)**

FFT have recently released Attainment 8 and Progress 8 data for the last three years. This is a 'new' measure so historical comparisons are not straightforward.

The table below is taken from the FFT **Attainment** data provided in June 2015

Attainment	2012	2013	2014
Average entries	9.12	9.43	9.37
Ave Points per entry	5.7	5.77	5.61
Ave Total Pts	53.66	55.39	53.61
Attainment 8 Grade	C+	B-	C+

The data reveals:

- The average grade is relatively stable at C+/B-
- 2014 was a 'dip' year but there are complications due to the national variability

The table below is taken from the FFT **Value Added** data provided in June 2015

Value Added	2012	2013	2014
VA Entries	0.11	0.14	0
VA Point per entry	0.34	0.15	0.15
Overall VA	0.39	0.2	0.14

The data reveals:

- The VA point per entry has declined- this is due mainly to 'bucket three VA'
- Overall VA is on a three year decline

In 2012 Priory curriculum was closer to the Attainment 8/Progress 8 than many other schools. Priory has not promoted nor shaped the curriculum around EBAC (English Baccalaureate which pupils are deemed to have reached if they have A\*- C passes in English, Maths, Geography or History, two Sciences and a Foreign Language).



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**Total Points and Value Added - Overall and Individual Components**

2013/14	Overall	English	Maths	Ebac	Other	Other GCSE	Other Non-GCSE
Weighting	10	2	2	3	3		
Cohort	232						
Pupils Entered	231	231	231	230	228	224	25
% Full Entry	63.8%	99.1%	99.6%	69.0%	86.2%	78.9%	0.0%
Average Points Per Student	53.61 ●	11.59 ●	10.84 ●	14.93 ●	16.24		
VA Points per Student	1.36	0.45 ●	0.28	1.33 ●	-0.70 ◆		
Progress 8 (Overall & Components)	0.14	0.23 ●	0.14	0.44 ●	-0.23 ◆		

TS explained that Coasting Schools are to be defined as schools where attainment than 60% A\*- C including English and Maths over 2014, 2015 and a progress measure for 2016.

**Maths**

TS mentioned that Ian Taylor (Maths Expert) produced a paper predicting questions for a revision exam paper – this was a good diagnostic tool.

The preparation for Maths GCSE was very strong – students TS spoke to after the exams were quietly confident.

**Q It was asked what Hannah Sweets questions were?**

It was advised these are probability Maths questions.

TS said to the Governing Body that the Kings College mixed prior attainment teaching will start with the Year 7s. TS advised he had visited a School with the Acting Head of Maths of a similar size to ours in Tunbridge Wells as they had highly impressive Maths results – around 60% of students achieving 4+levels of progress - to observe Maths lessons. This School teaches mixed prior attainment classes. TS saw Year 9 students being set a mock exam which was the same as the Year 11s. TS and the Headteacher of this School are forming a strong partnership and TS will be working closely with the school. 50% of the students go on to do Maths after Year 11. There school feel maths should be challenging, engaging and enjoyable (seeing it as a cerebral activity!).

**Q How did they come to teaching in this way?**

They have an outstanding Head of Maths who is driven by the love of maths who has the philosophy every student will succeed. They do not set in the classes as low sets create low expectations.

**Q Are there class sizes bigger or smaller than ours?**



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They are bigger than our class sizes.  
TS told the Governors about an initiative that will be launched in September in direct response to the Ofsted report one member of the Senior Leadership Team will work with the Middle Leaders of the school teaching them about accountability, using data i.e. for progress.

**Mastery curriculum**

TS explained to the Governors about the new concept of the mastery curriculum which is a huge cultural shift using multi disciplines and core skills this would mean all subjects re-writing the curriculum over time and moving away from a teacher teaching topics. The focus will start with the Year 7 students which will then be embedded throughout their time at the school.

**Q How will you observe the quality of teaching through the mastery curriculum?**

The monitoring process is being re-written the number one focus will be student progress.

**NF arrived 18:35.**

**Arts Curriculum Area Review – received at the Teaching and Learning Committee meeting in June**

It was raised that the Curriculum Area review for the Arts seemed to start off very positively but as the review was summarised it was felt this may not have been a true reflection of how the department was doing due to the music results being 23% lower than the national average at Key Stage 4. It was raised by the Governors that music had seemed a weak area for about three years. TS advised that a teacher had to be replaced last year and unfortunately this replacement teacher is now also leaving. So a newly qualified teacher is now to fill this vacancy on the department. TS advised that the music syllabus for the GCSE exam follows a very classical route which limits its appeal to a lot of students compared to the music syllabus followed through the rest of the school. The Art and Photography results are good. TS mentioned that a move towards a focus on progress and not just outcome grades is being followed.

**PPI Students progress**

The latest data shows 58% of those Pupil Premium students predicted to achieve 5+ A\*- C including English and Maths are currently on target, this is compared to a target of 60%. The attainment gap between pupil Premium and Non Pupil Premium is 16% which is an improvement on the last report.

**External Careers Adviser**

Signed ..... (Chair)

Date .....



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		<p>A Governor asked about the Year 9 feedback questionnaire on the effectiveness of the external careers advice the Year 9s received. It was felt it was unacceptable that such a high number of the Year 9 students had not been given the opportunity of receiving any careers advice.</p> <p><b>Q Governors asked how this was going to change in the future?</b>  The school are going to work with the external Careers Adviser to perhaps follow a different model with the Year 9 students than she does with the Year 11 students. As for the Year 9s this is there first time having received careers advice. The possibility of speaking with the pupils about what careers advice is, in Life Skills/tutor time. It was mentioned that the external careers adviser only works two days a week and if the school had more money they would employ an external Careers Advisor full time. It was felt that careers advice was best given face to face rather than online like some school s are doing. TS said that Linda Goode and Lindsay Wigen's also provide careers advice to students but the school has a statutory obligation to provide external careers advice. The Year 10 and Year 11 students generally give good feedback on the careers advice saying they felt supported.</p> <p><b><u>Staff Absence</u></b></p> <p>During terms 3-5 the following members of staff were on long term absences:  Head of Maths  Head of Religious Studies  Exams Officer</p> <p>There is one post unfilled –English/Humanities teacher – which we have one applicant for. The Governors were advised recruitment is a challenge in all schools.</p> <p><b><u>Budget</u></b></p> <p>The budget is ok at the moment but it is a concern to all schools especially what the budget will be in three years’ time due to increased employer National Insurance and pension contribution changes for teachers coming into force.</p> <p><b>Q If the budget was very tight in the future how would you save money?</b>  The smaller classes that we run may have to stop including Latin and the number of Teaching Assistants would have to decrease.</p> <p><b><u>Exclusions</u></b></p> <p>The school are trying to reduce the number of exclusions. Four students were excluded in term 4 and one student in term 5. Unfortunately there is not a lot of support or provisions</p>
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Signed ..... (Chair)

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		<p>available to the school due to budget constraints.</p> <p><b><u>Educational and Health Care Plans (EHCP)</u></b> The school are converting the current Year 11s from statements to EHCPs.</p> <p><b><u>Attendance</u></b></p> <p>The school have purchased more units via ESBAS (Education Support, Behaviour and Attendance Service) for attendance issues. It is expensive but money well spent. The school had some attendance problems following the Love Supreme Festival – 31 students not in school the day after this festival. Current attendance for the year is 94.67%</p> <p><b><u>INSET day – following Lewes Bonfire Night</u></b></p> <p>The Governors’ thought having an INSET day after Lewes bonfire night was a good idea.</p> <p><b><u>Parents Evening Attendance</u></b></p> <p>The Year 7 parents evening in March recorded the second highest percentage attendance to date 86.3%.</p> <p><b><u>Credit Union information on school website</u></b></p> <p>Following on from a Parent who raised at Parent Forum about some parents struggling to get the money together for i.e. trips. Governors were pleased to see the East Sussex Credit Union listing on the school website an ethical not for profit savings and loans cooperative owned by its members. This will help parents struggling to save for uniform, school trips etc. JG attended the June meeting of Friends of Priory when Nikki Plummer from the East Sussex Credit Union came to talk about their services.</p>
6.	Full Governing Body Saturday morning recap	<p>PQ gave a brief summary of the Saturday training session on 3<sup>rd</sup> June which involved looking at the layout of the Headteacher’s report and completing the Governing Body Self-Evaluation Audit Tool for schools in East Sussex 2014-15.</p> <p>PQ asked TS if he found the Headteacher’s report layout section useful. TS said he did and has already started changing the layout of his report for Governors. PQ thanked all Governors for attending the session.</p> <p>PL advised that following on from the conversations on the classroom visits i.e. having some strategic questions to ask for example at the training that this will be put on the October Teaching and Learning Committee agenda for discussion. PL will work with SH and SC on this as well.</p> <p><b><u>ACTION:</u></b> Classroom visits guidelines to be put on the T&amp;L committee agenda for October.</p>
7.	Trust update	<p>GAR gave an update on the Trust. The official launch of the Trust was held on the 2<sup>nd</sup> of July which went well over a hundred people attended the launch including the Mayor of Lewes and Director of Education. The Governors were informed that Chris Horton had</p>

Signed ..... (Chair)

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		<p>been recently appointed as the Trust Company Secretary. GAR said that Chris is very enthusiastic. The Governors who attended the launch said what an excellent evening it was involving students and parents too. GAR, TS and Chris Horton are due to meet on Monday 20 July to discuss trust plans for next year. GAR thanked all those Governors that attended the launch.</p>
8.	Lewes Area Stakeholders Review	<p>A copy of the Lewes Area Stakeholders review was circulated with the agenda. This is also available in the Governor’s shared area.</p> <p>It was explained to the Governors that PQ attended one meeting and TS attended another meeting on a different date of this review. TS and PQ’s meeting were completely different – different outcomes and different people but the same agenda. The meeting was about the planning of school places as Lewes has surplus places in our catchment area including at Rodmell. The meeting was to discuss the solutions available. The final report is due in September.</p>
9.	Equality Duty	<p>A copy of the Equality duty document was circulated with the agenda. This is also available in the Governor’s shared area.</p> <p>TS gave an overview explaining that in 2012 public sector objectives were set but no guidance was really provided. TS and Jack Feintuck (previous Governor) worked on the school’s equality objectives. The equality objectives are due for a review the equality duty is normally linked in with the School Development Plan. <b>A sub-committee is required to look at the equality objectives PL, NF, AW, PQ, agreed to be on the committee and to start to look at the equality duty in September.</b></p> <p><b>ACTION:</b> A date to be decided for the sub-committee members to meet on the equality duty.</p>
10.	Update of training / meetings/SLT link visits and general visits Governors have carried out since the last FGB	<p>A copy of the document was circulated with the agenda. This is also available in the Governor’s shared area.</p> <p>The Governors asked that could Staff Forum and Parent Forum attendance be added to the document.</p> <p>GW asked could the training she attended on 04/06/2015 be removed from the listings as this was for the school she works at not for Priory.</p> <p><b>ACTION:</b> Clerk to remove GW’s listing on the 04 06 2015 from the document and add Parent Forum/Staff Forum attendance.</p> <p>Governors were reminded that any general visits/SLT link visits they carry out could they remember to complete the relevant form for the Clerk for the Governor records. If Governors attend events as i.e. a parent and not in there capacity as Governor it was agreed that these would not be listed on the records. PQ reminded Governors that white Governor badges are available from the Clerk to wear at events. Governors were reminded they should have their Priory photo ID badges on them when they are at the school.</p>
11.	Complaint	<p>AW gave the Governors an overview of a complaint received from a parent.</p> <p>The recommendations AW would like to put forward to the school/Governors following</p>

Signed ..... (Chair)

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		<p>her complaints investigations are:</p> <ul style="list-style-type: none"> <li>• Teachers to take a register at the start of every lesson and email the house team straight away if any student is missing.</li> <li>• Fire exits/exit points could these be perhaps alarmed so students can't just leave through doors and not get noticed. TS advised that some fire doors double up as normal doors that pupils use to get In and out of the building for lessons. Cameras are being looked at as an option on these doors.</li> </ul> <p>PQ thanked AW for her work on the investigations.</p>
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12	Strategic Items	<p style="text-align: center;"><b>Strategic Organisation Committee</b></p> <p>GW provided a report on the Strategic Organisation Committee meeting – the key points were:</p> <ul style="list-style-type: none"> <li>• <b>Pupil Premium impact of spend and plans for 2015/2016</b> – It was explained to the Governors that the document is updated three or four times per year. The document is available in the Governors' shared area. The 3 levels of progress gap are closing in English and Maths. TS said to the committee he was concerned by the gap between PPG (Pupil Premium grant) and non PPG pupils in the two Sciences but explained it is a difficult gap to close due to the science core exams already being completed. Another item the school help the PPG students with is helping meet the cost of trips there was a worry this money maybe not be available in the future. The numbers of PPG students in the school: 33 in Year 11, 27 in year 10, 38 in Year 9, 34 in Year 8 and 41 in Year 7.</li> <li>• <b>Evaluation outline 2014/2015</b> – support periods for staff will be removed these are expensive and not good value for money. The level of one to one support will be reduced.</li> <li>• A question was raised at the committee meeting about what <b>pastoral coaching</b> is as mentioned on the Evaluation outline 2014/2015 document. This is the percentage of time spent on staffing the pastoral coaching.</li> <li>• <b>Budget</b> – The original budget plan for 2015/16 was submitted to the Local Authority by the deadline of 22<sup>nd</sup> May 2015 in the sum of <b>£5,676,920</b> (2015/16 budget share of <b>£5,393,512</b> plus the agreed balance of £283,408 from 2014/15). There will be less income in 2016/17 – £30,000 from the Wolfson bid and £20,000 for 'The Friends of Priory' contribution to Technology 3 adaptations.</li> <li>• <b>School Fund terms of reference</b> – Ian Fines and TS have customised this document for Priory. It is available in the Governors' shared area.</li> <li>• <b>East Sussex Education Improvement Partnership (EIP)</b> – Priory is the lead school for the Lewes and Havens EIP. TS said we have a paid co-ordinator Laura Murphy for the EIP.</li> </ul> <p style="text-align: right;"><b>Teaching and Learning</b></p>
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Signed ..... (Chair)

Date .....



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		<p>PL provided a brief report on the Teaching and Learning Committee meeting – the key points were:</p> <ul style="list-style-type: none"> <li>• <b>Lexia</b> – Matt Kerry gave a demonstration on the Lexia computer programme which is an American based programme designed to help students improve their reading skills. The programme requires three sessions of twenty minutes. All students try Lexia but it is up to an individual student to decide whether or not to continue with the programme. Formerly, Lexia was staffed by English teachers in their lesson time but is now being delivered by Teaching Assistants in tutor time. The school has purchased a three year licence – one year remains. The programme is most successful up to Year 8 particularly the Year 8 e-band. At the next Trust meeting GAR hoped to get Matt to talk to the Trust about Lexia and the benefits if it was used across the Trust.</li> <li>• <b>Curriculum Area Review – Arts</b> – Karen Clinton summarised the review to the Governors saying that the Arts is a popular area of the school. Art and Photography results are higher than last year. Drama has dipped by 1% and music results are 23% lower. Music is more theory based and classical for the GCSE.</li> </ul>
13	Policy Reviews	<p>A copy of the policies was circulated with the agenda. This is also available in the Governor’s shared area.</p> <p><b>The following policies were agreed:</b></p> <ul style="list-style-type: none"> <li>• <b>Admissions Policy –main round</b></li> <li>• <b>Admission Policy – In Year</b></li> <li>• <b>Admission Policy – Determination 2015-16</b></li> <li>• <b>Admission Policy – Determination 2016-17</b></li> </ul> <p>TS explained these Policies worked very well during the appeals.</p> <p>NF mentioned there were a few minor typing mistakes on the policies that need to be updated.</p> <p><b>ACTION:</b> NF to email typing errors spotted on policies to be corrected by the Clerk.</p>
	Letter received by Chair from Councillor Nick Bennett – Ofsted Inspection	<p>PQ mentioned to the Governing Body that she has received a letter from Councillor Nick Bennett dated 30 June 2015 thanking the Governing Body in regard to the Ofsted Inspection.</p>
	Reminder about first Full	<p>PQ gave a reminder to the Governors that the first meeting of the academic year will be the business meeting on Thursday 3<sup>rd</sup> September at 16:00. Governors were asked if they</p>

Signed ..... (Chair)

Date .....



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	Governing Body business meeting in September	could come to meet new staff in the staff room first at 15:30.
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The meeting closed at 20.25

**Next meeting: Thursday 3<sup>rd</sup> September**

15.30 Governors to meet new staff in the staff room

16:00 Business FGB Meeting

ACTIONS			
ITEM	ACTION	RESPONSIBLE	UPDATE
4	Forms to be sent to MB and SHI for completion	Clerk	Done by Clerk – awaiting MB's
6	Classroom visits guidelines/strategic questions to be placed on next Teaching and Learning Committee meeting agenda for review	Clerk	Will be placed on agenda 1/10/15
9	<b>Equality Duty sub-committee to arrange date to meet to discuss equality duty</b>	<b>PQ/PL/NF/AW</b>	
10	Update required to document to include Parent Forum/Staff Forum attendance. Remove GW entry on 04 06 2015.	Clerk	Done by Clerk
13	<b>To email Clerk typing errors spotted on polices for correction</b>	<b>NF</b>	

Signed ..... (Chair)

Date .....