

FULL GOVERNING BODY MEETING

MINUTES

MINUTES OF THE MEETING HELD ON THURSDAY 15th October 2015 AT 18.00 IN THE CONFERENCE ROOM

PRESENT: Tony Smith (TS), Pauline Quinton (PQ), Audrey Whyte (AW), John Griffiths (JG), Sarah Hinks (SHI), Uwe Dornbusch (UD), Gaydree Wrigley (GW), Suzy Carpenter (SC), Graham Arr-Jones (GAR), Michael Bull (MB) and Nigel Fisher (NF)

ALSO PRESENT: Emma Brinkhurst (Clerk)

	AGENDA ITEM	MINUTES
1.	Apologies for absence Welcomes	Received and accepted from Penny Leach (PL), Peter Colebourn (PC), Suzanne Howells (SH) and Radha Stuart (RS) JG thanked all the Governors for coming.
2.	Minutes of previous meeting	A copy of the minutes from Thursday 3 rd September 2015 was circulated with the agenda. This is also available in the Governor's shared area. The following minor amendment was made: <u>Under Item 11 – Strategic Organisation Committee section– Vice Chair</u> Vice Chair should be UD not UW. Subject to the above minor amendment being made, the minutes of Thursday 3RD September were agreed as a correct record and signed JG.
3.	Membership Updates	<u>SH - Staff Governor</u> JG explained that the Clerk had recently ran a Staff Governor Election due to Suzanne Howell's current term coming to an end on 8th September. JG advised the outcome of the election was that only one nomination was received from Suzanne who was willing to stand again and has now been duly elected to continue as Staff Governor. JG said he was very pleased Suzanne would be continuing as Staff Governor as she is a valued member of the Governing Body (GB) the other Governors echoed this view. The Clerk advised the Governors that Suzanne had asked her to pass on her thanks to the Governors for their kind responses for her re-appointment. <u>AW - current term as Parent Governor ending on 19th October</u> JG advised the Governors that Audrey's term of office as Parent Governor is coming to an end on the 19 th October. The Clerk will be running a Parent Governor election after the Half Term break. Audrey has advised the Clerk and Chair she would like to continue on the Governing Body but as an Associate Member and would not be applying for the Parent Governor election. JG felt AW was a valued member of the GB and would like AW To continue as part of the GB. JG also thanked the Clerk for her research into Associate members. JG asked the Governors for their comments on Audrey becoming an Associate member. The Governors agreed they wanted AW to

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		<p>stay on the GB this was seconded by GAR. AW will be duly made an Associate member after her current term as Parent ends. JG explained that if a Co-opted Governor vacancy comes up in the future on the GB - AW would be able to put her name forward for this.</p> <p>AW joined the meeting at 18:14</p>
4.	Matters Arising	NF raised that could he follow up on an action from the Full Governing Body Meeting (FGB) from the 3 rd September 2015 in which the Clerk contacted him to check that he was still happy to be the Curriculum Area Link Governor for Maths following on from the Ofsted report & discussions by Governors at the last meeting. JG advised we would come back to this later in the meeting.
5.	Declaration of pecuniary/business interest	<p>GW – School Business Manager Glenleigh Park Primary Academy</p> <p>MB – University of Sussex – University Professor</p> <p>NF – Teacher at Brighton & Hove & Sussex Sixth Form</p>
6.	Reminder: Governor Code of Practice 2015-16 to be signed by RS asap	<p>Final Governor code of practice for 2015/16 to be signed and returned to Clerk from RS.</p> <p>ACTION: Clerk to contact RS – to complete form for the school’s governors’ records.</p>
7.	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 a summary of the Headteacher’s report explaining to Governors that this is the first year that the school are struggling with data. The school collected data on results day in line with previous years. Julian Ashworth (JA) is doing a piece of work to calculate and interpret the Department for Education (DfE) tables. The number of students who achieved A* - C this year was 69%. The Local Authority has advised TS that their data shows the result for this is 68% (according to data supplied to them).</p> <p>TS explained that some of the data on page 5 of the report was not necessarily in line with data used by DfE due to there being no Key Stage 2 results for some students due to a boycott. DfE would be using teacher assessments if there were no SAT results for students. Teacher assessments invariably exceed levels achieved in SAT tests. In 2015 79% of students made 3 levels of progress in Maths (test results only). The DfE figure is 74% (test results plus TA for those who have no test result). TS advised the Governors that we are an opt in School for Progress 8/Attainment 8. TS said that it is complex to understand the data at the moment due to the new systems.</p> <p>TS said that the Governors should have received an email with the initial Secondary Governor Data Pack attached for the School this week. TS will go into more detail at the next FGB in December.</p> <p>ACTION: Clerk to include the Initial Secondary Governor Data Pack on the agenda for December.</p> <p>TS explained to the Governors that the information on Page 7 of the report</p>

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ends at this summer. This is because the school has now sourced new commercial software to collate the new data and staff will need training on using this system. The current Year 7 and 8s will follow different GCSE requirements and are part of the 'Assessment Without Levels programme (so National Curriculum levels are not used for these year groups).

TS advised the Governors that this year's achievement met the Fischer Family Trust (FFT) D projection and is a 1% achievement on last year. The 5 plus A* - C was 76.29% which is slightly below the level achieved last year of 77%. TS was pleased with these results.

TS said that his area of concern from page 6 is:

Business Studies – computing is getting very poor grades. TS said the School is already taking action to address this including training and mentoring of the Computing Subject Leader. For the last four years the subject has tried following a new syllabus each year - this year there will be no syllabus change.

TS said that the areas he is pleased with on page 6 are:

The Music results were 93.4% A* - C which has been a big focus for the last two years.

The Maths results were good and back to where they should be after the extra support has been put in place including the external consultant, walking talking mock, getting pupils to sit the highest paper possible and the minimum amount sitting the foundation paper, and various training methods. Big improvements have been made in Maths the results being 78% A* - C.

The Religious Studies short course has now been taken off as the results are not shown on the league tables – the current Y11 are the last year to sit this as a short course GCSE.

In Year 10 English is very demanding an extra hour has been given to this subject on the timetables.

Q The Sociology and Music results have low numbers of students taking them up but the results are increased – do you know why?

Sociology had a disappointing set of results in 2014 but in 2015 reached the levels normally expected. Music results improved due as explained above.

Q On Page 6 one student took Russian –can I ask how this came about?

Students sit some language courses if this is their native language - the school do not tend to teach them the subject. Sometimes they may take the language in i.e. Year 8 but it will not show on the league tables till they are in Year 11.

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Q A Governor raised they were concerned that in 2015 the 33 PPG students did less well than all students and less well than in previous years with the result that the 'gap' is larger than last year – are you concerned ?

TS said in many schools locally the gap increased not just in year 11 but all year groups. TS felt that if the school had not put in all the interventions it had it would have been worse. The Maths 3 levels of progress results were disappointing at 54.2%. The English 3 levels of progress results were more pleasing at 84.2%. TS also mentioned that some results for the Pupil Premium Grant (PPG) students are just unmeasurable and there are stories behind why some students have a lot of personal things going on outside of school.

Q Do you feel the interventions and strategies you have put in place was money well spent?

TS felt the strategies used had been the right choices and money well spent.

Q The two students who had problems with stress that was previously mentioned - how did they get on with their exams?

One student never came into school and the other student got two A* s and two As given a total of 4!.

JA and TS are looking at outliers on the data and how these could be taken out to give more accurate data figures for the school. An example was given of two students who were following alternative curriculum and not in school. Also two other students not attending school due to mental health problems.

Q A Governor mentioned there seemed to be some pupil numbers missing on page 3 of the report?

It was advised this was due to awaiting the census results.

TS said Last year there was an improvement in school attendance the overall percentage was 94.61% (2014 was 94.38%) but this is below the School Development Plan (SDP) target of 95%. TS would like it to be 95%.

The Governors thought that having an INSET day after Lewes Bonfire Night this year was a good idea and will help with the attendance figures. TS said that events like summer festivals in the area have a big effect on attendance figures of pupils on Mondays after the summer festivals particularly.

Q Do you think that when fines/Court proceedings are issued against parents when they take students out of school in term time – is helping the situation?

In a number of cases paying the fine is still going to be a cheaper option for them to pay a fine and have a holiday in term time then have a holiday in school holidays.

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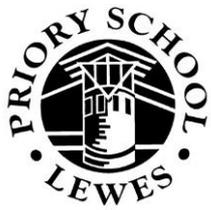
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		<p>Q How much is fine roughly? £50 per student per parent</p> <p>The Governors felt the figures showing reductions in the number of exclusions were positive. TS said they are but it is becoming increasingly difficult to keep the figures down as resources are getting tighter. Also trying to keep students in school and work with them when their behaviour is disruptive to other students and staff is sometimes becoming very difficult. SHI mentioned she recently attended a meeting with Sam Twilley and a Year 11 student to talk to him about his behaviour. SHI thought Governors perhaps could become more involved with the whole process. SHI mentioned to the Governors she has arranged another meeting with the student in a few weeks to see how he is getting on.</p> <p>Q Why do we have to take students from other schools that have been permanently excluded? Why can academies refuse to take them? This is due to the Fair Access Protocol (FAP) and all students have to be educated. Academies operate in a different way to Maintained Schools but are still subject to the FAP</p> <p>Q What happens if a student has a double permanent exclusion – where do they go? They would go to College Central.</p> <p>Q A Governor mentioned on the Achievement points graph on page 11 of the report for term six they seemed very low – could he advise why? This was a typing error.</p> <p>Q A Governor wanted to know if the number of racial incidents reported this year was more or less than last year? It was felt that this was probably the same number reported as last year but not all incidents are reported or some are reported but not as racial incidents.</p> <p>Q A Governor asked why some agency staff have been taken on for the English/Humanities departments and why we have some temporary contracts i.e. History/RS and English? Are agency staff more expensive? It was advised that some teachers had resigned to close to the end of term for the school to recruit in time for the new academic year. It was advised to the Governors that agency staff are more expensive but they do not get paid in the school holidays or any sick pay so the difference is not always huge</p>
8.	Subject Reports for Governors	A copy of the Subject reports from Art/Photography, Drama, Dance, Music and Life Skills were circulated with the agenda. These are also available in the Governor’s shared area.

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		<p>Governors were asked if they had any questions on these reports.</p> <p>The Governors thought the subject report format was easy to read.</p> <p>TS felt the Drama results were not disastrous but could be stronger, The results were 78% of students achieved A* - C. The written component in Drama will become more important. The Subject Leader is being encouraged to pay close attention to the GCSE examiners report in support of preparing students for the examinations.</p> <p>Police Liaison A Governor asked if there was an update on our Police Liaison Officer situation it was advised it was on hold as the new model was being reviewed. The likelihood is that the police liaison officer will look after an area of schools rather than a particular school.</p>
9.	Trust Update	<p>GAR provided an update to the Governors on the Trust explaining the Trust had a very interesting meeting on Tues 13th. It was a meeting of minds. GAR said that JG and PQ had recently met with Matthew Kerry (MK) to find out more about the Co-operative identity mark. MK and Greig Guilford had visited a school in East Tilbury who are five years down the line at being in a Trust with a mixture of secondary and primary schools involved. The East Tilbury school would welcome the schools in our trust in visiting them. The date is to be agreed but it was felt to be very beneficial for the schools to visit this school and see a successful school working together as part of a trust. There is a peer review on the 12th November after this, a date will be arranged. GAR invited all Priory Governors to attend this visit if they have availability it is likely to be in January. Wallands and St Pancras schools will be invited to the day trip to East Tilbury as well.</p> <p>ACTION: GAR to provide Governors with date and details for the visit to East Tilbury.</p> <p>The Educational Action plan for our trust will be on the school's website shortly.</p>
10.	Education Improvement Partnership (EIP) update	<p>TS provided a summary on the EIP there are 9 EIPs across our local authority (LA). The LA is pushing for partnership working and working together by schools. So all schools can become self-sufficient. TS attended an EIP meeting at the beginning of term. It was mentioned that Ofsted and the DfE have named Hastings as one the worst performing areas – the 13th most deprived. There is an inspector working in this EIP to drive Hastings forward. The 2nd worst is coastal challenges – Eastbourne, Peacehaven and Newhaven. TS has a meeting next week with the LA and wants to no longer continue as Chair as this increasing his workload by preparing i.e. costings and plans but TS is happy for the school to continue in the EIP. The Governors agreed that TS should no longer continue as Chair for the EIP.</p>
4.	Matters Arising –	<p>After some discussion the Governors felt that NF just knowing what is going</p>

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	<p>Maths Link Governor NF</p>	<p>on in Maths was the most important thing and being supportive to the department. TS said there is work still to do in Maths but we need to be mindful of the pressures on staff and be supportive of them in managing the changes. NF agreed to continue to be the Link Governor for Maths.</p> <p>NF left the meeting 19:56</p>
<p>11.</p>	<p>Safeguarding update</p>	<p>SHI provided the Governors with an update on Safeguarding. SHI advised the Governors that all Governors have now completed the online Safeguarding training. PQ and SHI have completed the NSPCC Safer Recruitment in Education online training as per VSB 065/2015. SHI is meeting Karen Clinton (KC) on 3rd November to go through the Safeguarding audit toolkit for schools in East Sussex in 2015-2016. The deadline for this to be completed and with County is Fri 18th December as per VSB 310/2015. SHI is meeting with Sam Twilley (ST) on 2nd December to review and discuss the Child Protection Policy. The Policy is due for review following a new model from County but following some training ST attended and advice from the trainer. Sam may add some items onto the model with advice from this trainer. Every three years the School run whole school Child Protection Training this will take place on the INSET day on Friday 6th November the whole INSET day will be dedicated to Child Protection. Governors are welcome to attend the whole day or drop in during the day. ACTION: Clerk to send out further information on this INSET for Governors. SHI has also been working on the Safeguarding compliance checklist for Governors with the Clerk and ST this is part of the GB Procedural Review for schools in East Sussex document. Some items on the checklist require action which SHI, ST, and the Clerk are looking into including adopting a County Staff Code of Conduct. ST wanted to SHI to let the Governors know that some of the new Year 7s had complex child protection issues when they started at the school. JG thanked SHI for all her work as safeguarding Governor.</p>
<p>12.</p>	<p>Strategic Items</p>	<p>JG provided an update on the Strategic Organisation Committee meeting: Budget: The current budget share stayed the same at £5,676,920. The long range forecast for the budget was also spoken about at this meeting it was advised it may well be a tighter budget in three years-time. See Page 23 of the Headteacher’s report for key budget issues. Appraisals: The INSET on the 18th September was devoted to teacher appraisal. All Teaching staff must set three objectives one is on pupil progress, one relates to professional standards and one is linked to the SDP. There are 75 teachers on the payroll. JG mentioned some examples of the appraisal documents were presented at the recent Pay Committee meeting in which he thought were well presented.</p>

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		<p>AW provided an update on the Teaching & Learning meeting: KC came to the meeting to talk about the revised monitoring of teaching and learning. From September 2015 there will be no curriculum area reviews. MK and KC are carrying out drop in sessions of around five minutes regularly to all lessons. This is also covered in page 16 of the Headteacher's report. SEN Local Offer/Info report –Governors are required to agree the School's local offer & SEN Info report meets the statutory requirements. Which Governors agreed at this meeting.</p>
13.	Scrutinising of policies	<p>AW provided Governors with a document at the meeting. The Clerk will put in the shared area.</p> <p>AW has been looking into the schools policies and how the policies are being monitored. All policies have a paragraph on them saying Governors will monitor and evaluate through a scrutinising meeting that takes place with the member of the Senior Leadership Team (SLT) and the Link Governor(s). It was felt if agreed by the Governors this should be removed from policies. It was felt that perhaps selecting a few key polices (Teaching and Learning, Assessment, Recording & Reporting, Behaviour, Staff Development and Feedback) that have direct impact on student outcomes and relates to the SDP should be the key focus for Governors. It would be sensible to remove the procedure of scrutinising the remaining policies. AW suggested that on the front of the individual polices page where there are the dates for review and named SLT responsible. The month of the scrutiny meeting could be put on the Policy and the named Link Governor. These dates could be put in the school calendar for September. It was also felt that when Governors help at e.g. Parents Evenings, perhaps they could have 2/3 questions they could ask parents on a particular policy like a questionnaire so there time was more productively used. JG asked the Governors whether they thought this could be one of the topics covered at the Saturday training in November perhaps the Governors could design a template together. The Governors thought this was a good idea and the suggestion of looking at the Teaching and Learning Policy was put forward. The Clerk reminded Governors an email has also been sent to Governors on 25th September for their ideas for topics for the November Saturday training. If Governors have not already emailed in their suggestions could they email the Clerk with these soon. As after Half Term break there is only three weeks till the Saturday training. ACTION: Governors to email clerk with topic(s) suggestions for the November Saturday training. JG thanked AW for all her work on policies.</p> <p>AW left the meeting 20:19</p>
14.	Governors' attendance for the main Governors meetings for 2014/15 has been put on the school website following on	<p>A copy of the Governors' attendance document that is on the school website showing the main Governors meetings for 2014/15 was circulated with the agenda. This is also available in the Governor's shared area.</p>

Signed (Chair)

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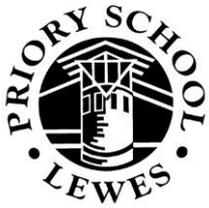
	from advice the Clerk received	JG explained that the Governors' attendance for the main Governors meetings for 2014/15 has been put on the school website following on from advice the clerk has received.
15.	Update on the training/area meetings Governors have been on since the last FGB meetings	A copy of this document was circulated with the agenda. This is also available in the Governor's shared area.
16.	Policy Reviews	<p>Copies of the policies were circulated with the agenda. These are also available in the Governor's shared area.</p> <p>The following policies were agreed:</p> <ul style="list-style-type: none"> • ESCC Preventing extremism and radicalisation • P.E Health and Safety • Design and Technology Health and Safety • <p>Q A Governor asked at Science lessons do girls with long hair have to tie their hair back like in P.E lessons?</p> <p>It was advised yes they do.</p>
	Reminders – upcoming meeting dates	<p>JG reminded Governors of upcoming meetings:</p> <ul style="list-style-type: none"> • The Strategic Leadership Group meeting is on Thurs 12th November at 15:30 in the Lecture Theatre. JG asked that if Governors have availability please could they attend this meeting as this is a good opportunity to work with members of the SLT. • Saturday morning training is on 21st November at 09:00 at the Linklater Pavilion.
	Apologies to be sent to the Clerk	If you are unable to attend any meetings please contact the Clerk to send any apologies.

The meeting closed at 20:22

Next meeting: Thurs 10th December 18:00 in the conference room

Signed (Chair)

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ACTIONS			
ITEM	ACTION	RESPONSIBLE	UPDATE
2	Minor amendment to be made to the Minutes of the 3 rd September 2015	Clerk	Done
6	RS to sign the Governor Code of Practice for 2015/2016 and return to Clerk	Clerk/RS	To be completed at FGB on 10/12/2015
7	Initial Secondary Governor Data Pack to be included on the FGB agenda in December	Clerk	Is on agenda for 10/12/2015
9	Provide Governors with date and details for the visit to East Tilbury	GAR	TBC when arranged GAJ
11	To send out further information on the INSET in November to Governors	Clerk	Done
13	Governors to email Clerk with topic(s) suggestions for November Saturday training asap	Governors	Done

Signed (Chair)

Date