



FULL GOVERNING BODY MEETING

MINUTES

MINUTES OF THE MEETING HELD ON THURSDAY 10th DECEMBER 2015 AT 18.00 IN THE CONFERENCE ROOM

PRESENT: Tony Smith (TS), Pauline Quinton (PQ), Audrey Whyte (AW), John Griffiths (JG), Sarah Hinks (SHI), Gaydree Wrigley (GW), Suzy Carpenter (SC), Graham Arr-Jones (GAJ), Michael Bull (MB), Nigel Fisher (NF) Penny Leach (PL), Peter Colebourn (PC), Suzanne Howells (SH)

ABSENT: Radha Stuart (RS)

ALSO PRESENT: Emma Brinkhurst (Clerk)

	AGENDA ITEM	MINUTES
1.	Apologies for absence	None
2.	Minutes of previous meeting	A copy of the minutes from Thursday 15 th October 2015 was circulated with the agenda. This is also available in the Governor's shared area. The minutes of 15th October 2015 were agreed as a correct record and signed JG.
3.	Membership updates Resignation UW Paul Trudgian Link Governor Co-opted vacancy – AW Parent Governor election update	SHI arrived : 18:06 <ul style="list-style-type: none"> • Uwe Dornbusch (UW) has resigned as Co-opted Governor in October due to the time commitments. • PQ agreed to be Paul Trudgian's Link Governor due to UW's resignation. • Due to UD's resignation there is now a vacancy for a Co-opted Governor on the Governing Body. As previously discussed at the last meeting AW (currently an Associate member) would like to become a Co-opted Governor. JG proposed AW as a Co-opted Governor this was seconded by PC. ACTION: Clerk to complete relevant paper work for Governor Services. <ul style="list-style-type: none"> • A Parent Governor Election was held in November one nomination form was received from Jason Knight (JN) – JN was duly elected a Parent Governor. JK will attend the next full governing body meeting in February.
4.	Matters arising	None
	RS to sign the Governor code of practice for 2015/16	ACTION: Clerk to post another copy to RS for completion asap.
5.	Declaration of pecuniary/business interest	GW – School Business Manager Glenleigh Park Primary Academy MB – University of Sussex – University Professor NF – Teacher at Brighton & Hove & Sussex Sixth Form
6.	Headteacher's (HT'S) report including: <ul style="list-style-type: none"> • Fischer Family Trust (FFT) • RAISEonline • Governor Data Pack 	A copy of the Headteacher's report, RAISEonline, FFT, and Governors' data pack were circulated with the agenda. These are also available in the Governor's shared area. TS provided the Governors with a summary of the data which didn't tell the school anything new as our internal processes work and are robust. One thing

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had not been picked up as a main issue is addressing disadvantaged/special educational need girls.

Q A Governor mentioned at the Strategic Organisation Committee meeting a question was raised about the school’s disadvantaged groups – who are these students and are they all similar with their needs. The Governor asked if a breakdown/information of the Year 10 and 11 disadvantaged students at the school could be provided to the Governors?

After much discussion it was felt this would be best placed on the Teaching & Learning Committee agenda. Also a suggestion that the data for the students lower down the school would be beneficial too. TS said that he and SH attend a programme called ‘Good to Great’ and part of the focus is to provide support to schools with the issue of performance of disadvantaged students.

ACTION: Clerk to place on Teaching & Learning agenda.

NF arrived: 18:16

TS explained that our disadvantaged students do very well in English but not as well in Maths.

Page 4 – HT report – Key Stage 4 results 2015 – Progress Data – disadvantaged students

TS mentioned to the Governors that the English element was positive at 0.07 in progress. The Maths element was -0.68 in progress but this is in line with County. EBacc (The English Baccalaureate) was positive at 0.08. With the EBacc the students normally do very well particularly in Science. The open element was -0.59. The reason for this was that some students don’t do all three options. This is done on the individual student’s need. Subjects like NVQs don’t count towards the option results. This year the number of NVQs the school will offer will decrease and the number of students taking them will decrease. The students that are able will need to do GCSEs. More support will be provided to the open element. These students also normally drop options.

Page 62 of RAISEonline – Table 6.1.1 Closing the gaps trend – disadvantaged pupils

The boxes shaded yellow on this table are good. The students are doing well in English. With Maths the most able are doing ok the low and middle abled students are not doing so well.

Q Is the setting of Maths a contributing factor. Will we be tracking the data of the Year 7’s as they move into Year 8?

Yes this is part of the King’s College Project.



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Q Are the students who have free school meals also dis-encharnted students?

It was felt perhaps some are but the group is not homogenous and there are many different needs.

Page 57 of RAISEonline – Table 5.3.2 – expected progress in Maths Key Stage 2 to 4 for disadvantaged students

Looking at this table the Governors were advised that disadvantaged students were making expected progress.

Page 55 of RAISEonline – Table 5.2.4 – expected progress in English Key Stage 2 to 4 for disadvantaged students

Looking at this table the Governors were advised that disadvantaged students were making more expected progress than non-disadvantaged students. The school will be getting the English department subject leaders to work with the Maths department subject leaders at working with the disadvantaged students to improve progress.

The Senior Leadership Team (SLT) will be mentoring those students who are below their progress targets with fortnightly support.

Q Do the teaching staff know which students are disadvantaged in their lessons?

Yes, they do it is in their mark books and seating plans.

Q Do students stay in e-band classes right though their time at school?

More move out than into e-band.

Page 75 of RAISEonline – Table 7.1.5 - scatterplot progress 8 overall for prior attainment

The zero line on this graph shows that every student on this line has made expected progress. Above this line have exceeded progress and below the line have not made expected progress. The results at -4 on the graph are below progress and impact significantly on the school’s overall score.

We will be able to take out the out-liars from our data with a new facility being given to us soon. This will be useful to assess the impact a small number can have – although not considered as an ‘excuse’ it is useful to have the case studies.

FFT Governor dashboard – page 5 - KS4 subject performance 2015

Business Studies, Computing and then Drama received the lowest pupil progress average point score.

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HT Report – page 5 - Key Stage 4 2015-16 –Tracking

Year 11 Data Projection:

	All	FFT D data	Disadvantaged (PPG)	SEND (K and S)
Number of pupils in Y11 in each category	231		27	20
Attainment 8	54.62		38.22	35.9
Progress 8	0.15		-0.88	-0.37
%5+A*-C including English & maths	62	71	26	25
%A*-C English and maths combined	65	71	26	25
English: %A*-C	83		56	40
%3LOP	86	75	63	45
%4LOP	50	37	22	20
Maths: %A*-C	65		26	30
%3LOP	66	70	37	50
%4LOP	38	31	11	5

Our SEN students do well compared with the rest of the County.

The Governors wanted to thank JA and TS for their work on the data.

A vote of thanks was also agreed for the Friends of Priory for their excellent and very important fund raising efforts.

7. Subject Reports for Governors

A copy of the various subject Reports for Governors were circulated with the agenda. These are also available in the Governor’s shared area.

Technology

Q A Governor said that on the Design Technology, Food Technology, Textiles there are no KS3 progress comments?

This information is included on the Product Design subject report for



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		<p>Governors – the overall data is included on this report as students follow one Design & Technology (D&T) course and the KS3 level is reported for D&T (rather than the separate disciplines).</p> <p>Computing Q A Governor asked about Computing previously it had been raised that the Computing teachers felt that the coursework was too difficult – A Level standard? TS advised that the Computing department have gone on two visits to Uckfield School to work with them and see how they are teaching this new subject and their understanding.</p> <p>Religious Studies A new GCSE course will be going into the option choices.</p> <p>The Governors would like to see a box for disadvantaged students on the subject report to Governors. ACTION: TS to feed this back to Curriculum Leaders.</p> <p>English Q A Governor was surprised that on the English subject report to Governors there was not really a mention of the terrific English Literature results? ACTION: TS to feed back this suggestion to the Curriculum Leader.</p> <p>The Governors would like to thank all the staff members for the subject reports. ACTION: TS to report back at the next SLT meeting to Curriculum Leaders.</p>
8.	<p>Safeguarding Update</p> <p>Safeguarding Audit 2015-16</p> <p>Child Protection Policy</p> <p>Lead for Child Protection and Safeguarding at the school</p> <p>SHI attended Governor training on Safeguarding and promoting pupil welfare – the</p>	<p>SHI provided the Governors with an update on Safeguarding.</p> <p>SHI said that she has been working on the Safeguarding audit 2015-16 with Karen Clinton (KC) which is now nearly completed and has to be sent to County by 18th December.</p> <p>Sam Twilley (ST) and SHI have been working on the Child Protection Policy - SHI explained some guidance came out from County and the new policy has to include the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges July 2015 links. The new policy includes in it that all new/existing staff will sign a copy of the policy to show they have read the Keeping Children Safe in Education Statutory Guidance.</p> <p>SHI mentioned to the Governors that ST is the lead for Child Protection at the school and the lead for Safeguarding at the school is KC.</p> <p>SHI attended the Governor training on Safeguarding and promoting pupil welfare – the role of the Governors on the 8th December it was recommended at this training that all Governors should complete online</p>

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	role of the Governors	safeguarding training every two years not three. The training recommended that E-Safety should sit under the Child Protection lead. TS felt that having Nick Hockin as Information Manager and E-Safety Officer at the school works well here with the procedures/processes the school have in place. So the school would keep this separate.
	Child Protection whole school INSET day November	SHI and PL attended the whole school INSET day on 6 th November on Child Protection which had mixed responses on the training from staff.
9.	November 21 st Saturday morning full governing body training recap	JG thanked the Governors for attending the Saturday morning training the topics covered were scrutinising policies effectively and attainment 8 /progress 8. At the training AW asked Governors for any volunteers in helping her with questions that could be asked to members of SLT so Governors can scrutinise policies. PC and SHI offered to help AW. If any other Governors can help with possible questions that could be asked please can they email AW. ACTION: Governors to email AW with any possible questions. JG asked if Governors have any feedback/comments on the Saturday morning training please could they email these to the Clerk. ACTION: Governors to email Clerk any feedback/comments on the Saturday morning training.
10.	Strategic Items SFVS (Schools Financial Value Standard)	GW provided an update on the Strategic Organisation Committee meeting: Budget: The school's current budget share for 2015/16 is £5,676.920 the same as the original budget figure. The lights in the hall and lecture theatre will be being replaced. There have been quite a few teacher resignations – but as we have not employed replacements there is no change to the teaching staff allocation at present. The three year budget plan will be discussed at the next meeting due to the National Insurance/pension increases next year. The Governors were shown the Benchmarking graphs – these were felt useful to compare us to other schools. The comparisons showed us to be managing well. Pupil Premium spend update – it was felt that our pupil premium students are a diverse group of individuals. It was agreed that successes for these students are not always seen through exam result grades. SFVS was agreed by the Governors – this was signed by JG.
12.	Strategic Leadership Group (SLG) date to be agreed & the topic will be drugs in school	TS explained to the Governors the next SLG meeting topic will be on drugs in school. ACTION: TS/Clerk to email provisional date for this meeting to Governors.
13.	Policy Review	A copy of the policy was circulated with the agenda. This is also available in the Governor's shared area. The following policies were agreed: <ul style="list-style-type: none"> • ESCC model code of conduct for employees in Schools

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		There was some discussion about the word demean in 4.5 of the Policy – <i>4.5 says Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.</i> ACTION: Chair advised Clerk to double check with TS if he wants to amend the wording or leave as it is.
	REMINDER: Governing Body Capacity Audit feedback forms	Governing Body Capacity Audit feedback forms to be returned to Clerk by Thurs 17 th December - GW, RS
	REMINDER:	Parent Forum is Wed 13 th January 2016 19:00 Lecture Theatre

The meeting closed at 20:30

Next meeting: Thurs 11th February 2016 18:00

ACTIONS			
ITEM	ACTION	RESPONSIBLE	UPDATE
3	To complete relevant paperwork for Governor Services on AW	Clerk	Done EB
	RS to sign the Governor code of conduct 2015/16	RS/Clerk	Done EB
6	Information breakdown on disadvantaged students for T&L committee	TS	Next T&L agenda
7	A box to be added to the subject report to Governors form for disadvantaged students	TS	The template has now been amended to reflect this
7	English Literature results not mentioned on English subject report to Governors – feedback suggestion	TS	This will be rectified for next year this was due to a change in leadership
7	Thank you from Governors to teachers for the subject report to Governors	TS	Done
9	Governors to email AW with any possible questions – policy scrutinising	Governors	None received by AW – checked 19/01/2016
9	Governors to email Clerk with any feedback/comments on the Saturday morning training	Governors	None received by EB
12	Email provisional date for the SLG meeting to Governors	Clerk/TS	Done
13	Chair advised Clerk to double check with TS if he wants to amend the wording of the policy	Clerk/TS	Done

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13	Governing Body Capacity Audit Feedback forms to be returned to Clerk	GW, RS,	Done
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