



FULL GOVERNING BODY MEETING

MINUTES

MINUTES OF THE MEETING HELD ON THURSDAY 11th FEBRUARY 2016 AT 18:00 IN THE CONFERENCE ROOM

PRESENT: Jason Knight (JK), Tony Smith (TS), Pauline Quinton (PQ), John Griffiths (JG), Sarah Hinks (SHI), Suzy Carpenter (SC), Penny Leach (PL), Suzanne Howells (SH), Radha Stuart (RS),

APOLOGIES: Audrey Whyte (AW), Graham Arr-Jones (GAJ), Peter Colebourn (PC), Gaydree Wrigley (GW), Nigel Fisher (NF),

ABSENT: Michael Bull (MB),

ALSO PRESENT: Emma Brinkhurst (Clerk)

	AGENDA ITEM	MINUTES																																
1.	Apologies for absence	Received and accepted from Audrey Whyte (AW), Graham Arr-Jones (GAJ), Peter Colebourn (PC), Gaydree Wrigley (GW) and Nigel Fisher (NF),																																
2.	Minutes of previous meeting	A copy of the minutes from Thursday 10 th December 2015 was circulated with the agenda. This is also available in the Governor's shared area. The minutes of 10th December 2015 were agreed as a correct record and signed JG.																																
3.	Membership Update – New Parent Governor	New Parent Governor Jason Knight was welcomed to the Governing Body and introductions were made. JK gave a brief statement about himself to the Governors saying that he has a son in Year 9 at the school and a younger son who goes to the New School in Lewes. JK explained he works in further/higher education for BIMM (British & Irish Modern Music Institute.)																																
4.	Matters Arising	None																																
5.	Declaration of pecuniary/business interest	JK – Head of Academic Learning Resources & further education Co-ordinator BIMM																																
6.	Headteacher's report	A copy of the Headteacher's report was circulated with the agenda. These are also available in the Governor's shared area. The key points were: TS asked the Governors to look at Page 3 of the report: Key Stage 4 results 2015 – Headline data Performance table comparisons <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>School</th> <th>%+A*C ENMA</th> <th>Progress Ma</th> <th>Progress En</th> <th>Best 8 VA</th> <th>Disadvantaged VA</th> <th>Other Pupils VA</th> <th>Progress 8</th> </tr> </thead> <tbody> <tr> <td>Priory</td> <td style="text-align: center;">68</td> <td style="text-align: center;">74</td> <td style="text-align: center;">82</td> <td style="text-align: center;">996.1</td> <td style="text-align: center;">962.3</td> <td style="text-align: center;">1001.7</td> <td style="text-align: center;">0.09</td> </tr> <tr> <td>Willingdon</td> <td style="text-align: center;">73</td> <td style="text-align: center;">84</td> <td style="text-align: center;">83</td> <td style="text-align: center;">1036.5</td> <td style="text-align: center;">1006.3</td> <td style="text-align: center;">1042.9</td> <td style="text-align: center;">n/a</td> </tr> <tr> <td>Chailey</td> <td style="text-align: center;">65</td> <td style="text-align: center;">71</td> <td style="text-align: center;">76</td> <td style="text-align: center;">1016.3</td> <td style="text-align: center;">968.8</td> <td style="text-align: center;">1024.5</td> <td style="text-align: center;">n/a</td> </tr> </tbody> </table>	School	%+A*C ENMA	Progress Ma	Progress En	Best 8 VA	Disadvantaged VA	Other Pupils VA	Progress 8	Priory	68	74	82	996.1	962.3	1001.7	0.09	Willingdon	73	84	83	1036.5	1006.3	1042.9	n/a	Chailey	65	71	76	1016.3	968.8	1024.5	n/a
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Claverham	72	79	91	1027.0	1005.7	1032.6	n/a
Uckfield	73	81	85	1026.6	1010.8	1028.1	n/a
CTC							
Ringmer	48	62	59	982.4	974.0	984.8	n/a
Heathfield	63	78	72	1014.9	980.3	1019.9	n/a
CC							
Uplands	68	77	80	1012.7	957.7	1020.5	n/a
CC							
Seaford	71	81	83	1027.5	980.1	1039.8	n/a
Head							
Dorothy	73	78	83	1006.4	960.7	1017.5	n/a
Stringer							

TS explained we are the only school of those on the list to opt in for progress 8. The last column Progress 8 is what we will be measured on. TS explained we are doing relatively well with 68%+A*- C English and Maths as this was 1% below FFT D. TS felt that are progress in Maths of 74% was not as good as we would aspire to, however TS reminded Governors 1/3rd of the pupils didn't have a SAT result due to the boycott and teacher assessment results had to be used instead which are higher than SAT results.

TS explained that it was clear that the Progress 8 measure needed to be higher and much of this will be reliant on a better performance of 'bucket 3' subjects.

Page 3/4 - Year 11 Data Projection – fine grading post mock examinations

	All	FFT D data	Disadvantaged (PPG)	SEND (K and S)
Number of pupils in Y11 in each category	228		27	19
Attainment 8	53.49		41.26	38.42
Progress 8	0.125		-0.07	-0.05
%5+A*-C including English & maths	57	71	15	21
%A*-C English and maths combined	57	71	15	21
English:%A*-C	84		56	42

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%3LOP	86	75	69	56
%4LOP	57	37	35	22
Maths: %A*-C	60		19	21
%3LOP	51	70	27	17
%4LOP	19	31	0	6

PL arrived 18:11

Maths have been cautious in their predictions they have not got there head around fine grading fully yet a full understanding of 'fine grading' predictions. TS explained that the teachers are asked to think if a student is definitely likely to get a Grade C if they are you put them down for a C1. If they are at risk of not getting a Grade C but perhaps with some intervention they could you put them down as C2, and if they will need a lot of intervention to achieve a Grade C you put them down as a C3. Next year 5+ A* - C will not be the measure but attainment 8 and progress 8 will be the key performance measures – note the percentage achieving C+ in both Maths and English will also be published. Grades will not be in the press or on league tables it will be progress only. At the moment the DfE do not know what the national averages will be. An example given was English Literature which has always traditionally been sat by middle and higher ability students will now be sat by a much higher number of students (due to the fact that it will affect the English GCSE score). No one knows if the results will increase, decrease or stay the same.

TS went to a meeting where you can change measures to compare disadvantaged students to all disadvantaged students nationally and when we do this we do better. Priory is slightly better than national!

Best 8 VA

TS explained with our bucket 3 option we do not do as well this bucket includes the creative arts and technologies.

RS arrived 18:27

Subject breakdown – January fine grading - page 4

Some of the Governors were concerned by the Subject breakdown – January fine grading grid on page 4 with Maths at 60% A*- C and 13% A*- A.

Q A Governor asked about the Ethics, philosophy & Religion (EPR) Short Course?

TS said this will be the last year of us having EPR (Short Course) we will be having a Life



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Skills/Religious Studies course instead. TS also said it will be the last year of Business Studies.

Attendance – Page 5

TS said he was pleased with the improvement in term 1 with 94.3% for attendance an improvement on the last three years. TS said Nicola Austin and the House Teams are doing a lot of chasing about students’ attendance. They have also been looking at those students who do broken weeks i.e. who never do a full week at school. The Governors said they felt having the INSET on the 6th November 2015 was a good idea following Lewes Bonfire Night.

Q A Governor asked if the School offer any incentives for students for achieving 100% attendance?

TS advised that 100% attendance is praised at assemblies, certificates are given for 100% attendance and end of term awards. JK mentioned that where he works they give free lunches to students for 100% attendance.

Exclusions – page 7

The number of exclusions has reduced compared to the last academic year. But there are less and less services available to support the school which can impact on ‘in school’ ability to manage challenging students. The Governors who attended the ESBAS Governor/Clerk training at the school in December said they felt this was very useful and thanked the Clerk for arranging.

Achievement Points –page 8

Q One of the Governors asked what the achievement points are normally given out for in the school?

TS said they are given out under the 5 star values below. Most are given out for homework, participation in class, and for participation in a whole school activity i.e. assembly.



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Behaviour Points – Page 9

It was mentioned that Year 8 contains some of the most challenging students we have had at the school but overall Year 8 are an able group. One strand to manage some of the challenging students is the forest school. In activity week forest school will be opened up to all students who want to opt for it.

Q A Governor mentioned about peer mentoring have the school tried/use it?

TS advised it has been talked about in SLT meetings but we do not have the resources at the moment.

Curriculum update –page 9

In the future more classes are likely to be taught by mixed prior attainment teaching due to budget constraints. This is because mixed PA gives greater flexibility on the timetable; however it is important to note that mixed PA is being pursued due to the aim of raising aspiration for all students.

Page 17 – car parking

Q A Governor asked what happened to the member of staff who would not move their car blocking the fire exit despite being emailed?

TS advised after an email was sent the car was eventually moved.

Wednesday Training - Page 14

Q A Governor thought that the targeted Wednesday training sessions on SEND for example are a good idea. The Governor asked would there be more targeted training on these topics including PPI and SEN?

TS advised there will be as the Wednesday training sessions cover aspects of the School Development Plan. Teaching Staff have to attend a minimum of five per year. TS mentioned that the middle leader programme is well attended but more staff should be going.

Behaviour Points – Racial/Hate incidents - Page 9

Q A Governor asked about the racial/hate incidents at the school does TS feel there are more incidents than the two recorded in term 2. Perhaps they are not all recorded as racial incidents?

TS felt that all incidents should be recorded but he feels not all incidents are being recorded properly. But TS is confident Staff do challenge this behaviour and so do many of the other students.

Page 12 – Random acts of kindness day

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		<p>The Governors felt this was great that students helped in the local community i.e. bag packing in Waitrose.</p> <p><u>Co-operative Identity Mark – page 27</u></p> <p>Priory has been awarded the Co-operative Identity mark at ‘established’ level. The Governors wanted to thank MK and GG for their work on this.</p>
7.	East Sussex Capacity Audit	<p>A copy of the East Sussex Capacity report was circulated with the agenda. This is also available in the Governor’s shared area.</p> <p>TS advised all schools were asked to make an appointment for East Sussex to do a space analysis report of the school. TS wanted to make the Governors aware of this report. There are errors on the report including the header i.e. on page 1 it says Chailey Space Analysis. TS and IF had met with representatives from the LA to explore the report findings. TS and IF had made a strong case against any expansion. TS is now awaiting the errors to be amended and new copy of the report to be sent to him.</p>
8.	Safeguarding update	<p>SHI provided the Governors with an update on safeguarding.</p> <p>On Fri 11th March SHI is coming into the school to sign off the single central record with the Personnel Officer – this has to be done three times per year by the Safeguarding Link Governor.</p> <p><u>Mental Health</u></p> <p>SHI asked TS what the school are doing in regard to mental health issues in the school as when she attends Quad meetings this is a regular topic including students having extreme anxiety. TS said an Assistant Headteacher is leading on mental health at the school including music therapy sessions, Counsellor, and peer support but there is a lack of resources. The Safeguarding audit for 2015/2016 has been submitted to County.</p>
9.	CEIAG (Careers Education Information Advice and Guidance)	<p>SHI provided an update on CEIAG advising the school is one of the first schools to participate in a careers and enterprise initiative. The school have been partnered with Adecco (a recruitment company.)</p> <p>SHI has met MK and said she is happy to be the lead Governor for CEIAG/enterprise. SHI asked SM how many people come into the school and talk to the students about careers. SM did not know as he thought it was not recorded.</p>
10.	Update on Vision workshop: summary and update	<p>A copy of the Update on Vision workshop: summary and update was circulated with the agenda. This is also available in the Governor’s shared area.</p> <p>Following on from the Saturday morning vision workshop on Priory’s vision. Amanda Burgess has provided an update one year on to reflect on what we have achieved. Following a review with TS, PQ and JG.</p> <p>Some initiatives we have achieved to date include:</p> <ul style="list-style-type: none"> • Forest School • ICT Suite

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		<ul style="list-style-type: none"> • Wolfson Bid (Design Technology) • Links with wave leisure and Lewes Football Club <p>Next steps include:</p> <ul style="list-style-type: none"> • To establish the forest school across the trust. • Establishing the Harvey’s pilot (cinema) trial in September 2016. • Sussex Downs opportunities post 16 for teachers <p>The Governors felt having the staff survey was a good way of making contact with the staff.</p> <p>Governors felt the school had good communication with parents including the Headteacher’s newsletter, letters home, the school’s website, parent forum, and Ofsted’s Parent View results which TS advised Governors to have a look at via the school website. Attendance at Parents evenings have gone up too.</p> <p>There were some discussion about whether more social events should be arranged for parents to attend perhaps once a year for each year group thorough maybe Friends of Priory.</p> <p>Q A Governor asked about whether the school would be working more with Starfish and the East Sussex Dance Academy? TS advised Amanda Burgess is looking into this.</p> <p>It was felt perhaps to leave the vision for a year & then in a year’s time perhaps we could revisit it again for an update. ACTION: Update on Priory’s vision in a year’s time.</p> <p>The Governors wanted to thank Amanda Burgess for all her work on this.</p>
11.	Trust update	<p>JG provided an update on the Trust there was a Trust meeting on Tues 9th February.</p> <p>GAJ has been elected the Chair and Roy as Vice Chair.</p> <p>The action plan was discussed. We are no longer participating in the EIP (Educational Improvement Partnership) but will be strengthening our links through the trust. Themes include to start small – but to have value to what the trust is doing, having a maths triad for transition – our staff helping out at the primary schools and the primary school staff coming here. There will be an English Creative writing competition across the trust. A STEM project, the railway land 4, 6, 8 project which is where students carry out an environmental survey including i.e. maps. Then in Year 4, 6, 8 they look at how their values have changed. An economic way of using bulk purchases i.e. purchasing people and services across the trust in which a research group has been set up. There will be a visit to Saint Clare’s by the trust board and if there are any spaces left Governors would be welcome. ACTION: JG to advise on date for visit and contact Governors if places are available.</p>
12.	Governor attendance at	<p>PQ said she felt there should be more Governor presence at all parents evenings. So the Governors are seen as part of the community and able to chat with parents and staff.</p>

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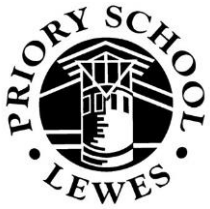
	parents evenings	<p>A suggestion of a questionnaire of perhaps six questions to ask parents whilst Governors are at parents evening was proposed. ACTION: PQ to draft some questions and email to Governors for agreement.</p> <p>PQ felt if all Governors could perhaps try to attend one parents evening per year.</p> <p>PQ said that the Year 7 Parents evening is on Wed 23rd Mar 16:30-19:00 and asked for any volunteers:</p> <p>SC volunteered 16:30-17:30 PL volunteered 17:00-18:00 PQ volunteered 18:00-19:00</p> <p>JG encouraged Governors to arrange to visit their SLT links or arrange a classroom visits using the guidelines in the Governing Body folder.</p>
	Classroom visits/SLT link visits	
	Staff Forum	<p>PQ mentioned that a staff suggestion box will be put in the staff room after the tea party for staff.</p> <p>SH mentioned that members of staff have set up a staff voice run by CM and SL. ACTION: PQ to make contact with CM and SL.</p>
	Staff refreshments at parents evening	<p>PQ said that when she attended a parents evening recently the staff were not provided with refreshments. ACTION: Speak with Chartwells about if they could provide bottles of water for staff for parents evening.</p>
13	Strategic Items	<p>JG provided the strategic items for SO:</p> <ol style="list-style-type: none"> 1. Budget - There is no change to the current budget share for 2015/2016 which is £5,676,920. 2. Pupil Unit Adjustment 2015-16 - This is the money that will be taken back from our budget share at the end of the financial year due to the charge for the students that have been excluded. The sum of money that will be clawed back is £7,369 which will be a deduction from the budget share. 3. Three Year budget plan concerns - there are some concerns about the NI/Pensions increased contributions and how this will affect our budget. 4. PPG (Pupil Premium Grant) update spending at Priory – MK provided the Governors with a presentation on proposed ideas for spending the PPG i.e. should we be targeting the money directly at the PPG students. 5. Letting policy 2015/2016 was agreed the only change is an increase for the charge for a football match and changing room to £50.00

The meeting closed at 20:26

Next meeting: Thursday 12th May 2016 18:00

Signed (Chair)

Date



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ACTIONS			
ITEM	ACTION	RESPONSIBLE	UPDATE
10	Update on Priory's vision in a year's time	Clerk/Amanda Burgess	
11	JG to advise on date for Saint Clare's visit and contact Governors if places available	JG	FGB Agenda 12/05/2016
12	To draft some questions and email to Governors for agreement on the six questions to ask parents at parents evening	PQ	Done – survey been used in March 2016
	Speak to Chartwells about if they could provide bottles of water for staff at parents evening	Clerk/TS	STC/IF advised due to cost this can't be sourced through Chartwells – other options are being looked into

Signed (Chair)

Date