



FULL GOVERNING BODY MEETING MINUTES

MINUTES OF THE MEETING HELD ON THURSDAY 30th JUNE 2016 AT 18:00 IN THE CONFERENCE ROOM

PRESENT: Pauline Quinton (PQ), Penny Leach (PL), Audrey Whyte (AW), Suzanne Howells (SH), Susan Carpenter (SC), John Griffiths (JG), Radha Stuart (RS), Jason Knight (JK), Sarah Hinks (SHI), Gaydree Wrigley (GW), Tony Smith (TS)

ALSO PRESENT: Emma Brinkhurst (Clerk)

	AGENDA ITEM	MINUTES
1.	Apologies for absence	Received and accepted from Peter Colebourn (PC), Graham Arr-Jones (GAJ), Michael Bull (MB) and Nigel Fisher (NF).
2.	Minutes of previous meeting	A copy of the minutes from Thursday 12 th May 2016 was circulated with the agenda. This is also available in the Governor’s shared area. The minutes of 12th May 2016 were agreed as a correct record and signed JG.
3.	Matters arising	None
4.	Declaration of pecuniary/business interest	SHI - CXX - charity which supports children, young people, adults and families RS – Curriculum Leader of English Sackville School GW – School Business Manager Glenleigh Park Primary Academy JK – Head of Academic Learning Resources & further education Co-ordinator BIMM
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. The key points raised were: <u>Student Performance Projections – Year 7/8 Page 3-6</u> TS explained that at the last Teaching and Learning meeting the performance of Year 7 and 8 students was explained in detail to the committee. Year 7 and 8 students are following the new assessment without levels process. There is no national model for assessing Key Stage 3. All schools have been afforded the freedom to design their own assessment framework. Priory School decided upon a system using the Priory ladder. The ladder has a scale of 1-9 based on the ‘new’ GCSE levels/grades. When a student joins Priory in Year 7 the school approach is to commence preparation for GCSEs. Julian Ashworth looks at each student on entry using various data including CAT and SAT scores, plus data from the student’s primary school then this data generates a base line for each student on what level they are on entry to Priory. Most students will be at level 1/2 on joining Priory. There are no targets and students might move down and up the ladder during the 5 years. All students’ aspiration should be to achieve as high as they can up the ladder. There are challenges for Teachers such as. ‘What does a 5B actually mean? A top 4 or lower 5 level on the ladder is about the same as a C grade on the old system.

Signed (Chair)

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	<p>18:08 SHI and RS arrived</p> <p>A 2B is the average level across Year 7 - progress is being made across all subjects. The pupil level data is looked at by the Subject Leader and Senior Leadership Team (SLT) member. The national requirement is for all schools to have a model in place by September 2016. There is a lot of work to do and it will take five years for Priory to really know what levels the levels look like. It was difficult for teaching staff at the start to use the new levels with i.e. some subjects over estimating and some under estimating. A Rye school are using a similar model to us so we are cross moderating with them. Some subjects have no guidance or specifications at the moment i.e. Dance and Drama. TS is pleased with the commitment staff have shown with using the new assessment model. Design Technology is now one subject covering Graphics, Textiles and Food rather than separate subjects which is one combined GCSE now.</p> <p>The Governors wanted to thank the staff for their work too.</p> <p><u>Vulnerable groups - Page 7/8</u></p> <p>Pupil Premium (PPI) students in Year 8 in Maths were achieving below expected progress. Discussions on how to improve this is happening in Link meetings between the Subject Leaders and Matt Kerry and Karen Clinton.</p> <p>Q A Governor asked if the data showing PPI students were achieving below expected progress in Maths could be due to some staff under estimating students' levels when the new assessment model came in?</p> <p>It was felt that this could be part of it. In Maths some of the students with much lower prior attainment were finding the new curriculum very challenging due to the increased level of challenge.</p> <p>Q Is this due to non-selective teaching?</p> <p>Research has shown that mixed ability groups make the most progress. The middle ability students are making progress, able students are making slightly less progress, and the low ability students are making better progress. The lowest ability students are not making as much progress as we would have wanted.</p> <p>Q What do The Kings College project say about the progress of students taught mixed ability?</p> <p>To date we have not had the assessment material and the aim of the project is to assess in Year 8. The data we have used is from our own assessment framework.</p> <p>Q When does the data come in from Kings College?</p> <p>The proposal is for the assessment material produced by King's College to be available in Year 8.</p> <p>Q Are SLT ok with waiting for the data from the Kings College project?</p>
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		<p>Yes we are as the research shows teaching mixed prior attainment in Maths and English should result in improved progress for more students.</p> <p>Q How is the school going to support the lower and higher ability students with Maths? For those with higher prior attainment we are researching text books e.g. those from Singapore. For those students in the I-band or of lower ability we will use different provision but it will be a challenge. Some of those lower prior attaining students should make improved progress.</p> <p>Q What grade in Year 11 do students have to get to not have to re-sit a maths exam after Y11? It would be the equivalent of a C on the old system or a Level 4 on the new GCSE scale, but this will increase to a 5 in 2017.</p> <p>Q Can we get funding to help those lower ability students from dropping out of the bottom? We have learning support in some classrooms. Some students are struggling particularly with reading and writing as they lack the basic skills from Primary school.</p> <p>Q How many students roughly in a year group have the lowest ability? About 20/25 students some are in the i-band and some are taught by mixed prior attainment classes.</p> <p>Q Regarding the new Year 7s that are coming to Priory in September, will you be aware of which students are of lower ability? The SAT results come out this coming Tuesday 5 July, just before that RAISEonline data is released Which will have question level analysis. Not all schools are using the same systems so it is sometimes difficult to understand another's school's data. Through the Trust the feeder primary schools are using the same scheme of work as us.</p> <p>Q Could the school run a summer school for all lower ability students? We are running a summer school but there are limited places due to the lack of additional funding (we are funding this ourselves).</p> <p>Q Governors asked the Staff Governor how she felt teaching staff are coping with the new Priory ladder assessment system? The Staff Governor felt that members of staff are more exceptive of it now and getting used to it. They are working hard.</p> <p>Q How accurate are the assessments and what further interventions can the school apply to raise performance of PPI students in regard to Page 7 - pie charts that illustrate the differences between the three core subjects? 1-1 mentoring is being used, highlighting teaching this involves looking at PPI across the board, we are also hoping to get an apprentice to work with the</p>
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	<p>PPI students in English and Maths, also our own Student Support Advisor now who works with students on behaviour and attendance as well.</p> <p>Teachers’ Appraisal – PPI objective TS has presented a set of objective based on career stage – these are non-negotiable e.g. it will require UPS5 teachers to aim for is no gap between PPI and Non PPI students.</p> <p>18:55 JK arrived</p> <p>SDP</p> <p>Q A Governor asked if TS could explain where we are with progress on the School Development Plan (SDP)? We are at Progress check 3 stage – TS felt the SDP is not always completed consistently for example school need to be better at recording alternative activities on the SDP.</p> <p>Q When would the Governors receive an evaluation of this whole academic year of the SDP? TS advised this will be on the Full Governing Body meeting for October. ACTION: Clerk to include agenda item on evaluation of SDP for FGB October.</p> <p>Exclusions pages 11/12 This academic year to date Year 8 have accounted for the most exclusions.</p> <p>Q Is the higher amount of exclusions in Year 8 due to challenging behaviour? Yes it is and this is also due to cuts to our external support systems for all schools from County. College Central has no places at the moment as the College is full with permanent exclusions (from other schools). We do have strategies in place for behaviour management including our Forest School on Thursdays, we hope to have a media school (one day per week), and we now have our own Student Support Advisor on site.</p> <p>Q Do you feel the sanctions in place for behaviour management are working? Some members of staff are disillusioned with behaviour but there is a bigger picture and all schools are facing these challenges. We are trying to get all staff to consistently follow sanctions across the school.</p> <p>Q Which members of staff are on duty for internal exclusions (IE)? We are looking into this for the future perhaps always having a member of SLT and /or Leadership to supervise IE only.</p> <p>Activity Week – page18/19 Q How did activities week ago?</p>
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		<p>It was very successful and positive there were a few problems with students who were on site at school. We are looking into if we could fund a trip for those students next year.</p> <p><u>Mobile phones on school trips – page 19</u> The new school policy of no mobiles on school trips took effect this year and was supported by the vast majority of parents – to date one complaint had been received.</p>
6.	Trust update	<p>JG advised that GAJ has sent apologies for the meeting and so JG would be covering this item on GAJ’s behalf.</p> <p>Key points were: JG explained that the possible closure of Pells and Rodmell primary schools have been a focus of the Trust. The Trust has been supportive with the main aim being to look after the pupils at these schools. The Council consultation period has now ended and the decision should be announced on 11th July. The St Clare’s Trust Partnership visit in Essex on Wed 25th May by coach was a great success. Sadly not enough members of the Trust went on the visit and it was felt for those who did it was very powerful at challenging some preconceptions. Following on from the visit it was felt that a SWOT analysis would be a good first step to see our trust’s weaknesses and strengths. GAJ will provide the results of the SWOT analysis at a future meeting.</p> <p>Q A Governor asked if a crib sheet could be provided on the Trust for Governors to have available for the New Year 7 Parent/Tutors event? <u>ACTION:</u> GAJ/JG to provide for 18/19 July</p>
7.	<p>Safeguarding update</p> <p>New Child Protection Policy agreed</p> <p>Volunteers for shadowing SHI with the Safeguarding Link Governor role</p> <p>New school governance legislation has been</p>	<p>SHI provided an update on Safeguarding to the Governors.</p> <p>The Child Protection Policy was agreed at the Teaching and Learning meeting on 23rd June.</p> <p>SHI would like a volunteer to shadow her in her role of Safeguarding Link Governor. PQ volunteered at the Teaching and Learning meeting to shadow SHI with the Single Central record checks which are completed three times per year. JG thanked PQ for volunteering. SHI asked for a volunteer to help her with her other duties in regard to Safeguarding i.e. the annual Safeguarding Audit and supporting Sam Twilley/Karen Clinton in regard to new guidance on Safeguarding. After much discussion some Governors said that due to their work commitments they find it difficult to get time off to come into school in the day. JG said that he would support SHI with this but he was disappointed that no other Governors have come forward to support SHI and would volunteer for one year. RS and GW said they would be a back up to JG for this.</p> <p>SHI said to the Governors that new school governance legislation, ‘Keeping Children safe in Education’, has been introduced by the DfE which requires</p>

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	<p>introduced by the DfE - enhanced criminal records disclosure and barring service checks</p> <p>REMINDER: Safeguarding online training to be completed by 06/09/2016 from JK and SH</p> <p>REMINDER: Prevent online training to be completed by all Governors by 22/07/2016</p>	<p>that from September 2016 all school Governors in England will be required to have an enhanced criminal records disclosure and barring service check. All Governors have had this check done this has been confirmed with the Personnel Officer of the school.</p> <p>Please could SH and JK complete the online Safeguarding training by 6th September and return a copy of their certificate to the Clerk for the Governor records. ACTION: SH and JK to complete by 06/09/2016</p> <p>SHI asked if the Clerk will let Governors know every two years when they need to renew their Safeguarding online training. ACTION: Clerk to remind Governors ever two years about renewing online Safeguarding training.</p> <p>Please can all Governors return their Prevent online training certificates to the Clerk by 22/07/2016. ACTION: Governors to complete online Prevent training and provide Clerk with certificate of completion for Governor records by 22/07/2016</p>
8.	Strategic Items	<p>AW provided the Governors with an update on the Teaching and Learning meeting:</p> <p>Key points:</p> <ol style="list-style-type: none"> 1. Monitoring of teaching and learning – KC provided documentation for the committee and TS provided an update on the process of monitoring at the school. See page 19/20 of the Headteacher’s report. 2. Year 7/8 progress – TS covered this under the Headteacher’s report agenda item and this is also on Page 3-9 of his report 3. Governor visits and form – The committee agreed to come up with a combined form for recording of SLT/General Visits/Classroom visits. The committee agreed that visits will be a regular item on the Teaching and Learning agenda. <p>AW has passed a handwritten draft of this combined form to the Clerk to type up for her. ACTION: Clerk to type up combined form and send to AW for comments when AW is happy with the draft this will be then sent to the Teaching and Learning committee to approve.</p>
9.	Future idea of topic for Saturday morning training – External review of governance: facilitated review	<p>It was suggested for the next Saturday morning training session that the option of an external review of governance - facilitated review (reviewing the effectiveness of the Governing Body) would be useful to our Governing Body This is arranged through Governor Services.</p>

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		<p>The options available are:</p> <ul style="list-style-type: none"> • One session – this is a two hour review that will be followed up by a written report and recommendations. The Governing Body would be expected to arrange a non-facilitated action planning session to respond to the report and develop an action plan. • Two sessions which involve a facilitated review with an action planning session. This would be a two hour review session which will be followed up by a written report and recommendations and a two hour action planning session. <p>The Governors thought this was a good idea.</p>
10.	Pupil well-being and Spiritual, Moral and Social and Cultural (SMSC) development annual report to Governors	<p>A copy of the SMSC document was circulated with the agenda. This is also available in the Governor's shared area.</p> <p>TS said that SMSC is normally touched on in the Headteacher's reports but it is recommended that Governors' receive a report annually on this.</p> <p>TS explained that there was a three stage process to this document TS populating the 'to be found in column' and then SLT adding to this column. Stage 2 is the Curriculum Leader adding comments this will be the next stage to be done. A lot of the topics are repeated e.g. much is covered in Religious Studies. TS is pleased with the diverse provision in place at the school for SMSC. This would be a good document in the event of an Ofsted visit.</p>
11.	Update of the training /meetings/SLT link visits and general visits Governors/Clerk have carried out	<p>A copy of the Governor/Clerk training carried out spreadsheet was circulated with the agenda. This is also available in the Governor's shared area.</p> <p>Governors were concerned that only one classroom visit had been carried out this academic year.</p>
12.	Policy Review	<p>A copy of the Attendance Policy was circulated separately via email to the agenda. This is also available in the Governor's shared area.</p> <p>The following policy was agreed:</p> <ul style="list-style-type: none"> • Attendance Policy
	Comments/feedback from Governors' on JG as Chair this academic year	<p>JG asked if Governors could provide the Clerk with comments/feedback on how they feel JG has been as Chair this academic year. Clerk will send out a form to all Governors via email. All comments will be anonymised by Clerk before JG receives comments/feedback.</p> <p>ACTION: Clerk to send out form to Governors for comments/feedback on JG as Chair this academic year.</p>
	AOB – New LED lighting in Chapel	<p>Two documents were provided at the meeting. The Clerk will put in the shared area after the meeting.</p> <p>TS explained to the Governors that the Chapel is used as one of the school's main exam venues but the current lighting levels fall well below that required for exams to take place. Due to the nature of the Chapel and the fact that it is a registered war memorial it was felt that it wouldn't be appropriate to just</p>

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		<p>put up modern LED lights but the new ones should be in keeping with the original architecture even though it was accepted this would increase the cost. Ian Fines has gone out to tender and five contractors were approached and prices submitted. IF and TS preference would be CES as they are specialists in this field.</p> <p>The Governors approved the CES quote using the Capital allocation and the use of school funds for additional expenditure required</p>
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The meeting closed at 20:18

Next meeting: TUESDAY 6th SEPTEMBER FGB BUSINESS MEETING 16:00 Conference Room – 15:30 TO MEET NEW STAFF IN THE STAFF ROOM

ACTIONS			
ITEM	ACTION	RESPONSIBLE	UPDATE
5.	Clerk to make sure evaluation of the SDP for the whole year for 2015-16 is on the October FGB	TS/EB	
6.	A Governor asked if a crib sheet could be provided for those Governors at the New Year 7 Parent/Tutor event on the 18/19 July on the Trust	GAJ/JG	DONE
7.	Safeguarding online training to be completed by 06/09/2016	SH & JK	Awaiting JK certificate
7.	Prevent online training to be completed by all Governors by 22/07/2016	All Governors	Awaiting some Governors certificates
7.	Clerk to remind Governors every two years when their online safeguarding training is due for renewal	Clerk	
8.	Clerk to type up combined Governor visit form for AW	EB	DONE

Signed (Chair)

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