



**FULL GOVERNING BODY MEETING MINUTES**

MINUTES OF THE MEETING HELD ON THURSDAY 13<sup>TH</sup> OCTOBER 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) Peter Colebourn (PC) and Graham Arr-Jones (GAJ)

ALSO PRESENT: Emma Brinkhurst (Clerk)

	<b>AGENDA ITEM</b>	<b>MINUTES</b>
1.	Apologies for absence	Received and accepted from Michael Bull (MB)
2.	Minutes of previous meeting	<p>A copy of the minutes from Tuesday 6<sup>th</sup> September 2016 was circulated with the agenda. This is also available in the Governor’s shared area.</p> <p>PC asked if the Clerk could check if MB is Nick Hockin’s SLT Link Governor as PC is the E Safety Link Governor which is also linked with Nick Hockin. Should both links be with PC to make it easier rather than one with MB and one with PC.</p> <p><b>ACTION:</b> Clerk to email MB/PC to confirm who would like to be Nick Hockin’s link Governor.</p> <p>JK asked if on the declaration of pecuniary/business interest item could a minor amendment be made as JK is no longer a further education Co-ordinator.</p> <p><b>ACTION:</b> Clerk to action.</p> <p>GW said that she is not the link for Science, Technology, Engineering and Maths (STEM) linked with Martin Baker. Clerk looked at document this should be RS as RS is the link with Science which is also linked with Martin Baker.</p> <p><b>ACTION:</b> Clerk to action and amend document.</p> <p><b>The minutes of 6<sup>th</sup> September 2016 were agreed as a correct record and signed JG.</b></p>
3.	<p>Membership update</p> <p>NF (Nigel Fisher) parent governor resignation</p> <p>One Parent Governor vacancy</p>	<p>JG provided the Governors with a membership update.</p> <p>JG said to the Governors that NF resigned as Parent Governor just before the summer holiday.</p> <p>The Clerk sent details of the parent governor vacancy on 29<sup>th</sup> September 2016 in which parents had till midday today (13<sup>th</sup>) to return their nomination form along with a declaration of eligibility.</p> <p>JG was pleased to inform the Governors two parents have applied Miss Sarah Roberts who has a daughter in Year 10 and is a member of the Parent Voice Group. Dr Daniel Osorio who has sons in year 7 and 11 who is a biologist.</p>

Signed ..... (Chair)

Date .....

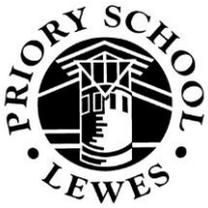


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		<p>The Clerk will now be running the parent governor election process tomorrow morning (14th) parents will have till midday on Thurs 20<sup>th</sup> Oct to vote for Miss Roberts or Dr Osorio. Votes will be counted at midday on Thurs 20<sup>th</sup> Oct and the result will be announced on the school website.</p> <p>At the next meeting we will be able to let Governors know who has been elected as our new Parent Governor.</p>
4.	Matters arising	<p>A Governor asked if it would be possible on a future agenda to have some feedback/key points provided to the Governors from the student voice group/student representatives and the student questionnaires.</p> <p><b>ACTION:</b> TS to provide information for Governors. Clerk to place on future agenda.</p>
5.	Declaration of pecuniary/business interest	<p>JK – Head of Academic Learning Resources at BIMM ( British Irish Modern Music Institute)</p> <p>SHI - CXK - charity which supports children, young people, adults and families</p> <p>RS – Curriculum Leader of English Sackville School</p> <p>GW – School Business Manager Glenleigh Park Primary Academy</p>
6.	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>Key points raised were:</p> <p><b>Pages 3-7 Key Stage 4 results:</b></p> <p><b>Old performance measures:</b></p> <p>TS explained that schools used to use the old measure of 5 + A* - C including English and Maths. The result using this measure did exceed the FFT D which is only the second time this has occurred. This measure will not be reported this year. Our 5 + A* - C was 77.2% this is slightly above the level achieved last year (76%) TS reported that this is fairly pleasing as the cohort prior attainment was similar to the previous year group.</p> <p><b>New performance measures:</b></p> <p>Progress 8 All 0.15          Attainment 8 All 55.2          % A* - C both En &amp; Ma All 76          % Ebacc All 23.2          % Ebacc Eligible All 27.2</p> <p>In terms of performance data Priory achieved 76% A* - C in both English and Maths. This is, however, difficult to compare with previous years as it now includes the highest of the English Language or English Literature grade (whereas in previous years only the English Language grade was used).</p> <p>Attainment 8 is the average grade – this does not take in to account student progress.</p>

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	<p>TS explained that middle and high prior attainment students did well compared to last year but the lower prior attainment did not so well. TS said the school were generally satisfied with the grades as most students progressed onto suitable courses/Post 16 provision</p> <p><b>Q Do parents understand the new measures?</b> The basic data of 5+ A* - C in English to Maths they do but many will find the new measures more challenging to understand.</p> <p><b>Q How many students are not on FE courses this year?</b> Two students at the last count</p> <p><b>Q In Year 11 how many students are pupil premium grant students?</b> There are 34 in the current Year 11.</p> <p>TS said that with the Computing course quite a few students who are good at gaming apply but a strong background in Maths is important as it is a hard course. The school will need to do some robust questioning to see if students have the maths skills they will need to fulfil this course.</p> <p>TS also mentioned about music if a student is grade 6 or better and plays an instrument outside of school they sometimes choose a different option in school and carry on with music outside of school.</p> <p>TS said the school will always try to do the best for individual students rather than aim to top league tables.</p> <p><b>The Governors agreed they want the school to continue to do the right thing by students rather than over focus on league tables or changing government targets per se.</b></p> <p>TS explained the pupil premium results were disappointing but when you take out the three students who were not coming into school the results are better. Given our small sample of PPI students the data by itself is not reliable and individual case histories and interventions need to be considered to see the whole picture.</p> <p><b>Q Is there a pattern forming lower down the school with students with problems?</b> Some students are dis-engaged and there are already persistent absences lower down the school when they come to Priory.</p> <p><b>Q Is the EBacc curriculum difficult for students with special educational needs?</b> Yes it is likely to be harder for many of the SEN students.</p>
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Signed ..... (Chair)

Date .....

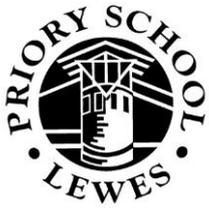


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		<p>By 2022 schools should be able to compare each-others results as most schools will have an embedded curriculum in response to the changes to GCSE, Ebacc, Performance Tables and other courses.</p> <p><b><u>Attendance page 7-8</u></b></p> <p>There was an improvement in school attendance last year the overall percentage for the year was 94.89%.  TS said he is signing more requests for holiday in term time now – most reasons for going in term time are financial.  A Governor mentioned there should not be any problems with attendance after Lewes bonfire night this year due to this falling on a Saturday. TS responded that he hoped that would be the case but some may take time off before!</p> <p><b>Q When students are on activities week – does this mean they are present in school on the register?</b>  Yes they are present in school as these are ‘Approved Educational Activities’</p> <p><b>Q Could activities week be held in another term other than summer term?</b>  The best time is the summer term due to the Year 11 students not being here, Year 10 are on their work placements –which is our allocated slot for them. Also due to the weather being the best in the summer with i.e. trips being outside.</p> <p><b><u>Formal complaints - page 31</u></b></p> <p><b>Q A Governor asked for some more information about the post Brexit impact in school complaint?</b>  This was about racism in the school being worse following Brexit. TS met parent – no evidence to support claim.</p> <p><b><u>Exclusions – page 8-9</u></b></p> <p><b>Q Has there been a spike in exclusions?</b>  TS said we only use exclusion as a last resort after we have tried all alternative provisions we have available, but yes there had been an increase due to very difficult students where such action was appropriate. This was acknowledged by the governors, who understand that Priory does all it can to avoid exclusions, but in some cases are necessary for the greater good.</p> <p><b>Q Are the alternative provisions helping?</b>  Forest School for example has worked positively with some students behaviour.</p> <p><b>Q When you have tried absolutely everything available does this affect other students learning?</b>  It can – but we have a duty of care to all students – sometimes choices are</p>
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	<p><b>Health &amp; Safety</b> (page 18-27 of Headteacher’s report)</p>	<p>hard. TS said the House Teams do a superb job.</p> <p><b>Q Are we full at the school?</b> Not in all year groups but we do have a waiting list.</p> <p>We have put forward a suggestion to County for in year admissions in Years 10 and 11 that the school would like to follow a dual registration model. So the exam result is listed for the previous school as well as us.</p> <p><b>Q A Governor asked about the art room extraction fan that was replaced over the summer holidays – why was this replaced?</b> The old fan was checked by Riverside Environmental and rate of air change was within the acceptable and safe limits however the fan was replaced over the summer holidays to increase the rate of air changes. The new extractor fan will change the air at a rate of ten air changes per hour.</p> <p><b>Q A Governor asked about the staff accident in Design and Technology?</b> A member of staff accidentally caught two fingers on the extractor fan when the member of staff accidentally put their hand in the extraction unit.</p> <p>GW said to the Governors that she attended the debrief session following the four yearly health and safety audit and it was all very positive.</p>
7.	Evaluation of the School Development Plan (SDP) 2015-	<p>A copy of the Evaluation of the School Development plan 2015-16 was circulated with the agenda. This is also available in the Governor’s shared area.</p> <p>TS explained that this is the final SDP for last year. TS has RAG analysed the main objectives. TS felt the school had a mixed level of success this was due to challenging objectives which were felt to be highly ambitious. Progress has been put against each activity.</p> <p>A Governor mentioned about 4.3C under the key objectives for enhancing leadership &amp; management which says: enhance frequency and number of governor visits. JG hoped that this year the number of visits will increase.</p>
8.	To receive the SEF (Self Evaluation Form)	<p>Copies of the SEF documents were circulated with the agenda. These are also available in the Governor’s shared area.</p> <p>TS said to the Governors that the Teaching &amp; Learning part of the SEF was covered in detail at the Teaching &amp; Learning Committee Meeting.</p> <p>Governors need to be aware of the SEF and acknowledge the document – this is a dynamic document that changes throughout the year. Ofsted would want to see the document. TS mentioned that JA has just drafted this year’s outcomes for students and learners document. JA will be sharing this with the senior leaders at the SLT meeting on 18/10/16.</p>

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		<p><b>Q Are the categories on the SEF standard categories?</b>          There is no template for a SEF it is up to each school to design. We split the SEF into two and have a section of where we are now and what we are doing.</p> <p><b>Q Does the SEF feed into the school development plan?</b>          Yes it does.</p> <p>Ofsted would look at the below key areas if they came in school:          Variation between subjects          What progress is happening          Assessment without levels          Variation within subjects          Vulnerable groups          Progress to further education</p> <p><b>Q If we asked any members of the teaching staff on i.e. a classroom visit about any of the questions on the SEF would they know the answers listed on the SEF?</b>          TS said he would hope the answers given by staff on quality of teaching, learning &amp; assessment and outcomes for students and learners would be similar to that on the SEF. TS felt the answers given on effectiveness of leadership/management might not be as strong.</p> <p>TS said that SH is running a middle leader training programme which is six sessions in house. TS the middle leaders feel well supported and stronger than when Ofsted last came in.          TS said that the subject areas have an hour meeting the 1<sup>st</sup> half is over to them (they just let members of the Senior Leadership Team (SLT) know what they are looking at but SLT do not attend.) The 2<sup>nd</sup> half members of SLT join them.</p> <p><b>Q A Governor asked when/if the school will score a 1 on any area of the SEF?</b>          TS felt Teaching &amp; Learning &amp; Assessment could if the school reduces the variation between subjects This is a key focus of the revised Curriculum Area Review process.</p>
9.	<p>Safeguarding update</p> <p>Child Protection and Safeguarding Policy and Procedure approved</p> <p>Safeguarding online training –</p>	<p>SHI advised the Governors that the Child Protection and Safeguarding Policy and Procedure was agreed at the Teaching and Learning Committee meeting on 6<sup>th</sup> October this follows the updated guidance released in September.</p> <p>SHI reminded SH if she could complete the refresher of the Safeguarding</p>

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	<p>reminder <b>SH</b></p> <p>Prevent online training – reminder <b>AW, GAJ, GW, PC, MB, RS and JK</b></p>	<p>online training and provide the Clerk with a copy of her certificate for the Governor records. Due to the recommendation from Governor Services that all Governors must complete online safeguarding training every two years. <b>ACTION:</b> <b>SH</b> to complete Safeguarding online training.</p> <p>SHI reminded <b>AW, GAJ, GW, PC, MB, RS</b> and <b>JK</b> that could they complete the online Prevent training and provide the Clerk with their certificate for the Governor records. AW and PC and GW mentioned they were having trouble with getting their certificates or logging into the portal. <b>ACTION:</b> Clerk to email the portal team to ask for support for PC, AW and GW.</p> <p>SHI raised a concern she had with the Personnel Officer being on long term absence with maintaining the single central record. TS confirmed the Personnel Officer position is a job share and the job share partner is working full time at present to cover the absence and TS was confident with the monitoring and updating of the single central record. SHI said she hoped to come into school during Term 2 to carry out a single central record check in her role as safeguarding link governor.</p>
<p>11.</p>	<p>Strategic items</p> <p>Strategic Organisation</p> <p>Teaching and Learning</p>	<p>GW said to the Governors the strategic items from the Strategic Organisation committee meeting were:</p> <ol style="list-style-type: none"> <li>1. <b>Budget Reports</b> – which is covered in the Headteacher’s report pages 27-28</li> <li>2. <b>Pupil Premium Grant students</b> – GW said that Matt Kerry (MK) came to the meeting to give an update on the pupil premium grant students and about the individual stories behind results. MK also asked if Governors could ask members of teaching staff when they are on a visit about pupil premium grant students like how many pupil premium grant students do you have in this class and which students are they.</li> </ol> <p><b>ACTION:</b> Governors to ask these questions when they are on a classroom visit</p> <p>AW said to the Governors the strategic items from the Teaching and Learning committee meeting were:</p> <ul style="list-style-type: none"> <li>• <b>Exam results</b> – which TS covered under the Headteacher’s Report item.</li> <li>• <b>Term 6 monitoring of Teaching &amp; Learning summaries</b> – Karen Clinton gave the committee an update on the monitoring of teaching and learning. This term the theme on the drop in sessions will be challenge. A student questionnaire has been sent to all students about all subjects this takes over from the student panels. Also this</li> </ul>

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		<p>is covered under page 15 of the Headteacher's report.</p> <ul style="list-style-type: none"> <li><b>SEF teaching and learning (T&amp;L)</b> – TS has already covered this item but at the committee the T&amp;L part of the SEF was gone through in detail.</li> <li><b>Classroom/formal visits</b> – Could all Governors provide the Clerk with their two terms they would like to carry out their formal/classroom visits as discussed at the previous full governing body meeting.</li> </ul> <p><b>ACTION:</b> Clerk to re-circulate form to Governors</p>
12.	Policy Reviews	<p>A copy of the below policies were circulated with the agenda. These are also available in the Governor's shared area.</p> <p><b>The following policies were agreed by the committee:</b></p> <ul style="list-style-type: none"> <li><b>Health and Safety</b></li> <li><b>Admission In Year &amp; Main round</b></li> <li><b>Local Offer – SEN Information report</b></li> </ul>

The meeting closed at 20:30

**Next meeting: Thursday 8<sup>th</sup> December 2016 18:00 Conference Room**

ACTIONS			
ITEM	ACTION	RESPONSIBLE	UPDATE
2.	Clerk to contact MB & PC to see who would like to be Nick Hockin's link	Clerk	Awaiting MB reply
2.	Clerk to update pecuniary interest for JK	Clerk	Done
2.	Clerk to update STEM link to RS	Clerk	Done
4.	Feedback / key points provided to the Governors from the student voice group/student representatives and the student questionnaires.	TS	On FGB agenda 08/12/2016
9.	Complete Safeguarding online training & provide certificate to Clerk	SH	Chased – awaiting certificate
9.	Complete Prevent online training & provide certificate to Clerk	AW, GAJ, PC, MB, RS & JK	Chased– awaiting certificate
9.	Clerk to contact East Sussex Learning Portal team about the problems PC, AW & GW are having with portal	Clerk	Done
11.	Governors to ask pupil premium questions on a visit	Governors	Done

Signed ..... (Chair)

Date .....