



FULL GOVERNING BODY MEETING MINUTES

MINUTES OF THE MEETING HELD ON THURSDAY 23RD MARCH 2017 AT 18.00 IN THE CONFERENCE ROOM

PRESENT: Gaydree Wrigley (GW), Graham Arr-Jones (GAJ), John Griffiths (JG), Pauline Quinton (PQ), Penny Leach (PL), Peter Colebourn (PC), Radha Stuart (RS), Sarah Hinks (SHI), Sarah Roberts (SR), Suzy Carpenter (SC), Suzanne Howells (SH) and Tony Smith (TS)

ALSO PRESENT: Emma Brinkhurst (Clerk)

AGENDA ITEM	MINUTES
1. Apologies for absence	Received and accepted from Michael Bull (MB) , Audrey Whyte (AW) and Jason Knight (JK)
2. Minutes of previous meeting	A copy of the Minutes from Thursday 9 th February 2017 was circulated with the agenda. This is also available in the Governor's shared area. The Minutes of 9th February 2017 were agreed as a correct record and signed JG.
3. Matters Arising	None
4. Declaration of pecuniary/business interest	RS – Curriculum Leader of English Sackville School GW – School Business Manager Glenleigh Park Primary Academy
5. Penny's nomination for appointment as Authority Governor due to current term of office ending on 05/05/2017	JG explained that PL's current term of office as Local Authority Governor (LA) will end on 05/05/2017. The Local Authority has re-proposed Penny as the LA Governor for Priory if the Governing Body were in agreement. The Governors agreed that PL should be formally re-appointed as Priory's LA Governor and thanked her for her continuing hard work on behalf of the School.
Validated inspection dashboard from Ofsted for the school	JG mentioned to the Governors about the Ofsted validated inspection dashboard for the school which Tony emailed to Governors on 21/03/2017 at 17:45. Ofsted have said this is the main document Governors should use which is written for Governors. JG said that later in the meeting he wanted to discuss with Governors if Governors would like to include this as an item on the next Saturday morning training session.
6. Headteacher's Report	A copy of the Headteacher's Report and SDP were circulated with the agenda. These are also available in the Governor's shared area. Key points were: <u>Page 3 – Inspection dashboard Strengths & weaknesses for the school in 2016:</u> TS said that the wording used on the strengths of the Inspection dashboard does seem a little unconventional TS said that the wording of the 1 st & 2 nd bullet point of the strengths in 2016 does not seem positive (when it is): Strengths in 2016:

Signed (Chair)

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		<ul style="list-style-type: none"> • Progress for all pupils was not significantly below average* across the curriculum (for EBacc or open elements, Science, Languages or Humanities). * and not well below average. • For pupils who have special educational needs, progress was not significantly below average* across the curriculum (for EBacc or open elements or Science, Languages, or Humanities). And not well below average. <p>Weaknesses in 2016:</p> <ul style="list-style-type: none"> • Disadvantaged Pupil’s progress 8 was significantly below national other and in the lowest 10% for the low prior attainment group • Progress was significantly below average and in the lowest 10% in at least one of EBacc or open elements or Science, Languages or Humanities for the groups: disadvantaged, disadvantaged low • Attendance was low for the group: FSM (Free School Meals) (in the lowest 10%) • Persistent absence was high for the group: FSM (in the highest 10%) <p>TS said the first challenge for Governors is to interpret the Progress 8 box. TS said the weaknesses would be difficult to dispute. Bullet point 2 on the above weaknesses is the open element for Priory.</p> <p>TS said he asked JA to do a piece of work to remove the ‘outliers’ for Priory – there are 6 outliers - 3 of which are disadvantaged. Progress 8 is the average progress of all students. The outliers are significantly below everyone else. The table on page 4 in the Headteacher’s report is the ‘Raise on line’ data excluding these 6 students.</p> <p>Removing these outliers shows a different picture:</p> <ul style="list-style-type: none"> • The overall P8 (Progress 8) score moves to +0.25 (from +0.14) • P8 for the 25 disadvantaged then becomes +0.01(compared to –0.31) against the national P8 for disadvantaged of -0.32 • The issue of low PA (Prior Attainment) progress remains! • The Open Element is still not as strong as it should be. <p>TS gave some background information into some of the outliers to the Governors to show the story behind:</p> <ul style="list-style-type: none"> • One student was pregnant • One was a school refuser – gave up on school in Feb to start working • One was a long term absentee – had intermittent time in school <p>The bottom grid on page 4 shows a 10th of a grade improvement if these 6 outliers are taken out. There is a small PPI cohort at Priory but it has a huge impact.</p> <p>Q A Governor asked how difficult is this piece of work for JA to do as the</p>
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Governors found it very useful – could it be done regularly?

It was felt that due to Raise On Line data no longer being due to be published next year that perhaps the final data set could be used to provide this information to Governors annually.

Q A Governors asked if Ofsted came into the school and talk about the data are Governors able to talk about this information taking out the outliers and illustrating the story behind the students removed?

It was felt yes Governors could explain the story (case studies) and the interventions the school have put in place and that these students do matter and that we are just not able to significantly influence their outcomes.

Q A Governor asked why the table showed 29 students?

TS said one of the 29 did not have any prior attainment data so was not included.

TS explained that with the open element – some students are dropping a subject, sometimes two, as they are finding it too hard. We are a GCSE heavy school and there are not many other equivalent qualifications we deliver.

TS said Priory does a good job with the majority of students gaining 6 or 7 good grades which was preferred rather than 8 not so good grades.

TS mentioned that Ofsted are now seeing if a school's curriculum is right – i.e. if a school is double counting or gaming. With the majority of students we are doing right by them and we do allow students to drop a subject if they are struggling.

Data does not give answers it raises questions.

TS said due to accountability measures there is a risk that many schools will be offering a 'vanilla' curriculum.

Page 10 – tables showing overall absence and persistent absence (those with attendance below 90%) for all secondary schools in East Sussex for Term 1 and 2.

Priory has the 6th highest attendance over the two terms when compared to other East Sussex schools.

Q A Governor asked about Eastbourne & Hastings Academies figures?

TS said to ignore Eastbourne Academy figures as they provided no term 2 data.

TS explained the 'top three schools' should be discounted in this data set as they only have term 1 data or no data.

It should be Chailey, then Heathfield, then Claverham, and then Priory.



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TS mentioned that Term 2 absence rates are normally higher than term 1 due to November flus.

Q A Governor asked what about if no school submitted their data?

TS said it is useful information if all schools did submit all their data. TS said that he has spoken to Primary Headteachers and absence seems to be an issue at Primary level as well.

TS said that he feels the school are doing everything they can in regard to absence. The LA have come in and checked and have agreed that we are very robust in the strategies we use. Some schools have a minibus where they physically bring students into school but this is cost prohibitive for us. The Student Support Officer does bring pupils into school using her car. TS also said that there are quite a few students who have odd days here and there but there is no pattern. There are 4/5 students that are close to zero - one male student is at 2% attendance and at about 12% absence rate. Another student is at 0% attendance and has not attended for 2/3 years.

Q A Governor asked in that situation could the school not take the student off their role?

The school can't take students off role – we are in liaison with Brighton & Hove Authority with that particular case.

Q Can't the parent be taken to court?

No because medical evidence would be sited and the LA assess the risks of going to court.

With the Year 11 students the school notice that refusal to attend school becomes higher.

Q Is there a gender issue – more girls?

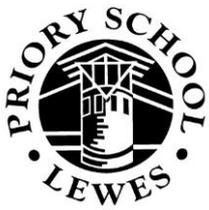
It depends what you are measuring if you are looking at 5+A*- C it is very similar between males and females. If you are looking at A*- A it would be more females. When asked what is done to improve boys' performance TS gave an example of in English studying Macbeth rather than Romeo & Juliet – which is more male friendly.

Q A Governor asked what could the school do to get these students into school?

It was felt absence needed to be tackled at Primary school as a start but we have to ensure we cover all aspects as best we can.

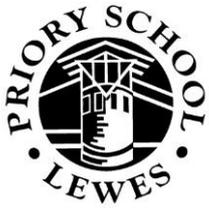
Page 5 & 6 Year 7 and 9 data

Year 9 and Year 7 progress has been added into the Headteacher's report which had been covered in greater detail at the Teaching and Learning committee meeting. The blue line is what the school hopes for, green is above and red below.



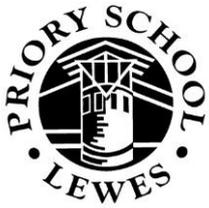
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<p>Health and Safety</p>	<p>There are still some issues with teachers understanding the 'Priory ladder.'</p> <p>Ofsted have been asked to not ask schools for their outcome data. TS said at the last INSET day the Year 7, 8 and 9 level descriptors were looked at.</p> <p>There was felt to be a long way to go with predictions expected/above/below progress.</p> <p>This coming September all schools assessment systems must be robust.</p> <p>Q Does your assessment system show who needs intervention? Yes it does show who needs intervention and TS feels staff are getting used to it.</p> <p>Page 20 Q a Governor asked what a PPE was? It is Personal Protection Equipment this was brought for a member of staff after advice the school received from the member of staff's medical consultant.</p> <p>Curriculum update – options page 14/15 Q A Governor thought the school was not going to run the Business Studies course any-more? We will be running the course as there are enough students to run the course as it is over the minimum number bracket.</p> <p>Page 27/28 Options choices A Governor mentioned that Religious Studies only had a total number of two students pick the subject. TS said this will not run due to minimum numbers not being reached. A Governor mentioned that Agriculture VRQ and Small Animal Care VRQ had small numbers it was explained that this is commissioned from Plumpton College who provide this provision for a small number of students at Priory.</p> <p>The Governors raised there were large numbers of students taking Latin at the school. Q A Governor asked is there any reason(s) so many students are taking Latin? TS advised that at Parents Evening parents were saying to TS that their children were taking Latin to help with Science and becoming a Lawyer.</p> <p>The school will now be offering only two music courses due to OFQUAL not yet approving the 3rd option.</p> <p>A Governor was surprised that only 4 students opted for Music GCSE.</p>
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	<p>Q A Governor asked if students play an instrument can their grades count for the school? TS explained yes the school can use these grades.</p> <p><u>Page 31 Looked after children</u> Q A Governor asked if the Governors could know the story behind the Looked after children or perhaps more information like what year groups they are in? TS said that 2 are in Year 11, 1 in Year 7 and 1 in Year 9.</p> <p>Q Does a particular member of SLT oversee the looked after children? TS Said that Dr B Illner does.</p> <p><u>SDP (School Development Plan)</u></p> <p>Q A Governor asked on the SDP which out of the headline objectives did TS feel the school would meet? Key objective 1 is all over the place due to data. Key objective 2 will be amber/green. Key objective 3 will be green. Key objective 4 will be green. MK has done a lot of work on PPI. Every Monday morning meeting MK has a focus on a few high profile PPI students each week. Also at the SLT meeting there is a regular item on PPI. The SIMS mark book has PPI students marked on it too. TS is confident that if a Governor went into any classroom & asked a teacher who their PPI students were they would be able to say. If a Governor asked a teacher “ what interventions are you using for your PPI students?” TS felt the response might be more mixed.</p> <p>We have fewer PPI students in Year 11 and more in Year 7.</p> <p>GW mentioned that from the next full governors meeting there will be a regular agenda item on PPI. <u>ACTION:</u> PPI agenda item to be added to Full Governors meetings by Clerk.</p> <p><u>Page 27</u> Q A Governor mentioned about the increased number of students visiting Pastoral with anxiety - what are the school doing to help these students? TS said that Dr Illner delivered a session on mindfulness training with the Year 11 students the feedback was positive. The Student Support Officer is now THRIVE trained. THRIVE will be launched at the school. The school have had a health improvement grant which is being used to support mental health issues. It was felt anxiety will increase due to the new GCSEs. There is also an increase in parental induced anxiety – which is affecting the students. It was mentioned the House Teams have seen increased numbers of Year 10 students suffering with anxiety due to many tests being held across many subjects at the same time.</p> <p>Q Are teachers anxious too?</p>
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		<p>Yes they are due to the uncertainty about new GCSE and other changes.</p> <p>The Governors wanted to thank Amanda Burgess for her fundraising efforts.</p>
7.	ESCC Audit Update	<p>A copy of the Audit was circulated with the agenda. This is also available in the Governor's shared area.</p> <p>The Audit score was 86%. GW H&S Link Governor said this was a good score.</p> <p>There were some small actions following the audit a large number have already been addressed by the school. A few are outstanding i.e. COSHH assessments. The Students with Medical Needs Policy is being re-written at the moment to use the ESCC model policy which is a more robust policy. Previously the school had been using a non ESCC model policy due to the fact that at the time the school adopted the policy ESCC did not have a model policy available. TS said there is evidence that the school is a very safe place (e.g. as evidenced by the parental feedback).</p>
8.	Safeguarding Update	<p>SHI reminded SH, PL, PC, GW and PQ they need to renew their online Safeguarding training. All Governors need to renew every two years. ACTION: Clerk to send reminder.</p> <p>SHI reminded AW, PC, MB, RS, JK and SR they need to complete the online Prevent training. ACTION: Clerk to send reminder.</p> <p>SHI reminded the Governors that as per the Clerk's email of 02/02/2017 at 09:33 please could all Governors read at least part one of the DfE statutory guidance "Keeping children safe in education." Please could Governors email the Clerk to confirm once they have read part one for the Governor records. ACTION: Clerk to send reminder.</p> <p>Q A Governor asked TS which members of SLT have completed the NSPCC Safer Recruitment in Education training? The Clerk has double checked for the Minutes. The following members of SLT have completed this training: KC, JA, IF, STC, MK, and TS. The following Governors have completed the training: PQ, SHI & JG.</p> <p>SHI said that she and PQ carried out the Safeguarding Compliance Checklist for Governors on the 19/12/2016. PQ said that she has updated the Safeguarding Audit Toolkit for Schools in East Sussex 2015-2016 document by going through the actions and updating them.</p> <p>SHI mentioned that she will soon be arranging to come into school to carry out a Single Central Record check with the Personnel Officer.</p>
10.	Parent View and Parent Evening Survey results	<p>A copy of the documents was circulated with the agenda. These are also available in the Governor's shared area.</p>

Signed (Chair)

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		<p>The Governors were surprised by the small number of responses to Ofsted’s Parent View. TS said that he includes an item to encourage more parents to use Parent View in his Headteacher’s newsletters. TS asked if Governors could ask any parents they know to go on Parent View to give their views on the school. It was suggested that for future parents’ evenings perhaps the Clerk could add a line onto the Governors’ survey to ask parents if they could go on Parent View to give feedback on the school too. It was also mentioned that at Parent Forum meetings Parent View could be mentioned to parents as well.</p> <p>The results received via the Governors handing out surveys to parents at the Parents Evenings that have been held so far has been more positive 291 being filled out. The Governors said they enjoyed giving out the surveys and meeting parents. JA has said to TS that he feels it is a positive support the Governors being at parent evening and supervising the signing in.</p>
11.	Strategic Items	<p>PL provided an update on the Teaching & Learning Committee meeting:</p> <ul style="list-style-type: none"> • MK provided a very good report on PPI • The committee were provided with data on Year 7 and 8 progress data. Year 9 data has been mentioned earlier at this meeting and is in the Headteacher’s report on page 5 & 6. • KC gave an update on the drop ins which are continually improving. Further information is also available on Page 17 of the Headteacher’s report. • PL asked any Governors that have not booked there classroom/Link visits for this academic year to book them in. All Governors should do a minimum of two per academic year. <p>GW provided an update on the Strategic Organisation Committee meeting: GW felt that due to the responses following the report from Jenny Barnard - Langston at the last Saturday morning training session she would provide more detail in her strategic items. This information is also available on Page 28/29 of the Headeacher’s report.</p> <ul style="list-style-type: none"> • There will be reduction in the budget at the end of March for two permanently excluded pupils. • There was a resignation of an IT Assistant and a TA. • We needed increased agency cover in December and January than originally anticipated. • The Student Support Officer is attending THRIVE training essential for her role. • The school will be trying to do more in house training rather than external courses which are normally more expensive and normally include travel costs. • The Netball/tennis courts need to be re-surfaced this has not been done for 25 years. IF has got four quotes and the work should take three days. • The trees to the south side of the courts block all sunlight during the

Signed (Chair)

Date

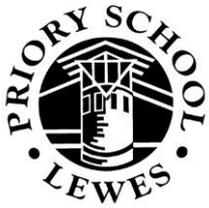


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		<p>winter months. Contributing to growth of algae on that side of the courts making them slippery. IF has spoken to the Tree Officer and there is no problem in removing them. TS said that this tree work has been completed in February Half Term.</p> <ul style="list-style-type: none"> • Exam fees have slightly over spent due to some additional expenses such as the European Computing Driving License (ECDL) course. • The school received £5,000 from the LA as an education improvement partnership payment but some of this will be divided with the primary schools involved too. • The school received additional funding from the LA for the Pells Executive Head agreement. TS spoke about the campaign group of Headteachers who will be sending a letter from all schools at the same time about the lack of school funding situation to MPs, Counsellors, press, Governors and parents. JG and TS attended the launch meeting on this campaign which was well attended. TS felt the general public still do not fully understand the situation of lack of funding for schools. There was much conversation around this topic. Including if the apprenticeship levy was taken away from schools this would help the situation. Some schools are following down the route of a split educational system like in structural teaching which is part of the new teacher training course too. TS has been attending a lot of meetings in relation to the campaign. <p>Q A Governor asked if TS had received any comments from parents after the letter went out?</p> <p>TS said some parents had cc TS into their emails they had sent to the local MP or emailed TS to say they had sent a letter. Maria Caulfield is hoping to come into the school – TS does not know confirmed dates as yet.</p> <ul style="list-style-type: none"> • Letting Charges 2017/18 will go up by a small amount – lettings are more community than making money. An agreement with The Church group was set up before IF started at the school and they are given a discount. The agreement with the East Sussex Music Service is not based on the school’s regular letting charges but on a gentleman’s agreement from years ago. <p>JG said to the Governors that Minutes from both the committee meetings are now being emailed to all Governors for their information.</p>
12.	Governors’ Staff Tea Party 2017	<p>JG said to the Governors that the Governors normally hold a yearly Governors’ Staff Tea Party in the Staff Room as a thank you to Staff.</p> <p>The Governors agreed they would like to hold this event again this year and after much discussion it was agreed to be held on Thursday 6th July (INSET day) - time to be confirmed. It was suggested that perhaps the break on the INSET day might be the best option for this.</p> <p>ACTION: Clerk to email Governors with a reminder of the date after this</p>

Signed (Chair)

Date



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		meeting and to confirm the time for Governors' Staff Tea Party closer to the time.
13.	Saturday morning training	JG reminded the Governors that the Full Governing Body Saturday Morning training session will be held on 6 th May 09:00-12:00 in Room H8 at the School. JG asked the Governors what items they would like to cover at this session it was agreed on the following: <ol style="list-style-type: none"> 1. The Governors Audit Review from the session in November 2016 2. PPI external report 3. Ofsted Inspection Dashboard 4. EBacc structure – revision on buckets
		The Chair thanked members of the complaint panel who attended a complaint panel meeting on Thursday 9 th March on the RS curriculum in Year 10 and Year 11

The meeting closed at 20:16

Next meeting: Thursday 18th May 2017 Conference Room 18:00

ACTIONS			
ITEM	ACTION	RESPONSIBLE	UPDATE
6.	PPI agenda item to be added to Full Governing Body Meetings as a regular item	Clerk	Placed on May FGB agenda
8.	Safeguarding online training for completion	SH, PL, PC, GW, and PQ	Clerk emailed reminder on 24/03/2017
8.	Prevent online training for completion	AW, PC, MB, RS, JK and SR	Clerk emailed reminder on 24/03/2017
8.	Part one of DfE statutory guidance "Keeping children safe in education" to be read by all Governors. Please inform Clerk via email when Governors have read for the Governor records.	GAJ, AW, MB, RS, JK,SHI, GW, SR,	Clerk emailed reminder 27/03/2017
12.	Clerk to email Governors with a reminder of the date for Governors' Staff Tea Party following this meeting and also to confirm time of Governors' staff tea party closer to time	Clerk	Reminder sent 27/03/2017 with date

Signed (Chair)

Date