



FULL GOVERNING BODY MEETING MINUTES

MINUTES OF THE MEETING HELD ON THURSDAY 12th OCTOBER 2017 AT 18:00 IN THE CONFERENCE ROOM

PRESENT: John Griffiths (JG), Sarah Roberts (SR), Suzanne Howells (SH), Tony Smith (TS), Audrey Whyte (AW), Penny Leach (PL), Gaydree Wrigley (GW), Michael Bull (MB) and Jason Knight (JK)

ALSO PRESENT: Emma Brinkhurst (Clerk)

	AGENDA ITEM	MINUTES
1.	Apologies for absence	Received and accepted from Radha Stuart (RS), Peter Colebourn (PC), Suzy Carpenter (SC), Graham Arr-Jones (GAJ) and Sarah Hinks (SHI)
2.	Minutes of previous meeting	A copy of the Minutes from Tuesday 5 th September 2017 was circulated with the agenda. This is also available in the Governor's shared area. The Minutes of 5th September 2017 were agreed as a correct record and signed JG.
3.	Matters arising	JG mentioned that a useful document had been sent out to Governors with the papers and agenda for today called Ofsted document – Questions from Ofsted for Governors. JG said this would be a useful document for Governors to try to answer. The Clerk said a paper copy is also in the new Governing Body folders for 2017/18. JG mentioned a Governors complaint panel needs to be arranged of three Governors – MB, PL (not 7/11/17), SR (not 9/11/17) and JK said they could possibly help. ACTION: Clerk to email the dates and times that TS has available to these Governors. JG asked if the Clerk could add this academic year's agreed objectives to the top of Governor agendas: <ul style="list-style-type: none"> • To promote Priory as an outstanding experience to all students • To monitor the performance of PPG to ensure value for money • Development of a local MAT. ACTION: Clerk to add objectives to the top of agendas from next meeting.
4.	Declaration of pecuniary/business interest	GW – Business Manager Glenleigh Park Primary Academy MB – University of Sussex Professor JG – Director JRTZ Ltd Consultant JK – Associate Dean Academic Development BIMM Group
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. <u>Page 2 – Autumn Census</u> The Autumn Census recorded 1146 students on roll. TS mentioned that the grid that is titled Student Numbers, Term 1 to 6 2017-18 recorded a total of 1144 this was correct at the time of TS writing the report but due to the time it takes TS to finish writing the Headteacher's

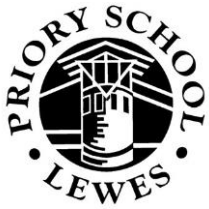
Signed (Chair)

Date



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		<p>Report this is the reason the figures differ.</p> <p>Q What is the PAN (Pupil Admission Number) figure? 1150 but it is likely it will end up being about 1160.</p> <p><u>Page 6</u></p> <p>The Attainment 8 and Progress 8 scores of our disadvantaged students have improved from last year (note that for 2017 the point's scores per grade were changed so the overall figure cannot be compared with previous years). Our disadvantaged students are likely to have performed better than similar disadvantaged students nationally:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th></th> <th>2015</th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>Attainment 8</td> <td>42.64</td> <td>39.9</td> <td>40.92</td> </tr> <tr> <td>Progress 8</td> <td>-0.28</td> <td>- 0.32</td> <td>-0.23</td> </tr> </tbody> </table> <p>The progress of disadvantaged students in Maths and English has improved. TS said that Maths and English is where the school put extra interventions in place so this is strong evidence that the interventions have made an impact:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th>P8 measure</th> <th>2015</th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>Maths</td> <td>- 0.68</td> <td>- 0.27</td> <td>- 0.10</td> </tr> <tr> <td>English</td> <td>+ 0.07</td> <td>- 0.22</td> <td>+ 0.10</td> </tr> </tbody> </table> <p>Q A Governor asked about page 6 of the report about the SEN data is yet to be confirmed but initial estimates suggest an attainment 8 score of 27.94 which would be lower than last year – why? TS said that the SEN group this year was a very different cohort and did struggle but we are awaiting national comparator data to understand the level of performance. The Pupil Premium Grant (PPG) students did narrow the gap.</p> <p>Q A Governor asked about Iband only being in Year 7 now? TS said that this is because the school could not afford Iband due to budget constraints. All staff are working hard to do quality first teaching this is being seen in the drop ins.</p> <p>Q A Governor asked about the INSET day on behaviour - how is this being implemented? TS said this has been revisited at a recent staff meeting - drop ins are showing some strategies have been employed. The drop ins and when TS visits lessons there is evidence that low level disruption has decreased.</p> <p>Q A Governor said what is the school's feeling on students wearing ear plugs in class to block out noise as a student had mentioned they are wearing these in lessons?</p>		2015	2016	2017	Attainment 8	42.64	39.9	40.92	Progress 8	-0.28	- 0.32	-0.23	P8 measure	2015	2016	2017	Maths	- 0.68	- 0.27	- 0.10	English	+ 0.07	- 0.22	+ 0.10
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	<p>COSHH in Art</p>	<p>TS said the teacher would ask the student to take them out. Ear phones are not allowed unless the teacher gives permission (e.g. for listening to material on the PC).</p> <p>Page 19/20 TS said the grid on page 19/20 shows the update on COSHH in 2017 and the Art 'spot check' report – TS last checked the outstanding items about a fortnight ago. ACTION: TS to update Governors on this at a future meeting. The Governors wanted to thank the Head of Art.</p> <p>Page 31 Parents Evening Attendance for 2016-17 Q Why the dip in Year 8 attendance at Parents Evening? TS said it was difficult to say but if you look at the same year group when they were in Year 7 they had a lower attendance than previous Year 7 groups. We did contact the vulnerable families and provide them with priority booking.</p> <p>Q A Governor asked if TS needs to provide so much detail to the Governors on health and safety within his report? It was felt that health and safety is needed to be covered in detail to Governors i.e. accidents.</p>
<p>6.</p>	<p>Co-opted Governor vacancy</p>	<p>A copy of the skills audit was circulated with the agenda. This is also available in the Governor's shared area.</p> <p>JG said that following Pauline's resignation there is a vacancy on the Governing Body for a Co-opted Governor.</p> <p>After some discussion it was felt that the skills audit shows that the governing body would like a new Governor with the following:</p> <ul style="list-style-type: none"> • Finance background • HR • Legal • Increased links with community • MAT knowledge / development <p>ACTION: Clerk to advertise vacancy on SGOSS and contact Governor Services as well.</p> <p>Q A Governor asked if the Clerk could email the expected responsibilities of Governors from the Code of Conduct i.e. meeting charter and governors obligations sheet so Governors could talk to people they may know about the vacancy? ACTION: Clerk to email documents to Governors.</p> <p>It was agreed that Strategic Organisation committee members will see information on candidates.</p>

Signed (Chair)

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7.	Investors in careers reassessment	<p>A copy of the letter was circulated with the agenda. This is also available in the Governor’s shared area.</p> <p>TS explained that it is three years since Priory gained the Investor in Careers award.</p> <p>TS said there is a slight cost but it is well worth the school having this award. This award recognises the commitment that the school will deliver high quality and impartial careers information, advice and guidance (CEIAG) to all students.</p> <p>Quality in Careers Standard is coming up for re-assessment; the full governing body are in agreement that Priory School will go for this award.</p> <p>JG mentioned that at results day there were people on hand from further education colleges and people able to give careers advice to students.</p> <p>SHI is the Link Governor for CEIAG.</p> <p>TS said hopefully we will pass and get the award - it is hard work to get. ACTION: TS to let Governors know when we achieve the award.</p>
8.	School Development Plan (SDP) 2017-18	<p>A copy of the SDP 2017-18 and SDP 2016-17 was circulated with the agenda. This is also available in the Governor’s shared area.</p> <p>TS said this is the SDP for this coming year – the layout has not changed as when the peer review was carried out it was felt the document was fit for purpose but needs to align more closely with the Self Evaluation Form (SEF).</p> <p>There are five sections on the SDP – four of the five include titles of the Ofsted framework: Objective 1 – Raising Attainment and Outcomes Objective 2 – Developing learning and teaching Objective 3 – Enhancing personal development Objective 4 – Enhancing Leadership and Management Objective 5 – Wider school improvement</p> <p>TS felt objective one is highly aspirational but it is important to aim high (we have spoken to staff about aiming for the stars and you may reach the sky!)</p> <p>Some Governors felt some of the objectives in objective 1 may be unrealistic and de-motivating – TS felt they were aspirational. Teachers own objectives for their appraisals do not include those quoted on objective 1.</p> <p>A 56.58 is a B+.</p> <p>TS asked the Governors to look at the SDP 2016-17 and progress check 4 that showed the gap had closed. TS said that impact statements are used along</p>

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		<p>with evidence.</p> <p>TS said that the school hope to do more sharing of practice within subjects and the peer coaching within school has been effective.</p> <p>It was mentioned that Governors could support the SDP on their governor visits by asking about closing the gap between PPG and Non PPG students.</p>
<p>9.</p>	<p>Self Evaluation Form (SEF) for 2016-17</p>	<p>A copy of the SEF was circulated with the agenda. This is also available in the Governor’s shared area.</p> <p>TS said that he has made changes to the SEF format starting with the front page which includes the context/challenges the school faces. TS said this is really important background information that Ofsted need to know. Lewes Bonfire Night is mentioned i.e. that this is part of Lewes traditions and affects the school’s attendance figures.</p> <p>Page 3 onwards shows progress made on key issues since the previous inspection report i.e. the key issues identified in the last Ofsted report, actions and progress/impact made.</p> <p>Section 1 is not written yet - JA is drafting this next week as the data has come in today. TS drew the Governors attention to page 10 – impact statements.</p> <p>TS said that he has included results from the surveys governors hand out at parents’ evenings i.e. page 14 shows parents responses to the question my child received appropriate homework.</p> <p>On Page 16 a leadership review was carried out in May 2017 – this can be used as evidence too.</p> <p>TS explained that impact can just be measured on a variety of levels, for example an email from a member of staff after a training session saying some training attended is improving their classroom practice.</p> <p>A Governor mentioned it would be good to have attendance figures for any training sessions that members of staff attend.</p> <p>The Governors thought the SEF was a much better document. It was also felt that this was a useful document in preparation for an Ofsted visit.</p> <p>The Governors asked if the SEF is on the school website – TS advised it is not as it is an internal document.</p> <p>A Governor said that a large number of students chose to go to Chailey this year – did TS know how many. TS did not know the numbers and was not aware of this as the school Year 7 was at PAN at the start of the year</p>

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11.	Safeguarding	<p>JG said that SHI has sent apologies for today' meeting but SHI asked JG to provide an update to Governors in her absence.</p> <p>SHI will be carrying out a Single Central Record (SCR) check on the 30th November and SHI is starting to arrange to work on the safeguarding audit with the school which has a deadline for completion of 5th January 2018. JG asked if any Governors can attend the SCR check on 30th November with SHI as PL was unfortunately unavailable.</p> <p>ACTION: Clerk to email Governors with time and date of SCR check to see if someone can attend with SHI.</p> <p>Prevent online training for completion by JK, MB, and GAJ.</p> <p>ACTION: Clerk to email details to JK, MB and GAJ - Governors to email Clerk certificate on completion.</p> <p>Safeguarding online renewal training for completion by RS, GAJ and MB. As per the school's child protection and safeguarding policy (10.4) this training should be carried out every two years.</p> <p>ACTION: Clerk to email details to RS, MB and GAJ - Governors to email Clerk certificate on completion.</p> <p>SH said that she attended some refresher safeguarding training recently for her school role and that at this session it was mentioned it was very important that Governors are fully aware of safeguarding i.e. the processes the school follow, that they know who the Designated Safeguarding Lead is on school, and what a Governor or a member of staff should do if a student approaches you as a Governor about a safeguarding problem. SH felt Governors need to complete their online training as Ofsted could check this if they carry out a visit. It was also felt that Pupil Premium Grant students are now spoken about at committee and full governors meetings and Governors are much more aware of PPG now. But SH felt that Governors do not know enough about Safeguarding. It was felt that perhaps Sam Twilley could attend full governors meetings regularly to talk to Governors about safeguarding or provide documents on this for the meetings.</p> <p>ACTION: Sam to attend full governors meetings to regularly update Governors on safeguarding or provide documents on this for the meetings.</p>
12.	Strategic Items	<p>Draft Minutes from both committee meetings are also emailed to all Governors.</p> <p>AW provided an update on the Teaching and Learning Committee meeting:</p> <ul style="list-style-type: none"> • Exam results with JA – AW said that TS has spoken about this under the Headteacher's report as well. JA explained that is not a level playing field and we can't compare results with previous years. TS explained that the school was advised not to include any data in the exams press statement this year. • PPG - The percentage of students eligible for PPG in the school at the

Signed (Chair)

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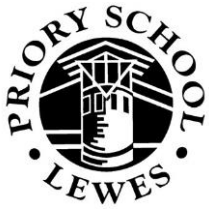


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		<p>moment is 16.7%. PAC shared the Strategy 2017-18 – PPG document with the committee which included information on various members of staff’s responsibilities with PPG. PAC mentioned that it would be good to add some Governor responsibilities for PPG into the document.</p> <ul style="list-style-type: none"> • Update on monitoring of teaching & learning – KC went through information on Maths which was doing well. MFL was strong, P.E. and Science was doing ok. Also on Page 15/16 of the Headteacher’s report. • Business and Enterprise/ audits– robust discussion at meeting and this is now a standing item for this year. JG is arranging a visit with the department. It was mentioned perhaps Governors could carry out a classroom/SLT visit before Xmas. Governors were reminded to include the Clerk and KC on emails when setting these up. <p>GW provided an update on the Strategic Organisation Committee meeting:</p> <ul style="list-style-type: none"> • PPG – PAC did a slideshow on PPG and was very positive. The gap between PPG students and non PPG students has decreased. PAC spoke about strategies used with the Year 11 students. The plan for 2017-18: Continue with subject specific TAs, Continue with staffing levels in Maths and English, Enhance Easter revision classes i.e. Maths, SLT mentoring – it was felt makes a difference, Pastoral mentoring – non tutors, Booster sessions in tutor time after Easter, SDP – objective 2 Teaching & Learning - embed practice and systems in every lesson - every day. The long term hope is intervention in the future might not be needed. GW is coming into do a visit with PAC on PPG next term. • Budget – There was some staff changes in the summer. The key point was that the out-turn figures were considerably better than at the last meeting for the three year plan. Also on page 28/29 of Headteacher’s Report.
13.	Policy Reviews	<p>A copy of the policy was circulated with 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"> • Allegations of abuse against staff <p>JG mentioned that at the Strategic Organisation committee meeting policies were spoken about as it was felt that a lot of the ESCC polices adopted are for East Sussex employees and not necessarily for East Sussex school staff. Also at the Strategic Organisation committee it was spoken about whether BrowneJacobson could give advice on policies.</p>
	<p>REMINDER: Pay Policy 2017/18 comments Appraisal Policy comments</p>	<p>The Clerk reminded Governors that any comments on the Pay Policy 2017/18 needed to be in by Fri 13th October and any comments on the Appraisal Policy needed to be in by Tues 17th October at the latest. TS said to the Governors these are model policies with minor changes that have been made for Priory.</p>

Signed (Chair)

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The meeting closed at 20.12

Next meeting: Thursday 14 December 2017 18:00 Conference Room

ACTIONS			
ITEM	ACTION	RESPONSIBLE	UPDATE
3.	Clerk to email the dates and times that TS has available for the Governors complaint panel	Clerk	Done via email 16/10/2017 @ 08:30
3.	Clerk to add this year's objectives to the top of agendas for the rest of this year	Clerk	Next FGB agenda 14/12/2017
5.	TS to update Governors further on COSHH in Art at a future meeting	TS/Clerk	Future FGB agenda
6.	Clerk to advertise vacancy on SGOSS and contact Governor Services	Clerk	Done
6.	Clerk to email meeting charter and governors obligations sheet from code of conduct to Governors	Clerk	Done via email 13/10/2017 @ 15:24
7.	TS to let Governors know when we achieve Investors in careers reassessment	TS	Future FGB agenda
11.	Clerk to email Governors with time and date of SCR check to see if someone can attend with SHI	Clerk	Done via email 13/10/2017 @ 09:44
11.	Prevent online training for completion by	JK, MB and GAJ	Clerk emailed details to JK, MB, and GAJ on 13/10/17 @ 14:13 & 14:14 & 14:15.
11.	Safeguarding online renewal training for completion by	RS, GAJ, and MB	Clerk emailed details 13/10/2017 @ 14:08, 14:10 & 14:12
11.	Sam to attend full governors meetings to regular update Governors on safeguarding or provide documents on this for the meetings	Clerk/TS	Agenda Item 1 FGB 14/12/2017

Signed (Chair)

Date