



FULL GOVERNING BODY MEETING MINUTES

MINUTES OF THE MEETING HELD ON THURSDAY 14th DECEMBER 2017 AT 18.00 IN THE CONFERENCE ROOM

PRESENT: Gaydree Wrigley (GW), Graham Arr-Jones (GAJ), Jason Knight (JK), John Griffiths (JG), Michael Bull (MB), Penny Leach (PL), Peter Colebourn (PC), Sarah Hinks (SHI), Sarah Roberts (SR), Suzy Carpenter (SC), Suzanne Howells (SH) and Tony Smith (TS)

ALSO PRESENT: Emma Brinkhurst (Clerk)

Samantha Twilley (Assistant Headteacher)

	AGENDA ITEM	MINUTES
1.	<p>Safeguarding Update from Mrs Twilley (Action from FGB 12/10/2017)</p> <p>Safeguarding Link Governor update</p> <p>Prevent online training for</p>	<p>The Designated Safeguarding Lead Mrs Twilley attended the meeting to give the Governors an annual report on Safeguarding. ST updated the governors on the range and complexity of cases. ST stressed that each case can demand a considerable amount of time and that resources are very stretched with complex cases.</p> <p>One governor challenged the Headteacher about whether this was a good use of resources given the number of other priorities the school is facing.</p> <p>18:50 ST left the meeting</p> <p>SHI gave the Governors an update:</p> <p>SR and SHI came into school to do a Single Central Record (SCR) check on 30 November 2017 with the Personnel Officer. SHI said the Personnel Officer has worked hard on the SCR. SHI mentioned she 'dip tested' some personnel files when carrying out the SCR.</p> <p>SHI explained to the Governors that SCR checks need to be carried out six times per year now SHI asked if this can be shared with other Governors.</p> <p>SHI mentioned there is Governor training available entitled Single Central Record (SCR) - for those in school who maintain and audit the SCR the next training dates for this is 19 Jan 2018 9am-midday at Uckfield Civic Centre or 8 March 2018 9am-midday at Uckfield Civic Centre.</p> <p>ACTION: Governors to let Clerk know if you would like to attend.</p> <p>SHI said the school have to submit the s175 Safeguarding Audit toolkit & action plan for 2017 by Fri 5th Jan 2018 - SHI has met with KC about this and will have another meeting with KC next week.</p>

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	<p>completion by MB and GAJ and Safeguarding renewal online training for completion by RS, GAJ, and MB</p>	<p>Child Protection refresher training is being held in the hall on Mon 29th January - Governors are welcome to attend. The sessions are 14:15 - 15:15 <u>or</u> 15:30-16:30. Please see email from Clerk sent on 22/11/17 for details.</p> <p>ACTION: Please inform Clerk if you want to attend.</p> <p>JG mentioned to the Governors that Governors need to complete the online Prevent training and Safeguarding renewal online training by the next Full Governors meeting on Thursday 8th February 2018 at the very latest. The school have got a no on the s175 Safeguarding Audit toolkit & action plan for 2017 as all Governors have not completed their online training. Governors to email Clerk there certificates.</p> <p>ACTION: MB and GAJ to complete Prevent online training and GAJ, RS, and MB to complete their online safeguarding renewal training by the next Full Governors meeting on 8th February. Clerk to email details of training.</p>
2.	Apologies for absence	Received and accepted from Radha Stuart (RS) and Audrey Whyte (AW).
3.	Minutes of previous meeting	<p>A copy of the Minutes from Thursday 12th October 2017 was circulated with the agenda. This is also available in the Governor's shared area.</p> <p>The Minutes of 12th October 2017 were agreed as a correct record and signed JG.</p>
4.	Matters arising	None
5.	Declaration of pecuniary/business interest	<p>GW – Business Manager Glenleigh Park Primary Academy MB – University of Sussex Professor JG – Director JRTZ Ltd Consultant JK – Associate Dean Academic Development BIMM Group SHI – National Citizens Service (NCS) South East 1 (SE1 area) Supply Chain Manager – Advanced Personnel Management (APM) LTD</p>
6.	Technical and Further Education Act 2017	<p>A copy of the Priory School Provider Access Policy was circulated with the agenda. This is also available in the Governor's shared area.</p> <p>TS explained the Policy sets out the school's arrangements for managing the access of providers to students at the school for the purposes of giving them information about the provider's education or training offer.</p> <p>The Governors agreed to adopt this Policy and JG and TS signed the Policy - policy to be reviewed annually. The policy will be on the school website from January 2018.</p>
7.	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>Page 3 – Key Stage 4 projections (2018) – Headline data</p> <p>TS explained that the data was collected in October – the next data</p>

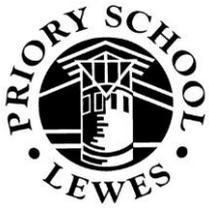
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	<p>trawl will be in January following the mock exams.</p> <p>TS said that JA's formula is the minimum attainment level (MAL) – what students should get at KS2.</p> <p>Progress Score all (234) compared to the MAL -0.13 Attainment 8 All 54.38 % Ebacc 9-5 All 17 % Ebacc eligible All 19 Very few entering Ebacc. Low Prior Attainment: Attainment estimate = 25.77 Teacher professional prediction = 28.40.</p> <p>Middle Prior Attainment: Attainment estimate = 43.34 Teacher professional prediction = 45.79.</p> <p>Higher Prior Attainment: Attainment estimate = 63.23 Teacher professional prediction = 61.51.</p> <p>JA used the 2016 projections these are more favourable to lower prior attainment students. It is difficult to estimate progress until everyone has sat the exams.</p> <p>Emerging lines: Primary schools are effective at supporting students with preparation for SATs - KS2 results are generally high. It would be interesting to track data from KS1. The school don't know the fine detail for estimating for brand new qualifications.</p> <p>% 9-5 both English and Maths All 57 % 9-5 both English and Maths All 80</p> <p>TS said he is slightly more confident with outcomes 57% Maths and English 9-5. There are harder grade boundaries for best estimates.</p> <p><u>P.4 2018 cohort subject summary – October 2017 tracker</u> TS said that every student's attainment figures are added up and divided by the average staff predications. English's residual is -0.21 (quarter of a grade down) and Maths -0.87.</p> <p>Q A Governor asked why do we do the residuals as we are always told they are useless? TS said to give an overview and then staff can scrutinise at individual</p>
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students and provide interventions. SLT review Pupil Premium students every week and discuss them at individual level. TS said it is useful to know where we should be. TS said that SLT can look into the finer detail like which subjects and teachers.

Q A Governor asked TS how the mock exams went?

TS said the mocks went well – behaviour was excellent – not wearing full uniform was the only issue. TS said students were sent home to change if they were not wearing uniform.

Q A Governor asked TS if students did not need to wear a blazer during the mock exams?

TS said students could take off there blazers once inside.

Q A Governor asked what response the school have had from students and parents on Business and Enterprise?

Students will get a certificate for the award which they have accepted. No homework is set students are motivated and very grateful for the revision materials put on the website. TS said he would like to thank PAC for all her work running Business and Enterprise and all the research she has carried out. TS said the department have a good supply teacher. A small proportion of students refused to write on the mock exam paper which will be reviewed by PAC and SLT.

The SEN students' attainment estimate was 34.96 and the teacher professional prediction is 35.99.

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Q A Governor asked how many SEN students are there?

TS reported there are 19 SEN and 33 disadvantaged.

ACTION: TS to confirm – Clerk to add to Minutes.

Q A Governor asked what % of students is out of the normal catchment area?

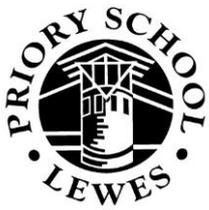
TS said out of 234 admissions – 35/40 is out of catchment area.

Attendance – Page 6

Term one this year was at 94.2% a slight improvement compared to term 1 in 2016 93.7% but down on 2015. DfE data is in the public domain but a year behind i.e. 2015/16 data. Nationally attendance is 5.2% - Priory is 5.3% - persistent absence i.e. school refusers is higher. TS said with general absence we struggle to hit the target.

Overall why we were not at 95%:

A culture of some parents taking students out of school in term time for a holiday, there are **not** authorised. TS spoke about the ten in ten



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		<p>patterns of missing school i.e. always having Friday off. A letter is sent to parents to let them know a pattern is emerging of their child missing school.</p> <p>An example was given of a student who for the last 4 weeks has missed school every Tuesday. If this continues to the end of the year six weeks of school will be lost. TS said NA, VR and the house teams work hard on attendance. TS said VR drives some students into school too. Priory is ranked 6th for cumulative absence term 1-6.</p> <p>A Governor said the 'Get a grip' campaign has upset a lot of parents.</p> <p><u>Exclusions Page 6-9</u></p> <p>TS said that Priory tries hard not to exclude and use alternative provision i.e. forest school and media school (which Priory funds) – in terms of days lost Priory is 6th with 85.5 days lost. TS explained that alternative provision provided by the Local Authority is in Hastings/Bexhill which means the school have to pay transport costs to get our students there. We buy provision from Plumpton College for some Year 10 and 11 students. TS said it is always a last resort to exclude.</p> <p><u>Page 16 – Wednesday Training including attendance figures</u></p> <p>TS explained that the Wednesday training on using Idoceo app as a mark book was quite specific training (for staff with iPads and the school does not have many) and no one attended. TS said the attendance figures for Wednesday training sessions have been included on the headteacher's report.</p> <p><u>Page 29 - Fundraising update</u></p> <p>The Governors wanted to thank Friends of Priory (Fop) for their funding support. This coming year their main fundraising project will be the refurbishment of the Food Technology rooms and FoP has pledged £30,000 which is a great start. The Governors wanted to also thank AJB for fundraising for Priory.</p> <p><u>Page 21 – Update on COSHH in Art (Action from FGB 12/10/2017)</u></p> <p>TS advised the Governors the update on COSHH in Art is on page 21 – stain block needs to be written. JG asked TS to thank BF for her work on this.</p>
8.	Strategic Items	<p>Draft Minutes from both committee meetings are also emailed to all Governors.</p> <p>GW provided an update on the Strategic Organisation Committee meeting:</p> <p>PP update: PAC provided the committee with the latest version of the 2017-18 Pupil Premium Funding Priory September 2017 document. This is also on the school's website. TS said PAC has received the latest data</p>

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	<p>(via ASP) which was released last Friday and PAC is updating this document.</p> <p>PAC went through the evaluation for 2016-17 and the planning outline for 2017-18 i.e. what had been successful and what hadn't. Priory is continuing with Lexia as the school had a three year contract.</p> <p>Budget Share: There was no change to the current budget share for 2017/2018 which is £5,508.542. IF went through staff changes and money going in and out. The committee looked at benchmarking graphs – it is difficult to compare but Priory was doing ok.</p> <p>SFVS (Schools Financial Value Standard): IF explained to the committee that this is completed each year and is a statutory document - the document has not changed since last year. A copy of the SFVS was circulated with this agenda and is also available in the Governors' shared area. All Governors approved the SFVS document this was signed JG for the Bursar's/Clerk's records.</p> <p>General Data Protection Regulations GDPR Officer recruitment: GW said that the school were aiming to recruit a part time GDPR Officer – TS said we have now recruited for this role. TS asked the Governors if they would agree to Priory spending £750 for a Local Authority compliance check. The Governors agreed.</p> <p>JG provided an update on the Teaching and Learning Committee meeting:</p> <p>Update on monitoring of teaching and learning: Following the issues with Business and Enterprise KC confirmed to the committee all subject schemes of work have been audited. JG explained that KC showed the committee some of the drop in forms, evaluation and work scrutiny forms. JG said it was helpful for Governors to see. A focus across subjects has been literacy and maths has made real strides in this. Design Technology has been split into three separate areas Food, Design Technology and Computing – separate Heads.</p> <p>Pupil Premium update: PAC told the committee that Pupil Premium is an item on the Monday staff briefing and weekly link meetings. PAC told the committee about the individual photo report cards which are accessible by all staff on quick links and show i.e. interventions.</p> <p>Student progress tracker data: JA said the monitoring is robust and we are a long way forward in two years however the data uses a linear progress approach and we know that this is not the case when comparing over short periods. This information is also included in the Headteacher's report.</p> <p>GW provided an update on the Pay Committee meeting: SR and GW attended - GW said that the Pay committee met to review increments for teaching staff. TS provided the committee with anonymised statements and took them through these statements. No appeals have been received.</p>
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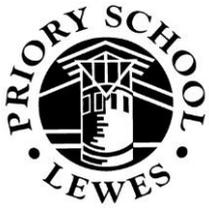


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9.	Subject Reports for Governors Governor classroom/SLT visits Summary	Carried forward to next meeting.
11.	LA and Exclusion following PL attending the Governor Forum on 14/11/2017	<p>A copy of the various documents was circulated with the agenda. This is also available in the Governor's shared area.</p> <p>PL said that the Forum was well attended but by Primary school Governors - only two secondary school governors attended. PL felt that attendance and exclusions being covered in one forum were too much for one session.</p> <p>The Governors Disciplinary Committee Local Authority statement has changed and the wording makes it very challenging for Governors to exclude any student.</p> <p>One of the questions asked at the meeting was how do we move the exclusion ethos to an inclusion ethos – website, environment, consistent quality first teaching. Schools to intervene earlier. The graduated response was if only schools would get in touch at the very beginning. They said that schools are taking up places at college central for permanent exclusions that should be used for temporary placements.</p> <p>MB left 20:02</p> <p>TS said he has raised his concerns about the wording of the Governors Disciplinary Committee statement and the Headteacher's group has also written in about this wording.</p>
12.	Policy Reviews	<p>Copies of the policies were circulated with the agenda. These are also available in the Governor's shared area.</p> <p>The following policies were agreed:</p> <ul style="list-style-type: none"> • P.E Health & Safety (changes highlighted) • Child Protection and Safeguarding (model ESCC) • ESCC Managing Change (updated version) • ESCC Attendance Management Policy & Procedure (updated version) • ESCC Personal Files policy on access storage and retention (updated version) • ESCC Stress Management Policy (updated version) • Lewes District Schools' Joint Attendance Policy and form
13.	Attendance a SLG (Governors and SLT) meeting	Carried forward to next meeting.
14.	Saturday Training feedback	Carried forward to next meeting.

The meeting closed at 20:20

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Next meeting: Thursday 8th February 2018 18:00 Conference Room

ACTIONS			
ITEM	ACTION	RESPONSIBLE	UPDATE
1.	Governors to let Clerk know if they want to attend Single Central Record (SCR) - for those in school who maintain and audit the SCR training	Governors	Clerk received no emails.
1.	Governors to let Clerk know if they wish to attend Child Protection refresher training on Mon 29 th January	Governors	Clerk sent an email reminder of session times on 15 th December at 14.38 to Governors.
1.	MB and GAJ to complete Prevent online training By 8th February. GAJ, RS, and MB to complete online renewal safeguarding training by 8th February.	GAJ, MB, RS, GAJ, and MB	Clerk emailed reminder on 15 th December. GAJ and MB completed. GAJ and MB have completed.
7.	TS to confirm how many SEN students there are for page 5 of the Headteacher's report – Clerk to add to Minutes	TS/Clerk	Done

Signed (Chair) Date