



FULL GOVERNING BODY MEETING MINUTES

MINUTES OF THE MEETING HELD ON THURSDAY 8TH FEBRUARY 2018 AT 18:00 IN THE CONFERENCE ROOM

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

ALSO PRESENT: Emma Brinkhurst (Clerk)

	AGENDA ITEM	MINUTES
1.	Apologies for absence	Received and accepted from Radha Stuart (RS), Audrey Whyte (AW), Michael Bull (MB) and Suzanne Howells (SH)
2.	Minutes of previous meeting	A copy of the Minutes from Thursday 14 th December 2017 was circulated with the agenda. This is also available in the Governor’s shared area. The Minutes of 14th December 2017 were agreed as a correct record and signed JG.
3.	Matters Arising	None
4.	Declaration of pecuniary/business interest	GW – Business Manager Glenleigh Park Primary Academy 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
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. Key points: TS drew the Governors attention to the executive summary on page 1. 1. Student Performance <ul style="list-style-type: none"> • Priory School current Year 11 (2017-18) Jan data capture: <ul style="list-style-type: none"> - 54% estimate for L5+ Eng and Maths (was 57% in Oct) - Projected A8 score of 52.96 (54.38 in Oct) is below the ‘target’ of 54.51 - Low PA performing above Min Attainment Level - SEN performing above Min Attainment Level <p>The Year 11 performance data capture is in the form of fine grading which is a professional prediction – this is more useful than the mock which is a mark from a paper alone. There have been some declines in many areas since October as staff gets slightly closer to GCSE – slightly conservative.</p> <p><u>Page 3-4 Key stage 4 projections (2018) – Headline data</u></p>

Signed (Chair)

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		<p>The current Year 11 data analysis is comprised of teachers’ professional predictions against the ‘Minimum Attainment Level’ (MAL) for each student in each subject. The progress score is calculated by assessing the estimate difference to the MAL which we estimate as being A8 = 52.96). The data reported below was collected in January with the October data in brackets. New Performance measures (teacher predictions Jan 2018):</p> <p>Progress score All (234) (-0.13) -1.55 Attainment 8 All (54.38) 52.96 % 9-5 both En & Ma All (57) 54% %9-4 both En & Ma All (80) 71% % Ebacc 9-5 All (17) 15% %Ebacc Eligible All (19) 19%</p> <p>Key Stage 4 predictions – Attainment Data (Oct 2017)</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th></th> <th>9-5</th> <th>9-4</th> </tr> </thead> <tbody> <tr> <td><i>Maths (Oct)</i></td> <td>57</td> <td>80</td> </tr> <tr> <td>Maths (Jan)</td> <td>55.4</td> <td>72.1</td> </tr> <tr> <td><i>English (Oct)</i></td> <td>81</td> <td>94</td> </tr> <tr> <td>English (Jan)</td> <td>81.2</td> <td>91.0</td> </tr> </tbody> </table> <p>Maths is the limiting factor for the combined measure of Maths and English.</p> <p>The open pillar continues to be a concern partly because we have only eight subjects for most students given the decision to change Business and Enterprise to the Award (which is not accepted as a performance measure as it is equivalent to a short course.). If students drop a subject or perform badly in one subject this will have a significant impact on the Open Element score.</p> <p>There is no longer IGCSEs so candidates from private schools are likely to increase the number of students at the higher grades.</p> <p>Q Do schools benchmark by a 5 or 4? Ofsted are primarily concerned with the percentage of students at a grade 5 or above. For students a grade 4 prevents them having to re-sit at College. Some Colleges will accept a grade 4 in English and Maths for example for some of the creative subjects. TS said Priory was featured in the Sussex Express for the highest performing state school in terms of percentage of students achieving Grade 5+ in English and maths – there are a range of different measures which can be used and if this was based on Progress 8 Priory would have been average 0.3+ in our favour.</p> <p><u>Page 5-6</u></p>		9-5	9-4	<i>Maths (Oct)</i>	57	80	Maths (Jan)	55.4	72.1	<i>English (Oct)</i>	81	94	English (Jan)	81.2	91.0
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		<p>The Attainment estimates of the current Year 11 for January are:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 30%;">disadvantaged</th> <th style="width: 30%;">Attainment estimate</th> <th style="width: 40%;">Teacher professional prediction</th> </tr> </thead> <tbody> <tr> <td>Disadvantaged (Oct)</td> <td rowspan="2" style="text-align: center;">50.19</td> <td style="background-color: #f08080;">47.62</td> </tr> <tr> <td>Disadvantaged (Jan)</td> <td style="background-color: #f08080;">45.8</td> </tr> <tr> <td>Non Disadvantaged (Oct)</td> <td rowspan="2" style="text-align: center;">55.21</td> <td style="background-color: #f5deb3;">55.38</td> </tr> <tr> <td>Non Disadvantaged (Jan)</td> <td style="background-color: #f08080;">54.12</td> </tr> <tr> <td>SEN (Oct)</td> <td rowspan="2" style="text-align: center;">34.96</td> <td style="background-color: #c8e6c9;">35.99</td> </tr> <tr> <td>SEN (Jan)</td> <td style="background-color: #f5deb3;">34.06</td> </tr> </tbody> </table> <p>JA has used 2017 prior attainment projections (last year's data) for the data on page 5. We don't know what the 2018 projection data will be until the examinations are marked. For Priory School there is a similar pattern for the last three years. The open element is still a concern not every student takes three open elements. TS said that some students/parents are approaching the school once they have got there college offer to drop a subject due to exam pressures. Governors mentioned that some of the open elements take up a lot of time i.e. Art.</p> <p>Page 4 Ebacc TS said that by and large the Ebacc is performing well; Classics have a higher residual as it is popular and well taught.</p> <p>Q Are other students at other schools not doing the same? All schools are using different structures – some students take exams early in Year 10. Some schools have 5/6 open element subjects not favoured by Ofsted as this could be seen as gaming but it does help with the Open Element scores.</p> <p>Due to the changes to the curriculum – forced curriculum Ebacc we expect better progress in 2019.</p> <p>Q Are you not surprised the figures get worse? TS felt that it is due to better teacher predictions. The mocks is an intense period for students it is not like a test so it does give a better indication of performance for example students have to learn 30 formulas for Science and apply these under exam pressures</p> <p>Attendance page 7/8 Attendance Term 2 this year was 92.6% which is a slight improvement compared to term 2 in 2016 (92.4%) Priory is ranked 8th for cumulative absence in term 1.</p> <p>Q A Governor mentioned that unauthorised absences seem to be going up?</p>	disadvantaged	Attainment estimate	Teacher professional prediction	Disadvantaged (Oct)	50.19	47.62	Disadvantaged (Jan)	45.8	Non Disadvantaged (Oct)	55.21	55.38	Non Disadvantaged (Jan)	54.12	SEN (Oct)	34.96	35.99	SEN (Jan)	34.06
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TS felt it is increasing slightly due to TS not authorising holidays in term time. TS said that this is a particular problem when term ends on a short week. An Eastbourne academy does not have any half weeks due to this problem. If a student has 89% attendance this means they would have lost a year's schooling by the time they leave Priory. ESCC is amongst the worst counties for absence nationally.

Exclusions page 8/9

Eight students were excluded in Term 2 - one was a permanent exclusion. Priory is ranked 17th when compared to all East Sussex secondary schools.

Q Is the school recording our figures by the book?

TS said yes we are. TS said if students are not in uniform they can be sent home to correct the uniform and return, we are aware some schools use this strategy in place of exclusion. Other strategies used by schools include asking parents to collect their child due to them being unfit for school but this is normally due to bad behaviour. The data is difficult to compare if all schools are not recording in the same way.

Q How do we record our data?

Through Sims.

Page 17/18 Wednesday training

TS said that the numbers of staff attending the in house Wednesday training sessions have been included on page 17/18.

Teaching school page 30/31/32

Priory started as a Teaching School on 1st September 2017 – this disadvantaged the school as the timetable for the academic year had already been written.

TS said KC is doing an excellent job as Director of the Teaching School. The teaching school was given £60K for Year 1 of Teaching School – this is a small amount given the extent of the work required.

Priory has recruited four members of staff to lead on four strands including recruitment/apprenticeships.

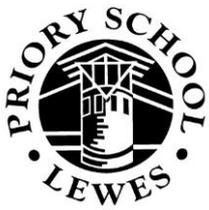
KC needs to set up an alliance steering group.

TS has also been approved to support other schools with recruitment and retention issues – if he is used to full capacity over three years £54,000 would be gained.

The school is delivering on:

Signed (Chair)

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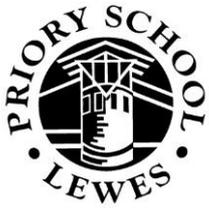


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		<p>1. NPQML (National Professional Qualification for Middle Leadership) Sixteen delegates attended from the NPQML - two of our staff ran the course.</p> <p>2. Project Managing the Local Authority SSIF (Strategic School Initiative Fund)Project Sara Riley is the project lead and most schools are participating, however the ARK schools are proving difficult to engage with.</p> <p>3. Tailored Support Programme TS and KC applied for a bid – both were agreed. £400 has been gained for a member of staff per day and £600 per day for TS.</p> <p>Formal complaints page 33/34 Q A Governor asked what is Whisper? TS said that it is an anonymous reporting system –TS said that sometimes people don't put much detail when they report something which makes it difficult for the school but it does help with our awareness.</p>
6.	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>Pupil Premium – PAC explained the finance aspect of the pupil premium report with the committee. PAC will cover the teaching and learning impact of pupil premium with the teaching and learning committee. PAC said that more robust impact statements need to be added to the report – as not everything is measured. TS said he felt the report was fair and has been improved over time.</p> <p>Budget Reports - Page 28 – this is included in the Headteacher's report.</p> <p>Long term contingency - IF recommended increasing the long term contingency by £20,000 to contribute to the refurbishment of the Food technology rooms (4 and 5) and replacement of computers and ICT equipment in the financial year 2018/19. Long term contingency does not count in the surplus.</p> <p>Possible pay increases – It was explained that in September 2017 Priory implemented the 2% pay increase for main scale teachers on points 2-5. GW explained that the committee have asked IF to come back to the next committee meeting with possible scenarios if a 2% - 5% pay increase is agreed across the board and is not funded. This would be catastrophic for the budget if not funded. The increase could be an extra £150,000 for teachers alone. TS explained that the staffing is carefully managed and that if a</p>

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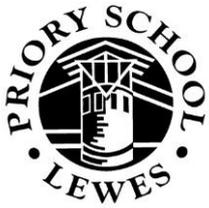


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		<p>member of staff leaves – robust conversations are held as to whether the position needs to be filled again.</p> <p>Letting Charges – IF recommended these remain the same as they are not to make money but for the local community and to cover costs.</p> <p>Capita projects – LED lights are to be fitted which are cheaper in the long run these will be funded by an interest free government loan.</p> <p>East Sussex re-roofing south block - East Sussex has submitted a bid for some re-roofing on the south side in South Block – Art/Maths classrooms leak. IF is waiting to hear if the bid has been successful.</p> <p>GDPR (General Data Protection Regulations) – PC attended a Governor briefing session on GDPR. GDPR comes into force on 25th May 2018. The school have employed a GDPR officer – strong applicant. TS said she has started very well one of her first tasks will be carrying out the audit, researching the issue of consent for data use and staff training. The GDPR officer reports to TS so she is better able to enforce GDPR. In the future there is the possibility of supporting other schools within the Trust. PC said that Governors need to be aware of GDPR and see evidence GDPR has been implemented i.e. completed audit.</p> <p>The update from Teaching and Learning committee will be moved to the next meeting due to MB not being at the meeting.</p> <p>ACTION: Clerk to add to next agenda.</p>
7.	Subject reports for Governors	<p>Copies of the various subject reports for Governors were circulated with the agenda. This is also available in the Governor’s shared area.</p> <p>JG asked the Governors if they had any questions on the reports.</p> <p>A Governor said there was warning signs of concerns of data with Art – unrealistic scores and a lack of specialist teachers in primary school meant using KS2 data was variable. Some students would not have had an Art teacher before so quality of skills varies on entry.</p> <p>It was also said that Music mentioned problems with data from the Cats scores. It was said that teachers felt it was not fair if i.e. a student could not paint/draw yet KS2 data was used to set the MAL.</p> <p>History mentioned they need training to gain a better understanding of how to use the data. JA is working on more accessible data through Sims for staff to use.</p> <p>English – The Governors thought the report and level of analysis was</p>

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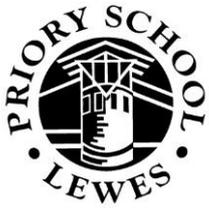


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		<p>remarkable.</p> <p>The format for the subject reports was felt to be much better.</p> <p>Modern Foreign Languages have stated that more user friendly tracking would be a great benefit.</p> <p>Q Do different subjects see each other's reports? No, they don't.</p>
	Governor Classroom/SLT visits summary	<p>The Governor classroom/SLT visits summary was circulated to the Governors with the agenda and is also in the Governors shared drive.</p> <p>JG thanked the Clerk for the document. JG asked Governors if they can try to carry out their visits including their links to SLT. TS said that the Governor surveys handed out at parents evening are helpful to TS to show parents opinions. The summary graphs are published in Newsletters. A Governor suggested for future parents evening two Governors per time slot so that one Governor could wander and speak to parents when they are waiting to see a teacher. TS said that the Clerk does a good job with collating the results.</p>
8.	MAT update	To be added to the next agenda.
9.	Attendance at SLG (Governors and Senior Leadership Team) meetings	<p>JG explained that the last SLG meeting was not viable due to lack of Governors who were able to attend and was cancelled. JG explained that SLT are very busy and it shows Governors in a bad light when only two of three Governors attend. JG asked do Governors feel we need these meetings. Some Governors said that the 15:30 start time is difficult for them. It was suggested perhaps there could be a change in time – TS felt that if this was held later there is a risk that fewer SLT will attend. Governors agreed the meetings were interesting and engaging. Governors felt that seeing members of SLT and working together on the group work was useful.</p> <p>TS's suggestion was to perhaps reduce these meetings to one per academic year in the summer to discuss the School Development Plan which is important. ACTION: Place on next agenda for further discussion.</p>
10.	<p>Saturday training feedback</p> <p>Ofsted script</p>	<p>The skills audit results and Ofsted scrip was circulated to the Governors with the agenda and is also in the Governors shared area. ACTION: Saturday training feedback – skills audit results to be placed on next agenda.</p> <p>TS said that there is a possibility Ofsted could call from Mon 26th February to arrange a one day visit (due to the Ofsted window). TS said that due to the Business and Enterprise results they could look at consistency across subjects. Religious Studies could also be a focus as the</p>

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		<p>careers qualification (NVQ Level 4) to supplement the work of the external Careers Adviser as was the case at the time of the last assessment. TS mentioned the Librarian may be asked to complete the NVQ as the previous Librarian had been working towards this.</p> <p>Consider setting up another work related learning activity for a different whole year group i.e. what's my line in Year 9 to enable more students to meet employers.</p> <p>The Governors wanted to thank LAW for her work on this.</p>
12.	INFO: A review of the school's website for compliance with statutory information has been carried out	<p>The website checklist was circulated to the Governors with the agenda and is also in the Governors shared area.</p> <p>JG thanked the Clerk for carrying out the website review.</p> <p>Governor Services recommend the review of the website should be carried out twice per academic year.</p> <p>There were no actions to be completed following the website review.</p>
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"> • Recruitment and Selection Dec 2017 <p>A Governor asked about 9.1 Page 5 would you not see someone via Skype if they could not attend in person. (9.1 =A face to face interview must take place for all applicants to all posts. The use of video conferencing, Skype, Facetime or other similar technologies is not used at Priory School.) TS said that all candidates need to be seen face to face - Teachers need to teach part of a lesson.</p> <p>A Governor said that on 7.1 -page 4/5 an apostrophe is missing on the policy and The school needs to be changed to Priory on 13.1 - page 7.</p> <p>ACTION: Clerk to amend.</p>

The meeting closed at 20:15

Next meeting: Thursday 15 March 2018 18:00 Conference Room

Signed (Chair)

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ACTIONS			
ITEM	ACTION	RESPONSIBLE	UPDATE
6	MB to provide strategic items from Teaching and Learning committee meeting from 18/01/18 at next FGB meeting	MB	To be added to next FGB agenda 08/03/2018
8	MAT update to be added to next FGB agenda	JG/Clerk	To be added to next FGB agenda 08/03/2018
9	Attendance at SLG meetings to be added to next FGB agenda for further discussion	Clerk/JG	To be added to next FGB agenda 08/03/2018
10	Saturday training feedback – skills audit results to be added to next FGB agenda	Clerk/JG	To be added to next FGB agenda 08/03/2018
10	Clerk to email Ofsted script to Governors as a separate document	Clerk	Emailed on 09/02/18 at 08:50
11	Clerk to add presentation and report - Careers to Governors shared area	Clerk	Done
13	Clerk to make changes to policy	Clerk	Done - 7.1 F - Applicant's suitability apostrophe added to sentence. The School changed to Priory throughout policy.

Signed (Chair)

Date