



## FULL GOVERNING BODY MEETING MINUTES

MINUTES OF THE MEETING HELD ON THURSDAY 17<sup>TH</sup> MAY 2018 AT 18.00 IN THE CONFERENCE ROOM

PRESENT: Gaydree Wrigley (GW), John Griffiths (JG), Michael Bull (MB), Penny Leach (PL), Peter Colebourn (PC), Sarah Hinks (SHI), Sarah Roberts (SR), Susan Carpenter (SC), Suzanne Howells (SH), Tony Smith (TS)

ALSO PRESENT: Emma Brinkhurst (Clerk)

	AGENDA ITEM	MINUTES
1.	Apologies for absence	Received and accepted from Radha Stuart (RS), Graham Arr-Jones (GAJ) and Jason Knight (JK)
2.	Minutes of previous meeting	A copy of the Minutes from Thursday 15 <sup>th</sup> March 2018 was circulated with the agenda. This is also available in the Governor's shared area.  <b>The Minutes of Thursday 15<sup>th</sup> March 2018 were agreed as a correct record and signed JG.</b>
3.	Matters arising	None
4.	Declaration of pecuniary/business interest	GW – Business Manager Glenleigh Park Primary Academy MB – University of Sussex Professor JG – Director JRTZ Ltd Consultant SR – ALS (Additional Learning Support) department) Assistant SHI – National Citizens Service (NCS) South East 1 (SE1 area) Supply Chain Manager – Advanced Personnel Management (APM) LTD
5.	Membership updates	AW has resigned from the Governing Body – The governors would like to thank Aw for her significant contribution to Priory School over the years. JG said the annual Governor skills audit revealed a gap in legal and accounting skills on the governing body and that such skills would be in greater demand as LCLP (Lewes Co-operative Learning Partnership) considers creating a MAT (Multi Academy Trust) for Lewes. Following the recruitment campaign for new governors, two male Governors have been offered the position of Co-opted Governor with another being offered an Associate role. The school are carrying out the relevant safeguarding/reference/DBS checks. There will be a Parent Governor election after half term due to RS's term of office coming to an end.
	Ofsted	TS said that the result will not be known until the report is published – which is likely to be in three weeks' time. The Inspection was a Section 8 Inspection; a one day inspection was undertaken to ascertain whether the school 'remains a good school'. TS felt it was positive and the school was viewed in a very positive light, 31 lesson observations were undertaken and the majority of teaching was good to outstanding. TS reported that JG, GAJ, PC on behalf of the governors had a shown a strong understanding of the school when they spoke to the inspectors. The student panel was superb and the students were very positive about the school. There was no poor behaviour observed by the inspectors.  <b>18:41 SH arrives</b>
6.	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.

Signed ..... (Chair)

Date .....



**FULL GOVERNING BODY MEETING MINUTES**

		<p>Key points:</p> <p><b><u>Attendance - Page 6</u></b>          JG outlined that the Ofsted inspector didn't feel attendance was the school's weakest area when they spoke to the Governors. Ofsted reported to TS that Priory have an attendance issue despite robust procedures in place to address attendance. Term 4 this year was 91.9% which is a decline compared to Term 4 in 2017. TS said this is still not high enough.</p> <p><b><u>Alumni</u></b>          A governor suggested the school should do more to engage Alumni (staying in touch with ex-students) who then are able to support existing students by sharing their experiences of College, University or other career paths.</p> <p><b><u>Year 9 options – Page 10</u></b>          A Governor mentioned about some of the low numbers for the option choices i.e. Design Technology is 14 in some schools low numbers like these would not run. TS said that we currently have the staff to offer Design Technology as an option and can staff the smaller group. TS did explain that this is under review as staffing levels need to be closely monitored with regard to budget pressures.</p> <p><b><u>Key Stage 4 projections (2018) – Headline data for Year 10 – Page 3</u></b></p> <p>New Performance measures (teacher predictions March 2018 with Jan in brackets):</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 5px;">% Ebacc 9-5</td> <td style="padding: 5px;">All</td> <td style="padding: 5px; text-align: center;">(30) 32%</td> <td style="padding: 5px;">% Ebacc Eligible</td> <td style="padding: 5px;">All</td> <td style="padding: 5px; text-align: center;">(93) 93%</td> </tr> </table> <p>% Ebacc 9-4 All (58%) 65%</p> <p><b>Q What was the school's EBacc target?</b>          The target was 90%.</p> <p><b><u>Behaviour types – Page 9/10</u></b>  <b>Q Do you feel that poor language has got worse?</b>          It was felt that poor language is a societal issue possibly made worse by reality TV and access to on-line material which is uncensored. The school does challenge poor language.</p> <p><b><u>Anxiety – Page 22</u></b>          Year 11 anxiety/mental health increases around exams. TS said that the school have a range of systems in place to help for example: house systems,</p>	% Ebacc 9-5	All	(30) 32%	% Ebacc Eligible	All	(93) 93%
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**FULL GOVERNING BODY MEETING MINUTES**

		<p>music therapy and yoga. The school did also deliver the 'Resilient Me' session in January to the vast majority of year 11.</p> <p><b><u>Year 7 student numbers for September</u></b> TS said we were over-subscribed.</p>
7.	Update on School Development Plan (SDP) and Self Evaluation Form (SEF)	<p>To be added to the next Full Governing Body agenda.</p> <p><b><u>ACTION:</u></b> Clerk to add to agenda.</p>
8.	Budget	<p>The Strategic Organisation committee recently reviewed and approved the budget for 2018/19, including a detailed review of the schools Three Year Financial Projections. It was felt that the budget and its implications should be tabled for the Full Governing Body meeting to ensure that all governors are full aware of our financial position and future projections. To run the school in 2018-19 it will be using more money than is coming in and eating into our long term accumulated surplus. The carry forward is likely to be halved at the end of this fiscal period.</p> <p>This year will be balanced - the three year forecast is projecting an ever increasing deficit in years 2 and 3. The school will therefore need to monitor things very closely this year and develop plans for action if additional funding is not forthcoming. We are however in a stronger position than many schools nationally and it is felt that parental pressures on the government will hopefully lead to a favourable funding settlement.</p> <p>A Governor asked if percentages could be added to the finance reports for members of the committee to make it easier. It was explained that at a previous committee meeting IF had stated that he felt this would be difficult. To be revisited with IF.</p> <p>TS explained that he visited Westminster with five other Headteachers to meet some East Sussex MPs – it was a useful exercise and enabled the Headteachers to explain some of the detailed issues faced by schools – it was clear that MPs need support from Headteachers to ensure there is a clear message to Ministers.</p>
9.	Strategic Items	<p>GW provided an update on the <b>Strategic Organisation Committee meeting</b> on 26<sup>th</sup> April 2018:</p> <p>The carry forward figure represents committed money. However £69,200 of the additional income received in 2017/18 is for the Strategic School Improvement Fund (SSIF) and £35,000 additional income for the partnership work with Wallands.</p> <p>The Food Technology rooms will be refurbished – Friends of Priory have raised £30,000. The Governors wanted to thank the friends of Priory and AJB for her work on getting grants for this.</p> <p>The school will be receiving a Salix government interest free loan to install LED lighting; this is cost neutral – this will be repaid out of the energy savings made over 13.7 years.</p> <p>The budget is also included on page 24/25 of the Headteacher's report.</p>
10.	Safeguarding	<p>SR attended the Single Central Record (SCR) training session for those in</p>

Signed ..... (Chair)

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**FULL GOVERNING BODY MEETING MINUTES**

		<p>school who maintain the audit and SCR on 25<sup>th</sup> April. This included reinforcing the need for volunteers to have completed safeguarding checks. SR raised the example of Kaleidoscope which is an independent company that hire the school premises. In this case it was suggested that the staff of Kaleidoscope should have a DBS check carried out as they use the school building and students attend.</p> <p>SR carried out a SCR check on the 20<sup>th</sup> March. SHI will be carrying out the next SCR check on Monday.</p>
11.	MAT/Partnership research group update	<p>To be added to the next Full Governing Body agenda.</p> <p><b>ACTION:</b> Clerk to add to agenda.</p>
12.	Petition received from parents at parent forum on uniform	<p>A copy of the parents Petition presented to governors at the recent Parents Forum was circulated with the agenda. This is also available in the Governor’s shared area. A discussion of the petition ensued and a proposed response to parents developed by the governing body.</p> <p>The Governors decided next steps after much discussion would be:</p> <ul style="list-style-type: none"> <li>• To see how the uniform works after a full year</li> <li>• Commission the independent research in consultation with all students on uniform – MB to contact researcher</li> <li>• A survey of staff about uniform</li> <li>• A survey of all students about uniform</li> <li>• Inform petition lead about formal complaint on uniform that was already received and investigated.</li> </ul>
	Recruitment & Workforce Privacy Notices & Workforce Consent form – GDPR	<p>Copies of the Recruitment and Workforce Privacy Notices and Workforce Consent forms were available at the meeting.</p> <p>The school would like to adopt these documents in line with GDPR.</p> <p>Clerk to email copies of the documents to Governors tomorrow – with any comments from Governors to be sent to TS by next Wednesday.</p> <p><b>ACTION:</b> Clerk to email documents to Governors.</p>

The meeting closed at 20:32

**Next meeting: Thursday 12<sup>th</sup> July 2018 18:00 Conference Room**

ACTIONS			
ITEM	ACTION	RESPONSIBLE	UPDATE
7.	Update on School Development Plan (SDP) and Self Evaluation (SEF) to be added to the next agenda	Clerk	To be added to July FGB agenda
11.	MAT/partnership research group update	Clerk	To be added to July FGB agenda
	Recruitment & Workforce Privacy Notices & Workforce Consent form to be emailed to Governors for comments	Clerk	Clerk emailed to Governors on 18/05/18 at 09:08

Signed ..... (Chair)

Date .....