

## FULL GOVERNING BODY MEETING MINUTES

MINUTES OF THE MEETING HELD ON THURSDAY 15<sup>th</sup> MARCH 2018 AT 18.00 IN THE CONFERENCE ROOM

PRESENT: Gaydree Wrigley (GW), Jason Knight (JK), John Griffiths (JG), Michael Bull (MB), Penny Leach (PL), Peter Colebourn (PC), Sarah Roberts (SR), Suzanne Howells (SH) 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), Graham Arr-Jones (GAJ), Sarah Hinks (SHI) and Susan Carpenter (SC)
2.	Minutes of previous meeting	A copy of the Minutes from Thursday 8 <sup>th</sup> February 2018 was circulated with the agenda. This is also available in the Governor's shared area.  <b>The Minutes of Thursday 8<sup>th</sup> February 2018 were agreed as a correct record and signed JG.</b>
3.	Matters arising	None
4.	Declaration of any 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
	Chairs Development Programme – funding available	JG informed the Governors of the Chairs Development Programme which provides chairs, vice chairs, committee chairs and future chairs opportunities for developing leadership skills and confident governance.  The Clerk has emailed details of this to all Governors on 14/03/18 at 14:31 if anyone is interested can they let the Clerk know?  Each school is only eligible for one funded place on the course from the Department for Education.
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.  Key points:  <b>Page 2 – student numbers</b> In Term 1 the total number of students was 1144, in Term 3 this is 1152. At the time the autumn census is taken the figures are always at their lowest this affects funding: the timing is the same for all schools but affects Priory with the volatility of new students at this time of year.  <b>Page 3 – Headline data for Year 10</b> Progress score All -0.96 (note not Progress 8) Attainment 8 All 52.44 % 9-5 both En and MA All 41%

Signed ..... (Chair)

Date .....



FULL GOVERNING BODY MEETING MINUTES

		<p>% 9-4 both En and Ma All 61%          % Ebacc 9-5 All 30          % Ebacc 9-4 All 58%          % Ebacc Eligible All 93</p> <p>Maths is the limiting factor to the data.</p> <p>Year 10 have high Key Stage 2 prior attainment scores but the CATs provide evidence that the Key Stage 2 results are higher than cognitive ability. One factor could be that the students were well coached/prepared for KS2/SATs.</p> <p><b>Page 4 – 2019 Cohort subject summary – December 2017 tracker</b>          TS said that this data is based on Key Stage 2 data and Priory’s Minimum Attainment Levels.</p> <p><b>English:</b>          Ave score all students 9.63          Ave pillar estimate 11.94          Residual -2.31          %9-5 67.0          %9-4 90.7          TS said that English is below where we would want it to be but we expect this to improve.          TS said it would be good if % 9 - 5 was in the 70s%.</p> <p><b>Maths:</b>          Ave score all students 8.10          Ave pillar estimate 11.57          Residual -3.47          %9-5 41.8          %9-4 62.7          TS said that students understand that maths is more challenging. A Governor said that his son was enthused by the mock today due to the application to realistic scenarios (question about cakes and algebra).</p> <p>TS said that Triple Science and Computing are doing very well according to the data so these will become lines of enquiry in link meetings.</p> <p><b>Q A Governor said that do we need to go back to Maths and say they are skewing the results – and perhaps adjust their scales?</b>          TS said that we have been working with Maths but there is caution due to the low pass mark which delivered a grade 4 in summer 2017. TS said that he has spoken to other Headteachers and they have the same problem – maths teachers are conservative with predictions.</p>
--	--	--

Signed ..... (Chair)

Date .....



## FULL GOVERNING BODY MEETING MINUTES

Dance % 9-5 is 73.7% which is encouraging.

German is low % 9-5 is 39% but the results get better as students have only been studying German for a few months.

**Q A Governor asked how many students take Photography?**

**ACTION:** Clerk to ask TS for number to add to Minutes.

29 students are following GCSE Photography.

**Page 5 - 2019 Cohort dashboard – December 2017 tracker data**

TS said to the Governors if they look at the pattern of dots - the last three boxes the data has reversed our historical patterns (now Low prior attainment (PA) are performing better than High PA)

Vulnerable groups are on track, % 9 - 5 for those groups are disappointing.

**Pupil Premium:**

Progress score All -1.30

Attainment 8 All 39.63

% 9-5 both En and Ma All 1%

%9-4 both En and Ma All 23%

**Q How is all Year 10 taking Languages affecting data?**

For the vast majority of students this is suitable - also in the Gatsby benchmarks it mentions that all students should follow an EBACC curriculum. For a small proportion of students this is not as effective and an alternative curriculum, such as an ASDAN course, needs to be considered.

GCSEs are becoming more academic i.e. Drama students have to write a 2,500 word critic of a play. TS said that it is unfortunate that at this time the education system does not seem to value vocational education to the same extent as a more academic curriculum.

The different curriculum model being followed by Year 10 was mentioned – some Governors were worried that subjects expect students to use memory in exams and how much work physically students have to do.

**Attendance - Page 6**

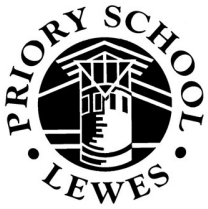
Term 3 this year was at 92.7% which is a decline compared to Term 3 in 2017 93.2%. Priory is ranked 11<sup>th</sup> for cumulative absence over both terms when compared to all East Sussex secondary schools.

TS said there is an increase in absences despite the Get a Grip ESCC campaign.

**Exclusions – Page 8**

Signed ..... (Chair)

Date .....

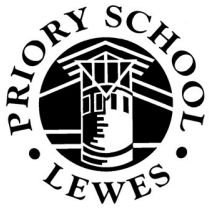


**FULL GOVERNING BODY MEETING MINUTES**

	<p>Health and Safety – RPS (Radiation Protection Supervisor)</p> <p>Updated SEF (Self Evaluation Form)</p>	<p>Exclusions are slightly below last year, 6 this year in Term 3. ESCC exclusions are increasing - Term 1 there were 20 and Term 2 15 permanent exclusions across the LA. Priory is 11<sup>th</sup> lowest excluding school in terms of fixed term exclusion and 8<sup>th</sup> lowest in terms of days lost to exclusion. Student behaviour in some cases is excessive but there is a lack of outside provision. We are working hard to keep exclusion numbers down.</p> <p>The Radiation Protection Supervisor is Ms E Rose – all Governors need to be aware of this. The report has some recommendations in it. <b>ACTION:</b> Report to be emailed to Governors with the Minutes.</p> <p><b><u>Achievements Points 2017-18 – Page 10</u></b> <b>Q A Governor asked if teachers are less engaged with issuing achievement points to students as the numbers being given out has decreased?</b> (The ratio of achievement points to behaviour points is 4:15:1. The same time last year the ration was 6:48:1) TS said it depends on the length of the term – more behaviour points are given out at the end of term - term 3 varies in length.</p> <p><b><u>Page 19</u></b> Anxiety related issues are increasing compared to last year but sadly this is also the national picture.</p> <p><b><u>Page 16</u></b> During Term 3 the interim appraisal reviews took place. <b>Q A Governor asked if all the interim appraisals have been carried out?</b> TS said there are a few outstanding.</p> <p>Updated SEF was emailed out by the Clerk to all Governors on 12/03/18 at 08:33. Progress has been added for this year using last year’s results. This is an essential document for Governors to be knowledgeable of during an Ofsted inspection.</p>
7.	Strategic Items	<p>Draft Minutes from committee meetings are also emailed to all Governors.</p> <p>MB provided an update on the <b>Teaching and Learning Committee meeting</b> on 18<sup>th</sup> January 2018: <b>Update on Teaching and Learning</b> – The reviews focused on student work/progress and homework. Drama teachers are getting extra training, especially with written aspects of the course. Head of Design Technology has strong knowledge and is working hard to improve the area. <b>Year 11 mocks/fine grading</b> – The Year 11 mocks were slightly lower than expected. In some cases students are prioritising English and Maths over</p>

Signed ..... (Chair)

Date .....



**FULL GOVERNING BODY MEETING MINUTES**

		<p>other subjects.</p> <p>Maths % 9-5 42% and % 9-4 64%. English % 9-5 77% and % 9-4 94%.</p> <p>There are no IGCSEs this year so this could affect results as more Independent schools will be entering students for GCSE which may 'suppress' our grades downwards.</p> <p>MB provided an update on the <b>Teaching and Learning Committee meeting</b> on 8<sup>th</sup> March 2018:  <b>PPI</b> – PAC showed the committee information on 13 PPI students – what the school is doing – including intervention after school and in tutor time. A small group of Year 7 students are using Maths Whizz at tutor time.  <b>Key Stage 3 progress</b> – It was explained that when students start in Year 7 after the KS2 SATs they have often not followed Maths and English so there can be a learning loss of three months.  <b>Q A Governor mentioned about summer school – couldn't this be used to help?</b>  TS explained that summer school numbers are limited due to budgets.</p>
8.	<p>Update on Safeguarding</p>  <p>Safeguarding self-assessment tool: headline report to East Sussex Governor Forum</p>	<p>A copy of the safeguarding self-assessment tool: headline report was circulated with the agenda. This is also available in the Governor's shared area.</p> <p>SR said that a Single Central Record check had been carried out on 9<sup>th</sup> February. There was some discussion on how GDPR might affect personal files.</p> <p>TS explained that the school completed the Safeguarding Audit which generates a report with actions and this report is the summary across the local authority.  TS said that Standard 1 - mentions about the Designated Safeguarding Lead (DSL's) is explicit in each role holder's annual performance – this is one of our actions.</p> <p>The report also shows that 60% of DSL's have undertaken a self-review of the school's current online safety practice which TS felt was disappointing.</p> <p>The Governors felt this was a helpful document.</p>
9.	<p>Saturday training feedback</p>  <p>Membership update</p>	<p>A copy of the Saturday training feedback – Governor skills audit - was circulated with the agenda. This is also available in the Governor's shared area.</p> <p>It was felt that the skills audit results asks more questions than it gives answers, but was a useful annual exercise. As a result of the audit we are</p>

Signed ..... (Chair)

Date .....



**FULL GOVERNING BODY MEETING MINUTES**

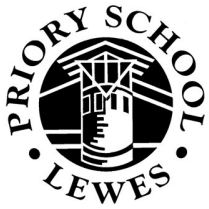
		<p>looking to bolster our governor skills sets by the introduction of a governor(s) with a legal/accounting/business background.</p> <p>We are advertising the Co-opted vacancy on Governors for schools and Inspiring Governance websites. The vacancy has been sent to all parents/carers via the Insight messaging system and is on the front page of the school website.</p>
10.	LCLP & MAT update	<p>TS attended the AGM – the accounts are in order the Chair and Vice Chair have been elected – the same as the previous year.</p> <p>Currently membership is £2 per student the LCLP would like to double this to £4 per student to create income. There is no money for substantive school to school support within the Trust so this would help to create support for more focused work. It was felt this should be considered by the Strategic Organisation Committee as budgets are tight.</p> <p><b>ACTION:</b> Add to Strategic Organisation Committee meeting agenda.</p> <p>There was feedback on the work of the MAT working group and teaching school alliance funding.</p>
11.	SLG (Governors and SLT) meeting	<p>TS said that the 14<sup>th</sup> June session is normally on the School Development Plan which needs to be jointly agreed with Governors. It was felt this needed to be held at 15:30 to get staff attendance.</p> <p><b>ACTION:</b> Clerk to email out to Governors to find out how many Governors can attend.</p>
12.	To decide on May 2018 Saturday training date	<p>It was felt JA and KC should be invited to this session too.</p> <p>It was felt that it would be easier for the Clerk to email out to Governors to find out best availability. One Governor suggested using Doodle for this. It was also suggested that a wider discussion on the MAT working Parties activities might be a suitable topic for the session in order to ensure all governors had a chance to reflect and ask important questions.</p> <p><b>ACTION:</b> Clerk to email out to Governors for their best availability for Saturday morning training date in May/June.</p>
14.	Policy Review	<p>A copy of the policy was circulated with the agenda. This is also available in the Governor’s shared area.</p> <p>A Governor said they were concerned that the ESCC Policy appeared to be poorly written and noted as an example the number of people in the crisis management team and felt it was too many. The governor offered to put his thoughts down on paper and share with the Headteacher in order to resolve and finalise the Policy.</p> <p><b>ACTION:</b> Clerk to email Governor for comments on Policy.</p>

The meeting closed at 20:10

**Next meeting: Thursday 17<sup>th</sup> May 2018 18:00 Conference Room**

Signed ..... (Chair)

Date .....



## FULL GOVERNING BODY MEETING MINUTES

ACTIONS			
ITEM	ACTION	RESPONSIBLE	UPDATE
6.	A Governor asked how many students take Photography – page 4	TS/Clerk	Done - 29 students are following GCSE Photography.
6.	Report to be emailed to Governors with Draft Minutes	Clerk	Done
10.	LCLP Membership increase to be added to Strategic Organisation Committee Meeting agenda for discussion	Clerk	SO Agenda 26/04/18
11.	Clerk to email out to Governors to find out how many Governors can attend SLG so we know Governor attendee numbers	Clerk	Clerk emailed 19/03/18 @ 10:26
12.	Clerk to contact Governors for their best availability for the Saturday morning training session in May/June	Clerk	Sent out 16/03/18/

Signed ..... (Chair)

Date .....