

FULL GOVERNING BODY MEETING

MINUTES OF THE MEETING HELD ON THURSDAY 12th JULY 2018 AT 18.00 IN THE CONFERENCE ROOM

PRESENT: David Conway (DC), Gaydree Wrigley (GW), Graham Arr-Jones (GAJ), Jason Knight (JK), John Griffiths (JG), Martin Penrose (MP), Michael Bull (MB), Sarah Hinks (SHI), Sarah Roberts (SR), Susan Carpenter (SC), Suzanne Howells (SH), Tony Smith (TS)

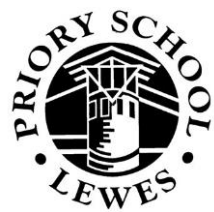
ALSO PRESENT: Emma Brinkhurst - Clerk to the Governors

Julian Ashworth (JA) – Deputy Headteacher

| | AGENDA ITEM | MINUTES |
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| 1. | Apologies for absence | Received and accepted from Radha Stuart (RS), Peter Colebourn (PC), Ken Caplan (KC) and Penny Leach (PL) |
| 2. | Minutes of previous meeting | A copy of the Minutes from Thursday 17 th May 2018 was circulated with the agenda. This is also available in the Governor's shared area. The Minutes of Thursday 17th May 2018 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 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 JK – Associate Dean Academic Development BIMM Group MP – Ministry of Justice DC – Finance Director of an Assistance Company |
| 5. | Welcome to new Governors: <ul style="list-style-type: none"> • Martin Penrose (MP) • David Conway (DC) Membership updates | <ul style="list-style-type: none"> • JG welcomed new Co-opted Governors MP and DC and introductions were made. • JG was pleased to announce RS will continue as a parent governor following her term of office ending – no other applications were received. • SHI, GW and PC's current term of office as Co-opted Governors ends on 02/09/18 – JG asked if they would all like to continue – SHI and GW confirmed they would to continue this was proposed by GAJ and seconded by SH. ACTION: Clerk to contact PC to check he would like to continue. • JG and GAJ's current term of office as Foundation/Trust Governors ends on 02/09/18 it was confirmed at the LCLP Meeting on 15/05/18 (as this was their appointed body) that |

Signed (Chair)

Date

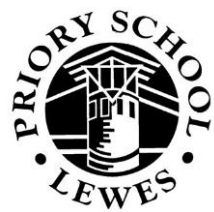


FULL GOVERNING BODY MEETING

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| 6. | Headteacher's Report | <p style="text-align: center;">both will be re-appointed.</p> <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>Key points:</p> <p><u>Setting –page 13</u> Q A Governor asked if there is any flexibility in the setting in Maths/Science? The setting is flexible internal assessments/end of year assessments are used - JA said more students move up than down.</p> <p>Q How often do key assessments occur? 5 times per year – 4 times in Year 11.</p> <p><u>Attendance – page 7</u> As previously reported TS feels Priory's attendance figures are not high enough and our data is less favourable when compared to other East Sussex schools - there was one week of very high absence due to flu; Ofsted assessed the data with this week removed and also the days the school stayed open during the snow and this meant the school data was close to the national average. Ofsted did recognise the school have robust procedures in place to pursue non attendance. Persistent absence is classified as under 90% attendance. Our challenge has been the reduction in external services which means the thresholds for support is much lower. Since the Isle of Wight case where a father took the Local Authority to court and won the school have seen a significant increase in requests for holidays in term time. A Governor asked if some students don't come in due to the hot weather as well. TS replied they had not noticed this.</p> <p>Q Why is it worse for Priory compared to other schools? There are a variety of factors. Some people in Lewes have a different attitude to attendance and are more likely to take children out of school for social events. We also have some very high profile cases.</p> <p><u>Statements – Page 2</u> Q A Governor asked why there were no students with Statements? TS explained Education Health and Care Plans (EHCPs) have replaced statements. Most of our students have been transferred to EHCPs occasionally a student comes to the school with a statement.</p> <p><u>Executive Summary – page 1</u> It was noted that Maths is the 'limiting factor' in the data but the data is in line with previous years. A student would need to achieve a minimum of a Grade 4 so they do not have to re-sit a GCSE for the School/Ofsted a 5+ is needed. This summer many private schools have entered students for GCSEs not IGCSEs so this may affect the overall Progress 8 figure. It is</p> |
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Signed (Chair)

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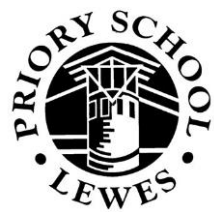


FULL GOVERNING BODY MEETING

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| | | <p>important to note that schools can't compare results to previous years due to the changes in the GCSE specifications.</p> <p>Q a Governor asked what the following initials mean: PP = Pupil Premium SSIF = Strategic School Improvement Fund KCSI = Keeping children safe in education</p> |
| 8. | Update on School Improvement Plan | <p>A copy of the School Improvement Plan was circulated with the agenda. This is also available in the Governor's shared area.</p> <p>The previous School Development Plan had very broad objectives and it was difficult to show impact. This is a far more reflective and focused document with measurable milestones. One example is the area objective where the school will focus on the 10 most challenging students in one year group with clearer success criteria.</p> <p>Q A Governor asked will the 10 students be mentored and how will they be targeted? A range of strategies will be used mentoring, alternative provision like forest school. The students will be targeted by need.</p> |
| 9. | Strategic Items | <p>MB provided an update on the Strategic Organisation Committee meeting on 28th June 2018:</p> <ul style="list-style-type: none"> • Data projection for key stage 3 – Design Technology below the target, Art was not quite as strong as it has been in the past, Spanish was a slight concern, but Languages are generally strong. The data also reveals some issues with Dance due to some students, especially boys, who become disengaged after their option choices, are confirmed. • The Maths teacher predictions seem very conservative Governors challenged the work with Maths for more accurate teacher professional predictions. |
| 10. | Safeguarding | <p>SHI and SR carried out Single Central Record checks on 21st May and 10th July.</p> <p>Online Safeguarding renewal training to be completed by SHI and RS. All Governors have to complete online Safeguarding training every two years.</p> <p>Online Safeguarding training for completion by MP and DC.</p> <p>Online Prevent training to be completed by KC, MP, and DC.</p> <p>ACTION: SHI and RS to complete online renewal Safeguarding training, MP and DC to complete online Safeguarding training and KC, MP, and DC to complete online Prevent training.</p> |
| | 360° review of the Chair of Governor's performance 2017-18 | JG asked if Governors can comment on his performance as Chair this academic year as per the previous year. |

Signed (Chair)

Date



FULL GOVERNING BODY MEETING

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| | | ACTION: Clerk to send out document to Governors. |
| | | JG said that he felt the Governors had made real progress the three objectives on the top of the agenda have been well covered. JG wanted to thank the Chairs GW, MB and SR and new members. From September Governors will need to provide biscuits for the Governor meetings – JG volunteered for the September meeting. |
| | MAT Development | The governing body formally agreed to pursue the creation of a Multi Academy Trust over the next 12 months. Priory governors are committed to commencing engagement with the RSC to initiate the formal process of MAT creation. |
| | REMINDER: Meeting new staff Tues 4th Sept 3.30pm-4pm in the Staff Room | TS gave a reminder to Governors of meeting new staff in the staff room on Tuesday 4 th September 3.30pm-4pm. |

The meeting closed at 20:06

Next meeting: Tuesday 4th September Full Governing Body Business Meeting 4pm-6pm Conference Room

| ACTIONS | | | |
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| ITEM | ACTION | RESPONSIBLE | UPDATE |
| 5 | Clerk to contact PC to check he wants to continue as Co-opted Governor when his term ends | Clerk | Done 13/07/18 |
| 10 | SHI and RS to complete online renewal Safeguarding training, MP and DC to complete online Safeguarding training and KC, MP, and DC to complete online Prevent training. | SHI/RS/MP/DC/KC | Reminder email sent by Clerk on 16/07/18 |
| | 360° review of the Chair of Governor's performance 2017-18 | Clerk/Governors | Clerk to email out document to get Governor views |

Signed (Chair)

Date