



**Priory Fields School**  
**Local Governing Body Meeting**  
**Thursday 9<sup>th</sup> May 2019**

Executive Headteacher: Mrs Anne Siggins

Head of School: Mrs Helen Seeley

**Minutes of the Local Governing Body Meeting**

**held at the school on Thursday 9<sup>th</sup> May 2019 at 5pm**

**Governors Present:** Helen Seeley, Alison Mackintosh (CoG), Carol Rayfield (VCoG), Tina Robinson, Vicky Smith, Malcolm Bowler, Henry Coates, Stuart Duggan

**Others Present:**

**Clerk:** Katie Evans

1	<p><b><u>Welcome, introductions, apologies</u></b>  All Governors were welcomed to the meeting.  Apologies were received from Anne Siggins. Apologies were accepted by the LGB.</p>
2	<p><b><u>Declaration of Business and Pecuniary Interests</u></b>  Governors were given the opportunity to declare any interests against this agenda.  No declarations were recorded against this agenda and no changes were made to existing declarations.</p>
3	<p><b><u>Minutes from the previous meeting in Term 4 – Thursday 21<sup>st</sup> March 2019:</u></b>  <u>Approval of Minutes</u>  Previous minutes were distributed to Governors prior to the LGB meeting.  The minutes of the Local Governing Body meeting held on Thursday 21<sup>st</sup> March 2019 were approved as a true and accurate record. The Acting Chair of Governors signed the minutes.  <u>Action Points from previous meeting:</u></p> <ul style="list-style-type: none"> <li>- The Clerk has circulated governor monitoring sheet to Governors.</li> <li>- Details of the new Ofsted Framework training course circulated by the Clerk; Governors who are interested have signed up to attend the course.</li> </ul>
4	<p><b><u>Vision and Values Workshop</u></b>  <u>Values</u>  Governors took a few minutes to consider their own individual values.  When Governors shared their values as a group; it was identified everyone had values in common such as honesty, kindness to others, empathy, passion, self-respect, good work ethic, ambition, humour, caring, courteous and conscientious. In considering these values, Governors noted that the class names currently in place are still very relevant and closely related to Governor’s own personal values. They are:  Sharing, Caring, Harmony, Liberty, Honesty, Loyalty, Integrity, Courtesy, Justice, Equality, Tolerance, Respect, Democracy, Valour and Endeavour.</p>

	<p><u>Vision</u></p> <p>Governors then discussed ideas of their vision for Priory Fields pupils and staff. The following ideas were explored:</p> <ul style="list-style-type: none"> <li>- Children are engaged by a diverse, creative and dynamic curriculum including all abilities.</li> <li>- Encourages risk-taking.</li> <li>- Celebrates achievement.</li> <li>- Children have confidence to take on challenges and ownership of their own learning.</li> <li>- Children have empathy/understanding by experiencing different social responsibilities.</li> <li>- Children are proud to be Priory Fields pupils.</li> <li>- Parents are proud to send children to Priory Fields School and choose Priory Fields School above other local schools.</li> <li>- Priory Fields is a school of choice for prospective staff.</li> <li>- Staff are united and proud to work for the Whinless Down Academy Trust.</li> <li>- Priory Fields is a school that invests in its staff.</li> <li>- Staff are valued and feel valued.</li> </ul>
5	<p><b><u>Head of School Report</u></b></p> <p>The Head of School report had been sent to Governors prior to the LGB meeting.</p> <p>A Governor suggested the school could hold a competition to create a poster promoting the recycling of plastics. The Governor then suggested the winner of the competition could have some posters made to support the academy ECO club.</p> <p>A Governor noted the new online safeguarding system which the WDAT signed up to - CURA and requested an update in the next meeting detailing the effectiveness of the system.</p>
6	<p><b><u>SIP (School Improvement Plan) Milestones Season 2</u></b></p> <p>The SIP Milestones for Season 2 were distributed to Governors prior to the LGB meeting.</p> <p>The Spring target for teaching staff reaching 93% of teaching to a Good standard and 27% Outstanding elements has been achieved.</p> <p>The attendance target has not been met; Spring outcomes show attendance is at 95.3% and has not met the target of 96%. A Governor commented that the persistent absence figure is quite high compared to last term. Both attendance and persistent absence for Season 2 are very similar to the figure from the same time last year, indicating that the end of year outcomes are likely to be similar to 2017/18.</p> <p>Governors were pleased there were no exclusions reported for Season 2 and therefore achieving the Spring target to have two days or fewer of fixed term exclusions.</p> <p>A Governor commented on pupil outcomes and highlighted to the LGB pupil outcomes have increased slightly from Season 1 in Year 4. Pupil outcomes data in Year 2 and Year 4 has been affected by mobility with new arrivals working below Expected.</p>
7	<p><b><u>FSAC (Finance Strategy Audit Committee) Meeting Feedback</u></b></p> <p>The Chair of the FSAC fed back to the LGB following the recent FSAC meeting.</p> <p>The Chair of the FSAC is confident the ExecHt (Executive Headteacher) and ABM (Academy Business Manager) are managing the school finances well. Staff pay rises and minimum wage increases will have an impact on the new budget; this is a reoccurring issue which happens each year where increases are not always supported by the funds given to the school.</p> <p>The academy have undertaken internal audits by the accountants. There were only a couple of minor outcomes following the audit which have already been addressed by the ABM.</p> <p>Two members of the FSAC committee also observed the monthly finance monitoring that takes place between the ExecHt, ABM and Bursar. FSAC committee members found the monitoring very rigorous and demonstrated the procedures in place to monitor the academy school finances are robust.</p>

8	<p><b><u>Governor Monitoring Feedback</u></b></p> <p><b><u>Greater Depth Reading Presentation</u></b></p> <p>A group of Year 5 and 6 children gave a presentation to Governors to demonstrate to Governors how children working at Greater Depth for reading had opportunities to engage in an in depth study project. Children shared their learning about a book from a local author, Lucy Strange who wrote ‘Castle by the Sea’. The children had the opportunity to meet the author, discuss their learning and find out about the development of the book from initial ideas through writing, editing and publication.</p> <p>They also spoke about the Academy Extreme Reading Journal and how new class reading books have inspired children to read a wider variety of genre.</p> <p>Governors were very impressed with the presentation from the children; children presented themselves in an articulate way and spoke very confidently about their learning. Through the presentation they were able to demonstrate to Governors what constitutes greater depth learning – an in depth study of a text – developing wider and more adventurous vocabulary; both in written and oral work – collaborative work to understand how proof reading and editing improves final outcomes. Work shared by the children was of an impressive standard, demonstrating the skills referred to above.</p> <p>By presenting to Governors the children demonstrated a greater depth in their presentation skills and addressing an audience using appropriate formal language.</p> <p>Governors are going to send a letter to the children to thank them for their presentation.</p> <p><b><u>Phonics Monitoring – CR – Report tabled at the meeting</u></b></p> <p>The acting Chair of Governors has carried out phonics monitoring.</p> <p>She gained a good understanding of how Phonics is delivered in Year 1 and how it continues through to progress in Year 2, as per the report.</p> <p>The national average score in 2018 was 83%, Priory Fields attained 73%.</p> <p>In 2017, Priory Fields achieved 76%. This year, they are currently on track to achieve 72% but hoping to attain 75%.</p>
	<p><b><u>Governor Monitoring Schedule</u></b></p> <p>The Governor monitoring schedule for Term 5 and 6 was shared with Governors.</p> <p>The following items have been arranged for monitoring:</p> <ul style="list-style-type: none"> <li>- SATs administration Monitoring – 13/05/19</li> <li>- Pupil Premium Review – 20/05/19</li> <li>- Safeguarding Audit – 05/07/19</li> <li>- Academy Moderation – 19/06/19</li> </ul>
9	<p><b><u>Governor Training</u></b></p> <p>Two Governors are booked to attend the new Framework for Ofsted training course.</p> <p>Governors who have attended the Safer Recruitment course in March to ensure the school has a copy of their certificates.</p>
11	<p><b><u>WDAT Event</u></b></p> <p>Governors confirmed their attendance for the Whinless Down Academy Trust event on Thursday 13<sup>th</sup> June. Clerk to inform Clerk to the Trust Board of attendees.</p>
12	<p><b><u>AOB</u></b></p> <p>No matters of any other business were raised in this meeting.</p>
13	<p><b><u>Confidentiality of Proceedings</u></b></p> <p>As per agenda item 5.</p>

14	<p><b>Publication of Minutes:</b> The date of the next meeting is Thursday 9<sup>th</sup> May 2019 at which these minutes will be agreed and published.</p>
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**Action Points**

- HoS to provide an update of the new CURA system in the next meeting detailing the effectiveness of the system.
- Ensure school has a copy of the Safer Recruitment certificates for Governors who attended the training.
- Clerk to inform Clerk to the Trust Board of attendees for the WDAT event.
- Governors to send a letter to children thanking them for their presentation.

Minutes taken by Clerk, Katie Evans

Signed by Vice Chair of Governors: \_\_\_\_\_ Date: \_\_\_\_\_