

**THE PRIORY CofE SCHOOL**  
A Voluntary Aided Church of England School  
**FULL GOVERNING BODY MEETING**  
**Wednesday 27 June 2018 at 16.00 hrs**

*Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity.*

*Governors should respect the confidence of those items of business which a governing body decides and not disclose what individual governors have said or how they have voted within a meeting.*

**Members:**

Mrs Rachel Gibb	RGB	Head Teacher
Mr Nicholas Bartlett	NBT	Co-opted Governor
Canon Peter Bruinvels	PBS	Foundation Governor (Diocese)
Mrs Debs Bunn	DBN	Foundation Governor (Deanery)
Mr Paul Fletcher	PFR	Parent Governor
Mr Richard Francis	RFS	Parent Governor
Rev Alan Jonas	AJS	Foundation Governor (Rural Dean)
Mrs Kim Oakley	KOY	Foundation Governor (Deanery)
Mr Neil Milner	NMR	Foundation Governor (Diocese) Absent
Rev Peter Nevins	PNS	Foundation Governor (Deanery) Absent
Mr Stuart Murray	SMY	LA Governor



<p><b>3</b></p>	<p><b>CONSTITUTION OF THE GOVERNING BODY</b></p> <p>a) Name &amp; Category of Governors whose term of office is due to expire before the end of the academic year: None</p> <p>b) Name &amp; Category of Governors appointed/elected since the last Meeting:</p> <p style="padding-left: 40px;">Dr Chris Smewing - Foundation Governor : progressing through the Diocese</p> <p style="padding-left: 40px;">Mr Paul Fletcher - Parent Governor</p> <p>It was noted that the Governing Body is complete.</p>	
<p><b>4</b></p>	<p><b>MINUTES OF THE FGB MEETING - WEDNESDAY 14 MARCH 2018</b></p> <p>It was proposed that the minutes are agreed by KOY and seconded by CWG. Signed by the Chair.</p>	
<p><b>5</b></p>	<p><b>MATTERS ARISING</b></p> <p>These are all tabled in the agenda.</p>	

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## **HEADTEACHER'S REPORT**

Includes:

1. SEF for 2017-18
2. AIP update and AIP 2018-19
3. Student progress based on in-year data
4. Curriculum changes 2018-19
5. Priory6
6. Number On Roll (NOR) and student movement
7. Attendance
8. Children in Care
9. Safeguarding
10. Behaviour for learning
11. Governors' monitoring visits - 21 May (NMR, DBN and CSG) and 4 July (PFR, RFS, NMR, HPY, PBS and DBN)

RGB thanked her SLT colleagues for their contributions and advised that she wished to discuss items 1 and 2 and welcomed questions under the other items.

1. SEF June 2018
  - a) Overall Effectiveness: Good
  - b) Effectiveness of Leadership and Management: Good
  - c) Quality of Teaching, learning and assessment: Requires Improvement
  - d) Personal Development, Behaviour and Welfare: Good
  - e) Outcomes for Children and Learners: Requires Improvement
  - f) The effectiveness of sixth form provision: Requires Improvement.

RGB advised that the SEF has been updated as it would at this time of year, and some judgements have been regraded due to the content of the Ofsted report. Each area of improvement is coded and this creates a link to the annual improvement plan. She is keen to ensure that the areas which require improvement, ie quality of teaching and the Sixth Form are rated as "good" before the next anticipated Ofsted inspection in November 2019.

2. Annual Improvement Plan 2017-2018 Progress to date

Annual Improvement Plan 2018-2019

RGB advised that information regarding Year 7 is not yet available.

She confirmed that the prime strategic priorities remain those that were agreed when governors shaped the Priory School's Vision in September 2017, which first and foremost was to ensure improved progress and outcomes for all students. Most of the priorities are likely to remain similar for the duration of the current Vision statement, but one such as Priority 4, for example, could be influenced by decisions made at this meeting.

At this stage the SLT are reviewing the impact of learning walks and other learning and teaching strategies so that decisions for next academic year can be made. Therefore the AIP at this stage is a framework for how governors will be reported to, since otherwise they would not see an AIP until the FGB in November.

The November AIP update will show progress made and then lay out a clear path forward for the March cycle and the summer cycle. DBN congratulated RGB on the clarity of the report. AJS asked if the staff were engaged in the plan and RGB confirmed that greater staff engagement is being worked on and is critical to the success of the report, especially for improving Science. HPY asked how the Ofsted report has been received by the staff and RGB confirmed that the response had been mixed. She informed governors that LAT has been visiting other local schools who have better results with their PP students in order to build up a range of strategies that can be adapted for students at The Priory. CSG asked what the specific issues were and RGB confirmed that these will be raised at the L&T Committee when reporting on the quality of teaching. CSG asked about staffing and RGB confirmed that the school is fully staffed with subject specialists for September, which is very good news, and the school has been very lucky to recruit two reliable and well-qualified teachers to replace the two NQTs who left mid-year, both for personal reasons. KOY asked about student attendance and JTL confirmed that there are students who continue to refuse to attend. She advised that the school has always provided special facilities and support, such as reduced timetables and one-to-one tuition in order to encourage them to attend but we are under increasing pressure to pay for expensive alternative provision for school refusers because SCC is cutting its budget and passing the costs on to schools. JTL advised that all schools face similar problems. The long-term absence of the school's EWO has also

	<p>had a significant impact because some of the cases that were ready to go to court have not been seen through.</p> <p>DBN asked about the effect on the budget with the curriculum changes and BGN confirmed that there will be savings as there will be one full time teacher less.</p> <p>RFS asked about the knock-on effect for Year 7 being taught by non-English teachers. HTR advised that of the seven lessons per week, only one is taught by a non-English teacher and confirmed that there is no concern for the students.</p> <p>RFS asked about Lexia and the reasons for stopping and it was confirmed that the school had been advised that there would be no cost in using it, but discovered that this was not so. It had been decided that they should discontinue the use of it and use other reading strategies instead.</p> <p>CSG asked about staff resignations and the problems in finding good replacements and RGB advised that there were no unexpected resignations and those who were anticipated were quickly replaced. Although she is happy with the staffing situation she is aware that the staff need to be retained and their development is important.</p> <p>NBT noted the number of exclusions recorded and RGB explained the one-off situation that caused this. SMY advised that he had agreed with her course of action.</p>	
<p><b>7.</b></p>	<p><b>School strategic development : see Part 2</b></p>	

<p><b>8.</b></p>	<p><b>Committee Minutes and Actions Arising</b></p> <ul style="list-style-type: none"> <li>· Teaching and Learning: Minutes ACTION: decide on desirability of working parties for Priory6 and/or school funding deferring to item 14 on the agenda.</li> <li>· Resources: Minutes : ACTION: formal approval of 2018/19 budget : Agreed and actioned</li> <li>· Executive Meeting: minutes ACTION: covered under 7</li> </ul> <p>NB: KOY did not attend the meeting. Governor approval to move to join the GST as a Wave 1 school for the Dorking fold governor approval of the principle of a Dorking Priory Church to be hosted and supported by The Priory School in order to enable the school to be named in the bid process (see Chaplaincy Meeting minutes)</p> <p>a) Management of Risk Register: DBN to update on identification of strategic priorities. Templates will be presented at the next Resources Meeting. Proposed by DBN and seconded by HPY</p>	<p>DBN</p>
<p><b>9</b></p>	<p><b>FGB Policies</b></p> <ul style="list-style-type: none"> <li>• GDPR policy (new) for approval : approving retrospectively. Acceptance proposed by PBS and seconded by KOY.</li> <li>• Freedom of Information: the school must adopt the ICO's scheme and publish it on the school website:</li> </ul> <p>KOY advised that some of the policies on the website have not been approved or are out of date. RGB agreed that they will be reviewed and updated.</p>	<p>Action</p> <p>Action</p>

<p><b>10</b></p>	<p><b>Governor Training &amp; Development</b></p> <ul style="list-style-type: none"> <li>• Training records and courses - attendance at training should be recorded on the Governors' google sheet</li> <li>• Succession planning for governors - succession planning for link roles : SMY confirmed that the FGB must monitor governors who are leaving.</li> <li>• Risk Management training update (DBN): See item 8</li> <li>• GDPR training: covered</li> <li>• DBN advised that she welcomes any comments about the training courses attended by Governors are welcome. She recommended the Hot Topic sessions.</li> </ul>	
<p><b>11</b></p>	<p><b>SCHOOL WEBSITE</b></p> <p>The Governing Body should be aware of its statutory duties relating to the website and routinely and regularly ensure that all required information is up-to-date and published on the school website.</p> <p>KOY advised that the website needs more content and the coming events need to be updated.</p> <p>Admissions: change of date needed</p>	
<p><b>12</b></p>	<p><b>ADMISSIONS 2018-2019 and 2019-2020 Update: no change</b></p>	

<p><b>13</b></p>	<p><b>Other FGB-level items at Chair’s discretion</b></p> <p>With reference to the funding for expansions, RFS suggested that project groups are established in order to consider funding for refurbishment and building of the school. He also suggested that a project group focus on strategic plan for Priory6 as it would be a shame if the Sixth Form should not be viable. He suggested that the number of courses being offered, identifying pupils in years 9/10/11 who are likely to stay on to the sixth form and what subjects they are likely to be interested in could be considered by the project group. RGB advised that action is already under way towards this aim. The Sixth Form block is being refurbished. This is being financed by the old Trust Fund which will also fund the swimming pool surround. PHA agreed that the rooms for the Sixth Form need refurbishment if pupils are to be encouraged to join the sixth form and advised that he has met with Year 12 pupils to ask their advice on furniture etc. He has also spoken to painters/decorators to get costings. He has done an exit poll with Year 11 and the biggest factor was the state of the common room and this could not be ignored. RGB explained that in order to encourage more participating into sponsored walks, the funds raised will go toward the refurbishment of classrooms which would then be part of a rolling programme of improvements.</p>	
<p><b>14</b></p>	<p><b>SELF EVALUATION (OF GOVERNANCE)</b></p> <p>The Governing Body should reflect on the effectiveness of the meeting and how their deliberations and decisions will impact on outcomes for students.</p> <p>Governors made two important strategic decisions regarding the future direction and partnership arrangements for The Priory School which were made in the interests of improving student progress and outcomes. In addition, the SLT were held to account for decisions made regarding approaches to learning and teaching, and to reassure that appropriate actions are and continue to be taken based on the best interests of all students at the school. This included financial decisions linked to pupil outcomes.</p>	

16	<p><b>MEETINGS SCHEDULED for 2018/2019</b></p> <p><i>All meetings commence at 4 pm</i></p> <p><b>Autumn 2018</b></p> <p>Wed 12 September    FGB Business Meeting 4pm Safeguarding Training 3.30pm (tbc)</p> <p>Wed 10 October        Learning &amp; Teaching Committee</p> <p>Wed 17 October        Staff appraisal and HT Pay</p> <p>Wed 7 November       Executive Committee</p> <p>Wed 21 November     Resources</p> <p>Wed 28 November     FGB</p> <p><b>Spring 2019</b></p> <p>Wed 20 January        Learning &amp; Teaching</p> <p>Wed 13 February       Resources</p> <p>Wed 13 March           FGB</p> <p><b>Summer 2019</b></p> <p>Wed 24 April            Resources Committee</p> <p>Wed 10 May             Learning &amp; Teaching Committee</p> <p>Wed 12 June            Executive Committee</p> <p>Wed 26 June            FGB</p>	
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SMY thanked RGB and the SLT for their work this year and advised that he witnessed how much work goes into being a Headteacher and SLT.

There being no other business, the meeting closed at 18.20