

THE PRIORY CofE SCHOOL
A Voluntary Aided Church of England School
FULL GOVERNING BODY MEETING

Wednesday 29 November 2017

*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
Mrs Debs Bunn	DBN	Foundation Governor
Mr Richard Francis	RFS	Parent Governor
Rev Alan Jonas	AJS	Foundation Governor Absent
Mr Neil Milner	NMR	Foundation Governor
Mr Stuart Murray	SMY	LA Governor and Chair of Governors
Rev Peter Nevins	PNS	Foundation Governor
Mrs Kim Oakley	KOY	Foundation Governor and Vice Chair of Governors Absent
Mr Hugh Parry	HPY	Foundation Governor
Dr Chris Smewing	CSG	Parent Governor and Vice Chair of Governors
Ms Hannah Taylor	HTR	Staff Governor

In attendance:

Mrs Jo Trimnell	JTL	Deputy Headteacher
Mrs Lorraine Abbott	LAT	Deputy Headteacher
Mr Phil Harrison	PHA	Assistant Headteacher
Mrs Bev Godwin	BGN	Business Manager Absent

After a short prayer, the meeting commenced at 16.05

		Action
1	<p>APOLOGIES FOR ABSENCE <i>(Statutory)</i></p> <p>a) Apologies for absence have been received from Kim Oakley and Bev Godwin.. PNS advised that Alan Jonas is on a sabbatical.</p> <p>b) The apologies for absence were accepted.</p>	

2	<p>DECLARATION OF INTEREST (<i>Statutory</i>)</p> <p>There were no declarations of interest on any item on the agenda.</p>	
3	<p>CONSTITUTION OF THE GOVERNING BODY</p> <p>a) Governors whose term of office is due to expire: Before the next meeting: None Before the end of the academic year: Dr Chris Smewing 15/06/18</p> <p>b) New Governors were welcomed to the meeting of the Full Governing Body. Mr Richard Francis (RFS) - Parent Governor Mr Nicholas Bartlett (NBT) - Co-opted Governor</p> <p>c) It was confirmed that Angus Frazer has stepped down as Foundation Governor and he was thanked for his work on the FGB.</p>	
4	<p>MINUTES OF THE FGB MEETING - WEDNESDAY 21 JUNE 2017</p> <p>The minutes were agreed and signed by the Chair.</p>	
5	<p>MATTERS ARISING</p> <p>Item 5: the new Instrument of Governance has been accepted by Babcock and is currently with Surrey CC awaiting sealing.</p> <p>Item 9: Skills audit: SMY advised that Angus Frazer was tasked with this project and that he would continue with it himself. It was agreed that the Clerk would email the form to everyone again, and that a short deadline for return would be appropriate. SMY confirmed that he has been given the Governor training log. He emphasised that Safeguarding Training is essential and must be undertaken by all Governors, even if they have attended courses elsewhere. DBS offered to retain the training records and recommended that an Excel workbook is prepared so that all training attended is well documented. This could go onto the website. She advised that the forthcoming Hot Topics looks useful and interesting and as it is going online, all Governors should be able to access it.</p> <p>Item 13: Welcome Pack for New Governors: HTR offered to take this over from Angus Frazer.</p> <p><i>CSG joined the meeting at 16.20</i></p>	<p>Clerk</p> <p>All Govs</p> <p>DBS</p> <p>HTR</p>
6	<p>MINUTES OF BUSINESS MEETING - WEDNESDAY 20 SEPTEMBER 2017</p> <p>There were agreed and signed by the Chair.</p>	

7	<p>MATTERS ARISING</p> <p>Item 3: Subject Governors: RGB confirmed that this matter had been discussed at the Executive Meeting and it was agreed that, apart from the Safeguarding responsibilities undertaken by KOY, Governors would undertake responsibility for “themes” rather than single subjects. Full details are included under item 5 of the Executive Committee Meeting of 8 November 2017. It was agreed that additional responsibilities will be as follows:</p> <ul style="list-style-type: none"> Multi Academy Trust: SMY & HPY Priory 6: CSG SIAMS: AJS DATA analysis: NBT Higher and Middle Performing Subjects: RFS & PNS Teachers’ Pay: NMR Collaboration with Stakeholders and Partners: PBS <p>PBS proposed and it was accepted that these allocations proceed.</p>	
8	<p>HEADTEACHER’S REPORT</p> <p>RGB: explained the revised Committee Cycle for 2017/ 2018 and explained that her report covers the main topics that Governors should be aware of.</p> <p>Section 1: Student outcomes summer examinations 2017</p> <p>RGB explained how the data is analysed, that weaknesses are identified and processes established to overcome them. HPY asked if comparisons with other local schools would be useful. LAT explained that the progress is compared with other schools nationally. DBS asked what the key points of progress are and RGB confirmed that is is an academic school, not a pastoral school, although the two are not exclusive. This makes the national comparisons useful. DBS asked if this means we have best expectations whatever the starting points. RGB advised that the targets are based on data set at the end of year 10 exams. With reference to the A levels, the target setting is prepared by looking at each individual subjects but numbers could be so small the statistics would be meaningless. RFS expressed concern that he found the English/Maths grades difficult to understand and NMR reassured him that he felt the same as a new Governor, but after a short presentation from the Headteacher, it became clearer. This information is difficult to capture for the new governors’ induction pack as it is quite complex, but HTR will endeavour to develop something to reflect this.</p> <p>CSG enquired into the Progress 8 for Vulnerable Groups and RGB agreed that the outcomes for these groups of students in the 2017</p>	<p>Attached</p> <p>HTR</p>

	<p>cohort was unacceptably lower than for all other students. LAT explained that our analysis of in-year data includes sharing detailed information with each Head of Department who then generates an action plan for their students. These are checked regularly and if they are not effective, the action plans are reconsidered. RGB confirmed that the new data schedule and the actions resulting from this should result in all staff being able to target the appropriate students more effectively and in a timely manner, so that outcomes for these groups in particular improve. Other strategies, such as the diversion of PPI funding to purchase revision guides and workbooks for disadvantaged students, was also now in place. In-year data drops happen three times a year. DBN asked if the ultimate aim for disadvantaged groups is that their progress is as good as other students and RGB confirmed that this is the aim within two years. PNS advised that when he is faced with information about the intricacies of working with data about student progress,, he asks himself two questions: (1) do I think SLT is reporting with integrity and (2) are they taking all the steps needed for the progress of the students. In his opinion, the Governors can trust the staff and be thankful for their integrity. DBN challenged the governing body to ask appropriately probing questions to make sure that they are doing what is required of a governing body.</p> <p>Section 2 – Priory 6 update and action plan</p> <p>HPY enquired into progress and PHA confirmed that there have been some highs and lows. Some students have not taken the route anticipated. RFS asked why there is nothing in the report on how the school support talented students. PHA advised that the staff push higher achievers and seek to broaden their horizons. For example, Mr McLaren, Head of Y11 last year, took a cohort of Y11 to visit Oxford University. RGB agreed that she would include more information on how the school is supporting gifted and talented students in her Headteacher’s Report in future, and thanked RFS for raising this matter.</p> <p>RFS asked about the Priory Scholars and LAT explained that between now and February Half Term there are plans to train some Year 9 students to act as mentors for Year 7 students who need additional support to make academic progress. This will be a voluntary activity and in the first instance will be by invitation only. DBN asked if this would impinge on the study progress of the volunteers and LAT explained that this will be done during tutor time. There is also evidence to support the fact that students who mentor others also show increased progress in</p>	<p>RGB</p>
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	<p>their own subjects: however, we are mindful that students should not be disadvantaged in any way by taking part in this initiative.</p> <p>Section 3: Children in Care/Adopted JTL presented her report. There were no questions.</p> <p>Section 4: Safeguarding CSG thanked JTL for arranging the Abuse of the Internet for parents. JTL confirmed that another session will be prepared for the New Year.</p> <p>Section 5: Behaviour JTL reported that the number of excluded students has declined. The team have worked hard to change behaviour in lessons by the use of the isolation room. NBT asked how bad behaviour was handled in the past and JTL advised that since RGB's arrival the policy has been that of zero tolerance. This includes behaviour at break/lunch time. RGB explained that the use of the isolation room was introduced as a pilot project in the summer term. It was very heavy in resources, but the school is working towards a situation where good behaviour in the school is a given. RFS asked how the isolation room is supervised and JTL confirmed that it is managed by a range of SLT, HODs, HOYs and experienced staff. However, the staff have advised that it has made a remarkable difference in behaviour in the classroom.</p> <p>A review of rewards has taken place and is proving popular and successful, but this has been developed so that students are rewarded for exceptional effort and progress,, and not for what should be standard practice. There has also been a move towards making the awarding of rewards more consistent across the school by setting out clearer criteria, and rewards are linked to the House system.</p> <p>Section 6: Attendance The problem of non attendance is now looked at an early stage and managed accordingly. NMR asked if there is a major cause for non attendance and PHA advised that the reasons are varied. The current Year 12 are improving.</p> <p>Section 7: Ofsted & SIAMS No questions were asked.</p> <p>Section 8: School Policy update RGB thanked JTL for the work she has undertaken in reviewing the policies. She explained that policies will be attached to each committee when they will require updating and approval.</p>	
9	COMMITTEE REPORTS	

	<ul style="list-style-type: none"> ● L&T Committee: Governors are reminded that the Minutes of the committees are confidential. Page 2, PHN should read PHA. ● Resources Committee: nothing additional to report 	Attached
10	<p>Approval of Key School Documents</p> <p>Vision for 2022: CSG reported on why there was a need to articulate the Vision. NBT advised that he found the document very useful. SMY confirmed that RGB and her team have made a huge commitment in producing this high level strategy. NBT asked if feedback from teachers is sought. RGB confirmed that she has shared the draft version with the Heads of Department, but staff have not yet had input. Page 1 will be published on the website. DBN proposed that the Governors adopts the formal vision and strategy, CSG seconded all attendees agreed.</p> <p>Annual improvement plan – RGB confirmed that this will be extended and updates presented at next FGB. Meeting.</p> <p>SEF document – RGB confirmed that this will continue to be updated aiming for greater specific evidence the better. She thanked the SLT for their assistance.</p> <p>Terms of Reference:</p> <p>T&L Committee: adopted at the meeting</p> <p>Resources Committee: DBN suggested that a 3 year budget plan should be produced in line with the three year strategic plan under “Powers and Duties” . HPY asked if all teachers’ pay is inspected and it was confirmed that it is. HPY also asked if the work life balance and the well being of the staff is considered. SMY confirmed that this is part of the ethos of the school. It was agreed that quorate should be four members plus the Headteacher. Subject to these amendments, PBS proposed the ToR are adopted and seconded by PNS. Agreed by attendees.</p>	Attached
11	<p>Approval of the Draft Budget 2018-19</p> <ul style="list-style-type: none"> ● BGN had presented her apologies for absence, so was not available to answer questions on the budget. The following matters were discussed: HRY was interested in why the energy costs were so much lower. RGB suggested that this matter is discussed at the next Resources Meeting. RGB explained the new Fairer Funding Formula and how the school benefits from it. PBD proposed that the draft budget is approved, seconded by PNS and agreed by all attendees. ● October notes: a short description to clarify the budget for Governors. 	Attached

	<ul style="list-style-type: none"> Schools financial efficiency: top 10 planning checks for Governors. The Resources Committee will review the need for cut backs. NBT asked if Year 7 is full and if not, is that a matter for concern. RGB explained that the numbers are strong, but the greatest impact is a depleted Sixth Form. She anticipates that this will be viable in 2/3 years time. If not, it will have to be reconsidered. RFS asked about contingency plans if there is a budget deficit and SMY explained that all schools in the UK are suffering similar problems and if that happened, they would need to refer back to SCC. It was agreed that a recovery plan is required and RGB explained that if the school joined a Multi-Academy Trust, economies of scale could be the solution. 	
12	<p>Governor Training & Development</p> <ul style="list-style-type: none"> HPY advised that he will be able to attend the governors' monitoring visit on 13th December at 8.30am. Any other Governors will contact RGB. DBN recommended that Governors review and attend the training courses provided by Babcock so that they are in a strong position to question the Headteacher. 	<p>Govs</p> <p>Govs</p>
13	<p>SCHOOL WEBSITE</p> <p>The Governing Body are 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>	
14	<p>ADMISSIONS 2018-2019 & 2019-2020</p> <p>There was a discussion about the number of school places in Surrey and the school's plan for this year. RGB advised that the current first choice preferences were 131 for September 2018. For the September 2017 cohort, 174 students were allocated to school and 147 joined. First preferences are increasing which is positive news.</p> <p>The Admissions Policy has been agreed</p>	
15	<p>SELF EVALUATION (OF GOVERNANCE)</p> <p>It was agreed that SMY and RGB would prepare a statement on this to be distributed to all Governors.</p> <p>SMY advised that he will distribute his list of action he has taken during his first term as Chair of Governors.</p>	<p>SMY/RGB</p> <p>SMY</p>
16	<p>MEETINGS SCHEDULED</p> <p>Autumn 2017</p>	

Wed 20 September	Business Meeting 4 pm
Wed 27 September	Learning & Teaching Committee 4pm
Wed 11 October	Resources Committee 4 pm
Wed 8 November	Executive Meeting
Fri 27 October	Teaching Staff Appraisal and Pay
Wed 22 November	HT Appraisal and Pay Committee
Wed 29 November	Support staff Appraisal and Pay
Wed 29 November	FGB
Spring 2018	
Wed 17 January	Learning & Teaching Committee 4 pm
Wed 24 January	Resources Committee 4 pm
Wed 7 March	Executive Committee
Wed 14 March	FGB
Summer 2018	
Wed 25 April	Resources Committee 4pm
Wed 9 May	Learning and Teaching Committee
4 pm	
Wed 20 June	Executive Committee
Wed 27 June	FGB

There being no other business, the meeting closed at 18.30 hrs