

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

**Wednesday 14 March 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	
Mrs Debs Bunn		DBN	Foundation Governor	
Mr Richard Francis	RFS		Parent Governor	
Rev Alan Jonas		AJS	Foundation Governor	
Mrs Kim Oakley		KOY	Foundation Governor	
Mr Neil Milner		NMR	Foundation Governor	
Rev Peter Nevins	PNS		Foundation Governor	Absent
Mr Stuart Murray	SMY		LA Governor	
Mr Hugh Parry		HPY	Foundation Governor	
Dr Chris Smewing	CSG		Parent Governor	
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
Mrs Susan Harrington	SHN	Babcock Clerk

**After a short prayer the meeting commenced at 16.00 hrs**

		Action
1	<b>APOLOGIES FOR ABSENCE</b> <i>(Statutory)</i> Rev P Nevins is on sabbatical. PBS had advised that he may arrive late.	
2	<b>DECLARATION OF INTEREST</b> <i>(Statutory)</i> There were no declarations of interest in any specific agenda item(s).	

3	<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 next meeting:  <b>Rev Alan Jonas 30/05/2018</b> As Area Dean, his membership as  will continue until he retires from his post.  <b>Dr Chris Smewing 15/06/18</b> CSG expressed an interest to continue as a Governor, but as a Parent Governor this vacancy must go to ballot by the parents of the school.</p> <p>b) Name and category of Governors appointed/elected since the last meeting: none</p> <p>c) Vacancy: <b>Foundation Governor</b> : SMY and AJS to discuss suitable candidates.</p>	<p>Clerk</p> <p>SMY/AJS</p>
4	<p><b>MINUTES OF THE FGB MEETING - WEDNESDAY 29 November 2017</b></p> <p>CSG proposed that the minutes are agreed, seconded by DBN and signed by SMY.</p>	
5	<p><b>MATTERS ARISING</b></p> <p>Item 15: self-evaluation: At this meeting, leaders of the school were held to account for:</p> <ul style="list-style-type: none"> <li>● GCSe examination results, including the performance of key groups of students and individual de vulnerable students</li> <li>● the future direction of Priory6</li> <li>● All significant school measures relating to attendance, exclusions, behaviour</li> <li>● safeguarding arrangements</li> <li>● financial matters</li> </ul> <p>The outcome of this meeting is the generation of several action points for senior leaders and governors to act on in order that the needs of the students of the school are met as fully as possible.</p> <p>DBN advised that a course on the Evaluation of Governance on 26 June 2018 is available.</p>	
6	<p><b>HEADTEACHER'S REPORT</b></p> <p><i>PBS arrived at 16.20</i></p> <p>RGB thanked her SLT colleagues for their assistance in preparing the Headteacher's report.</p>	

1. SEF: RGB advised that this report was presented to the Ofsted Inspectors and was a summary SEF so not as detailed as SEFs have been historically

2. AIP updated. Re: Quality of Teaching:

**Q: DBN asked** about the early intervention and when is the roll out.

**A: RGB explained** the AIP, the rolling process and that it is based on last year's examination results. AIP should show how students are responding to action and this will be reviewed regularly.

3. Student progress based on in-year data:

**Q: NBT enquired** into how the data is interpretation.

**A: HTR explained** how to read the information and RGB emphasised that these are mock exam details and that anything coloured green indicates where improvement is expected, red indicates requires improvement and grey indicates what the departments anticipate the students achieving. She explained that there is a new Head of Computer Science who has been set targets and expectations for the class. She will be monitoring the progress of the students.

**Q: RFS referred** to the results for the Business Studies Department are 10% higher from last year, but this is not reflected in the results for the disadvantaged students.

**A: RGB confirmed** that as a subgroup, the disadvantaged students are still not making the required improvements and there is still a negative trend which is why a Shadow Tutor Group, another layer of intervention, has been set up.

**Q: NBT asked** for more information on the Shadow Tutor Group and how it is conducted.

**A: RGB confirmed** that the students receive additional hours in group sessions or on a one-to-one basis.

**Q: RBT enquired** into resources for this provision.

**A: RGB confirmed** that this is unsustainable in the long term. She added that the school does not wish to concentrate solely on Year 11 and that teachers have been advised that a five-year curriculum until the students reach Year 11 is required. She expressed hope that in two years' time, teachers will not be required to put in so many additional hours as the standards will be higher. LAT further advised that the students also require assistance in how to learn and almost everything in the school is driven to encourage the students to become better learners.

**Q: RFS observed** that the additional pressures on teachers could mean losing staff.

	<p><b>A: RGB confirmed</b> that she has not asked or demanded that anyone provides revision sessions: all sessions are entirely voluntary and set up by teachers and HODs. SLT is having to orchestrate a cultural change within the school.</p> <p><b>Q: RFS enquired</b> into the progress of the leading learners scheme.</p> <p><b>A: LAT explained</b> that the key difference between schools requiring improvements and good and outstanding, is that parents are heavily involved in outstanding schools. When the Year 9 reports are despatched, a form will be included. This would advise parents to share the contents of the report with the student and will ask for their comments. FRS suggested that direct correspondence with the parents would be the most effective. LAT agreed and advised that ongoing dialogue with the parents/students/school is meaning a great cultural shift. She confirmed that they will be contacting all the parents of the students on the disadvantage list. RGB added that she is interviewing all the Year 11 students and was shocked that, at best guess, around 60% of those asked had not seen their reports.</p> <ol style="list-style-type: none"> <li>4. Priory6: covered above</li> <li>5. Number On Roll (NOR): no questions</li> <li>6. Attendance : no questions</li> <li>7. Children in Care: no questions</li> <li>8. Safeguarding: no questions</li> <li>9. Behaviour: no questions</li> <li>10. HR report - included in Part II for reasons of confidentiality</li> </ol>	
7	<p><b>Ofsted</b></p> <ol style="list-style-type: none"> <li>1. <b>Update:</b> RGB advised that the final report has not yet been received. She has seen a draft but is not permitted to discuss it until it has been published. SMY advised that he, KOY, CSG and attended the inspection and NBT joined them for the feedback meeting. There were two inspectors. The only feedback from the Schools Improvement Partner was positive on the Governors and extremely positive on the Headteacher and her SLT. The inspector has noted the achievements of RGB and SLT. Any weaknesses will be detailed in the report. The school maintains its status of good but will be inspected under the Section 5 inspection framework within two years. KOY advised that it was clear that the SLT were impressive and that she hopes that the teachers want to move forward. Eight parents attended a meeting with one of the Ofsted inspectors, and it is not known what their feedback was. The inspectors were very thorough, attending for ten hours. At feedback there was great praise for the students. Care must be taken in advising parents of</li> </ol>	

	<p>the Ofsted inspection outcome. HPY asked what additional support RGB would welcome from the Governors and she confirmed that she would decide on a strategy once the report was published. RFS advised that the Governors could help through their monitoring visits and learning walks. RGB suggested that there should be one monitoring visit each half term in the summer term but not before Easter. NBT suggested that Governors meet the parents to explain and discuss the Ofsted report. RGB confirmed that verbal feedback on the day concerning safeguarding was positive and any concerns over safeguarding would have triggered an instant Section 5 inspection, which had not been the case</p> <ol style="list-style-type: none"> <li>2. Outcomes: as report not yet available, this cannot be discussed.</li> <li>3. Next steps: as report not yet available, this cannot be discussed.</li> </ol>	
8	<p><b>Multi Academy Trust</b>  <b>PBS declared</b> an interest in the Guildford Shepherd Trust as he is a Director.</p> <ul style="list-style-type: none"> <li>● <b>Options available:</b> These were discussed and SMY explained that the Executive Committee have proposed that they should engage with The Good Shepherd Trust to join Wave 1 of the Dorking infrastructure hub. RFS enquired into the benefits for the school and SMY advised that it would largely be economies of scale. RGB outlined the desired benefits to students through collaborative work on learning and teaching across Dorking schools RFS enquired into other options available and SMY confirmed that a Dorking Academy Trust could be considered but RGB advised that as a church school, approval from the Diocese to join another academy chain or group would be required. In addition, setting up a MAT is time consuming and costly, and would require the investment of significant time from SLT over a period of around two years, or would require an additional member of SLT to be appointed in order to take on the responsibility of setting up a MAT, assuming other schools in the local area wanted to join. This posed a significant capacity issue for the school.</li> <li>● <b>Future plans:</b> A meeting to discuss Wave 1 is to be held next week and all Governors are welcome to attend. RFS expressed concern that if The Priory was an outstanding school and the others were not graded at the same level, the school would be under unacceptable pressure. SMY explained that the 0-19 view would mean that everyone would be working in partnership with full accountability for their own schools, and with support provided by the Trust for those</li> </ul>	Attached

	<p>that are in difficulty. DBN advised that due diligence must be effective. KOY suggested that the interests of the school must be paramount and that the support of a solicitor would be advisable.</p>											
9	<p><b>COMMITTEE REPORTS &amp; ACTION</b></p> <ul style="list-style-type: none"> <li>• Teaching and Learning: Minutes: no questions/comments</li> <li>• Resources: Minutes</li> </ul> <p>Finance update : Formal authorisation of Resources Committee to approve final budget: Proposed: CSG, seconded PBS All agreed. SFVS ratified and signed by SMY</p> <p><b>Q: Line 44:</b> DBN asked why is development and training now 72% over Budget?</p> <p><b>A: Summary</b> of Additional Training:</p> <table style="margin-left: 40px;"> <tr> <td>National Award for SEN Coordination JTL</td> <td style="text-align: right;">1800.00</td> </tr> <tr> <td>Cert of Cop in Educational Testing SBE</td> <td style="text-align: right;">1775.00</td> </tr> <tr> <td>Real Group DSH</td> <td style="text-align: right;">1725.00</td> </tr> <tr> <td>SSAT LAT</td> <td style="text-align: right;">1000.00</td> </tr> <tr> <td><b>Total Overspend to date:</b></td> <td style="text-align: right;"><b>4700.00</b></td> </tr> </table> <p><b>Q: Line 62:</b> SEN expenditure is still only about 50% of the budget. In view of the HT/Ofsted key concerns, re performance, what are the plans to make best use of it and when will it be available?</p> <p><b>A: the school</b> has been given resources for free when fees were anticipated. Examples: Lexia is free for a second year and Limpsfield Grange have offered their services for free in return for use of the school premises. Other items are being paid for by the Friends of Priory School. The outstanding funds will roll over to next year and will continue to benefit SEN students.</p> <p>Executive Meeting: <b>DBN explained</b> that the 3-year financial plan to be drawn up by the Business Manager when the 2018/2019 budget is completed, will need to be based on a new strategy to address the findings of the Ofsted inspection in the initial period and plans beyond. She requested the FGB give permission to the Executive Committee members to depute two or three governors to work with RGB on a high-level strategy for the three year period. This would be used to feed into the 3-year financial plan as necessary. Draft strategy and 3-year financial plan could then go to the Resources Committee and the FGB for final approval. HPY proposed that this permission be given, seconded by PBS and agreed.</p>	National Award for SEN Coordination JTL	1800.00	Cert of Cop in Educational Testing SBE	1775.00	Real Group DSH	1725.00	SSAT LAT	1000.00	<b>Total Overspend to date:</b>	<b>4700.00</b>	
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10	<p><b>FGB Policies Schedule</b>  RGB thanked the committees for action taken on the policies.  The “Statements of procedures for dealing with allegations against staff” requires processing and RFS volunteered.</p>	RFS
11	<p><b>Priory Governors’ Handbook</b>  SMY advised that it was decided that this should be a reference handbook for all Governors and not just for new Governors.  Recommended for approval by DBN, seconded by KOY and agreed.   HTR was thanked for producing this document.</p>	
12	<p><b>Governor Training &amp; Development</b></p> <ul style="list-style-type: none"> <li>● Skills audit: CSG &amp; DBN agreed to establish skills set for the two committees. They will design a form and will collate and analyse the information. This will be linked to the competency framework.</li> <li>● DBN recommended that all Governors review the training provided by Babcock.</li> <li>● Governors’ Monitoring Visits : RGB proposed that there are two visits either side of Easter. She advised that at former visits, NMR had noted relevant matters that required attention and these were actioned as a result.</li> <li>● Governors’ Pen Pictures and Photos: completed</li> <li>● Attachments to key areas of the school: <b>KOY agreed</b> to monitor the school website. RFS advised that at the last training course he had attended, it was recommended that link Governors concentrate on areas of concern rather than just subject matters. RGB agreed and advised that this is being set up and will be part of the school vision.</li> <li>● Succession planning for governors: SMY advised that this could be actioned through the committees and <b>DBN will research</b> into any relevant training courses.</li> </ul>	<p>CSG/DBN</p> <p>KOY</p> <p>DBN</p>
13	<p><b>SCHOOL WEBSITE</b>  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. <b>KOY has agreed</b> to monitor the content of the website.</p>	KOY
14	<p><b>ADMISSIONS 2018-2019 and 2019-2020</b>  These have been approved. NMR enquired about the letter to be written to St Andrew’s regarding their acceptance of additional students</p>	

	<p>in order to admit siblings from non-Catholic families, so increasing their PAN for September 2018 to around 270 students. RGB advised that she had sought advice on the matter and been told that there would not be any point. Claire Potier, Principal Manager for Admissions and Transport for SCC, had expressed her own concern to the headteacher at St Andrew's but advised RGB that they could set their own PAN unilaterally and so any concerns would not make a difference. In addition, this did not specifically affect applicants to The Priory.</p>	
15	<p><b>SELF EVALUATION (OF GOVERNANCE)</b></p> <p>The governing body met to hold senior leaders of the school to account for:</p> <ul style="list-style-type: none"> <li>● standard school measures that indicate the ongoing good leadership and management of the school</li> <li>● in-year data, especially that arising from mock examination results, and actions by school leaders, heads of department, the head of year, head of upper school and individual teachers as a result of the indications from the current data</li> <li>● information about increased support for Pupil Premium students in Y11</li> <li>● progress towards meeting the actions set out in the Annual Improvement Plan</li> <li>● the current statements on the self evaluation form, the evidence on which these are based and the implications of the recent Ofsted inspection.</li> <li>● financial matters, including the delegation of responsibility to the Resources Committee to approve the school budget.</li> <li>● possible plans to change status to become an academy and join a multi-academy trust</li> </ul> <p>The outcome of this meeting is the ratification and approval of several key actions for school leaders to support the ongoing learning of our students and to aid their progress as much as possible, with discussions about the financial health of the school both in the short and medium term.</p> <p>The Clerk was asked to provide examples of how other Governing Bodies note their evaluation of the meeting.</p>	Clerk
16	<p><b>REMAINING MEETINGS SCHEDULED for the current academic year</b></p> <p><b>Summer 2018</b>  Wed 25 April      Resources Committee <b>and agree agenda for L&amp;T</b></p>	



Wed 9 May	Learning and Teaching Committee 4 pm	
<b>Wed 6 June</b>	<b>Executive Meeting - date moved to allow appropriate time to agree FGB agenda</b>	
Wed 27 June	FGB	

There being no other business, the meeting closed at 18.10 hrs.



