

# The Priory School

A Voluntary Aided Church of England School

## MEETING OF THE FULL GOVERNING BODY

Wednesday 8 March 2017 at 16.00

### Members:

Mrs Rachel Gibb	<b>RGB</b>	Headteacher
Mrs Janet Hockley	<b>JHY</b>	FA/Chair of Govs
Canon Peter Bruinvels	<b>PBS</b>	FA
Mrs Deborah Bunn	<b>DBN</b>	FA
Mr Angus Frazer	<b>AFR</b>	FA/Vice Chair P&F
Rev Alan Jonas	<b>AJS</b>	FA – Ex Officio
Mr Neil Milner	<b>NMR</b>	FA
Rev Peter Nevins	<b>PNS</b>	FA
Mrs Kim Oakley	<b>KOY</b>	FA/Vice Chair of Govs/Chair of C&P
Mr Hugh Parry	<b>HPY</b>	FA
Miss Hannah Taylor	<b>HTR</b>	ST
Dr Gwynneth Haynes	<b>GHS</b>	Co-op Gov/ Chair of S&C
Mr Stuart Murray	<b>SMY</b>	LA/ Treasurer/ Chair of P&F
Ms Liz Price	<b>LPE</b>	PA
Dr Chris Smewing	<b>CSG</b>	PA/Vice Chair of Govs/Vice Chair of S&C
Mr Nigel Spreadbury	<b>NSY</b>	PA/Vice Chair of C&P (Absent)

### In attendance:

Mrs Jo Trimmell	<b>JTL</b>	Deputy Headteacher
Mr Phil Harrison	<b>PHA</b>	Assistant Headteacher
Mr Phill Harrison	<b>PHN</b>	Acting Assistant Headteacher
Mrs Lorraine Abbott	<b>LAT</b>	Acting Assistant Headteacher
Miss Celina Green	<b>CGN</b>	Associate Assistant Headteacher (Absent)
Mrs Bev Godwin	<b>BGN</b>	Business Manager
Mrs Sue Harrington	<b>SHN</b>	Babcock 4S Clerk

C&P: Community & Premises Committee

P&F: Personnel & Finance Committee

S&C: Students' & Curriculum Committee

LA: Local Authority

*Advice given by a Governor is incidental to their professional expertise and is not being given in their professional capacity.*

After a short prayer the meeting opened at 4 pm

	Chair requested that mobiles are on silent and that members speak one at a time in order to assist in the taking of the minutes.	
<b>1.</b>	<b>Apologies for Absence</b> Nigel Spreadbury sent his apologies and his reasons were accepted.	
<b>2.</b>	<b>Declarations of Interest in any items on this agenda</b> There were no declarations of interest in any item on the agenda.	
<b>3.</b>	<b>Minutes of the FGB meeting held on Wed 16 Nov 2016</b> These were agreed as an accurate record of the meeting and signed by the Chair.	
<b>4.</b>	<b>Matters arising from the minutes not on the Agenda</b> There were no matters arising.	
<b>5.</b>	<b>Constitution of the Governing Body</b> JHY introduced the new Governors and thanked them for joining the Full	

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	<p>Governing Body:  Miss Hannah Taylor – Staff Governor  Rev Peter Nevins – Foundation Governor  Mrs Deborah Bunn – Foundation Governor  Mr Neil Milner – Foundation Governor</p> <p>Governors whose term of office is due to expire before the next meeting:  Price: PA: confirmed that she wishes to seek re-election.</p> <p>Nigel Spreadbury: PA: JHY advised that as NSY’s children have now left the school, he is unable to stand for PA. However, he is heavily involved in the expansion plans and wishes to remain attached to the Governing Body. It was agreed that he should become an Associate Governor and when a vacancy becomes available, be invited back as a FA.  Proposed by AFR, seconded by PBS and agreed by attendees.</p>	
<p><b>6.</b></p>	<p><b>Chair’s action</b>  JHY was delighted to confirm that Mrs Lorraine Abbott has been appointed as the new Deputy Head of Priory School and offered her congratulations on behalf of the Governing Body.</p>	
<p><b>7.</b></p>	<p><b>Headteacher’s Report</b></p> <p>RGB introduced her team and explained their roles. Celina Green was absent because she had to stand in for a school trip.</p> <p>RGB explained the changes she has made to the Headteacher’s report which is now under the SEF headings where there should be greater clarity of evidence for judgement. The report is prepared with support from the SLT.</p> <p>Last week an app for Sixth Form was launched and there is now a rolling news feed so that both parents and students can keep up to date.</p> <p>There will be a secure area on the newly modelled website for the FGB access and Governors will be issued with passwords for access. <b>AFR asked</b> if policies will be placed on the website and RGB advised that currently there are too many policies and there is a need to streamline them. However, the most relevant policies are already on the website.</p> <p>Section 1: Effectiveness of leadership and management  This section captures and highlights the shape of the ethos of school. There are termly meetings with <b>AJS as part</b> of the chaplaincy. Assemblies are used to provide information and Governors are welcome to attend. RGB confirmed that she will provide a form for Governor feedback. She advised that there is a full school assembly every Monday and student led assemblies along with House Assemblies. KOY enquired into the times of the assemblies and it was confirmed that they start at 8.15 and conclude at 9.15.</p> <p>Section 2: Personal Development, Behaviour and Welfare  Behaviour and Welfare: RGB advised that Governors need to be aware of the exclusions and how many fall into specific categories. JTL reported that interventions are in place to support every child who have been excluded. For instance, she has sought advice from the leader of the Youth Club. She confirmed that the school does not employ a counsellor but there is an online secure programme “Kooth” which</p>	<p>RGB</p>

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	<p>students can access if they need support. <b>CSG asked</b> if this is a chat room and JTL confirmed that it is and it complements the current “TooToot” system.</p> <p>Section 3 – Quality of Teaching, learning and assessment  <b>DBN asked</b> how the School Council was set up and the profile of the members. RGB advised that it has representatives from tutor groups and meet once a fortnight, headed by two members of staff. Attendance is good. The challenge is that in the past the remit has not been clear. Now they have been given a budget and are encouraged to decide how to spend the funds. <b>DBN asked</b> about the age range and was advised that they are from across the school up to Year 10. The Sixth Form is currently not involved although the Head Boy and Head Girl will soon be meeting RGB and PHN to discuss Rag Week.</p> <p>Literacy: RGB reported that students and staff are now reading for 15 minutes every day. This is a tool recommended to improve literacy and instil a lifelong love for reading. She confirmed that she has not yet had any adverse feedback. The scheme is called ‘ERIC’ which stands for ‘Everyone Reading in Class’. <b>GHS asked</b> if the students’ views will be sought and RGB confirmed that this will happen after next half term. <b>JHY advised</b> that she has spoken to CGN about the scheme and she is excited by the project as it means that poor readers are not made to look silly if they are made to read out loud to the class. She confirmed that she will continue to monitor the system and will report back to the S&amp;C Committee.</p> <p>Assessments: Key Stage 3 assessments have been changed in line with national assessments.</p> <p>Section 4: Outcomes for students:  RGB advised that more information will be available at the autumn term meeting. The Head of Sixth Form continues to be on sick leave and PHN is dealing with attendance.</p> <p><b>AFR asked</b> about the disaggregated Inset Day and RGB explained how Inset Days used to be conducted but they have been reorganised so that the new schemes of work could be prepared in view of the great changes to the curriculum. The changes will be monitored through line management.</p> <p><b>DBN referred</b> to school attendance and asked how the overarching scheme to boost learning and change the ethos in Years 11 &amp; 13 is being managed. RGB advised that information evenings for parents and students are being conducted in an effort to close the gap in the need for strong learning habits. She interviewed every Year 11 student and an information evening called to report on the meetings was every well attended. She advised that Y10s will be offered an information evening around Easter in order to prepare the students of the mock exams and this will be followed up with interviews later on in the year. It will be LAT’s role to develop this.</p> <p>RGB asked if the format of the report is helpful and it was agreed that it was good, although may take a bit of time to get used to it.</p>	<p>JHY</p>
<p>8.</p>	<p><b>Expansion Project (RGB)</b>  See Part 2.</p>	

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<p>9.</p>	<p><b>Committees and Nominated Governor Reports</b></p> <ul style="list-style-type: none"> <li>• C&amp;P Committee: <b>KOY advised</b> that the committee has spent time discussing the fabric of the school and were seeking a short and long term condition survey. The committee has considered the use of the Dome so it could be let. The committee is aiming to ensure that lettings provide more income.</li> <li>• P&amp;F Committee: <b>SMY advised</b> that the next meeting is on 26 April to agree the annual budget. <b>All Governors are invited and encouraged to attend the meeting.</b></li> <li>• S&amp;C Committee: GHS confirmed that the committee had considered the Headteacher’s report on changes to the assessment of exams and the curriculum. The Sixth Form was also considered. <b>DBN asked</b> if PP Funding goes specifically to students and RGB confirmed that it is allocated to Children in Care. <b>DBN asked</b> about the ages of the 153 children under are CIC and RGB confirmed that it is allocated across the school groups.</li> <li>• Policy: A confidential Governor section on the website was discussed along with the school email accounts. <b>DBN enquired</b> into the re-organisation of the committees and RGB advised that this should be discussed at the next FGB meeting. She will be distributing various models to be discussed.</li> <li>• Safeguarding: <b>KOY advised</b> that progress of the Children in Care (CIC) takes time, but the school is very successful in their progress.</li> <li>• Link governors update: <b>AFR advised</b> that any questions on training should be directed to him. RGB suggested that the FGB needs to be “Ofsted ready” as an inspection is due in November. <b>JHY suggested</b> that a training session is arranged for June.</li> <li>• JTL will organise Safeguarding Training for Governors and Prevent Training can be undertaken on-line. Details to be forwarded to Governors.</li> </ul> <p><i>AJS departed at 17.25</i> <i>PBS departed at 17.30</i></p>	<p>Agenda Item</p> <p>RGB</p> <p>AFR</p> <p>JTL</p>
<p>10.</p>	<p><b>Admissions 2017/2018 and 2018/2019</b></p> <p>Admissions Policy: CSG advised that the change in the policy only come into effect if the school is oversubscribed. There were four replies in the consultancy process, three were positive and the fourth was negative. The Diocese has approved the new policy <b>AFR proposed</b> that the policy is accepted, <b>SMY seconded</b> it and there were no objections.</p>	
<p>11.</p>	<p><b>Finance and School Budget</b></p> <p>School Budget: BGN had requested questions in writing and those tabled by <b>HPY were</b> answered in writing. Governors were provided with the replies. <b>DBN enquired</b> into insurance claims for supply teachers and BGN explained that details are under E10 on page 1.</p> <p><b>HPY advised</b> that he had conducted an H&amp;S walk around and expressed his admiration for the swimming pool but was concerned that it is empty during the weekends. It was agreed that the groups currently using the pool have their own locking facilities. RGB confirmed that she is still trying to establish a lettings system, will be seeking planning permission for the Dome and to solve the issues surrounding locking up.</p>	

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	<p><b>KOY asked</b> about contributions from parents for the School Fund as this has not continued. <b>SMY explained</b> that the Friends contribute through the 300 club. RGB advised that the Friends have made a contribution of £15,000 which must be allocated to specific projects.</p> <p><b>HPY asked</b> if the £17,500 has been paid to the Dorking Partnership and RGB confirmed that it has been paid and that a specific meeting to discuss projections and costs will be organised at the end of the financial year. She explained the advantages of belonging to the Partnership and confirmed that it is not controlled by the Ashcombe School.</p> <p>SFVS: BGN advised that she and AFR have worked on this plan. Questions asked by <b>HPY and DBN</b> have been answered in writing and copied to Governors.</p>	
12.	<p><b>School Website</b> It was confirmed that the website is up and running. <b>HPY advised</b> that the section on the Governors is not up to date and the Clerk confirmed that this would be actioned once all the new information is to hand.</p>	Clerk
13.	<p><b>Recent Developments</b></p> <p>New Competency Framework: <b>CSG advised</b> that this is a voluntary document but Governors are expected to lead in specific areas. AFR pointed out that it links closely with SFVS. All Governors were advised to consider the document and that it should be tied in with the establishment of a new structure of committees. CSG agreed to manage the Competency Framework.</p> <p>Articles on Better Governor: <a href="http://www.bettergovernor.co.uk">www.bettergovernor.co.uk</a> All Governors have registered.</p> <p>Governor Update: it was confirmed that all Governors receive this publication.</p>	CSG
14.	<p><b>Governor Training and Development</b></p> <ul style="list-style-type: none"> <li>• Safeguarding Training of Governors: JTL to give RGB four dates for training.</li> <li>• Hot Topics: <b>CSG will be</b> attending a meeting in April.</li> <li>• Additional Governor Training: discussed</li> </ul> <p><i>PNS departed at 18.01</i></p>	JTL
15.	<p><b>Self Evaluation (of Governance) Not discussed</b> <i>The Governing Body should reflect on the effectiveness of the meeting and how their deliberations and decisions will impact on pupil outcomes including:</i></p> <ul style="list-style-type: none"> <li>• <i>Duration and focus of this meeting</i></li> <li>• <i>Actions and their likely impact</i></li> <li>• <i>Overall effectiveness of governance</i></li> </ul>	
16.	<p><b>Welcome Pack for new Governors</b> <b>AFR &amp; JHY will prepare</b> the Welcome Pack and suggestions for inclusion were welcomed. It was agreed that mentoring would be ideal and a terminology list useful. <b>JHY asked</b> for Governors to link with school subjects. <b>HPY advised</b> that a professional H&amp;S audit is required and BGN advised that costs would be involved.</p>	AFR/JHY

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	<p><b>KOY expressed</b> concern for the general wellbeing of the staff and RGB confirmed that their health is not audited. <b>SMY advised</b> that the P&amp;F meetings discuss absences etc. RGB agreed that a “well-being” survey could be useful but if the answers are asked, management need to know what action would be taken. <b>CSG has a template</b> of a form that could be used and will provide a copy for RGB.</p>	CSG												
17.	<p><b>Date of next meeting and future agenda items:</b></p> <p><b>Reminder: Budget Agreement Meeting for all Governors: 26 April 2017 @ 4 pm</b></p> <p>Summer 2017</p> <table border="1" data-bbox="320 645 1262 860"> <tr> <td>Policy Committee</td> <td>Wednesday 12<sup>th</sup> April</td> </tr> <tr> <td>H&amp;S Committee</td> <td>Wednesday 19<sup>th</sup> April</td> </tr> <tr> <td>Personnel &amp; Finance</td> <td>Wednesday 26<sup>th</sup> April</td> </tr> <tr> <td>Community &amp; Premises</td> <td>Wednesday 3<sup>rd</sup> May</td> </tr> <tr> <td>Students and Curriculum</td> <td>Wednesday 10<sup>th</sup> May</td> </tr> <tr> <td>Full Governing Body</td> <td>Wednesday 21<sup>st</sup> June</td> </tr> </table>	Policy Committee	Wednesday 12 <sup>th</sup> April	H&S Committee	Wednesday 19 <sup>th</sup> April	Personnel & Finance	Wednesday 26 <sup>th</sup> April	Community & Premises	Wednesday 3 <sup>rd</sup> May	Students and Curriculum	Wednesday 10 <sup>th</sup> May	Full Governing Body	Wednesday 21 <sup>st</sup> June	
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There being no other business, the meeting closed at 18.25

*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.*