

The Priory School

A Voluntary Aided Church of England School

MEETING OF THE FULL GOVERNING BODY

Wednesday 21 June 2017 at 16.00

Members:

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

In attendance:

Mrs Jo Trimmell	JTL	Deputy Headteacher
Mrs Lorraine Abbott	LAT	Deputy Headteacher
Mr Phil Harrison	PHA	Assistant Headteacher
Mr Phill Harrison	PHN	Acting Assistant Headteacher
Mrs Bev Godwin	BGN	Business Manager
Mrs Sue Harrington	SHN	Babcock 4S Clerk

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 commenced at 16.05

	Item	Action
1.	Apologies for Absence: Apologies were received from Janet Hockley, Alan Jonas and Peter Nevins. Their reasons were accepted. No apologies were received from PBS.	
2.	Declarations of Interest in any items on this agenda DBN advised that her husband is attached to a multi academy.	
3.	Minutes of the FGB meeting held on Wed 8 March 2017 Item 7: PHN should read PHA under sections 3 & 4. These changes were made and the minutes were agreed as an accurate record of the meeting and signed by Vice Chair, KOY.	
4.	Matters arising from the minutes not on the Agenda RE: S&C Minutes: Item 6: attendance policy RGB advised that she has spoken to other Dorking Schools and as a result a model policy would be prepared and Governors agreed that RGB should research and report back at the next FGB meeting. She	Agenda: S&C RGB

	confirmed that this would only concerns a small number of students.	
5.	<p>Constitution of the Governing Body</p> <p>Name and category of Governors who have resigned from the FGB: Dr Gwynneth Haynes: Co-opted Governor Mrs Janet Hockley: Foundation Governor</p> <p>Mrs Liz Price: Parent Governor: her term of office has come to an end and she has decided not to re-apply.</p> <p>Mr Nigel Spreadbury: Parent Governor: his term of office has come to an end and he has decided not to take up the offer to attend meetings until a Foundation Governor vacancy becomes available.</p> <p>Category of vacancies to be filled: 1 Co-opted; 1 Foundation; 2 Parent Governors</p> <p>CSG reported on the process in re-constituting the Governing Body from 20 to 16 in 2015. He asked Governors to consider reducing the FGB. AFR advised caution as it is rare that there is a full complement of Governors or when new Governors are going through the training process. KOY reminded Governors that the skills of the Governors are important. The matter was put to a vote and the results were as follows: FGB of 16 Governors: 3 FGB of 14 Governors: 5 FGB of 12 Governors: 1</p> <p>KOY recommended that this matter will be an agenda item at the next FGB meeting and that CSG would research the process of re-constitution and report to the meeting.</p>	Agenda FGB CSG
6.	<p>Chair's action</p> <p>JHY advised via a letter that she had authorised that the furniture in the staff room can be replaced.</p>	
7.	<p>Headteacher's Report - updated Annual Improvement Plan and the school's Self Evaluation Form for 2017</p> <p>RGB presented her SEF report and advised that she will be producing an updated report along with her headline information report at future FGB meetings. She advised that this is a working document for SLT and would be useful for Governors if they are invited to attend the school during an Ofsted inspection. She confirmed that an annual improvement plan will be part of the reporting process.</p> <p>DBN asked when the AIP is prepared and RGB confirmed that it will be released in September when the exam results are available.</p>	
8.	<p>Committees and Nominated Governor Reports</p> <ul style="list-style-type: none"> • C&P Committee: nothing additional to report. 	

- P&F Committee: **SMY thanked BGN** for presenting the budget in time and reported that it has been approved by Surrey County Council. RGB advised that it is difficult to put a timescale on education funding but she and BGN had sought advice on the budget and it has been confirmed that although the budget is not balanced, there is nothing left to cut. However, reserves are being used and there is a need to find a strategy to solve this deficit. DBS asked if the budget can go onto the website and it was agreed that it will be and the Clerk will advise Governors.
- S&C Committee: **GHS advised** that attendance was discussed along with data tracking. Presentations by Celena Green and Lindsay Thomas were re-assuring. RGB advised that an additional Inset Day was required for specific training. Surrey County Council and the Diocese had agreed. RGB provided a letter for Governors which Introduced and explained TEEP (Teacher Effectiveness Enhancement Programme) and how the training will be organised. **LAT advised** that she has visited schools that have provided this service and she is convinced that it is cost effective and worthwhile. The impact will be immeasurable in the quality of teaching and outcome for students. It appears under “buybacks” in the budget. **AJS asked** if the support staff receive training and RGB confirmed that they can apply for training when it is required.
- Policy Committee: policies are now accessible on website.
- Safeguarding: **KOY reported** that she has met JTL . Behaviour in the classroom has been a cause for concern and as a result, Intervention Rooms have been introduced. This is working well and is reducing the number of exclusions. At its peak so far, there were 62 students in the Intervention Rooms, and a week later, there were only eight. Feedback from staff has been positive and they had reported that they are now able to teach rather than just manage students. **KOY suggested** that a survey with the students and staff could reveal its effectiveness. JTL reported that it has not been an easy exercise as some students and parents have objected, but the school is already a lot calmer. The students study when they are in the Isolation Room. RGB thanked SLT for their commitment to the project. However, by contrast, good behaviour is acknowledged with the issuing of house points. GHS asked if a log is being kept of students going into isolation and it was confirmed that full data is being retained. **KOY advised** that all students were warned of the system at assemblies.
- Looked After Children: JTL advised that two refugee students have been accepted at East Surrey College. A new refugee student will be joining the school next term. **KOY advised** Governors that the Dorking area has one of the highest reported child exploitation incidents and the school is

	<ul style="list-style-type: none"> • The new structure of the Committees will ensure that Governors are kept fully informed on progress and action. • Governing Body performance will be enhanced by the structured organisation of the school visits. • School visits by governors will provide useful triangulation against evidence provided by HODs and SLT to support a more rigorous self-evaluation process 	
13.	<p>Welcome Pack for new Governors AFR asked what Governors consider should be included in the Welcome Pack:</p> <ol style="list-style-type: none"> 1. List of acronyms. 2. Details on buddy system/mentor. 3. Links to Better Governor and training; 4. Information on SLT and Governors; 5. Topics where knowledge is useful/essential; 6. Website links: ie school website, DoE, Raisonline etc; 7. Policies; 8. Basic information about school, numbers on role, size, heads of year etc; 9. Key and current topics; 10. History of the School; 11. Core competencies: – particularly the evaluation of the FGB; 12. Key dates in academic year when Govs could attend. 	AFR
14.	<p>Dates of next meetings and future agenda items: A list of possible meeting dates for the next academic year will be distributed.</p> <p>Thanks were expressed for those Governors who are leaving the FGB and best wishes were extended to them. GHS who was at the meeting, received flowers and KOY advised the meeting that GHS had been a Governor since 2006 and had attended over 110 meetings. GHS expressed her thanks and confirmed that she has enjoyed the experience and is proud to have been connected to the school.</p>	

There being no other business, the meeting closed at 18.40

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.