

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

Wednesday 28 November 2018

*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:

| | | |
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| 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 |
| Mr Stuart Murray | SMY | LA Governor |
| Mr Hugh Parry | HPY | Foundation Governor |
| Dr Chris Smewing | CSG | Parent Governor |
| Ms Hannah Taylor | HTR | Staff Governor |
| Mr Paul Fletcher | PFR | Parent Governor |

In attendance:

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| 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 Sinead Tobin | STN | Clerk to Governors |

After a short prayer by AJS, the meeting commenced at 16.09

| 1 | APOLOGIES FOR ABSENCE <i>(Statutory)</i> | Action |
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| | a) Apologies for absence have been received from PFR & NMR b) The apologies for absence were accepted. | |
| 2 | DECLARATION OF INTEREST <i>(Statutory)</i> | |

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| 2 | <p>There were no declarations of interest on any item on the agenda.</p> <ul style="list-style-type: none"> • PNS - Vice chair Guildford Dioceses Board of Education, Director of Guildford Dioceses Education Trust, consultant to SCC (not on education) | |
| 3 | MINUTES OF THE FGB MEETING - WEDNESDAY 27 June 2018 | |
| | The minutes were approved, subject to the discussion under item 10 Committee reports, regarding the clarification of the position with the Good Shepherd Trust. | |
| 4 | MATTERS ARISING | |
| | There were no matters arising. | |
| 5 | MINUTES OF BUSINESS MEETING - WEDNESDAY 12 SEPTEMBER 2018 | |
| | Minutes were approved and signed by the Chair. | |
| 6 | MATTERS ARISING | |
| | There were no matters arising. | |
| 7 | GOVERNOR'S HANDBOOK | |
| | <p>Governors were given an updated new copy of the schools governor's handbook. HTR was thanked for her work on the handbook. Governors agreed that the photographs in the handbook could be used on the school website.</p> <p>ACTION: Governor's photographs to be uploaded onto the school's website</p> | RGB |
| 8 | APPROVAL OF THE SCHOOL'S VISION STATEMENT | |
| | <p>The school's vision statement has been reviewed by the SLT. Any changes were highlighted for the Governors to review and approve. It was suggested that the acronym SIG+ could be confusing for parents to understand. It was agreed that it should be changed to Significant +</p> <p>ACTION: Change SIG+ to Significant +</p> | HTR |
| 9 | HEADTEACHER'S REPORT | |

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| <p>Governors were given a copy of the new format headteacher's report. RGB thanked her SLT colleagues for their contributions in compiling the HT report. RGB explained to the governors that the HT report is made up of information from the School Vision's Statement, the School Self Evaluation form and the Annual Improvement Plan. With an ofsted due in November 2019, RGB expressed that the document needs to clearly communicate the path to the school's improvement. It needs to set the school's highest priorities and be really clear about how it links to the SEF. Governors asked how progress will be evident and RGB explained that at each FGB there will be an update added in a different colour for Spring, Summer and so on.</p> <p>Governors discussed the timing of the report. There were concerned that by scheduling the FGB so late in the first term, the improvement plan is not being discussed early enough. Governors also discussed bringing to the AIP to the L&T committee meeting and giving all governors access to the document. Governors agreed to this and to set the FGB earlier in the term.</p> <p>ACTION: Bring FGB meeting forward in Oct or Sept</p> <p><u>1.The School Self Evaluation Form June 2018-19</u> The content of the school's self evaluation form (SEF) has mostly been generated by information included in the Ofsted inspection in February 2018.</p> <p><u>2. Annual Improvement Plan 2018-19</u> Priority 1 and Priority 2 (main driving actions for school's improvement) lend themselves to having SEF references. This will mean improvements on the overall judgements on the SEF as we work through the Ofsted action points. Priority 3 (Improve confidence of stakeholders in our ability to deliver outstanding education) - In line with achieving Priority 1 & 2, positive outcomes in Priority 3 should be achieved. Priority 4 (Building Stronger partnerships across the community) - This does not link into the SEF.</p> <p><u>3. Student progress based on in-year data</u></p> <ul style="list-style-type: none"> • Progress measure currently on or above to achieve MLO across all subjects studied: 81% in the summer 2018 (Before exams so no grade boundaries), 60% in November 2018 current prediction. | <p>Chair & HT</p> |
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- Vulnerable Groups currently on or above MLO across all subjects studied: 56%
- SEND currently on or above MLO across all subjects studied: 48%
- Currently on or above to gain 4+ in Eng and Maths: 58%
- MLO target 4+ om Eng and Maths: 78%
- Currently on or above to gain 5+ in Eng and Maths: 42%
- MLO target 5+ in Eng and Maths: 46.5%

Governors discussed the setting of targets. Teachers inform SLT of the grades they expect students to achieve and the target is set above that figure.

CSG questioned whether the FFT20 target of 85% for teachers was realistic bearing in mind that teachers had initially been overly positive in their predictions of student performance.

LAT explained that the targets and attainment must be improved and is a priority amongst the staff.

4. Curriculum changes 2018 - 19

- Following the late resignation of a member of Staff in ML, the ML literacy support group in Year 7 could not take place.
- SLT is exploring ideas such as moving GCSE options process to Y8, starting courses in Y9 or moving the start of the academic year to May.
- All ideas will be explored in consultation with HODs, parents and Students over the coming academic year.
- Significant changes to the structure of the school day and a project-based curriculum are also under consideration.

5. Priory 6

Year 12

- The 6th form as received 49 applications from year 11 students to date. This number is an increase from last year.
- 31 Students in Yr 12 (up from 18 in Sept 2017).
- Student have had progress reports to glean how well they had started the year. Of 102 grades across all students and subjects only one student needs to make more effort.
- Since the progress report 2 students are currently a cause for concern, parental meetings are being held. All others are showing good progress at this early stage.
- Students have had visits from Amnesty International, The National Apprenticeships Service and the Royal Marines.

- All Priory6 students have been offered opportunities to take part in national legal competition and the African Playgrounds trip.

Governors asked about the remaining 100 students in Y11 and what they have applied for after GCSE's. RGB explained that 76 have applied for Reigate college and Colliers, Nescot, Apprenticeships, Merristwood, Guildford and the Ashcombe are the other choices.

Year 13

- 5% of predictions are above target, 29% are on target and 36% are below target.
- Subjects causing concern are history and politics. 5 individual students causing concern, concerns will be addressed at parents evening.
- 11 students are making university applications. 2 students are being supported to make employment and apprenticeships applications. Students encouraged to use all 5 choices on UCAS forms.
- Many of the students are involved in charitable events and fundraising events
- Leading learners event took place for students are learners to highlight what it is to be an outstanding a-level student.

6. Numbers on Roll (based on Autumn census)

- A table detailing the numbers on roll was presented in the report.
- Governors were asked to familiarise themselves with it.
- Details of the data are on the drive.

Governors asked why there was drop in numbers on roll autumn 2018 (749) when compared to Autumn 2016 (810) and the monetary impact of these figures.. JTL explained that some children have moved county, abroad or to other schools not exclusions. RGB explained that there is more movement in Surrey as schools are not full. If the students are counted in the October census the school gets some of the financial allocation. The figure is adjusted according to the attendance at the January census. EHCP students have the choice to try a mainstream education. If it does not work for them then they may move to a specialist school. There is a monetary impact on the schools budget because of these factors.

7. Attendance

- There has been an improvement in the attendance at the school.

- New package has been introduced call *Ed Lounge - virtual learning package* - which is useful for students will long term illness to access their education. Being educated offsite
- Excluded students receive a letter and their allocated time on Ed Lounge to continue their work at home. School will receive a report as to how many hours were completed and where the student carried out their work.
- Average attendance is 93%, without RPA 95%. Can be compared to other schools at the end of year.

Governors discussed the applicant numbers for 2019/20. RGB explained the January figures were a good indicator of the number of applicants likely to attend.

8. Children Looked After

- There are 4 students who fall into this category attending the School.
- This figure is less that previous years.
- JTL and HTR are working closely as designated teachers with the students.

9. Safeguarding

JTL explained that all the systems for referrals where working well to date. Multi Agency Referral Form (MARF) were being used to refer to the Multi Agency Safeguarding Hub (MASH). The Governors were given an update of the number of referrals made since September. KOY explained that there is usually a spike in the number of referrals around holiday times.

10. Behaviour for Learning

Governors discussed the pie chart with depicts the year groups and their behaviour patterns. Yr9 presented the most challenges this year. The Pastoral team are handling the situation. Governors will be shown a comparison chart each half term to measure progress.

11. Governors' monitoring visit

RGB thanked DBN and NMR for taking part on the monitoring visit day in November. RGB explained that the teachers who were observed have been given the feedback. It will be used alongside evidence from the isolation G16 room and the data drop information to help with their forward planning. Governors asked about the summer monitoring visits and how the findings were used from it. RGB explained that the SLT

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| | <p>published the Key Information Booklet for staff at the end of the summer term - all visits were summarised in the booklet. The staff were then able to use the information at the inset days in early September.</p> <p>RGB briefed Governors on the electronic homework system and how it allows HODs to monitor more closely. Governors questioned why a student had commented that their homework had not been marked. RGB explained that sometimes homework is set to be used in the next lesson rather than to be marked by the teacher. This doesn't always get communicated properly to the student which then causes them to think their work has not been checked. LAT explained that the feedback policy doesn't require teachers to mark in the traditional way but it does require them to 'live mark' with students, formative feedback over a period of set hours and summative feedback. RAG 123 system is in place in some instances. RGB explained that the feedback from Hugh Betterton was that there was an improvement in the quality of the work. Governors are pleased with the Show My Homework system.</p> <p>ACTION: Dates set for next terms Governors Monitoring Visits</p> | JW |
| 10 | COMMITTEE REPORTS | |
| | <p><u>Executive Committee Meeting 7th November 2018</u></p> <p>The minutes were circulated. The committee wanted to clarify that the vote at the summer FGB was to declare the schools intention to join the GST rather than just to investigate the possibility of joining. There was a discussion about the process taking two years to complete and at anytime during the due diligence the school has the right to refuse to join. Governors discussed concerns regarding other schools who have joined the GST and are currently underachieving. Governors decided that it would be beneficial to agree to start the process in order to be involved in and understand the proceedings. Unanimous agreement to join the GST <i>subject to</i> the appropriate due diligence process, with the proviso that that we can withdraw at any time during that process.</p> <p><u>Teaching and Learning</u></p> <p>Minutes to be distributed before the next T&L meeting.</p> <p><u>Resources Committee</u></p> <p>Minutes will be distributed prior to the next FGB.</p> | |
| 11 | POSITION REGARDING THE DRAFT BUDGET 2018-19 | |

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| | <ul style="list-style-type: none"> • Extraordinary meeting took place in November. • HP to join the finance committee. <p>ACTION: Finalised Budget will be emailed to governors</p> | BGN | | | | | | | | | | | | | | |
| 12 | GOVERNOR TRAINING & DEVELOPMENT | | | | | | | | | | | | | | | |
| | <ul style="list-style-type: none"> • Ensure competency framework is all up to date. • Governors asked to join the KEY. • Governors need to complete online Prevent course. • Whole staff review of safeguarding in March. <p>ACTIONS:</p> <ul style="list-style-type: none"> • All governors to register with the Key. • Complete Prevent, send BGN the certificate on completion. • Attend March safeguarding review. | Govs | | | | | | | | | | | | | | |
| 13 | <p>SCHOOL WEBSITE</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> | | | | | | | | | | | | | | | |
| 14 | <p>ADMISSIONS 2020/2021</p> <p>Admissions 2020/21 policy was approved by the governors.</p> | | | | | | | | | | | | | | | |
| 15 | <p>SELF EVALUATION (OF GOVERNANCE)</p> <p>The Governing Body should reflect on the effectiveness of the meeting and how their deliberations and decisions will impact on future pupil outcomes.</p> <ul style="list-style-type: none"> • Important decision made regarding the future direction of school. • Agreed to review cycle of meetings. • Govs have challenged SLT on improvements. | | | | | | | | | | | | | | | |
| 16 | <p>MEETINGS SCHEDULED 2018/2019</p> <p>Autumn 2018</p> <table> <tr> <td>Wed 12 September</td> <td>FGB Business Meeting</td> </tr> <tr> <td>Wed 10 October</td> <td>Learning & Teaching Committee</td> </tr> <tr> <td>Wed 17 October</td> <td>Staff appraisal and HT pay</td> </tr> <tr> <td>Wed 7 November</td> <td>Executive Committee</td> </tr> <tr> <td>Wed 21 November</td> <td>Resources</td> </tr> <tr> <td>Wed 28 November</td> <td>FGB</td> </tr> </table> <p>Spring 2019</p> <table> <tr> <td>Wed 30 January</td> <td>Learning & Teaching Committee</td> </tr> </table> | Wed 12 September | FGB Business Meeting | Wed 10 October | Learning & Teaching Committee | Wed 17 October | Staff appraisal and HT pay | Wed 7 November | Executive Committee | Wed 21 November | Resources | Wed 28 November | FGB | Wed 30 January | Learning & Teaching Committee | |
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| Wed 13 February | Resources | |
| Wed 13 March | FGB | |
| Summer 2019 | | |
| Wed 24 April | Resources Committee | |
| Wed 8 May | Learning & Teaching Committee | |
| Wed 12 June | Executive Committee | |
| Wed 26 June | FGB | |

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