

# The Priory School

A Voluntary Aided Church of England School

## MEETING OF THE FULL GOVERNING BODY

Wednesday 16<sup>th</sup> November 2016 at 16.00

### Members:

Mrs Rachel Gibb	RGB	Headteacher
Mrs Janet Hockley	JHY	FA/Chair of Govs
Canon Peter Bruinvels	PBS	FA
Mr Angus Frazer	AFR	FA
Rev Alan Jonas	AJS	FA – Ex Officio
Mrs Kim Oakley	KOY	FA/Vice Chair of Govs/Chair of C&P
Mr Hugh Parry	HPA	FA
Ms Sheena Turner	STR	ST
Dr Gwynneth Haynes	GHS	Co-op Gov/ Chair of S&C
Mr Stuart Murray	SMY	LA/ Treasurer/ Chair of P&F
Ms Liz Price	LPE	PA
Dr Chris Smewing	CSG	PA/Vice Chair of Govs/Vice Chair of S&C
Mr Nigel Spreadbury	NSY	PA/Vice Chair of C&P

### In attendance:

Mrs Jo Trimnell	JTL	Acting Deputy Head
Mr Phil Harrison	PHA	Assistant Headteacher
Mrs Lorraine Abbott	LAT	Acting Assistant Headteacher
Mr Phill Harrison	PHN	Acting Assistant Headteacher
Mrs Bev Godwin	BGN	Business Manager
Miss Celina Green	CGN	Associate Assistant Headteacher
Mrs Sue Harrington	SHN	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 commenced at 16.05

	Item	Action
<b>A</b>	<b>JHY</b> began the meeting with three notices: <ul style="list-style-type: none"> <li>BGN has been invited to County Hall to celebrate her 25 years with Surrey County Council. She was congratulated.</li> <li>STR has become a grandmother to baby James. She was congratulated.</li> <li>Jess Bailey has designed postcards which are for sale – all profits going to building a playground in Uganda.</li> </ul>	
<b>1.</b>	<b>Apologies for Absence:</b> (statutory) Rev'd Peter Nevins and PHN presented their apologies. Their reasons were accepted. The meeting was quorate.	
<b>2.</b>	<b>Declarations of Interest in any items on this agenda</b> (statutory) There were no declarations of interest in any items on this agenda.	
<b>3.</b>	<b>Minutes of the FGB meeting held on 22 June 2016</b> (statutory) HPA confirmed that his term of office as Governor commenced on 23 <sup>rd</sup> May 2016. The minutes were signed by the Chair as a true record of the meeting.	
<b>4.</b>	<b>Matters arising from the minutes not on the Agenda</b> PBS advised that he cannot to attend the FGB meeting on 21 <sup>st</sup> June 17.	

5.	<p><b>Constitution of the Governing Body</b> <i>(statutory)</i>  Name and category of Governors whose term of office is due to expire before the next meeting (Wednesday 8<sup>th</sup> February 2017): None</p> <p>Name &amp; category of Governors whose term of office is due to expire before the end of the academic year:</p> <ul style="list-style-type: none"> <li>• STR: Staff Governor 23/04/2017: as she has resigned from the post as Head of Maths, this meeting will be her last. She was thanked for the work she had done for the school and Governors.</li> <li>• LPE: Parent Governor 16/05/2017</li> </ul> <p>Category of vacancies to be filled</p> <ul style="list-style-type: none"> <li>• Two Foundation Governors: AJS advised that he has identified two possible Governors and once all the necessary checks have been actioned, will invite them onto the FGB.</li> <li>• One Foundation Governor has not been able to attend meetings, or communicate with the school and Clerk, and it was agreed that JHY will write to him confirming that he has been relieved of his commitment to the Governing Body. Clerk will advise the Diocese.</li> </ul>	JHY SHH
6.	<p><b>Chair's action</b>  Chair advised Governors that she has not undertaken any action since the last FGB meeting of an emergency nature and/or that have a significant impact on the development of the school.</p>	
7.	<p><b>Headteacher Report</b>  RGB introduced her Leadership team:</p> <ul style="list-style-type: none"> <li>• Jo Trimnell (JTR)– Acting Deputy Head teacher</li> <li>• Phil Harrison (PHA) – Assistant Headteacher</li> <li>• Phill Harrison (PHN) – Acting Assistant Headteacher</li> <li>• Lorraine Abbott (LAT) – Acting Assistant Headteacher</li> <li>• Bev Goodwin (BGN) – Business Manager</li> <li>• Celina Green (CGN)– Associate Assistant Headteacher</li> </ul> <p>She advised that the Head of Sixth Form is taking time off whilst undergoing chemotherapy. During his absence PHA will deal with the day to day management of the sixth form. Year 12 attendance is of concern. CGN will be dealing with quality assurance for the next few weeks, with emphasis on how lesson observations are managed. RGB advised that she is going to have an assembly with the Sixth form students and has drafted a letter to parents to keep them informed. GCSE - RGB advised that results from the GCSE appeals are still not available.</p> <p>Staffing &amp; Staff Development:</p> <ul style="list-style-type: none"> <li>• STR has retired as Head of Maths; she has been in this position for nine years. She will be returning on a part-time basis, and Deborah Ware will be returning to cover some classes on a part-time basis until a new maths teacher has been recruited.</li> <li>• David Ames has resigned;</li> <li>• Holly Nettleton will cover AGT's teaching timetable.</li> </ul> <p>Staff absence: RGB advised that a one member of staff has been a cause for concern and that she working to cover in the interim period so that her absence does not affect the students.</p> <p>Attendance: Year 12 is a cause for concern, and PHA is monitoring the</p>	

	<p>situation.</p> <p>Open Evening Visits: the information presented gives a three-year perspective. She advised that the footfall has risen but that this has not yet been translated into applications. The supplementary information forms have reduced significantly. In her opinion, the admissions policy has a negative impact on recruitment to the school. PBS, as a Governor at The Weald, advised that RGB should continue to promote the school here. RGB confirmed that there are plans for the Sixth Form to help with football at The Weald, and that she met the Head Teacher before Half Term. She also visits St Martin's on a regular basis and has spoken to the Headteacher at St Paul's. She agreed that more needs to be done to promote and market the school.</p> <p>Annual Improvement: an updated report will be attached to minutes.</p> <p>Christian Distinctiveness: PBS was impressed with this item and that this should assist when marketing the school.</p> <p><i>PHA arrived at 16.40</i></p> <p>AFR thanked RGB for a very clear report and asked if there will be an end of year report outlining the achievements and RGB confirmed that there would.</p>	
<p><b>8.</b></p>	<p><b>Expansion Project</b></p> <p>RGB advised that this is on the agenda because of the forthcoming Exhibition. She confirmed that the Main Hall will be open between 4 and 7pm on 17 November and thanked those Governors who had already committed to attend. She is waiting to hear who will be attending on behalf of SCC. Jacobs have set up the Exhibition and attendees will be asked to complete feedback forms which will be taken into consideration when the planning application is submitted. The Transport Survey is not yet available.</p> <p>She advised that the site has a capacity to support a maximum of 1,050 students. The Sixth Form will be separate. The new science labs will be good for learning and teaching, affecting English and Maths positively.</p> <p>She confirmed that the greatest issue will be transport, but this is a matter for SCC and not the school.</p> <p>RGB was thanked for her report.</p>	
<p><b>9.</b></p>	<p><b>Committees and Nominated Governor Reports</b></p> <ul style="list-style-type: none"> <li>• C&amp;P Committee: KOY advised that Joe Mills has worked hard on keeping the fabric of the school strong. It has been agreed that H&amp;S report structure requires changes as it does not reflect the information that is required. This is being actioned by Joe.</li> <li>• P&amp;F Committee: SMY advised that the Committee were concerned that the school may find itself responsible for the fees if the expansion project does not go ahead. PBS was thanked for checking with the Diocese who confirmed that they would cover any fees should the situation arise.</li> <li>• S&amp;C Committee: GHS advised that the Committee had reviewed the GCSE results. Subject allocation of Governors will be distributed by JHY.</li> <li>• Policy: Governor emails: Governors are reminded to use their</li> </ul>	<p>JHY</p>

	<p>school email account. RGB will organise addresses for those Governors who do not yet have one. The Acceptable Use of Email policy will be emailed to Governors.</p> <ul style="list-style-type: none"> <li>• Safeguarding: KOY advised that she had had a recent meeting with JTL and confirmed that she is confident that all is working well.</li> </ul> <p>KOY drew Governors' attention to "Toot Toot", a website which allows students to contact the school anonymously. This is managed JTL who can take further action if she feels it is required. Mondays is usually the busiest day. Assemblies are now scheduled for Mondays. It had been agreed that the £1,000 investment is worthwhile.</p> <p>KOY advised that she has attended an e-safety course. It was agreed that "Keeping Children Safe in Education" and the "Prevent" should be sent to Governors.</p> <p>Nine children are in care and are managed with personal education plans. Three more are expected next year.</p> <p>Designation safeguarding meetings are organised every term.</p> <p>The SCC's Multi-Agency Safeguarding Hub (MASH) is now in use, however, there are issues in its use.</p> <p>GHS asked if any information has been available for parents and JTL confirmed that there are links on the website and regular updates are sent out. She asked that all Governors read the Safeguarding Policy which can be access through "googledocs" via the website.</p> <p><i>CG and JTL departed at 17.20</i></p>	<p>JTL</p> <p>BGN/ SHH</p>
<p><b>10.</b></p>	<p><b>Admissions 2017/2018 AND 2018/2019</b></p> <p>CSG presented three possible proposals:</p> <ul style="list-style-type: none"> <li>• the current admission policy;</li> <li>• Diocese recommendations;</li> <li>• his recommendations.</li> </ul> <p>He confirmed that this is for the 2018 entry and that once Governors had agreed a policy, it would be subjected to a consultation period and presented by the end of January 2017. There was a long discussion when consideration was given to including a list of feeder schools, transport problems, the Diocese boundary etc.</p> <p><i>AFR departed at 17.35</i></p> <p>It was agreed that CSG would prepare an over subscription policy based on the Governors' recommendations: ie</p> <ol style="list-style-type: none"> <li>1. Looked After Children (LAC) and Previously Looked After Children (PLAC)</li> <li>2. Students who will have a brother or sister attending the school at the time of application</li> <li>3. Students for whom The Priory is the nearest Cof E secondary school (as measured in a direct line – see notes below)</li> <li>4. Students and/or parent(s) who regularly attend a Church of England church</li> <li>5. Students and/or parent(s) who regularly attend another Christian church</li> <li>6. Students and/or parent(s) who regularly attend a place of another religious faith</li> <li>7. Students whose medical condition or social circumstances means that they must attend this rather than any other school</li> </ol>	<p>Attached</p>

	<p>8. Students who would like to attend this Church of England school but who do not qualify in categories 1–7. Proposed: JOY: seconded: PBS The policy was agreed.</p> <p><i>AJS and LPE departed at 18.00</i></p>															
11.	<p><b>Finance and School Budget</b> <span style="float: right;"><i>(Statutory)</i></span> BGN advised that the information provided is a draft budget. The carry forward is higher than it was forecast in September. The Education Services Grant will no longer be available and the Apprentice Levy may still apply. Staffing costs will continue to rise as staff forecast to receive incremental rises have been included in this draft. RGB advised that several staff are teaching subjects that they are not qualified to teach and parents are aware of this. She advised care must be taken with supporting the staff at a time of staff shortage. SMY advised that a new financial package is in development where there will be an opportunity to look at future budgeting. Lettings require further consideration. BGN confirmed that the budget will be submitted by the end of November. Proposed: SMY and seconded by AJS. The draft budget was approved.</p> <p><i>HAP and PBS departed at 18.10</i></p>															
12.	<p><b>School Website</b> RGB demonstrated the new website which is close to completion.</p>															
13.	<p><b>Recent Developments</b> Governors were reminded to register themselves with <a href="http://www.bettergovernor.co.uk">www.bettergovernor.co.uk</a> Governor Update: Governors were reminded that these are sent to them on a termly basis. Hot Topics: Governors were reminded that these are useful training tools. Clerks' Briefing: SHH advised that her report would include matters that they may find useful.</p>															
14.	<p><b>Governor Training and Development</b></p> <ul style="list-style-type: none"> <li>Safeguarding Training of Governors: JHY advised that Governors should ensure that they have undertaken this training.</li> <li>Additional Governor Training; JHY advised that E-safety and Safeguarding training are available and Governors should advise AFR if they undertake any training. .</li> </ul>	Agenda item for next FGB meeting														
15.	<p><b>Self-Evaluation (of Governance)</b> The Governing Body should reflect on the effectiveness of the meeting and how their deliberations and decisions will impact on pupil outcomes including:</p> <ul style="list-style-type: none"> <li>Duration and focus of this meeting: it was agreed that any questions on items on the agenda should be sent to the person responsible three working days in advance of the meeting. This would improve the time management of the meeting and allow the recipient time to prepare the answers.</li> </ul>															
16.	<p><b>Date of next meeting and future agenda items:</b></p> <p>Spring 2017</p> <table border="1"> <tr> <td>H&amp;S Committee</td> <td>Wednesday 11<sup>th</sup> January</td> </tr> <tr> <td>Students and Curriculum</td> <td>Wednesday 18<sup>th</sup> January</td> </tr> <tr> <td>Community &amp; Premises</td> <td>Wednesday 25<sup>th</sup> January</td> </tr> <tr> <td>Personnel &amp; Finance</td> <td>Wednesday 1<sup>st</sup> February</td> </tr> <tr> <td>Policy Committee</td> <td>Wednesday 8<sup>th</sup> February</td> </tr> <tr> <td>Full Governing Body</td> <td>Wednesday 8<sup>th</sup> March</td> </tr> </table> <p>Summer 2017</p> <table border="1"> <tr> <td>Policy Committee</td> <td>Wednesday 12<sup>th</sup> April</td> </tr> </table>	H&S Committee	Wednesday 11 <sup>th</sup> January	Students and Curriculum	Wednesday 18 <sup>th</sup> January	Community & Premises	Wednesday 25 <sup>th</sup> January	Personnel & Finance	Wednesday 1 <sup>st</sup> February	Policy Committee	Wednesday 8 <sup>th</sup> February	Full Governing Body	Wednesday 8 <sup>th</sup> March	Policy Committee	Wednesday 12 <sup>th</sup> April	
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	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	

There being no other business, the meeting closed at 18.30

*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.*

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## MEETING OF THE FULL GOVERNING BODY

Wednesday 16<sup>th</sup> November 2016 at 16.00

### Members:

Mrs Rachel Gibb	RGB	Head Teacher
Mrs Janet Hockley	JHY	FA/Chair of Govs
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### In attendance:

Mrs Lorraine Abbott	LAT	Acting Assistant Headteacher
Mr Phil Harrison	PHA	Assistant Headteacher
Mrs Bev Godwin	BGN	Business Manager
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### Part II – Confidential

	Item	
17	<p>GHS enquired into the staff absences and if the statistics relate mostly to one person. It was confirmed that this was so. BGN confirmed that procedures are in place when dealing with frequent absences.</p> <p>KOY asked if the staff are being cared for during this period when they are so stretched. PHA advised that the amount of cover expected by staff has been limited to reduce the overall work load. The Leadership Team also ensure that staff are aware of their gratitude. JHY asked RGB to thank all the staff on behalf of the Governors.</p>	

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