

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

Wednesday 26th June 2019 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
Mr Stuart Murray	SMY	LA Governor
Mr Hugh Parry	HPY	Foundation Governor
Ms Hannah Taylor	HTR	Staff Governor
Mr Paul Fletcher	PFR	Parent 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 Sinead Tobin	STN	Clerk

MINUTES

Item		Action
<i>Opening prayers by AJS.</i>		
1	APOLOGIES Apologies for absence received from PBS and NBT. Apologies were accepted and agreed.	
2	DECLARATION OF INTEREST <i>(Statutory)</i> There were no declarations of interest in any specific agenda item.	
3	CONSTITUTION OF THE GOVERNING BODY a. New/ re-appointed Governors since last meeting:	

	<p><i>None</i></p> <p>b. Governors who resigned since last meeting: <i>Peter Nevins - Foundation & Chris Smewing - Foundation</i></p> <p>c. Governors whose term of office is due to expire before the next meeting: <i>None - AJS resigning, Ruth Bushyger is possibly taking over.</i></p> <p>d. Governor vacancies: two foundation vacancies.</p> <p>e. Governor positions/ responsibilities: chair needed for L&T committee - to be elected in September 2019.</p> <p>Chris Smewing (CSG) resigned from the governing body, citing personal reasons for his resignation. DBN to send best wishes and thanks to CSG. STN to complete the necessary paperwork to send to Cognus for CSG. Governors discussed the roles left open when CSG resigned. It was decided that re-election of vice chair and chair of various committees could wait to take place in September 2019.</p> <p>There was a discussion about the format of the governing body (GB) when the school becomes an Academy. It was recommended that the two foundation governor vacancies be left open until the school becomes an Academy.</p> <p>The GB extended their thanks and best wishes to AJS for his dedication as governor and chaplain.</p> <p><u>Actions:</u></p> <ul style="list-style-type: none"> ● DBN to send thanks from the governing body to CSG. ● STN to complete the necessary paperwork to Cognus for CSG. ● SMY to talk to Alex Tear about the vacancies in the GB. 	<p>DBN STN SMY</p>
<p>4</p>	<p><u>Vision Statement Exercise - Statement & SIAMs Framework:</u></p> <p>The SLT reviewed the vision statement in light of the new SIAMs framework (Inspection due February 2020) and decided there was no change needed. RGB explained the reason behind the change from Schools, Students and Teachers Network (SSAT) membership to the National Schools Leadership Network (NSLN). RGB also explained why the headlines don't need to change and the priorities continue to be the guiding priorities in the annual improvement plan. The four headings still encapsulates what the school is trying to achieve in it's journey.</p> <p>Governors approved the vision statement.</p>	
<p>5</p>	<p>HEADTEACHER'S REPORT: Attached</p> <p>Governors received a copy of the HT report to review.</p> <p><u>5.1 - Annual Improvement Plan 2018-19</u></p> <p>Governors were given a chance to ask questions on the AIP.</p>	

RGB explained that this version of the AIP was an update which highlights in how the school has achieved its objectives.

Governors asked if the current cost incurred for staff visiting other schools would be a saving if the school was part of an academy.

RGB explained that cost for cover staff is a school cost, these visits are usually arranged during staff non teaching time and kept to a minimum if the timings do not suit the other school.

Governors reiterated that they were pleased to see that the science books were being issued to the students in the Spring term.

Governors asked what formative feedback consists of.

LAT explained that it is feedback from the teacher to the student which outlines what sense of direction they need to go in order to develop and improve their work.

5.2 - Self Evaluation Form (SEF):

RGB explained that the structure of the SEF has changed to include the headings from the new Ofsted framework and also the SIAMS framework. All of the information included in the SEF is from the Ofsted report. The SEF will be revisited after the public examination results in the summer and continue to be populated with points of celebration or points of improvement.

AJS asked how does one ensure the Governing body is robust in its monitoring of the effectiveness of the Priory as a Church school. The link from the SEF to the SIAMS criteria may not be enough.

SMY informed the Governors that the Dioceses offer training on the SIAMS framework.

RGB explained that the SIAMS document is very user friendly and easy to follow the duty of the Governors is to link all the documents and understand the connections. SIAMS will want to talk to the Governors.

LAT added that the role AJS played in previous SIAMS inspections was imperative. Going forward with the Chaplaincy position vacant it weakens the schools position as a Church of England school.

Governors discussed whether PBS could be the expert on SIAMS but there were concerns whether PBS would have the time to dedicate to be the lead governor.

AJS explained that Ruth Bushayger (RBR) of St Paul's Church is due to take on the chaplaincy at the school.

There was a discussion about the time needed to fulfill the role. RGB to contact RBR to discuss.

	<p>HPY asked about the comment on the SEF where Ofsted stated that <i>"[Governors] have not yet evaluated the impact of the pupil premium fund with enough rigour to satisfy themselves that it is being used effectively"</i></p> <p>RGB explained that this is about information sharing.</p> <p>KOY added that she attended a training course about PP where she received a checklist which she can forward to governors.</p> <p><u>Actions:</u></p> <ul style="list-style-type: none"> • SMY to find out about SIAMS course run by the Dioceses. • RGB to contact RBR to discuss involvement with the school. • KOY to forward PP checklist to governors. <p><u>5.3 - Annual Improvement Plan 2019-20:</u></p> <p>RGB explained that the intentions column on the AIP is filled in as the intentions are a direct response to what has come out in the Ofsted report. The SLT meet with department heads and the actions from those meetings will appear on the AIP.</p> <p>HPY asked if there was an intention to create a Dorking Priory Church?</p> <p>LAT has been in contact with David Welch. The Priory was invited to be part of that idea. Some meetings took place with Steve Henwood, LAT, RGB and AJS. It has been paused for now but we are waiting to hear what the next steps should be.</p> <p>Governors discussed whether there should be a timeframe column on the AIP. It was decided that it could be on some items and could be included in the intention column.</p> <p><u>5.4 - Student progress based on in-year data:</u></p> <p>SMY asked for clarification on the Gatsby benchmark.</p> <p>HTR explained that it is a National benchmark system with 8 benchmarks in total which the school has to be meeting by September 2020. The school is making progress towards meeting them. HTR meets with the careers leader Richard Harrington who will be attending a course to gain more information about the Gatsby Benchmarking. It will become part of the PSHE programme. The government has decided to put more emphasis on careers education in schools.</p> <p><u>5.6 - Priory6:</u></p> <p>There was a discussion about the numbers of students applying for the sixth form. Governors were pleased that there was an increase. Governors discussed where students choose if not the Priory. One governor commented that his child would have chosen the Priory but the subject</p>	<p>SMY RGB KOY</p>
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choice wasn't what they wanted. PHA explained that the timetable can be written around a students choices but only if they commit to staying at the school which many are reluctant to commit until the last minute. There was a discussion about the support and pastoral care each student receives during their time at the school and sixth form and how best this can be conveyed to prospective students and parents.

5.7 - Number On Roll (NOR)

Governors were asked if they had any specific questions on NOR.

RGB went on to explain that the NOR are fluid for various reasons. RGB wanted to discuss the YR7 entry for 2019 and 2020. SCC asked the Priory to have a PAN of 210, the aim is to get 150, with a plan to cap that figure in September so as not to be less vulnerable to managed moves. Last year the Priory first choices was up at 136 but this years numbers were 86 which was a shock and resulted in RGB meeting with all primary school heads to find out what the push and pull factors were. RGB explained that she attended a meeting with David Blow from the Ashcombe who agreed not to go over their PAN of 240. RGB went on to explain the ripple effect when a number of students who have accepted their place at the Priory then drop out as they are offered places in Independent schools or other schools in the region. A number of students set to attend the Priory have had their appeals upheld and are now going to the Ashcombe who are opening a 9th form of entry. The number set to attend YR7 in September 2019 is 106 students.

SMY met with the Chair of Governors who explained that they weren't aware of the increase in numbers in YR7 but suggested that it might be related to the schools overall PAN. The increase in YR7 makes up for the lower numbers in the other year groups.

Governors discussed the role of the LA in looking at how schools manage large cohorts of students. SCCs position on accepting over PAN is very clear, a school should not accept an appeal when there are spaces in available in other local schools.

Feedback from the local primary schools is that the Priory don't promote loud enough the positive aspects of the school. One of the initiatives the Priory have set up, having stepped away from the Dorking Schools Partnership challenge opportunities, is in offering their own various challenge days for entire year groups from various local primary schools to come and take part in and experience life at the Priory. The SLT have communicated with the Primary schools and asked what activities the Priory could offer to enhance the primary school curriculum.

	<p>There was a discussion about the large intake at St Andrew's in Leatherhead and the Ashcombe.</p> <p>JTL explained that the 2019 YR7 students will have extra support, one to one interventions, various support groups such as a social anxiety group and a behaviour group. YR7 students will also have access to one to one intervention with subject specific teachers for example there will be five teachers for four classes.</p> <p><u>5.8 - Attendance:</u></p> <p>JTL explained that having Education lounge online learning has really helped.</p> <p><u>5.9 - Children in Care:</u></p> <p>No questions on children in care.</p> <p><u>5.10 - Behaviour:</u></p> <p>KOY asked about the progress YR9 students.</p> <p>JTL explained that two students are now gone as they couldn't cope in mainstream. Interventions for YR9 students where external issues outside of school are affecting them. Most issues in YR9 relate to students not wanting to take subjects they won't choose for GCSE.</p> <p>JTL explained that they are working on a new model next week in dealing with disruptive students and finding a solution to dealing with the behaviour without affecting their learning. A solution that encourages a restorative relationship with the teachers before a student goes back into a lesson. Feedback is positive from students who remain in the class.</p> <p><u>5.12 - HR report - included in Part II for reasons of confidentiality</u></p> <p>Governors received a copy of the report to review.</p> <p>RGB turnover of staff is higher this year but we are not replacing like for like.</p> <p>RGB discussed the new recruits with the governors.</p> <p>Governors asked if there is a reduction in staff costs in the budget. BGN explained that there is no change to the costs. All new recruits come on the top pay scale.</p> <p>DBN asked if the changes in staffing structure will be updated in the Governors handbook. RGB confirmed this would be the case.</p>	
6	<p>Marketing strategy update -</p> <p>Following the last FGB Kathy Kyle was appointed in May. RGB presented a powerpoint to Governors which included photographs taken around the school. RGB explained all the actions that have taken place to date. All</p>	

	<p>social media avenues have been set up twitter, facebook, instagram; students seem to be responding to instagram account meanwhile parents are using twitter. There was a photography session at the school. Kathy has begun designing a website to go live by September. RGB explained how several articles have been sent to the Dorking Advertiser and only one made it to print, we are not sure what the stumbling block is but will keep plugging away at it. There will be social media training in school on July 8th governors are welcome to attend. Kathy will also be working on the ambassadorial work for the school.</p> <p>Governors discussed who could be ambassadors for the school, Billy Monger has attended presentations at the school. Governors wanted to know how Kathy is accountable for the work she is doing, RGB explained the goal was to increase our PAN. There was a discussion about how effective social media really is for the school. RGB explained that Kathy has been briefed fully on all the challenges faced by the school.</p> <p>AJS asked if there was a succession plan in place for when Kathy completes her term, AJS also suggested articles are sent to the area Dean who will then post out to all the other Surrey publications. RGB confirmed that they are building up expertise amongst the staff. Jason Thresher will take care of the website.</p> <p>Governors suggested the Katy present a SMART update to governors.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • Kathy to give a SMART update to governors • AJS & SMY to approach area Dean about the Surrey publications. 	<p>RGB AJS &SMY</p>
<p>7</p>	<p>COMMITTEE REPORTS & ACTION</p> <ul style="list-style-type: none"> • Teaching and Learning: Minutes - Minutes / Action list <p>Minutes agreed.</p> <ul style="list-style-type: none"> • Resources: Minutes - Minutes / Action list <p>Minutes agreed.</p> <p>See part 2 confidential minutes.</p>	
<p>8</p>	<p>FGB Policies Schedule - RGB - all model policies</p> <p>See part 2 confidential minutes</p>	
<p>9</p>	<p>MINUTES OF THE FGB MEETING & ACTION LIST - 27th March 2019</p> <p>Minutes</p> <p>Action list</p> <ul style="list-style-type: none"> • Agreed and signed 	
<p>10</p>	<p>MATTERS ARISING - None</p>	

11	<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"> • Improve timings of papers being sent to Governors 	
12	<p>Provisional meeting dates scheduled for the academic year 2019/20: See Part 2 notes.</p> <p><u>Autumn Term 2019:</u> Sept 11 Full Governing Body - Business Meeting - AIP will be covered. Oct 9 Learning & Teaching Committee Oct 16 Staff appraisal & HT pay Nov 6 <i>Executive Committee</i> Nov 20 Resources Committee Nov 27 Full Governing Body</p> <p><u>Spring Term 2020:</u> Jan 29 Learning & Teaching Committee Feb 12 Resources Committee Feb 26 <i>Executive Committee</i> Mar 11 Full Governing Body</p> <p><u>Summer Term 2020:</u> April 29 Resources Committee May 13 Learning & Teaching Committee June 10 <i>Executive Committee</i> June 24 Full Governing Body</p> <p><u>Proposed Governors Monitoring Visits:</u> 6th November 2019 12th March 2020 4th June 2020</p>	
13	<p>SMY read out a letter from parents of two children who attended the school who are extremely grateful for the positive time their children have had at the school.</p>	

The meeting closed at 18:27