

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

Wednesday 11th March 2020 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:

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
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
Paul Kennedy	PKY	CEO of Good Shepherd's Trust (arr. 17:30)

MINUTES

Item		Action
<p><i>At 16:07 LAT led the opening prayer.</i></p> <p><i>KOY and the clerk explained to governors that SMY had been successful in renewing his LA Governor title and that governors would need to vote again on the chairship. SMY expressed an interest in staying as chair. SMY left the room while governors voted. HPY proposed SMY and DBN seconded, all agreed. SMY rejoined the meeting as chair at 16:12.</i></p>		
1	<p>APOLOGIES (Statutory)</p> <p>Apologies for absence received from RBR and RGB. Apologies were accepted and agreed.</p>	
2	<p>DECLARATION OF INTEREST (Statutory)</p> <p>There were none.</p>	

<p>3</p>	<p>CONSTITUTION OF THE GOVERNING BODY</p> <ul style="list-style-type: none"> a. <i>New/ re-appointed Governors since last meeting:</i> An application is underway for Ginny Green. b. <i>Governors who resigned since last meeting:</i> None c. <i>Governors whose term of office is due to expire before the next meeting or end of academic year: HPY 22.05.20</i> d. <i>Governor vacancies:</i> 2 foundation vacancies - Hoping to have Ginny Green appointed as a foundation governor, all agreed e. <i>Governor positions/ responsibilities:</i> no changes. <p>SMY suggested the re-ignition of the recruitment of new governors due to changes in the future plans of the school. SMY explained that Ginny Green (GGN), a parent of the school, had expressed an interest in becoming a governor. She is currently chair of governors at an infant school. SMY explained that GGN has safeguarding skills, expertise in education, has completed many courses run by Babcock now strictly and is a church attendee. She has completed her application forms for the Dioceses and is awaiting their approval. Governors agreed to move forward with GGN's application. SMY added that GGN had also mentioned that there were 8 families attached to the school she is a governor in who have mentioned wanting to send their children to the Priory but cannot because of the lack of transport. <i>PBN joined the meeting at 16:18</i></p>	
<p>4</p>	<p>HEADTEACHER'S REPORT</p> <p>Governors received a short HT report prior to the meeting and were given a more detailed report on arrival at the meeting.</p> <p><i>Student Progress - LAT</i></p> <ul style="list-style-type: none"> • The L&T committee was given a full update on mock results. • Heads of department are analysing those grades. They are looking for a breakdown of groups that underperformed in order to put in place action plans to move their grades up. • Lots of work is being done now on exam papers. • Maths is looking healthy and the department has been working consistently this year with past exam papers. • This needs to be repeated in English language and Literature. • Departments that were a concern: good progress in DT - coaching was used on old exam papers to equip students to work better in exams. It has worked well. Feedback given on DT coursework, students have had a couple of weeks to develop their work further. • BS remains an area for concern, staffing is an issue, extra lessons were put in place after school; no attendees. Sessions were moved to lunchtime instead, there is also an Easter revision course where twenty children signed up for the sessions so far. SLT support in place during revision sessions. Members of the SLT have been involved in delivering the already planned lessons where there have been members of staff off sick. • Predicted data deadline was today. This gives staff a sense of what final outcomes might be. Progress meetings with Heads of department and heads of faculties over the coming weeks to identify areas that need improvement and expected actions. 	

NMR - Students are happy to give up their time for Business Studies over the Easter holidays yet they are not staying after school? Why is that?

LAT - After school sessions are not accessible because of transport issues. Communications have been sent to parents to let them know when revision sessions are being held.

RFS - In terms of the seven PP students how did they get on in their mocks?

LAT - Mix of results, two have shown increased rates of progress in their maths. Two hospitality and catering students have done a great job in their controlled assessment which is 60% of their grade. Some DT coursework is now up to date. The amount of feedback about disruption that historically used to be reported is not happening any more. The benefit of the PP students coming out of that option class has been a positive one.

RFS - In terms of resources for these seven students has that put pressure on Maths for example?

LAT - I'm always the teacher in the room with them if I need maths papers, the maths department is incredibly helpful and very forthcoming with what I need. It's the same with English they staff are very helpful in supporting what we are doing.

Priory 6 - PHA

- 6th form have been through the mocks process and are just at the point of receiving their grades.
- Yr11 interviews are taking place. Useful to have their mock results to flag whether they would actually get into the 6th form with their results.
- There are lots of success stories, Rag week is in two weeks time plans are going well for that. East African playground quiz organised by the students at Rialto and raised £900 towards their costs to go and work with the East African Playgrounds in the summer.

PBN - How many Yr11s will stay, what's the general feeling?

PHA - It is difficult to say, There have been 73 applications. We would be disappointed if we were not near the 50 mark.

PBN - Are you developing them from Yr11 towards Priory 6?

PHA - Absolutely but we will roll it back a year this summer and start with Yr10.

NOR - JTL

- Yr9, 10 and 11 numbers are quite stable.
- The biggest problem is the low Yr7 intake.
- The number of students that have been taken on across the years equals the number who have left.
- Most that leave have moved out of the area, there are only a few who have gone to the Ashcombe school.

<ul style="list-style-type: none"> • There have been some out of area students who have joined the school. Unfortunately one who joined in Yr8 stayed for a few days then got a place elsewhere. <p>PBN - Do staff at the school visit the local primaries to encourage students to come to the Priory?</p> <p>JTL - Yes, there are many events to encourage students to attend.</p> <p>There was a discussion about the different methods used to market the Priory. It was suggested that using starters and leavers success stories would be good PR for the school. The offer of good pastoral support from the Priory should be highlighted.</p> <p>HPY - What are the numbers Yr7 for 2020-21?</p> <p>JTL - Similar to 2019-20</p> <p>SMY informed the governors that there had been a meeting scheduled with the Local Authority to discuss PAN and also the expansion plan. There have been many housing developments in Leatherhead so over the coming years there will be a shortage of secondary school places in Leatherhead but not in Dorking. There are talks about transporting children from Leatherhead to Dorking. SMY suggested a separate meeting to discuss the low intake numbers.</p> <p><i>Attendance</i> - JTL</p> <ul style="list-style-type: none"> • We are not happy with our attendance records but we are not alone as all schools are in trouble over attendance. <p>PBS - What sanctions are given which are effective?</p> <p>JTL - As requested at the last FGB we have provided governors with a list of the reasons given for persistent absences from our students. Persistence absenteeism used to be those below 85% but we have raised that to 90%. Sanctions are difficult because when you are dealing with anxiety or safeguarding a child cannot be sanctioned. The attendance officer and JTL have met with the Education Welfare Officer (EWO) and parents because in some instances parents think that it is the school's responsibility to make the children attend school. The formal process is being applied to a number of parents. All the children on the report to governors have individual stories. Persistent absenteeism has risen across the whole of Surrey.</p> <p>JTL went over the meaning of some of the codes on the report for governors.</p> <p>PBS - Is the EWO effective?</p> <p>JTL - Very effective, new to the role but has worked well with the school.</p> <p>KOY commented that the extra work the school has to do to help these persistently absent students to achieve their grades should be noted.</p> <p>PFR - Are the absences evenly spread across the years?</p>

JTL - I feel that the younger years are absent more, this could be due to an increase in anxiety.

There was a discussion about the lack of police presence which used to help with truanting. The Youth Intervention Officer is no longer in post and this used to be a great resource in finding out what some of the children were doing outside of school. This enabled us to put support in place if necessary for those children.

Children Looked After - HTR & JTL

- HTR and JTL split the number of children we need to support.
- Interventions are listed on the report and the support which has been put in place.

Safeguarding - JTL

- Surrey Safeguarding audit completed online.
- Has been changed and updated.
- It is not available to review after inputting numbers.
- It needs to be updated every half term.

SMY - Where are we on safeguarding from a governor point of view?

BGN - All governors have access to Educare online training. The login was emailed to all governors and staff. BGN will let governors know when to do statutory training.

JTL - All governors are compliant at the moment as they have completed safeguarding training at the school.

Governors were provided with information on the number of Multi Agency Referral Forms (MARFS) sent by the school since September 2019.

Behaviour for Learning - JTL

- Heads of departments receive a list of all students who have been sent to G16.
- They have to annotate on there what interventions have taken place to try to prevent students to be sent to G16 again.
- The Heads of year also have to input details of the pastoral care put in place to support the student.
- Attempts to triangulate all support are in place.
- Changes are put in place when the same student ends up in G16 again. Support is reviewed. The impact on the rest of the class needs to be considered.

There was a discussion about disruptive students perhaps being appointed a buddy. JTL explained that the LSA are being used to settle the disruptive children at the beginning of the lesson then moving to help with SEN children for the rest of the lesson. The SLT clarified for governors the number of occasions that children were sent to G16. They hope that Yr10 will be more settled when the GCSE course starts in May rather than September.

	<p>RFS asked if the seven PP students were in the numbers presented? Have incidences reduced since they started private tuition?</p> <p>JTL - Yes, they were in those numbers and the number of incidences has balanced out. One child is on a reduced timetable because of the disruption and effect it was having on other students. Children who receive an after school detention but don't attend then have to stay in G16 for five lessons the next day. Governors were also provided with the number of exclusions.</p>	
5	<p>COMMITTEE REPORTS & ACTION - <i>Curriculum and restructure - Part 2</i></p> <p><i>Catering contract - SMY & BGN</i> Current catering company is due to leave the school by Easter. A consultant, approved by SMY, was hired to support BGN in the search for a replacement catering company. Process began on a very large contract which needs to be EGU compliant. Nine companies showed interest, five gave detailed tenders. After scoring consideration two companies were invited in to give a presentation. Students and staff were given a chance to sample the food. After some questions the successful company called Independent was appointed. They are a slightly smaller company and come with many excellent references. They are keen to get involved with the school and the school council. They would like to get involved in parents evenings to provide refreshments and to do the end of year BBQs. They can cater for all the different allergies. SMY added that the process to find and recruit the catering company was very detailed and challenging and BGN worked very hard and managed the whole process very well. This company will not cost the school anything and if they meet their targeted income any excess money made will be split with the school Governors offered thanks to BGN for all her work with this process.</p> <p><i>SFVS -</i> Q16 - The benchmarking of the SLT against other schools will take place in the summer term to bring back to resources in the Autumn term. Approved by governors and signed by SMY.</p> <p><i>Executive Meeting: minutes -</i> SMY reported that the discussion at Executive was around SIAMS and Siams training. An email has been sent to governors about this. SMY also reported that RGB has been in talks with Dorking Wanderers about an academy idea. Further details on this will be discussed at committee level.</p> <p><i>Teaching and Learning Minutes -</i> SMY suggested some amendments to the minutes where references were made to staff redundancies which should read that positions may be made redundant rather than staff.</p>	

	<p><i>CoronaVirus - KOY</i></p> <p>KOY wanted to draw attention to important updates and information available to governors regarding the covid 19 pandemic.</p> <p>NBT asked if it was likely that governors would be asked to attend a meeting to decide on whether the school should shut or not?</p> <p>SLT said that the decision to close will be taken externally and that the school will not write policies on the coronavirus as the situation is so fluid. Parents will receive parent mails with updates as the school receives them from the government.</p>																	
6	<p>POLICIES SCHEDULE</p> <p>Were not discussed.</p>																	
7	<p>MINUTES OF THE FGB MEETING & ACTION LIST - 27 November 2019</p> <p>Were not discussed</p>																	
8	<p>MATTERS ARISING</p> <p>None discussed</p>																	
9	<p>SELF EVALUATION (OF GOVERNANCE)</p> <p>Was not discussed.</p>																	
10	<p>Visit from Paul Kennedy, CEO of the GST</p> <p>Part 2 minutes</p>																	
11	<p>REMAINING MEETINGS SCHEDULED for the current academic year</p> <p><u>Spring Term 2020:</u></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Committee</th> </tr> </thead> <tbody> <tr> <td>12 March 2020</td> <td>Governors monitoring visit <i>Nicholas Bartlett available</i> <i>Paul Fletcher available</i></td> </tr> </tbody> </table> <p><u>Summer Term 2020:</u></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Committee</th> </tr> </thead> <tbody> <tr> <td>29 April 2020</td> <td>Resources Committee</td> </tr> <tr> <td>13 May 2020</td> <td>Executive Committee</td> </tr> <tr> <td>4 June 2020</td> <td>Governors monitoring visit</td> </tr> <tr> <td>10 June 2020</td> <td>Learning & Teaching</td> </tr> <tr> <td>24 June 2020</td> <td>FGB</td> </tr> </tbody> </table>	Date	Committee	12 March 2020	Governors monitoring visit <i>Nicholas Bartlett available</i> <i>Paul Fletcher available</i>	Date	Committee	29 April 2020	Resources Committee	13 May 2020	Executive Committee	4 June 2020	Governors monitoring visit	10 June 2020	Learning & Teaching	24 June 2020	FGB	
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The meeting closed at 18:06