

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

**Wednesday 24th June 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:**

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
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	Opening prayers by LAT	Action
1	<b>APOLOGIES</b> Apologies for absence received from NBT. Apologies were accepted and agreed.	
2	<b>DECLARATION OF INTEREST (Statutory)</b> There were no declarations of interest in any specific agenda item.	
3	Presentation from Jordan Clarke (JCE), Director of Education at Dorking Wanderers - <a href="#">Introduction and context paper</a> RGB introduced JCE and the possibility of the school and Dorking Wanderers entering into a partnership to offer students the opportunity of studying A-levels and BTEC qualifications.	

	<p>After JCE gave his presentation, governors discussed at length the opportunities the partnership would present including increased numbers applying to the school. The details of the time the students would need for fixtures and how the timetable would have to work were discussed. It was agreed that 2020/21 may not see a perfect fit because of timetables already being set but this could be worked on for 2021/22.</p> <p><b>Governors</b> asked JCE about the cost per student to the school.  <b>JCE</b> explained that it was in the region of £1500 per student.</p> <p><b>Governors</b> asked about the maximum number of students the club could take.  <b>JCE</b> - There is no maximum, capacity and numbers of coaches can be increased, currently there are 4 teams.</p> <p>Governors agreed the next steps should be a statement of intent, BGN to look at the finances and for the SLT to discuss how it could work.</p> <p>It was agreed in principle to go ahead with the partnership with a working party/lead governor (NMR).</p> <p><b>Action:</b>  NMR to discuss partnership with PHA and work on a plan of action.</p>	<p><b>NMR</b></p>
<p>4</p>	<p><b>CONSTITUTION OF THE GOVERNING BODY</b></p> <ul style="list-style-type: none"> <li>a. New/ re-appointed Governors since last meeting:  <i>Hugh Parry reappointed (until end Aug 2021) (Ginny Green starting September 2020)</i></li> <li>b. Governors who resigned since last meeting:  None</li> <li>c. Governors whose term of office is due to expire before the next meeting:  None</li> <li>d. Governor vacancies: 2 foundation vacancies (<i>Provided Ginny starts in September</i>)</li> <li>e. Governor positions/ responsibilities: <b>RFS to link with Careers</b></li> <li>f. Chair of Governor and vice chair elections for September - Governors to put themselves forward to take on the role of Chair and vice chair.</li> </ul> <p><b>PBS</b> explained about the Area Dean role and that all the Incumbents have been asked to nominate one of their own to take on the role. This will happen by the end of June 2020 where at a meeting the Bishop will agree to appoint someone. It will be one of the Incumbents based within Dorking Deanery.</p> <p><b>LAT</b> added that a governor would have to be appointed as the SIAMS Link. It would not be appropriate for someone outside of the school community to take on the link.</p> <p><b>KOY</b> asked what the work commitment would be to be the SIAMS link governor?  <b>LAT</b> - Chaplaincy team meeting where held once per half term. Link governor doesn't have to be ordained.</p> <p><b>PBS</b> added that there would be courses at the Dioceses to attend too.</p> <p><b>SMY</b> agreed to look at this between now and the September Business meeting by which time the Area Dean will have been appointed.</p> <p>Governors agreed that the link governors to SIAMS should not be someone outside of the school community.</p>	
<p>5</p>	<p><b>HEADTEACHER'S REPORT - <a href="#">HT report</a></b>  <a href="#">SEF summary</a>; <a href="#">SIAMS SEF summary</a>; <a href="#">CAG for governors</a>; <a href="#">NOR</a></p>	

	<p>Governors received the above reports with the agenda.</p> <p><b>RGB</b> explained that Hugh Betterton (HBN) reviewed the SEF. HBN sent through some recommendations in order to make the outcome a stronger 'Good' than is implied on the document to date. RGB will work on the SEF summary.</p> <p><i>Questions from governors:</i></p> <p><b>RFS</b> - Update from Government about catchup?</p> <p><b>RGB</b> - No further information received about catchup. The press coverage is exactly what the school gets in terms of updates.</p> <p><b>RFS</b> - Examination fees</p> <p><b>RGB</b> - There is no update on that, expecting an update Summer 2021.</p> <p><b>KOY</b> - Expenses for teachers having to work from home?</p> <p><b>RGB</b> - In the HT report the amount that has been spent to enable staff to work remotely has been explained. We have relied heavily on teachers having their own devices at home.</p> <p><b>PBS</b> - Have teachers carried out a risk assessment, lone workers directive.</p> <p><b>JTL</b> - Protocol already in place with regards to safeguarding.</p> <p><b>KOY</b> - How do we know students are developing skills?</p> <p><b>LAT</b> - It is possible to provide qualitative and not quantitative anecdotal examples. We are not yet at the point where we know if it is happening consistently.</p> <p><b>RFS</b> - Forward planning for opening in September, what planning are we able to do at this point.</p> <p><b>RGB</b> - Very limited in what we can do until instructed.</p> <p><b>LAT</b> - Various scenarios are being worked on.</p> <p><b>RFS</b> - Will Yr10 and 12 be tested before summer holidays or in September?</p> <p><b>LAT</b> - Not using teaching time in September to test Students. Students will be in small groups so the teachers can assess where the gaps are in their learning.</p> <p><b>PHA</b> - The use of testing has been discussed. Maintaining students' mental health and sticking as close to the curriculum are the priorities.</p> <p><b>Governor training:</b></p> <p><b>DBN</b> - wanted to reiterate the point about governor training. There are a number of webinars available regarding schools opening up during the pandemic and other information is also available from the Key.</p> <p><b>JTL</b> added that if governors are not up to date with their training this will affect an Ofsted inspector.</p> <p><b>SMY</b> explained that Hugh Betterton advised that if governors are not up to date with training the school could fail an inspection.</p> <p>There was a discussion about how best to improve governors' participation in training.</p> <p>SMY thanked Rachel, the SLT and the staff for all their hard work during this challenging time.</p>	
6	<p><b>COMMITTEE REPORTS &amp; ACTION</b></p> <ul style="list-style-type: none"> <li>● Resources: Minutes presented for information.</li> <li>● Executive Committee: minutes presented for information</li> </ul>	

	<ul style="list-style-type: none"> <li>• Governors' Monitoring Report 12th March 2020</li> </ul>	
7	<p><b>FGB Policies Schedule -</b> L&amp;T Committee Policies for review and approval:</p> <ul style="list-style-type: none"> <li>• <a href="#">Child Protection and Safeguarding Covid 19 Addendum</a></li> <li>• <a href="#">Designated teacher for looked-after and previously looked-after</a></li> </ul> <p>Governors requested that the SLT highlight the updated areas of the policies each year.</p>	
8	<p><b>MINUTES OF THE FGB MEETING &amp; ACTION LIST - 11 March 2020</b> All approved. SMY asked about ESFA abbreviation in Part 2 minutes. Full explanation put in minutes.</p>	
9	<p><b>MATTERS ARISING -</b> There were no matters arising.</p>	
10	<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 future pupil outcomes.</p>	
<p>The meeting closed at 17.43</p>		