

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

Wednesday 23rd September 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 Jo Trimnell	JTL	(Acting) Head Teacher
Mr Nick Bartlett	NBT	Co-opted Governor
Canon Peter Bruinvels	PBS	Foundation Governor
Mrs Debs Bunn	DBN	Foundation Governor
Mr Paul Fletcher	PFR	Parent Governor
Mr Richard Francis	RFS	Parent Governor
Mrs Ginny Green	GGN	Foundation Governor
Mr Neil Milner	NMR	Foundation Governor
Mr Stuart Murray	SMY	LA Governor
Mrs Kim Oakley	KOY	Foundation Governor
Mr Hugh Parry	HPY	Foundation Governor
Ms Hannah Taylor	HTR	Staff Governor

In attendance:

Mrs Lorraine Abbott	LAT	Deputy Headteacher
Mr Phil Harrison	PHA	Assistant Headteacher
Mr Tom Currie	TCE	(Acting) Assistant Head Teacher
Mrs Bev Godwin	BGN	Business manager
Mrs Sinead Tobin	STN	Clerk to Governors

MINUTES

Item		Action
<i>At 16:02 SMY. LAT started with a prayer.</i>		
1	APOLOGIES (Statutory) Apologies for absence received from BGN. Apologies were accepted and agreed.	
2	DECLARATION OF INTEREST (Statutory) PBN explained his connections with the Board of Education of the Dioceses.	
3	CONSTITUTION OF THE GOVERNING BODY a. New / re-appointed Governors since last meeting: <i>SMY officially welcomed GGN to the board.</i> b. Governors who resigned since last meeting: None c. Governors whose term of office is due to expire before the next meeting:	

	<p><i>PBS renewal application has been completed and sent to the Dioceses. DBS explained that he was expecting to meet with Rev Peter Nevins to discuss the renewal and the SIAMS inspection.</i></p> <p><i>DBN's term of office ends in January 2021. DBN's last meeting will be for the resources committee in November.</i></p> <p>d. Governor vacancies: There are 2 foundation vacancies.</p> <p>e. Governor positions/ responsibilities: Governor Link Role Document</p> <p>JTL worked on creating governor linked roles that link to the outcomes of the last Ofsted inspection. The following are the recommended links:</p> <ul style="list-style-type: none"> ● Priory6 - RFS ● Careers - RFS ● SIAMS/Chaplaincy - Rev Peter Nevins & PBS ● Finance/SFVS - DBN & HPY ● Governor Training/Handbook - HTR ● HR - PBS ● Safeguarding - KOY ● SEND - KOY & SMY ● Behaviour/Enrichment opportunities - GGN ● Pupil attainment/Pupil Premium/Vulnerable Groups - NBT ● Attendance/Persistent absentees - GGN ● Relationships & Sex Education - KOY ● Appraisal - SMY ● Health & Safety/Risk Assessment - SMY/KOY/DBN/RFS/PFR ● Dorking Wanderers - NMR <p>There was a discussion about the large numbers of children with SEND(Special Educational Needs & Disability) and SEMH (Social, Emotional & Mental Health) at the school. SMY is keen for an external team to assess these areas at the Priory and to come up with recommendations which could then feed into the school's strategy. The number of SEND students at the school has increased due to the SEMH numbers being counted as part of SEND, the SEND numbers also include students who are being monitored so only have mild needs or previously had needs. JTL clarified that there are 153 students receiving SEND support currently at the Priory. This compares to 236 students actually registered as SEND students or 32.91% of the whole school student population. This percentage continues to increase year on year and it was agreed by all Governors that SMY's proposal of an external SEND department review should be undertaken. SMY will liaise with Surrey CC on how best to go about this and work with KOY and JTL to complete this review as soon as possible.</p> <p>JTL explained that the Appraisal link needs to keep a watch over targets and ensure that staff issues and concerns are being listened to.</p> <p>DBN suggested HPY join her and Bev Godwin during finance discussions so that HPY is familiar with procedures before DBN's term of office ends in the new year. DBN explained the Autumn workload to HPY. HPY agreed.</p> <p>Action: JTL to separate out the numbers of SEND and those students with SEMH over the past few years and present to governors.</p>	<p>JTL</p>
<p>4</p>	<p>GOVERNORS' HANDBOOK</p>	

	<p>HTR explained that the handbook is currently being updated. HTR will put details about the governor links and is waiting for the committees to meet and agree their terms of reference (TORS). The policies are also being overhauled by the SLT and HTR is meeting with Jayne Weedon to work on the reviewing process and timetable. Until the resources committee meets in November the handbook will not be complete.</p> <p>There was a discussion about when the TORs should be signed off. Each committee agrees on their own and submits to the FGB. SMY clarified that the FGB does not have TORs only the committees. HTR offered to send a draft copy to governors but all agreed that it would be better to wait until it was complete.</p>	
<p>5</p>	<p>HEADTEACHER'S REPORT</p> <p>Governors received the HT report prior to the meeting. The attached document contains questions and answers emailed before the meeting.</p> <p>The following questions were raised during the meeting:</p> <p><i>What actions are being taken to increase the numbers on roll going forward? And why Yr9 attendance is lower than other year groups.</i></p> <p>With regards to recruitment JTL explained that it is impossible to force students to apply to the Priory so instead the focus must be to concentrate on what is happening within the school, to improve outcomes so that the reputation of the school is that it is successful. Primarily, the marketing strategy consists of placing flyers into primary schools, the Priory has offered for their students to take part in Yr5 and Yr6 assemblies in the primary schools from which they came, Yr7 writing postcards to their primary schools explaining their experiences of the school and there are tours of the school taking place to those who request one.</p> <p><i>Is feedback sought from parents who have visited the school but chosen not to send their children to the Priory?</i></p> <p>This has been done particularly to those children who entered the appeals process for the other local secondary school. The reasons given was to do with their friends all attending the other school. JTL went on to explain that the aim is to target the students themselves in the future to win them over. It is obvious that parents see very little difference between both local schools and the hope is that parents can see how the Priory has really worked hard to improve the offer at the school.</p> <p><i>How far geographically is the flyer sent?</i></p> <p>The flyer has been sent to 15 primary schools, including Tillingbourne. The schools were contacted afterwards to ensure that the flyers actually reached the children. The feedback about the flyers from the schools was very positive.</p> <p><i>Does the number of SEND students at the school raise concerns such as the number of parents sending their children to the Priory increasing because of the provision there but equally are there concerns about the perception of parents of non SEND children in thinking that the focus will all be placed on the SEND children?</i></p> <p>The tours that are offered to parents and children now do not have any mention of the SEND provision at the school. The reputation is already out there and we are not enforcing it. The focus during visits are mostly on the high attaining students especially those who have gone on to University as a result of attending the Priory</p>	<p>Q&A</p>

and that the school is a nurturing school. JTL also confirmed that the facilities at the Priory are also a talking point during visits.

There was discussion about how the tours operate at the school.

In terms of the reduced numbers, how does that leave the funding? Is it being accounted for in a 5 year plan?

It is going to be difficult and the numbers of students at the school has got to increase by at least 25 next year. The school is very aware of the shortfall and is doing everything in its power to try to increase the numbers. Including keeping communications open with prospective students and primary schools right up to the application deadline in October.

Is there more that the governing body can do to support the school recruitment drive?

It would be good if governors who are attached to church communities could take a stack of the flyers and get them into the community. It could also be useful to give some to local estate agents to give to parents moving into the area. Directing people to the website would also be useful.

There was discussion about other public areas where the flyers could be left such as the post office, the library, church notices and community centres.

The numbers this time last year were 105 and now they are 96, is there something fundamental happening to the population such as the catchment size reducing?

Nothing that the school is aware of, the appeals process saw 35 students move from the Priory to the Ashcombe.

There was a discussion about the Priory understanding it's offer as a school which is different to other secondary schools rather than the focus being on what the school does that is better than other schools in the area. JTL explained some of the initiatives in place for the current students to make them feel welcome and part of the school.

There was a discussion about the possible perception of prospective parents whose children might not secure a place at the Priory because of the catchment area and for faith based reasons. It was highlighted that the message needs to reach out as far and wide as possible as parents will send their children any distance as long as it is the right choice for their children.

(Part 2)

Concerns about the significant gap between PP and non PP students were highlighted but it was agreed that this is an operational duty for the SLT and not a strategic item for governors. The SLT pointed out that one of the priorities in the AIP is about closing the gap. It explains the intent, the implementation and the expected impact so that it can be monitored and tracked by governors this year. The School Improvement Officer Hugh Betterton has approved the AIP and the actions taken by the SLT so far. The governor link roles will remain as the main way for governors to support the SLT in closing the gap between PP and non PP students.

	<p>Governors agreed that recruitment is paramount and that the current strategy which takes the school to 2022 will be followed.</p> <p>In summary the Head teacher recruitment panel can start the process to go out December/January. The AIP will not be stalled. The vision Strategy which expires in 2022 and will be reviewed then.</p> <p>SMY thanked JTL for the easy to read HT report. The clerk reminded governors that all questions sent in prior to the meeting need to be answered at the meeting so that they can be minuted. JTL requested that the questions and answers be attached to the minutes this time but in future will answer at the meeting.</p> <p>Action: Clerk to remind governors to forward questions on the HT report 3 days prior to the meeting with aim of collating the questions and answers to be circulated and discussed at the meeting.</p>	
6	<p>COMMITTEE REPORTS</p> <p>The committees have yet to meet later this term, nothing to report now.</p>	
7	<p>POSITION REGARDING THE DRAFT BUDGET 2019-20</p> <p>DBN had a discussion with BGN prior to the meeting. It was suggested that the FGB authorise as is usual for the resources committee to approve the draft budget to go to SCC when the committee meets in November.</p> <p>Authorisation approved.</p> <p>BGN is still awaiting verification tools from SCC and the October census figures will have the bearing on the amount the school receives. BGN is unsure about the percentage of salaries for staff to allow. BGN is awaiting all the information needed to complete the draft budget. The Bursars are having briefings in mid october with regards to Covid. Due to the large carry forward the school does not expect to receive much of the Government Covid Premium.</p>	
8	<p>GOVERNOR TRAINING & DEVELOPMENT</p> <p>HTR has updated the training log so that each governor has their own tab on the google spreadsheet to update their training record.</p> <p>HTR requested that governors who have recently completed a course then spend a few moments at the next FGB giving feedback.</p> <p>All agreed.</p> <p>SMY explained that during an Ofsted inspection the training record is reviewed and it is apparent at the moment that many governors need to update with training they have already completed and also review the training they need to do. HTR urged governors to update the log, BGN has updated all the Educare courses for governors.</p>	
9	<p>SCHOOL WEBSITE</p> <p>Governors discussed electing a governor to monitor the school website and flag any areas where statutory information is missing.</p> <p>KOY agreed to take this role.</p> <p>JTL explained that she is very open to receiving emails from governors if they notice mistakes or any missing information on the website so that it can be rectified.</p>	

	<p>JTL also confirmed that BGN is the clerks first point of contact when requesting information be uploading onto the website.</p> <p>The clerk confirmed that the governor information on the website would be updated by the next FGB.</p>	
10	<p>ADMISSIONS 2022/2023</p> <p>Action: JTL to discuss with the SLT this week and forward the policy to governors to approve by email.</p>	
11	<p>RISK ASSESSMENT</p> <p>The risk assessment is reviewed and amended on a daily basis. JTL suggested uploading the risk assessment each Friday for governors to view. JTL has been discussing the TORs with Ann Panton at SCC to ensure that the school is compliant. Ann Panton is satisfied with the TORs.</p> <p>GGN took part in a webinar about local lockdowns where they discussed the 4 tier approach to get schools open. Schools would go onto a rota.</p> <p>Does the school have a rotational system?</p> <p>JTL explained that the school has a system called waves. From the start of term the school has had a contingency plan in place for all 4 of the tiers. During the summer and at the beginning of this term the departments within the school have planned for 2 different scenarios. Home learning for children who are already isolating is in place.</p> <p>Are all the students attending the school wearing masks whilst using public transport?</p> <p>Very clear instructions have been sent out to parents and students about the need to wear masks on public transport. The most recent communication was sent today. Students at the school have been amazing in adapting to wearing masks in social areas of the school. There are sanitising stations all over the school and students are being encouraged to sanitise before and after taking masks on or off. When students are leaving the school to board buses, staff are policing the ensuring students are wearing masks.</p>	
12	<p>MINUTES OF THE FGB MEETING - 24 June 2020</p> <p>The clerk read through the action list and updated all completed.</p> <p>KOY asked if it is possible to see staff names on the website, JTL advised that the department names are on there and not any staff names.</p> <p>Agreed and approved.</p>	
13	<p>MINUTES OF BUSINESS MEETING - 09 September 2020</p> <p>No matters arising, all approved.</p>	
14	<p>SELF EVALUATION (OF GOVERNANCE)</p> <p>LAT explained that when school staff are reflecting on their work it ties in with the four school values and suggested that the governors review the meeting in the same way.</p> <p>PBS offered the following reflection from the meeting:</p>	

	Action: JTL and SMY to discuss dates to input an FGB between now and March.	SMY
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The meeting closed at 17:52