

PRIORY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON 26th JANUARY 2012 AT 18.30 IN THE CONFERENCE ROOM

Present: Pauline Quinton (Co-Chair and Chair for the meeting), Sarah Hinks, Penelope Leach, Helen Masani, Brian Moyle, Tony Smith (Headteacher), Mark Robertson (Co-Chair), Audrey Whyte, Suzanne Howells, Chris Rowland.

Also in attendance: Lesley Rolf (Clerk)

AGENDA ITEM	MINUTE	ACTION	DUE DATE
RESIGNATION	The chair confirmed that she had received the resignation of Dominic Tickell, who felt he could not support the Governing Body regarding the recent changes to the Options process. SH was appointed as Acting Chair of Strategic Organisation committee. The Governing Body now has a vacancy for an Authority Governor. This item is on the agenda for further discussion later in the meeting.		
1. Apologies for absence	Received and accepted from CW, TL, GAJ.		
2. Pecuniary Interest	MR – Artistic Director Patina, HM – Teacher Learning Support Service ESCC, SH – Area Co-ordinator Children’s Centres, Wealden District.		
3. Minutes of Meeting	The minutes of 24 th November and 13 th December were agreed as a correct record and signed.		
4.. Matters Arising	None that were not covered by the agenda.		
5. Committee Reports	<p>The Chairs of committees reported on the strategic issues they had discussed and as identified in their minutes. They answered questions for expansion and clarification of the issues raised.</p> <p>Teaching and Learning Committee. (HM)</p> <ol style="list-style-type: none"> 1. Lesson observation proforma – moving from good to outstanding 2. Class sizes challenge of pressures on resources and the number of students 3. ICT/Access Arrangements – reflecting the school vision BMI presentation to governors on access arrangements 4. Policies approved: <ul style="list-style-type: none"> • Citizenship • International Dimension • Collective worship <p>The following policies were approved by the committee (minor changes):</p> <ul style="list-style-type: none"> • Arts • Careers Education & Information • Community Cohesion <p>The following policies were approved by the committee (some changes):</p>		

Signed..... (Chair)

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	<ul style="list-style-type: none"> • Child Protection • Home-school agreement <p>Strategic Organisation Committee (SH)</p> <ol style="list-style-type: none"> 1. Appointment of SH as Acting Chair 2. Budget 3. Letting charges 4. Benchmarking data 5. Skills Matrix 6. Significant policy changes. 7. Policies approved: <ul style="list-style-type: none"> • School Pay Policy • Incident reporting policy • Recruitment & Selection policy • Staff discipline • Staff grievance • Staff competency <p>Governors Research Group (PL)</p> <ol style="list-style-type: none"> 1. The GRG to co-ordinate a range of research around the process of becoming a Trust/Federation school. More input from the GB as a whole is now required. The group will now meet once a term. The clerk to arrange suitable dates. 2. The GRG to co-ordinate initial interest from possible partners. 3. The GRG to work out the timeline for a decision to be made at the Full Governing Body (FGB) meeting in June. 	<p>Clerk</p> <p>GRG</p> <p>GRG</p>	<p>End of term 3</p>
<p>6.Budget Report</p>	<p>The Budget was approved in the sum of £4,726,959</p>		
<p>7.Headteachers Report</p>	<p>Governors received the Headteachers Report. The School Development Plan (SDP) is also included within the report. Key issues discussed:</p> <ul style="list-style-type: none"> • Targets. TS agreed that Maths mock exam results were not good. This is being addressed with 1-1 tuition and targeting of borderline groups of students. The school has also appointed two temporary TA's. Overall the school is on track to reach the challenging target of 73% • Learning Area Reviews. As earlier reported the LA review proforma is now more closely aligned with the SEF and allows the school to focus on specific aspects of teaching and learning to support staff to move from Good to Outstanding. 88% of lessons were graded as Good or better. • Class sizes. This is an ongoing issue which is being monitored by T&L committee. The report included a 		

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	revised version of the data provided to T&L committee. Numbers of students on roll exceed the agreed admission number.		
8.GB Health Check. 11. Training	<p>Governors reviewed the Governing Body Health Check. Item 11 was also covered in this section as the main issue to be highlighted as a result of the review is Governor training. This had been completed by SH and PQ, with further input from TS and the Clerk. Governors agreed on actions to be implemented.</p> <ul style="list-style-type: none"> Enhanced attendance at Governors' Co-ordination Group (GCG) meetings. All governors are welcome to attend the GCG meetings at 5.30 with Senior Leadership Team (SLT). It was agreed that at 6.30 Chairs of committees and of the Governing Body would stay on for extra discussion of any issues as required. The first item for discussion at GCG (6.30 chairs session) would be governors training. The clerk to add this to the topic list for the meeting. It was agreed that Chairs of committees would have more input into targeting governors for training and that one FGB training session would be arranged annually. Suitable training session for FGB to be identified once the Skills Audit has been completed. Clerk to arrange. BM agreed to undertake more training for New Ofsted Framework and report back to the Governing Body. Clerk to arrange. HM agreed to be the champion (governor to pay special interest) for 'gap closing' – achievement gaps. SH agreed to be the champion for safeguarding and well being of students. GAJ was suggested to be champion for delivery of Spiritual, Moral, Cultural and Social education in the school. The clerk to ask GAJ. GAJ was also suggested for benchmarking and quality judgements. The clerk to ask GAJ. 	<p>Clerk</p> <p>Clerk/ Chairs</p> <p>Clerk/BM</p> <p>HM</p> <p>SH</p> <p>Clerk/GAJ</p> <p>Clerk/GAJ</p>	<p>By end of term 3</p> <p>By end of term 3</p>
9.Publication of minutes	<p>It was agreed that the minutes from FGB meetings should be published on the website after they have been approved by all governors at the next meeting.</p> <p>Clerk to make arrangements for this with IT department.</p>	Clerk	By the next FGB meeting
10. Freedom of	It was agreed that Audrey White would undertake to work on the Freedom of Information Publication scheme with NH Information Manager, to ensure that the scheme is up to	AW	

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Information Publication Scheme	date.		
12 Complaints Policy	The amended Complaints policy was reviewed and approved by Governors. TS thanked the clerk for her work on this.		
13. Skills Audit & LA Governor vacancy	Governors were asked to complete the Skills Matrix if they haven't already done so. This will enable the GB to identify gaps in training and help with the selection of candidates for the LA governor vacancy. PQ has written a letter which should be sent to local businesses asking if they have any personnel who would be interested in the role. Governors to send suggestions of companies/individuals to the clerk.	ALL/Clerk	By the end of term 3
14. Quick decision items	<p>The following items did not require in depth discussions.</p> <ul style="list-style-type: none"> • Parent forum. 29th Feb As many governors to attend as possible. Open forum. Clerk to send out a reminder at the end of this term. • Brighton and Hove Albion subsidise extended tuition for students as part of their community work as agreed in return for being allowed to build the stadium and would like to inform parents of this service. This was agreed. TS will ensure it is made clear that the service is not endorsed by the school. • Tea with Staff. This is to allow staff to meet with Governors in a less formal way than purely a staff forum meeting. This was agreed and will be held on 18th June at 3.30. As many governors as possible to attend. • The next GCG meeting has been moved to 21st February. However this will now be used to review staff feedback from the restructure consultation. The clerk will check on dates to reschedule the GCG meeting and advise governors. TS to inform SLT. 	<p>Clerk</p> <p>TS</p> <p>Clerk/TS</p>	<p>By the end of term 3</p> <p>By 3rd Feb</p>
15. Staff Feedback	SH confirmed that she had sent on feedback to governors regarding the restructure. This will be reviewed in depth by the Governing Body on 21 st February. Governors were asked to share emails received by staff with the chairs/all governors. Governors were reminded by the clerk that they must act as a corporate body especially over sensitive issues.		

The meeting closed at 21.15

Next meeting is on 26th April 2012 at 18.30

Signed..... (Chair)

Date