

**FULL GOVERNING BODY MEETING MINUTES**

MINUTES OF THE MEETING HELD ON TUESDAY 6<sup>th</sup> SEPTEMBER 2016 AT 16:00 IN THE CONFERENCE ROOM

PRESENT: Pauline Quinton (PQ), Audrey Whyte (AW), Susan Carpenter (SC), John Griffiths (JG), Radha Stuart (RS), Jason Knight (JK), Sarah Hinks (SHI), Gaydree Wrigley (GW), Tony Smith (TS), Peter Colebourn (PC), Graham Arr-Jones (GAJ), Michael Bull (MB)

ALSO PRESENT: Emma Brinkhurst (Clerk)

	AGENDA ITEM	MINUTES
1.	Apologies for absence	Received and accepted from Penny Leach (PL) and Suzanne Howells (SH)
2.	Minutes of previous meeting	<p>A copy of the minutes from Thursday 30<sup>th</sup> June 2016 was circulated with the agenda. These are also available in the Governor’s shared area.</p> <p><b>The minutes of the 30<sup>th</sup> June 2016 were agreed as a correct record and signed JG once two corrections had been made:</b></p> <p>Page 1 under agenda item 5 Headteacher’s Report - 6<sup>th</sup> sentence from the bottom of the page: There are no targets and students might <b>move</b> down and up the ladder during the five years.</p> <p>Page 2 under agenda item 5 Headteacher’s Report - 19<sup>th</sup> sentence from the top of the page: Discussions on how to improve this is happening in Link meetings <b>between</b> the Subject Leaders and Matt Kerry and Karen Clinton.</p> <p><b>ACTION:</b> Clerk to make the two corrections to the Minutes.</p>
3.	Declarations of any business or pecuniary interests	<p>SHI - CXK - charity which supports children, young people, adults and families, Skills &amp; Employability Consultant &amp; Relationship Manager for National Citizens Service</p> <p>RS – Head of English Sackville School</p> <p>GW – Business Manager Glenleigh Park Primary Academy</p> <p>JK – Head of Academic Learning Resources BIMM</p> <p>MB – University of Sussex – University Professor</p> <p>JG – Director JRTZ Ltd Consultant</p> <p>Governors present reviewed and completed a Declaration of interest form and returned them to the clerk.</p> <p><b>ACTION:</b> PL to sign a copy and return to the Clerk</p>
4.	To elect the Chair and Vice Chair of the Governing Body	<p>JG said that he was happy to stand as Chair for another year if Governors were in agreement.</p> <ul style="list-style-type: none"> <li>• <b>Chair</b></li> </ul> <p>JG was seconded to be Chair by GW and PQ. No other nominations were received and JG was duly elected as Chair.</p> <p>PQ said that she was happy to stand as Vice Chair for another year if</p>

Signed ..... (Chair)

Date .....



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		<p>Governors were in agreement.</p> <ul style="list-style-type: none"> <li><b>Vice Chair</b></li> </ul> <p>PQ was seconded by PC and SC. No other nominations were received and PQ was duly elected as Vice Chair.</p> <p>JG wanted to thank PQ for her support as Vice Chair.</p> <p><b>JK arrived 16:11</b></p>
5.	Governing Body Standing Orders	<p>A copy of the Standing Orders was circulated with the agenda. These are also available in the Governor’s shared area.</p> <p><b>Standing Orders were reviewed and agreed</b></p>
6.	Governing Body Code of Practice 2016/17	<p>The Governing Body Code of Practice is available in the Governor’s shared area.</p> <p>JG advised that some slight changes had been made to the document.</p> <p><b>The Code of practice 2016/17 was approved and signed by each Governor at the meeting and returned to the Clerk.</b></p> <p><b>ACTION: PL</b> to sign a copy and return to the Clerk</p>
7.	Meeting Dates 2016/17	<p>A copy of the meeting dates were circulated with the agenda. These are also available in the Governor’s shared area.</p> <p>TS advised that the reason there are six full governing body meetings listed instead of five like the previous year are TS wanted to suggest to the Governors of having a theme for each meeting i.e. statutory responsibilities such as Safeguarding. The Governors felt this was a good idea to have themes.</p> <p><b>The meeting dates for the coming year were approved by the governors.</b></p> <p><b>SHI arrived 16:18</b></p>
8.	Governing Body terms of reference	<p>A copy of the Governing Body Terms of Reference was circulated with the agenda. These are also available in the Governor’s shared area.</p> <p><b>The GB Terms of Reference were reviewed and approved by the Governors once a correction has been made to page 1 point 17 - Appointment of the Headteacher and any Deputy Headteacher*</b></p> <p><b>ACTION: Clerk</b> to make correction to the Governing Body terms of reference</p>
9.	Objectives for the forthcoming year	<p>JG suggested the following objectives to the Governors:</p> <p>The key points were:</p> <ol style="list-style-type: none"> <li><b>Trust</b> – To further develop the role and effectiveness of the LCLP.</li> </ol>

Signed ..... (Chair)

Date .....



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There is a need to move forward so the Trust is able to respond to the key challenges in education.

2. **Pupil Premium Grant (PPG) students** – Looking into Pupil Premium Grant students as a group in more detail than just statistics i.e. intervention and closing the gap. TS said that there were 27 PPG students in the Year 11 group that have just left. 3 of these 27 were hard to reach cases and they have a large impact on the outcomes and progress for the PPG group. TS said that the PPG students that were targeted with intervention did well in there exams. TS mentioned the school will have a case study on each student if Ofsted did a visit.
3. **Governor visibility in school** – Governors to continue with being a visible presence to parents, students, staff, and the community.
4. **Self-evaluation of the Full Governing Body** – This was suggested at a previous meeting for perhaps a Saturday morning training session of the option of an external review of governance - facilitated review (reviewing the effectiveness of the Governing Body) arranged through Governor Services.

PC suggested that the governors could look to ensuring the school promotes the importance of Art, Drama and Sport more to parents/community i.e. the non- examination subjects especially with the EBacc subjects coming in. To demonstrate to parents that the school is not just about examination results. This would also show the school recognises the whole development of its students. PC wondered whether data could be provided like how many students take up these subjects and how many students are not taking these subjects up. TS said he could provide data on this to the Governors.

PC also mentioned that he had spoken to a member of staff that worked at a Primary school and they were concerned that the primary curriculum is focusing on Maths and English only and not much on Science and History for example. Could this be something the Trust looks into i.e. perhaps employing Specialist Teachers to work across Trust.

Much discussion was had about increasing intervention down the school i.e. from Year 7 PPG students upwards to close the gap. Governors felt they needed to challenge more about this subject and ask how the Pupil Premium Grant students are performing and how the school is measuring it.

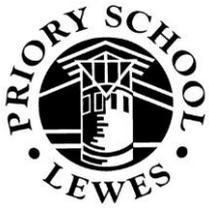
**16:25 RS arrived**

**After much discussion it was agreed the objectives for this year will be:**

1. **Development of the Trust**

Signed ..... (Chair)

Date .....

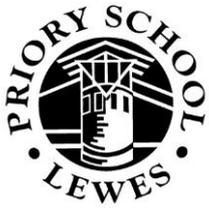


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		<p><b>2. Pupil Premium Grant students</b></p> <p><b>3. Self-evaluation of the Governing Body</b></p>
10.	To ratify the Scheme of Delegation	<p>A copy of the Scheme of Delegation was circulated with the agenda. These are also available in the Governor’s shared area.</p> <p><b>The scheme of Delegation was reviewed and approved by the Governors.</b></p>
11.	Receive the Audited Schools Fund Account	<p>Copies of the Audited Schools Fund Account document were provided at the meeting. This will also available in the Governor’s shared area.</p> <p>This is money coming in for trips and when it is paid out.</p> <p><b>Q A Governor asked if Lettings is included on the audited schools fund account?</b> It was advised that Lettings is on the budget.</p> <p><b>Q A Governor asked about the direct debit some parents pay into for the school is this shown on the audited fund account?</b> TS said that this is through the Friends of Priory (FoP) account. At the moment the FoP are helping the school with getting text books.</p> <p><b>This was reviewed and agreed by the Governors.</b></p>
12.	Chair and Vice Chair for Teaching and Learning (T&L) and Strategic Organisation (SO) committees	<ul style="list-style-type: none"> <li>• <b>Teaching and Learning Committee</b> <b>Chair:</b> AW was seconded to be Chair by SHI. No other nominations were received and AW was duly elected as Chair.</li> <li><b>Vice Chair:</b> PL indicated she was willing to stand via email as Vice Chair and this was agreed. No other nominations were received and PL was duly elected as Vice Chair.</li> <li>• <b>Strategic Organisation Committee</b> <b>Chair:</b> GW was proposed by JG, GW agreed to be Chair. No other nominations were received and GW was duly elected as Chair.</li> <li><b>Vice Chair:</b> PC was proposed by GW, PC agreed to be Vice Chair. No other nominations were received and PC was duly elected as Vice Chair.</li> </ul>
13.	Committee structure and membership	<p>The following committee structure was agreed at the meeting:</p> <ul style="list-style-type: none"> <li>• <b>Teaching &amp; Learning Committee</b> Will consist of AW,PL, PQ, SC, SHI,RS, GAJ, MB, TS</li> <li>• <b>Strategic Organisation Committee</b> Will consist of GW,JG, JK, PC, SH, Parent Governor vacancy, TS</li> </ul>

Signed ..... (Chair)

Date .....

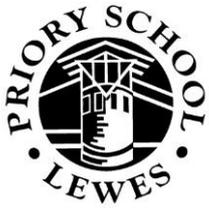


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14.	Strategic organisation terms of reference	<p>A copy of the Strategic Organisation Terms of Reference was circulated with the agenda. These are also available in the Governor’s shared area.</p> <p><b>The Strategic Organisation Terms of Reference were reviewed and approved by the Governors.</b></p>
15.	T&L terms of reference	<p>A copy of the Teaching and Learning Terms of Reference was circulated with the agenda. These are also available in the Governor’s shared area.</p> <p><b>The Teaching and Learning Terms of Reference were reviewed and approved by the Governors.</b></p>
16.	Governor’s Disciplinary Committee (GDC) terms of reference	<p>A copy of the Governor’s Disciplinary committee Terms of Reference was circulated with the agenda. These are also available in the Governor’s shared area.</p> <p>The following Governors were appointed to serve on the committee: <b>AW, GAJ, PL, SHI, PQ</b></p> <p><b>The Governor’s Disciplinary Committee Terms of Reference were reviewed and approved by the Governors</b></p>
17.	Pay Committee	<p>A copy of the Pay committee Terms of Reference was circulated with the agenda. These are also available in the Governor’s shared area.</p> <p><b>The Pay Committee Terms of Reference were reviewed and approved by the Governors.</b></p> <p>The following Governors were appointed to serve on the committee: <b>PC, GW, JK, JG</b></p> <p><b>A proposed date for the Pay committee meeting was put forward of Wednesday 19<sup>th</sup> October.</b></p> <p><b>ACTION:</b> Time of Pay Committee meeting to be confirmed to Pay committee members via Clerk.</p>
18.	Headteacher’s Performance Review Panel	<p>A copy of the Headteacher’s Performance Review Panel Terms of Reference was circulated with the agenda. These are also available in the Governor’s shared area.</p> <p><b>The Headteacher’s Performance Review Panel Terms of Reference were reviewed and approved by the Governors.</b></p> <p>The following Governors were appointed to serve on the panel: <b>AW, GAJ, SHI,</b></p> <p><b>Date for the meeting is Tues 22<sup>nd</sup> November at 10am.</b></p>

Signed ..... (Chair)

Date .....



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		<p><b><u>ACTION:</u></b> Clerk to email Panel members to confirm date and time of meeting.</p>																																										
19.	Strategic Leadership Group	<p>A copy of the SLG group Terms of Reference was circulated with the agenda. These are also available in the Governor’s shared area.</p> <p><b>The SLG terms of Reference were reviewed and approved by the Governors.</b></p>																																										
20.	SLT and curriculum area link review	<p>Governors reviewed the SLT and curriculum area governor links. It was agreed that for next year, a more user friendly set of documents would be developed in order to reflect the various natural linkages between certain SLT and other activities/responsibility – JG to work on this.</p> <p>SLT governor links were agreed as:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: left;">SLT</th> <th style="text-align: left;">SLT Link Governor</th> </tr> </thead> <tbody> <tr><td>Tony Smith</td><td>JG</td></tr> <tr><td>Karen Clinton</td><td>AW</td></tr> <tr><td>Julian Ashworth</td><td>PL</td></tr> <tr><td>Matt Kerry</td><td>GW</td></tr> <tr><td>Sam Twilley</td><td>SHI</td></tr> <tr><td>Greg Guilford</td><td>PC</td></tr> <tr><td>Paul Trudgian</td><td>PQ</td></tr> <tr><td>Sab Sahota-Lyons</td><td>PQ</td></tr> <tr><td>Suzanne Howells</td><td>RS</td></tr> <tr><td>Nick Hockin</td><td>MB</td></tr> <tr><td>Ian Fines</td><td>GW</td></tr> <tr><td>Stephanie Chalmers</td><td>PQ</td></tr> <tr><td>Birgit Illner</td><td>PQ</td></tr> </tbody> </table> <p>Curriculum area governor links were agreed as:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: left;">Curriculum Area</th> <th style="text-align: left;">Curriculum Area Link Governor</th> </tr> </thead> <tbody> <tr><td>Science</td><td>RS</td></tr> <tr><td>Arts</td><td>JK</td></tr> <tr><td>Maths (Numeracy)</td><td>AW</td></tr> <tr><td>English (Literacy)</td><td>PL</td></tr> <tr><td>Technology</td><td>JG</td></tr> <tr><td>Life Skills</td><td>PQ</td></tr> </tbody> </table>	SLT	SLT Link Governor	Tony Smith	JG	Karen Clinton	AW	Julian Ashworth	PL	Matt Kerry	GW	Sam Twilley	SHI	Greg Guilford	PC	Paul Trudgian	PQ	Sab Sahota-Lyons	PQ	Suzanne Howells	RS	Nick Hockin	MB	Ian Fines	GW	Stephanie Chalmers	PQ	Birgit Illner	PQ	Curriculum Area	Curriculum Area Link Governor	Science	RS	Arts	JK	Maths (Numeracy)	AW	English (Literacy)	PL	Technology	JG	Life Skills	PQ
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		<table border="1"> <tr> <td>PE</td> <td>PC</td> </tr> <tr> <td>Humanities</td> <td>PQ</td> </tr> <tr> <td>Modern Foreign Languages</td> <td>GAJ</td> </tr> </table>	PE	PC	Humanities	PQ	Modern Foreign Languages	GAJ																																
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21.	Governor champion review	<p>Governors reviewed the Governor champions and areas of responsibility:</p> <table border="1"> <thead> <tr> <th>Area of responsibility</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td>Eco Group</td> <td>RS/GW</td> </tr> <tr> <td>Safeguarding and well-being/child protection</td> <td>PQ/SHI</td> </tr> <tr> <td>SEN &amp; Inclusion</td> <td>PQ</td> </tr> <tr> <td>Area Forum Governors</td> <td>JG</td> </tr> <tr> <td>Health and Safety &amp; Trips</td> <td>GW</td> </tr> <tr> <td>Equalities</td> <td>PQ</td> </tr> <tr> <td>Continuous Professional Development (CPD)</td> <td>AW</td> </tr> <tr> <td>Student Voice</td> <td>SHI</td> </tr> <tr> <td>Gifted and Talented</td> <td>GAJ</td> </tr> <tr> <td>Ofsted Framework</td> <td>JG</td> </tr> <tr> <td>Spiritual Moral Cultural &amp; Social Education (SMCS)</td> <td>JG</td> </tr> <tr> <td>Curriculum</td> <td>PL</td> </tr> <tr> <td>Science, Technology, Engineering and Maths (STEM)</td> <td>RS</td> </tr> <tr> <td>E Safety</td> <td>PC</td> </tr> <tr> <td>PPI (Pupil Premium)</td> <td>GW</td> </tr> <tr> <td>Supporting pupils with medical conditions</td> <td>SHI</td> </tr> <tr> <td>Fundamental British Values</td> <td>PQ</td> </tr> <tr> <td>Careers, Employability and Enterprise</td> <td>SHI</td> </tr> </tbody> </table>	Area of responsibility	Governor	Eco Group	RS/GW	Safeguarding and well-being/child protection	PQ/SHI	SEN & Inclusion	PQ	Area Forum Governors	JG	Health and Safety & Trips	GW	Equalities	PQ	Continuous Professional Development (CPD)	AW	Student Voice	SHI	Gifted and Talented	GAJ	Ofsted Framework	JG	Spiritual Moral Cultural & Social Education (SMCS)	JG	Curriculum	PL	Science, Technology, Engineering and Maths (STEM)	RS	E Safety	PC	PPI (Pupil Premium)	GW	Supporting pupils with medical conditions	SHI	Fundamental British Values	PQ	Careers, Employability and Enterprise	SHI
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22.	Governor attendance review 2015-16	<p>A copy of the Governor attendance review 2015-2016 was circulated with the agenda. These are also available in the Governor's shared area.</p> <p>Governors reviewed the Governor attendance record.</p> <p>JG reminded Governors to send apologies to the Clerk asap if they are unable to attend a meeting.</p> <p>MB said he would like to apologise to the Governors for a patchy year of attendance but this was due to a family illness which was duly noted by all.</p>																																						

Signed ..... (Chair)

Date .....





**FULL GOVERNING BODY MEETING MINUTES**

<p><b>REMINDER:</b></p> <p>Online Prevent Training for completion by <b>AW, GAJ, GW, PC, MB, RS, JK</b></p> <p>Online Safeguarding Training for completion by <b>SH, JK</b></p> <p>Governing Body Folders from 2015/16</p>	<p><b>ACTION:</b> AW, GAJ, GW, PC, MB, RS, JK to complete online Prevent training and pass certificate to Clerk for Governor records. Please see emails from Clerk for further information.</p> <p><b>ACTION:</b> SH and JK to complete online Safeguarding training and pass certificate to Clerk for Governor records. Please see emails from Clerk for further information.</p> <p>Please could Governors bring there last Governing Body folder to the next Governors' Meeting and return to the Clerk.</p>
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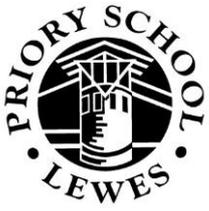
The meeting closed at 17:30

Next meeting: **THURSDAY 13<sup>th</sup> OCTOBER 18:00**

ACTIONS			
ITEM	ACTION	RESPONSIBLE	UPDATE
2.	Clerk to make the two corrections to the Minutes.	Clerk	
3.	<b>PL</b> to sign a copy of the declaration form & return to the Clerk	Clerk/PL	
6.	<b>PL</b> to sign a copy of the Code of Conduct form & return to the Clerk	Clerk/PL	
8.	Clerk to make correction to the Governing Body terms of reference	Clerk	
17.	Time of Pay Committee meeting on 19 <sup>th</sup> October to be confirmed to Pay committee members via email by Clerk	Clerk	
18.	Clerk to email Panel members to confirm date and time of meeting	Clerk	
23.	Clerk to see if she can book Linklater Pavilion for Sat 12 <sup>th</sup> November.	Clerk	
23.	May 2017 date for a Saturday morning training session to be placed on a future meeting agenda by Clerk.	Clerk	
24.	Clerk to email form to Governors for Governors to confirm their availability for attending parents evening(s.)	Clerk	
24.	Clerk to email all Governors to check there availability of attending the Open Evening as well as checking if they have certain time frames during the evening they would prefer	Clerk	

Signed ..... (Chair)

Date .....



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25.	Clerk to email form to Governors for Governors to confirm their preferred two terms out of the available six to carry out their formal/classroom visits.	Clerk	
	AW, GAJ, GW, PC, MB, RS, JK to complete online Prevent training and pass certificate to Clerk for Governor records.	AW, GAJ, GW, PX, MB, RS, JK	
	SH and JK to complete online Safeguarding training and pass certificate to Clerk for Governor records.	SH, JK	

Signed ..... (Chair)

Date .....