



FULL GOVERNING BODY BUSINESS MEETING MINUTES

		<p>Standing Orders were reviewed and agreed and signed JG.</p> <p>SH arrived 16:15</p> <p>Q A Governor asked about the Governors agreeing the staffing structure as in the Standing Orders? TS said that this is delegated to the Strategic Organisation committee i.e. staffing spreadsheet. The staffing structure and finance is the Governing Body’s responsibility to approve. TS gave an example that last year the Strategic Organisation committee gave authority for the school to employ a TA for Maths and English. TS said that he discusses vacancies with JG as Chair i.e. potential savings or replacing like for like.</p>
6.	Governing Body Code of Practice 2017/18	<p>A copy of the Governing Body Code of Practice was circulated with the agenda. This is also available in the Governor’s shared area.</p> <p>JG said that this document is important particularly The seven Principles of Public Life.</p> <p>The Code of practice 2017/18 was signed by each Governor at the meeting and returned to the Clerk.</p> <p>ACTION: RS and JK to sign a copy and return to the Clerk.</p>
7.	Meeting Dates 2017/18	<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 there is an extra Full Governing Body Meeting listed but this may not be needed if necessary this will be removed. TS also mentioned that sometimes meetings i.e. Teaching and Learning Committee near the end of the year are not also needed if necessary this will also be removed.</p> <p>Q A Governor queried that there are only two Parent Forum dates listed – is this the normal amount? TS advised it was the same as last year – also Governors are now a visible presence at Parents Evenings handing out the surveys and gaining information from Parents for the school.</p> <p>The meeting dates for the coming year were approved by the governors.</p> <p>Q A Governor asked if Governors could be provided with advance notice of dates of school plays, concerts etc? TS said that this information is included in the Headteacher’s Newsletter which the Clerk circulates to Governors. The Clerk also sends Governor invites via email for plays and concerts. There is also a School Calendar 2017/18 available that the Clerk could circulate to Governors.</p> <p>ACTION: Clerk to circulate School Calendar 2017/18 to Governors via email.</p>
8.	Governing Body Terms of Reference	<p>A copy of the Governing Body (GB) Terms of Reference was circulated with the agenda. This is also available in the Governor’s shared area.</p>

Signed (Chair)

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		<p>The GB Terms of Reference were reviewed and approved by the Governors once a correction has been made to page 2 on the policies bullet point 23 – Recruitment & Selection (Reference Policy linked with Recruitment and Selection)</p> <p>ACTION: Clerk to make correction to the Governing Body terms of reference.</p> <p>The Governors mentioned that they would like access to view the school’s policies. The Clerk explained that she has asked the IT Manager if the Governors could have access to the Intranet to view policies/procedures he said this is not technically possible as the Intranet is not available as part of remote access as it’s a completely separate internal-only area. Some polices are available to view via the school website. The IT Manager did say if Governors wanted to use the Intranet they would need to use their logon on an actual school computer.</p>
9.	Discussion on objective(s) for the forthcoming year	<p>Key points:</p> <p>JG said that last year’s objectives included a self-evaluation of the Governing Body and Pupil Premium Grant (PPG.) JG felt that Matt Kerry (MK) was highly effective in leading this aspect and GW was a strong PPG Link Governor. JG felt the document MK produced was a very helpful document including the costings. JG felt this was a successful area. TS said that the Year 11 gap of PPG looks like it has closed but we are waiting for the validated data. JG said that the external review of the Governing Body was carried out and actions have come out of the report including the Governing Body deciding that they would like to continue with having committees.</p> <p>JG felt that this year’s objectives could include MATs.</p> <p>There was much discussion about what this year’s objectives could be options put forward included the following:</p> <ul style="list-style-type: none"> • A suggestion of Maths was put forward. TS felt that Maths made good progress this year. The percentage of students gaining 9-5 grades were the 2nd highest in the authority. TS said that Maths is a regular item on Full Governing Body and committee meetings and it was felt not necessary. • Modern Foreign Languages – Low prior attainment may be an issue with the new ‘EBACC’ compliant curriculum • To continue with PPG and closing the gap. • Finance – Particularly due to budget constraints. It was also felt that all Governors needed to be aware of the finance matters of the school not just members of the finance committee. Also thinking about links with Universities, community and businesses. It was mentioned that one of the Saturday training sessions could focus on finance. • TS felt that MATs and PPG - Governors can impact on and influence improvement. TS also felt Ofsted – how the school could strive for outstanding i.e. an outstanding element on a future Ofsted report.

Signed (Chair)

Date



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		<p>Governors can influence by scrutinising data and with the school becoming a Teaching School. TS said that Governors could look at what it means to be outstanding. Delivering the needs of all students so that all needs are met of all students so all make progress. It was suggested that sending a survey to all students about how they feel they would get an outstanding experience could be sent out to see students' opinions.</p> <p>Q A Governor asked how would we bench mark this? Through the SEF (Self Evaluation Form) – where practice is outstanding. Various structures could be addressed for each one. Some Governors felt they could not improve quality as this is the remit of SLT. It was felt raising the profile of outstanding i.e. looking at why we are not outstanding. Then how/what we need to do to address these points. Perhaps looking at staff structure and at individual subjects e.g. do we need perhaps an extra teacher in a particular subject to improve progress.</p> <p>It was suggested reducing exclusions and aiming to never permanently excluding a pupil could be an objective. It was felt it was an absolute tragedy for any student to be excluded this could be as aspiration. After much discussion It was felt that the school only permanently exclude as a last resort after exhausting all other interventions. Governors who have participated on Disciplinary Committee were impressed with the levels of support and actions before a permanent exclusion is decided upon. It was clear that there were no further options for the school.. Governors felt they could not ask the school to do anymore in this respect. Alternative provision is part of the School Development Plan. Disruptive behaviour affects other students learning and some Staff struggle with challenging behaviour in the classroom as there is less external support. It was felt that perhaps how many hours are spent on exclusions could be looked at i.e. to see if work load could be decreased.</p> <p>Q A Governor asked if Governors are asked to come in and see a student before things escalate to a permanent exclusion? Governors said that they have come in and spoken to students before.</p> <p>Q A Governor asked if Behaviour is on the SDP? TS said it is under the Personal Development strand (Key Objective 3)</p> <p>It was felt students' mental health pressures and stress have increased due to curriculum changes.</p> <p>Agreed objectives for this academic year:</p> <ul style="list-style-type: none"> • To promote Priory as an outstanding experience to all students • PPG • MATs
10.	To ratify the scheme of	A copy of the Scheme of Delegation was circulated with the agenda. This is

Signed (Chair)

Date

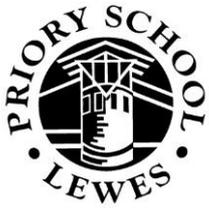


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	delegation	<p>also available in the Governor’s shared area.</p> <p>TS said the audit that the school had last term went well there were a few minor issues including the scheme of delegation which Ian Fines (IF) and TS have now gone through.</p> <p>Q A Governor asked about 4.9 about members of staff authorised to certify payments by cheque – how many signatures are required? TS advised dual signatures are required.</p> <p>The scheme of Delegation was reviewed and approved by the Governors and signed TS and JG. ACTION: Clerk to send IF a copy.</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 be available in the Governor’s shared area.</p> <p>This is money coming in for trips and when it is paid out. TS explained this shows we are holding a lot of money at present but this is being collected for upcoming trips i.e. Berlin.</p> <p>Q A Governor asked if the school make money on trips? TS said that trips are at cost sometimes there is a very small amount of money left over after a trip. This money is used for families who may not be able to send their child on a trip so we can help them financially.</p> <p>This was reviewed and agreed by the Governors.</p>
12.	Chair and Vice Chair for Teaching and Learning (T&L) and Strategic Organisation (SO) committees	<ul style="list-style-type: none"> • Teaching and Learning Committee AW said that she was happy to stand as Committee Chair for another year if Governors were in agreement but if another Governor wanted to do it she didn’t mind. Chair: AW was seconded to be Chair by PL. No other nominations were received and AW was duly elected as Chair. Vice Chair: MB indicated he was willing to stand as Vice Chair. MB was seconded to be Vice Chair by SHI. No other nominations were received and MB was duly elected as Vice Chair. • Strategic Organisation Committee GW said that she was happy to stand as Committee Chair for another year if Governors were in agreement but if another Governor wanted to do it she didn’t mind. Chair: GW was seconded to be Chair by JG. No other nominations were received and GW was duly elected as Chair. Vice Chair: PC said that he was happy to stand as Committee Vice Chair for

Signed (Chair)

Date

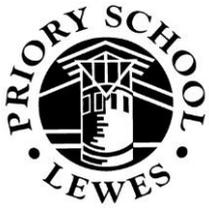


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		<p>another year if Governors were in agreement.</p> <p>Vice Chair: PC was proposed by GW. No other nominations were received and PC was duly elected as Vice Chair.</p>
13.	Committee structure and membership	<p>The following committee structure was agreed at the meeting:</p> <ul style="list-style-type: none"> • Teaching & Learning Committee Will consist of AW,PL, SC, SHI,RS, MB, TS and JG • Strategic Organisation Committee Will consist of GW , JK, PC, SH, SR, GAJ, New Governor Vacancy, TS and JG
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>The Strategic Organisation Terms of Reference were reviewed and approved by the Governors.</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>The Teaching and Learning Terms of Reference were reviewed and approved by the Governors.</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: MB, GAJ, PL, SHI,</p> <p>The Governor’s Disciplinary Committee Terms of Reference were reviewed and approved by the Governors</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>The Pay Committee Terms of Reference were reviewed and approved by the Governors.</p> <p>The following Governors were appointed to serve on the committee: GW, SR, JG</p> <p>ACTION: Clerk to liaise with TS for meeting date. Time/date 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>The Headteacher’s Performance Review Panel Terms of Reference were</p>

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		<p>Nick Hockin= Peter Colebourn Greig Guilford=Peter Colebourn Samantha Twilley=Sarah Hinks Stephanie Chalmers=Sarah Hinks Safeguarding/Child Protection= Sarah Hinks/Penny Leach Paul Trudgian=Michael Bull Birgit Illner/SEN =Sarah Roberts Mental Health and Well Being=Sarah Roberts/Sarah Hinks/Penny Leach</p>
21.	Governor attendance review 2016-17	<p>A copy of the Governor attendance review 2016-2017 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>The Clerk also provided a document at the meeting on classroom visits/SLT visits and Governors attending other events which were carried out in 2016/17. This will also be available in the Governor’s shared area.</p> <p>AW mentioned that on this document under the Governors attending other events that AW was on the 09/03/2017 complaint panel but this is not listed for her.</p> <p>ACTION: Clerk to update this grid.</p>
22.	To agree dates for Saturday morning training in November 2017 & May 2018	<p>It was agreed at the meeting it would be easier if the Clerk emailed Governors for their availability for the November Saturday morning training.</p> <p>ACTION: Clerk to email Governors for their availability.</p>
23.	Governors availability to attend Parents Evenings for 2017-18	<p>A copy of the Parent Evenings form 2016/17 was available at the meeting. This will also be available in the Governor’s shared area. Dates were available on the Full Governing Body agenda before the meeting.</p> <p>The form was passed around at the meeting so Governors could add which dates/times suit them best for helping at Parents Evenings.</p> <p>ACTION: Clerk to email SR, JK and RS for their availability to help at Parents Evening.</p> <p>Q A Governor asked why the Open Evening on 21st September was not included on the form?</p> <p>It was explained that when Governors attended previously and the feedback received was they felt they were not needed at this event. The Clerk said if Governors would like to attend she would be able to arrange a table for the Governors to sit at.</p>
24.	Governors classroom/formal visits planner 2017-18	<p>A copy of the classroom/formal visits planner 2017/18 was available at the meeting. This will also be available in the Governor’s shared area.</p> <p>The form was passed around and Governors were asked to choose which two terms out of the available six they would like to carry out their visits in during 2017/18.</p> <p>ACTION: Clerk to email form to JK and RS so they can confirm their preferred</p>

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		two terms out of the available six to carry out their visits.
	<p>REMINDER:</p> <p>Online Prevent Training for completion by JK, MB, GAJ</p> <p>Online Safeguarding Renewal Training for completion by GAJ, RS, MB, GW</p>	<p>ACTION: JK, MB, GAJ to complete online Prevent training and pass certificate to Clerk for Governor records ASAP. Please see emails from Clerk for further information.</p> <p>ACTION: GAJ, RS, MB, GW to complete online renewal Safeguarding training and pass certificate to Clerk for Governor records ASAP. Please see emails from Clerk for further information.</p>
		JG wanted to thank the panel members that attended the Grievance Panel in the summer holidays.

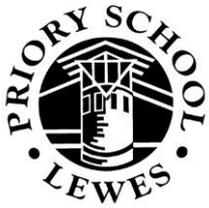
The meeting closed at 18:01

Next meeting: Thurs 12th Oct 18:00 Conference Room

ACTIONS			
ITEM	ACTION	RESPONSIBLE	UPDATE
3.	JK and RS to sign form and return to Clerk	JK/RS/Clerk	Clerk posted to RS and JK to sign and return
4.	TS to inform Staff of Pauline's resignation	TS	TS mentioned on 11 th September at the Staff briefing – the Minutes are emailed to all staff
6.	RS and JK to sign form and return to Clerk	RS/JK/Clerk	Clerk posted to RS and JK to sign and return
7.	Clerk to circulate school calendar 2017/18 via email to Governors	Clerk	Email sent on 06/09/2017 @ 09.41
8.	Clerk to make correction to GB terms of reference	Clerk	Done
10.	Clerk to send a copy of document to IF	Clerk	emailed 06/09/17 08:28
17.	Clerk to liaise with TS about date/time of meeting and then contact committee	Clerk	Date & time confirmed
18.	Clerk to liaise with TS about date/time of meeting and then contact committee	Clerk	Date & time confirmed
21.	Clerk to update grid correction	Clerk	Done
22.	Clerk to email Governors for their availability for Nov Sat training	Clerk	Done by Clerk
23.	Clerk to email SR, JK, and RS for their availability to help at Parents	Clerk/JK/RS/SR	Done by Clerk

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	Evenings		
24.	Clerk to email form to JK and RS to confirm their preferred two terms to carry out their visits	Clerk/JK/RS	Done by Clerk
REMINDER	JK, MB, GAJ to complete Prevent online training	JK, MB, GAJ	Sent reminder
REMINDER	GAJ, RS, MB, GW to complete online RENEWAL safeguarding training	GAJ, RS, MB, GW	Sent reminder

Signed (Chair)

Date