

**The Priory School  
Full Governing Body**

held at 7.30 pm on Tuesday 12th July 2016

**MINUTES**

*Members:*

Yvonne Rimmer (YR)      *Chair*  
Eric Stannard (ES)  
Robert Adams (RA)  
Michael Barratt (MJB)      *Principal*  
Don Burgess  
Tim Goodman  
Sarah Goodwright  
Pam Jebb (PJ)  
Gareth Jenkins  
Paul Kitchener  
Peter Pack  
David Sidaway  
Lisa Twidale

*In attendance:*

Michell Bufton (MB)      *Minuting Clerk*  
Duncan Wright (DW)      *Business Manager*

*action:*

- 1      **Apologies for absence**  
David Sidaway to be excused early.
  
- 2      **Declarations of interest**  
There were no declarations of interest in the business of the meeting.
  
- 3      **Minutes of previous meeting**  
The minutes of the meeting held on 15th March 2016 were accepted as a true reflection of the meeting.
  
- 4      **Matters arising**  
All items to be discussed during the agenda.
  
- 5      **Principal's Report**  
MJB drew the attention of the meeting to the number of students on roll and discussed the issues of capacity. Total on roll at the moment is 851; maximum capacity of the school to comply within Health and Safety regulations is 859. If the school are under this number it is open to appeal and exclusions from other schools. 168 is the PAN for each year and all

years are currently over PAN. The Priory School has a good record of turning students around who have been allocated a place following exclusions from elsewhere.

.1 *Attendance*

This figure is only just lower than the 96% MJB would like to have seen, but it takes into account Yr 11 authorised study leave and post exam absences. The EWO will produce a report for circulation to the Governors in September.

EWO

The attendance policy of The Priory School states that students are written to when reaching attendance of 93%, this equates to 2½ weeks per year in absence. The process for missing marks has been tightened.

.2 *Exclusions*

Although the figure for this year is much higher, it has to be looked at in more detail, of the 56 occurrences, 24 have been due to only 4 students, one of which has had 12 separate exclusions. The Priory School are much more lenient towards LAC exclusion than many other schools as it tries to encourage engagement with the school. The permanent exclusion was considered in great detail in conjunction with governors before the decision was made. It has subsequently, by external agencies, been decided that this child is not suitable for main stream schooling. The Priory School has an exemplary record on permanent exclusions. MJB reiterated that exclusions were considered very seriously, and that there would never be any compromise on the behaviour of students. All exclusions are dealt with fairly and consistently in consultation with SLT.

*ACTION* - Governors asked for the detail of the table to be expanded to include the number of pupils and the number of days

MB / MJB

.3 *Admissions*

The Priory School has 20 feeder schools; form allocation is a challenge due to friendship groups. The process of changing forms has been tightened and only on the grounds of an SEN requirement will it be considered. MJB explained that there had been a number of meetings with Yr 8 & 9 girls asking to move, due to issues with friendship groups; these have all been rejected. The House System engenders loyalty with form groups and these need to be given time to settle.

*ACTION* - The table of catchment schools to be amended to show the % of year group from each of the 4 main feeders.

MB

.4 There are issues with progress within Yr 10, this will be addressed by a report next term on attainment .

.5 *Finance*

DW explained the budget for 16-17 which was recommended following discussions with the Resources committee. Approval from Governors was given. The surplus is significantly lower than last year at £39k; this is partly due to increased staffing costs up by 5-6% and the number of students funded. We have had a period of growth which has now stabilised. MAT income and expenditure is a net 0 effect. Pension contributions increased 18 months ago and will remain the same; this is looked at on a 3 yearly basis. This budget includes the MAT funding and the top slice from St Martin's. The top slice level will be reviewed on the addition of each school. The budget was approved.

.6 *School Development Plan*

The targets and evaluation process were discussed and suggestions put to FGB; results are still outstanding and a further report will be produced following the publication of Yr 11 results.

.7 *Health and Safety*

Tim Sanderson has been appointed as the H & S advisor, 1 day per week for the next year. He is evaluating the policies and procedures and mapping an action plan re issues arising. There are no drastic issues to address. This is a 12 month fixed term contract which will be utilised for the MAT process. This adds a level of 3rd party support to make sure The Priory School Trust fulfils its legal obligations, in the same way as it does with safeguarding. Both of these areas are limiting factors for Ofsted. In April 2016, during the Governors walk around, 24 areas were highlighted of these 13 have been finalised and 11 remain, which will be actioned over the summer break.

**6 Minutes of Committees**

- .1 EGM 3 May 2016 – Approved as a true reflection of the meeting
- .2 LTA 4 May 2016 - Approved as a true reflection of the meeting
- .3 SW 10 May 2016 – Approved as a true reflection of the meeting
- .4 Resources 18 May – Approved as a true reflection of the meeting
- .5 Resources 28th June - Outstanding
- .6 Advisory Meeting 28th June – Outstanding

AB  
sent to AB  
by MB

Maths Block – Architect issues to be addressed through the pre application phase, update to follow to include finance update on funding the improvements. Timescales on building work are dependent on funding but aiming for April 2017.

**7 Policies**

- .1 House System – ES the document was updated to cover in year transfers, it was clarified that the allocation of staff is looked at to ensure a consistent distribution of skills are spread across the board.

The acceptance of the House System policy was proposed by ES and seconded by PJ.

- .2 Complaints Procedure – This document was discussed at the Student Welfare committee and 2 policies have been combined and the legal requirements have been formalised to ensure that due process is followed. The policy will ensure that vexatious and persistent complainers are dealt with and at all times the welfare of staff and students are protected. The policy is to be agreed by the MAT board and procedure is agreed by individual schools and considered by the LGB.

The adoption of the policy was proposed by RA and seconded by ES.

- .3 Attendance Policy – This policy has been sharpened to remove scope for discretionary leave. The policy triggers a letter home when attendance reaches 93%

8 **Fraud & Going Concern**

Nothing to report.

9 **MAT Update**

MJB gave an update of the developments with St Martins, all targets for DfE paperwork have been met, wider consultation has taken place re academy status for St Martins. There was a low turnout for staff, the main concern of students was the uniform and parents were concerned over changes to the ethos of the school; all of which were addressed during the consultation meetings. The Supplementary Funding Agreement is to be signed by mid-August and to be in place by 01/09/16, The VWV q & a sheet will be utilised in future. When local schools seek to join our MAT, schools are to be informed with diplomacy and sensitivity. Letter to be prepared to the Head and Chair of Governors of joining academies and once MAT engagement has been agreed.

A discussion around admissions took place and the perception on admissions with partner school getting preferential treatment, everyone was assured that the criteria for the admissions policy would not change and the main criteria would be proximity to the school. MAT will not be changing the admissions policy.

10 **Next Steps: Structures**

MJB went through the report on the next steps and asked that a period of transition be factored in. JD's to be looked at in detail which needs to be passed to the advisory group for consideration in conjunction with HR support of DJ. The Executive Principal will remain the substantive Principal of The Priory School, which will mean increased responsibilities being passed to the deputy, meaning more responsibility for them. The MAT board will monitor the scale of this on a school by school basis. The Priory School has a strong and committed SLT, although the additional responsibilities and accountability needs to be reflected in their remuneration. The advisory group to look at the impact on the school due to changes in place. David James will be utilised to help develop the JD's.

*ACTION* – MAT Advisory Board Meeting required asap to discuss EP, SLT structure and remuneration. The next stage will be FD, HR and ICT.

CPD planned to assist with Exec Head role and other new roles required for Yr 1 with a review at 6 months.

*YR to email  
re date  
MJB*

The new structure is to be operational from 01/09/16 with some degree of flexibility, if terms and conditions are not agreed by that date then the changes are to be backdated to 1/9/16.

An interview/formal process to take place for the appointment of the EP to ensure there is a common understanding of the vision of the MAT.

*MAT Board*

The membership of the relevant committees to be agreed, paper circulated by YR, any issues to be highlighted and comments to YR asap.

The number of committee meetings to be agreed and to remain as similar as possible to the time commitment required from Governors at the moment.

*all*

*unapproved*

*ACTION* – AB to draft a schedule of meetings for the whole year with the maximum number of meetings that may be required.

11      **MAT Changes**

It was agreed that the Members would adopt the new articles of association and the board would now be referred to as The Priory School Trust MAT Board. The master funding agreement was approved. The new written resolution was signed by the members present, there were enough member present to make the decision quorate. The new structure was adopted, including Members Directors and Articles from 12/7/2016.

YR