



**Minutes of the Full Governing Board meeting for Priory School
On Tuesday, 20 February 2024 at 5.30pm
Held at School**

Jonathan Wiltshire (JW)	Staff Governor	Present	
Julie Evans (JE)	Headteacher	Present	
Cheridah Mejias (CM)	Parent Governor		Absent
Jenny Hitch (JH)	LA Governor	Present	
Dominic Riddex (DR)	Co-opted Governor		Apologies
Susan Powell (SP/CoG)	Co-opted Governor/ Chair of Governors	Present	
Gertrude Martindale (GM)	Co-opted Governor		Apologies
Hazel Samuriwo (HZS)	Co-opted Governor	Present	(arrived at 18.03 during item 4)
Jade Baker-Smith (JBS)	Co-opted Governor	Present	
Travis Littlechilds (TL)	Parent Governor	Present	
Holly Smith (HS)	Co-opted Governor	Present	

In attendance:

- Nadina Bedlow (NB) - Education Governance Team Lead
- Penny Deakin (PD) - Deputy Headteacher
- Sarah Brotherwood (SB) - Assistant Headteacher
- Kristen Tomlinson (KT) - Assistant Headteacher
- Claire Harrison - Link Advisor

AGENDA ITEM	MINUTES	ACTION NO:
1	Welcome SP opened the meeting at 17:47 and welcomed those present.	
2	Absence Apologies for absence were received from: GM (personal), and DR (ill). The apologies were ACCEPTED and AGREED by the Board and absences were noted. SP advised the Board that HB had resigned week commencing Monday, 19 February creating a new vacancy for a co-opted governor. Apologies were extended on behalf of Claire Harrison School Link Advisor who had intended joining the meeting as an observer. With 7 governors present, the meeting was declared quorate and commenced at 17:49 .	
3	Declarations of pecuniary & business interests i. No declarations were made in respect of any agenda item.	
4	Focus on the Curriculum SP extended thanks to governors for undertaking curriculum visits advising them that the meeting had been convened to informally gather feedback. SP went onto confirm eight visits had been conducted in total and advocated establishing the practice. JH reported that; it was useful to see lessons and get a sense of connection. JH was impressed by the knowledge and expertise of the staff and extended thanks for their time. JH found the experience beneficial and that it would inform future visits. JH also noted the importance of using the preparation document and accessing help if required. JBS confirmed that she would undertake a Careers visit on Thursday, 07 March engaging with other members of staff not just NVC. TB advocated the visits noting there was a lot to cultivate in terms of establishing the programme but was impressed by the robust procedure. HS advised the Board that the Curriculum visit was the second visit she had made during the day and extended thanks to staff for the welcome. HS feedback that staff had bought the curriculum to light by allowing HS to see it in action. HS found staff to be candid	



MINUTES

ACTION
NO:

regarding challenges. HS ~~advocated~~ suggested more visits underpinned by more preparation ~~prior~~.
HS went onto feedback that; some staff were nervous, but if conducted regularly staff would feel more confident in terms of being observed.

SP advised the Board that she had attended ~~a~~Phonics and Autism Meetings with parents, extending thanks to staff for their co-operation on behalf of the Board. SP noted the importance of governors being visible within the School community and that the role of governors was to monitor using visits to inform that. SP said if any issues were raised during the course of a visit or monitoring; governors could raise them via the appropriate procedure at a Full Governing Board meeting.

SP confirmed that having considered hosting a Governors' Day, the organized schedule of visits had worked well and invited the Board to consider any improvements.

JH feedback that the first visit was a useful baseline and that subsequent visits should be less time intensive as governors' knowledge grew, advocating the format of the report proforma.

PD also confirmed that; staff found visits useful to provide a basis of understanding and would help to inform future visits.

KT fed back that logistics for the observations had been challenging in terms of the timetables. KT had wanted JH to observe Pathway 3 but the timetable didn't allow. KT wanted governors to benefit from observing a variety of Pathways in future visits. JE proposed reviewing timetables in advance of future visits to identify the most beneficial times to inform the schedule.

SB agreed timetables made it challenging to observe different Pathways during the same visit, however visits had identified useful information to use as a baseline. SB also advised the Board that it was beneficial for teachers to become accustomed to being observed by governors as a supportive measure.

JE advised the Board that; a brainstorm was conducted for each curriculum area, before visits were conducted which was a useful exercise, it allowed us to identify themes across the school in terms of areas for development, noting resources and training; the visits had provided a good basis for further developing the curriculum, using feedback from reports, as a collective starting point.

PD noted that the last Ofsted inspection didn't benefit from the 360° relationship that the staff have with governors.

SP noted the significant involvement of staff with families and parents at the Phonics and Autism meetings commenting on how well staff knew families and students. SP also enjoyed meeting staff, learning how intensive and supportive staff inductions were and how noteworthy staff training and development was.

Q. *How often are they e.g.[Autism Meetings] conducted?*

A. They are conducted monthly and sharing with parents has built up over time, parents were very isolated due to transport (not meeting at the gate). Lots have benefited and there is now a WhatsApp group. (PD)

Q. *Was the number attending about the same?*

A. It fluctuated, the Phonics one didn't work so well. For the Autism one there were 17 attendees and 5/6 attended virtually. We will invest in a streaming device to open it up and make more accessible. (PD)



AGENDA ITEM	MINUTES	ACTION NO:
	<p>HS updated the Board regarding the Health & Safety visit. HS feedback that she had been impressed by the commitment shown by staff who were aware of procedures and their relationship with the Designated Safeguarding Lead (DSL).</p> <p>HS visited two classes speaking with students to understand how they raise concerns. HS noted that students did feel safe and knew who to contact. HS also reviewed the training programme established by the DSL, noting that the majority were up to date. HS also fed back that staff appeared to be well engaged with training and understood its importance. HS also noted that staff appeared to be happy and worked collaboratively.</p> <p>HS advised the Board that Safeguarding updates held on a weekly basis were well attended. HS noted the significant level of confidence staff had in accessing the DSL, (who operated an "open door" policy) and were confident in the advice given. HS was impressed by her observations and found the visit invaluable in terms of understanding SEN students and their requirements.</p> <p>SP also found visiting and observing classes invaluable in terms of understanding what the curriculum consists of; citing peer massage as a critical part of the curriculum for Pathway 3. SP hoped that the Local Authority would arrange a visit in the near future to observe and acknowledge the detail of the good work the school undertakes.</p> <p>JH noted the benefit of following up visits in terms of the wider work involved. Suggesting it would be an opportunity to review ongoing and outstanding matters. JH noted that the Ofsted inspection report had not captured some of the impressive work being undertaken.</p> <p>SP proposed conducting visits formally annually and in addition governors could schedule follow up visits. JE would suggest curriculum areas to observe.</p> <p>JW advised the Board that teachers benefited from the freedom to structure the curriculum in a format to engage with students. JW went onto advise the Board that; challenging students was key to unlocking the curriculum and that the challenge for staff was finding the "bite point" where students could also be challenged. JW welcomed the visits commenting that they would help to inform governors.</p> <p>SP advised the Board that; copies of all reports were available on Governor Hub, the file location would be updated in due course and the slides from the Autism Meeting were also available online. SP reiterated thanks to the staff on behalf of the Board for welcoming governors and providing significant resource to ensure visits were productive.</p>	
<p>5</p> <p>5a</p> <p>5b</p>	<p>Minutes of the meeting (16.01.2024) and matters arising The minutes of the above meeting were AGREED as an accurate and complete record, to be signed by the Chair for retention by the school.</p> <p><u>Matters Arising</u> None noted.</p> <p><u>Actions</u> Updated as below.</p>	
<p>6</p>	<p>Governor Training – Data Protection SP advised the board to undertake the required Data Protection training by the end of term.</p>	
<p>7</p>	<p>Any Other Urgent Business</p> <p>i. JE confirmed that; the School would host a visit from the Government of Saudi Arabia, week commencing Monday, 26 February 2024. JE was approached by an organisation working with the Saudi Government who wanted insight into special needs provision (building, settings, therapies and culture). The party would include</p>	

Chair's initials



AGENDA ITEM	MINUTES	ACTION NO:
	<p>two representatives from School Estates and three representatives from the Ministry of Education</p> <p>ii. JE went onto advise the Board that Steve Reed, MP would also visit the School on Friday, 01 March 2024.</p> <p>iii. JE updated the Board regarding Shelley Davies (Director of Education, Croydon) recent visit (20.02.2024) which proved beneficial. JE used the opportunity to update the Director regarding the recent Ofsted inspection and support required. The Director assured JE that she was not aware there were issues with the inspection process (noting the importance of undertaking the correct processes). She confirmed that she would escalate the concerns and complaints raised via the HMI linked to Croydon LA. JE also considered the meeting productive in terms of discussing premises related issues.</p>	
11	<p>Confidentiality No matters were identified to be recorded confidentially under Part B minutes.</p>	
12	<p>Meeting dates for the spring term - all full Board meetings: Tuesday, 26 March (Sign off SFVS, Draft Budget & February Actuals) Tuesday, 16 April (Q4 & Final Budget) IP Tuesday, 21 May V Tuesday, 16 July (Q1, Governing Board self-evaluation, Election of Chair and Vice Chair for 2024-5) IP</p>	
13	<p>Closure The meeting closed at 18.29 with a vote of thanks from SP acknowledging the progress and development made by the Board.</p>	

Signed: _____ Print Name: _____
 Chair of Governors

Date: _____

Action Points

Outstanding Actions and Actions arising from 2023-24

No.	Action	Who	By	Status
Meeting of 16 January 2024:				
1.	Send JH confirmation that annual declarations of pecuniary interests are complete.	All	ASAP	Open
2.	JH and PL to discuss the categorisation of costs allocated to "other".	JH/PL	Not specified	Open
3.	LC to upload the timetable for Governors' Development Visits on Governor Hub and sent via text to governors. All governors to review and respond by Friday, 19 January.	LC/All	19.01.2024	Closed
4.	Share Learning Week schedule with Board.	LC	ASAP	Closed
5.	Consider/outline expectations for JW in terms of curriculum review.	SP	ASAP	Closed
6.	Add governors to school system and distribute the link for Data Protection training via judicium.	LC	Not specified	In progress

No.	Action	Who	By	Status
Meeting of 12 December 2023:				
1.	Send monitoring visit schedule to the Board	LC		Closed
2.	Send a copy of the GDPR action plan to JH.	LC		Closed

Chair's initials



No.	Action	Who	By	Status
Meeting of 31 October 2023:				
1.	Send contact details of WholeSchoolSEND to PD.	DR	ASAP	Closed
2.	Conduct a follow up safeguarding visit before the end of term.	DR, HS	December	Closed
3.	Share the safeguarding audit report with Board.	JE	ASAP	Closed
4.	Update governor code of conduct in relation to the declaration of gifts and use of social media.	JE,SP,PL	ASAP	Closed
5.	Remove reference to curriculum link governor from the annual report and consider how to address the matter.	SP	ASAP	Closed
6.	Publish Governing Board Annual Report on the new website.	JE	ASAP	Closed
7.	Governors to confirm their availability for a Governor Day in school at the end of January or beginning of February.	All	December	Closed

No.	Action	Who	By	Status
Meeting of 26 September 2023:				
1.	Find another setting with a similar profile to enable sharing of moderation.	DR	Not specified	In progress
2.	Present a study of achievement to the appropriate Full Governing Board.	JE	tbc	In progress
3.	Include the actual number of children in each Pathway.	JE	tbc	In progress
4.	Split data to show persistent absences because of complex medical needs	TM	tbc	Closed
5.	Upload information about SFVS to Governor Hub to assist and start this term – March deadline.	SP	tbc	Closed
6.	Invite PD (DHT) to 31st October Meeting.	JE	October	Closed
7.	Invite PL for Q2 update. (JE)	JE	tbc	Closed
8.	Map priorities within the SIP to Link Governor's remits/responsibilities.	DR	tbc	Closed
9.	Confirm Spring Term Governor's Day for working parties/review/visits by the end of December/winter	SP/JE	tbc	Closed
10.	Make reference to filtering via Igfl in the policy	TM	tbc	Closed
11.	Chase/arrange audit with Judicium.	LC	ASAP	Closed
12.	Action: Bring GDPR back to the December meeting.	LC/NB	December	Closed
13.	Advise the Board of the protocol for attending virtual meetings.	SP	October	Closed

No.	Action	Who	By	Status
Meeting of 12 September 2023:				
1	Email ToRs to HH.	LC	ASAP	Closed
2	Staff organisation chart will be created to identify relevant staff.	LC	Sept 2023	Closed
3	Send TL a copy of the skills audit for completion.	LC/TL	ASAP	Closed