

# DRINGHOUSES PRIMARY SCHOOL



## Minutes of the Full Governing Body Meeting held on Thursday, 27<sup>th</sup> February 2020 at 5pm

**Present:** Gill Williams (Headteacher) Pat Wilson  
 Jamie Kew-Robson (Vice Chair) Claire Scott-South  
 Claire Neal (SBM) Mike Hay  
 Matt Boxall Yannick Berland (from 5.46pm)

**In Attendance:** Mary-Kate Swiers (Observer)  
 Sam Vince (Governance Support Officer, Clerk to Governors)

		Action						
1.	<p><b>Apologies for Absence and Declarations of Interest</b></p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies were received with consent from Diane Grayson (Chair), Ros Roberts, Vaunda Powell, Beth Kenna, and Michael Noakes.</p> <p>The Vice-Chair chaired the meeting in the absence of the Chair.</p> <p>There were no declarations of interest.</p>							
2.	<p><b>Minutes of the Last Meeting 25<sup>th</sup> November 2019</b> - Previously distributed.</p> <p>Governors were in agreement that the minutes were a true and accurate record of the meeting and the Chair was then duly authorised to sign the minutes.</p>							
3.	<p><b>Action Points and Matters Arising</b></p> <table border="1"> <thead> <tr> <th></th><th>Action</th><th>Status</th></tr> </thead> <tbody> <tr> <td>1.</td><td>The SBM was to add a table to the front of all policies, to record key pieces of information (review dates etc)</td><td>Complete</td></tr> </tbody> </table>		Action	Status	1.	The SBM was to add a table to the front of all policies, to record key pieces of information (review dates etc)	Complete	
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5.	<p><b>Ratification of the new Headteacher appointment (moved to the start of the meeting by the Chair)</b></p> <p><b>Salli Radford had confirmed Gill Williams (Headteacher) could act as a governor so the choice of the new Headteacher could be ratified.</b></p> <p>The Chair confirmed the interview and selection process had been extremely rigorous. The focus of the interview process had been to find someone to build upon and refine the fantastic practice in the school and not to introduce sweeping changes.</p> <p><b>The Chair confirmed that an offer of the Headteacher role had been made and accepted on 27<sup>th</sup> February to Ben Sutton.</b></p> <p>The Chair provided feedback on the successful candidate (Ben Sutton). Mr Sutton had been teaching for 14 years and had been a leader for 6 years. He had not been a Headteacher before. The governors on the interview panel well prepared Mr Sutton was for interview. Mr Sutton knew the school's data very well. It was acknowledged that Mr Sutton was an excellent practitioner and an associate lecturer in primary Maths at Leeds Beckett university. He was also</p>							

	<p>an SLE and an expert in school to school support. Mr Sutton was currently a Deputy Head at a similar school to Dringhouses.</p> <p>It was noted that Mr Sutton's purpose and integrity came across strongly in the process. The governors were unanimous in their choice of Mr Sutton as the right person for the school and felt he would fit into the school well. He had the right demeanour and recognised the school had an exceptional team and wanted to be a part of it. He was familiar with the school ethos, the growth mind-set of the school and had taken the trouble to know the names of staff. The Governors noted that Mr Sutton made himself available for discussions and they liked the way he spoke about the school in terms of it feeling like a community and how welcomed he had felt. Mr Sutton's references were given to the Governor's at the meeting for review.</p> <p>The Chair confirmed Mr Sutton's offer was subject to clearance and references, proof of identification and any other required documentation would need to be sent to City of York Council by the SBM.</p> <p>The Chair requested that the current Headteacher should contact Mr. Sutton to welcome him to the school.</p> <p>The Head thanked the governors on behalf of the staff, for the time and effort they had put into the process.</p> <p>A Governor asked how parents were to be informed of the appointment. The Chair confirmed this couldn't be done until it had been ratified and conditionality had been cleared. Mr Sutton also needed to inform his current school he was leaving.</p> <p><b>The appointment of Mr Sutton as the new Headteacher was ratified by the Governors.</b></p>	<p><b>SBM</b></p> <p><b>Head</b></p>
4.	<p><b>Headteacher's report (previously distributed)</b></p> <p>Comments and questions were invited by the Chair.</p> <p>The Chair requested clarification on what the issue was with using Powerpoint to present Curriculum related information, to which the Head explained that they had undertaken some deep dives and observed that in some lessons, the learning had been led by Powerpoint which wasn't ideal, so they had been working with staff on how they limited the use of Powerpoint in lessons with staff.</p> <p>A governor noted that as a governor representative of parents, any abusive incidents against staff were deplorable, but was pleased there hadn't been any incidents for two years. The Headteacher confirmed this was monitored by the Staffing committee as a staff well-being issue.</p> <p>The Chair requested an update on long term memory and the curriculum sequencing work the school had been undertaking. A Deputy Head explained the curriculum had been built like a spiral with regular reviews of previous work and soft quizzing every afternoon to continue re-visiting and refreshing learning. It was confirmed staff members had attended some excellent training to support their work at Pathfinder. Feedback received from Derek Sutherland in the past few days confirmed that the overlearning concept was a key strength of the school.</p> <p>The governors noted that in a year where demographically in South Bank pupil numbers had reduced, the intake numbers for 2020 looked very pleasing against 45 places available. It was recognised this was testament to the great work which had been undertaken at the school.</p>	
6.	<p><b>Safeguarding</b></p> <p>Safeguarding had been noted in the Headteacher's report in item 5. The governors noted that the Chair of governors had visited the school to undertake safeguarding work and that everything was as it ought to be.</p>	

7.	<b>Governing Body Development</b> <ul style="list-style-type: none"> <li>• <b>Training</b> – the Chair requested a volunteer to attend the Safer Recruitment training on 3<sup>rd</sup> March and confirmed the certification was valid for two years. Pat Wilson agreed to attend. The SBM queried whether Beth Kenna had done the training which the school had paid for and if not, whether that could be transferred to someone else? The governors were unsure and so requested the SBM to confirm the situation with Beth.</li> <li>• <b>Governor review exercise – Governor Action Plan</b> – it was confirmed that this agenda item had not been completed and it was agreed to carry this forward to the next FGB. Beth, Matt and Jamie were tasked with updating this prior to the next meeting.</li> <li>• <b>Feedback from Monitoring Visits</b> – no questions were raised on the reports for EYFS and the P.E. curriculum. A report has been completed by Mike Hay for KS2 which will be reviewed at the next FGB.</li> <li>• <b>Planned Monitoring Visits</b> – no visits were noted.</li> </ul>	<b>SBM</b>  <b>Agenda &amp; MB/BK/JKR</b>  <b>Agenda</b>
8.	<b>Parent Survey</b> The Chair explained that the views of different groups within school had been collated into word clouds. The governors reflected that this was a very useful exercise and that it was good to see the feedback was positive and consistent across the groups. The SBM was asked to send the output to the Clerk for distribution to the governors.  A Governor noted that part of the school's action plan was to ensure the governors were more accessible to parents and that having governors attend parent's evenings had worked really well and should continue. The Chair asked for ideas from the governors as to how the governors could be even more involved to provide more opportunities to interact with parents at parent's evenings. It was suggested that refreshments could be offered and the governors could meet parents at the door and show them where to go. It was also suggested that governors could specifically request more parents to become parent readers at the next parents evening.	<b>SBM</b>
9.	<b>Committee updates</b> <ul style="list-style-type: none"> <li>• <b>Staffing Committee (not clerked by CYC)</b> – a verbal update was provided by the Chair.</li> <li>• <b>Finance Committee (29<sup>th</sup> January 2020)</b> – the minutes were awaiting approval at the next meeting.</li> <li>• <b>Standards and Effectiveness Committee (13<sup>th</sup> Jan 2020)</b> – the minutes were awaiting approval at the next meeting.</li> </ul> <p>There were no comments or questions raised. The Clerk confirmed that the minutes for these Committees did not require approval at the FGB, they were for information only.</p>	
10.	<b>Policies for approval</b> <ul style="list-style-type: none"> <li>• <b>Teacher Appraisal</b> – it was confirmed this is not a statutory policy but adoption of this was encouraged. The governors wished to note concerns regarding some of the wording of the policy ('sex' rather than 'gender' used and classroom observations) <b>Governors noted the policy and it was ratified.</b></li> <li>• <b>Relationships and Health Education</b> – it was confirmed that this policy is still under consultation with parents and it was agreed that this policy will be presented at the next FGB on 7<sup>th</sup> May.</li> </ul>	<b>Agenda</b>
11.	<b>Terms of Reference for review</b> <ul style="list-style-type: none"> <li>• <b>Staffing Committee – ratified by the governors.</b></li> </ul>	
12.	<b>Services to Schools – Clerking arrangements</b>  <b>The governors agreed to continue with the current arrangements.</b>	
13.	<b>SFVS Approval</b>	

	<p>It was noted by the governors that the school was in the bottom 20% of teaching costs, but also in the top 20% of schools who have staff who are leaders (which does impact costs). There were no issues raised in relation to this.</p> <p>The Chair raised a suggestion that to improve links between finance and staffing, that one of the governors on the Finance committee should also attend the Staffing committee. Pat Wilson volunteered to undertake this, on the understanding that if the commitment became too much, she would request to be removed from the Standards and Effectiveness committee.</p> <p>A governor challenged as to whether the SFVS added value to the school and it was confirmed that in time when systems are linked, it would save time.</p> <p><b>The SFVS was approved by the governors and signed by the Chair, on the understanding that it was noted that the school had three leaders rather than the usual two, as it was required by the school to support the improvements needed.</b></p>	
14.	<p><b>Governor Monitoring Visits</b></p> <ul style="list-style-type: none"> <li>• <b>EYFS and PE Curriculum (JKR)</b> - discussed under agenda item 7.</li> </ul>	
15.	<p><b>Any Other Business</b></p> <p>None was raised.</p>	
16.	<p><b>Confidentiality</b></p> <p>No confidential business was raised</p>	
17.	<p><b>Date and Time of next meeting:</b></p> <p>5<sup>th</sup> May 2020 at 6pm</p>	

The meeting closed at 6.05pm

**APPROVED AT THE DRINGHOUSES FGB ON 5TH MAY 2020 – NO SIGNATURE DUE TO COVID RESTRICTIONS.**

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Mrs Diane Grayson  
Chair  
(Jamie Kew-Robson – Vice Chair  
chaired the meeting)

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Date

**DRINGHOUSES PRIMARY SCHOOL**  
**Action Plan following the Meeting of the Full Governing Body**  
**held on Thursday 27<sup>th</sup> February, 2020**

Action	Item	Person(s) Responsible	Timescale
1. Send the proof of identification and any other required documentation for the new Headteacher to City of York Council.	5	SBM (Claire Neal)	By end of March
2. The Chair requested that the current Headteacher should contact Mr. Sutton to welcome him to the school.	5	Headteacher	By March 13th
3. Confirm with Beth Kenna whether she has undertaken the safer recruitment training	7	SBM (Claire Neal)	By next meeting

4.	Update the Governor Action Plan for review at the next FGB.	7	Beth Kenna/Matt Boxall/Jamie Kew Robson	By next meeting
5.	Send the Parent Survey output to the Clerk for distribution to the governors.	8	SBM (Claire Neal)	By next meeting

#### **Items for the next FGB**

- Governor review exercise – Governor Action Plan review
- KS2 link governor visit (Mike Hay)
- Relationships and Health Education policy approval