

# DRINGHOUSES PRIMARY SCHOOL



## Minutes of the Full Governing Body Meeting (Virtual) held on Tuesday, 5<sup>th</sup> May 2020 at 6pm via Zoom

**Present:**

Gill Williams (Headteacher)	Pat Wilson
Jamie Kew-Robson (Vice Chair)	Claire Scott-South
Claire Neal (SBM)	Mike Hay
Matt Boxall	Ros Roberts
Michael Noakes	Beth Kenna
	Vaunda Powell

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

		Action
1.	<p><b>Virtual Meeting Protocols</b></p> <p>The Chair thanked the staff and leaders in the school for leading their teams through these unprecedented times. The Headteacher thanked the governors for their appreciation of the school's efforts.</p> <p>The Chair asked the clerk to review the virtual meeting protocols. There were no questions raised by the governors.</p>	
2.	<p><b>Apologies for Absence &amp; Consent 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) so the Vice-Chair chaired the meeting in the absence of the Chair. Yannick Berland was absent.</p> <p>There were no declarations of interest for any of the items on this meeting's agenda.</p>	
3.	<p><b>Minutes of the Last Meeting 27<sup>th</sup> February 2020</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> <p>The Chair requested clarification as to how the minutes should be signed and the clerk advised it would be minuted that the Committee had approved the minutes. Physical signatures could either be obtained when the committee next met or could be obtained electronically, scanned and emailed back to the clerk.</p>	

4.	<p><b>Action Points and Matters Arising</b></p> <table border="1"> <thead> <tr> <th data-bbox="183 168 263 212"></th><th data-bbox="263 168 901 212">Action</th><th data-bbox="901 168 1364 212">Status</th></tr> </thead> <tbody> <tr> <td data-bbox="183 212 263 347">1.</td><td data-bbox="263 212 901 347">Send the proof of identification and any other required documentation for the new Headteacher to City of York Council.</td><td data-bbox="901 212 1364 347">Completed</td></tr> <tr> <td data-bbox="183 347 263 481">2.</td><td data-bbox="263 347 901 481">The Chair requested that the current Headteacher should contact Mr. Sutton to welcome him to the school.</td><td data-bbox="901 347 1364 481">Completed</td></tr> <tr> <td data-bbox="183 481 263 571">3.</td><td data-bbox="263 481 901 571">Confirm with Beth Kenna whether she has undertaken the safer recruitment training</td><td data-bbox="901 481 1364 571">Closed - Pat Wilson undertook the training in Beth Kenna's place.</td></tr> <tr> <td data-bbox="183 571 263 638">4.</td><td data-bbox="263 571 901 638">Update the Governor Action Plan for review at the next FGB.</td><td data-bbox="901 571 1364 638">Carried forward.</td></tr> <tr> <td data-bbox="183 638 263 761">5.</td><td data-bbox="263 638 901 761">Send the Parent Survey output to the Clerk for distribution to the governors.</td><td data-bbox="901 638 1364 761">Carried forward – the clerk received the Survey on 4<sup>th</sup> May and would distribute accordingly.</td></tr> </tbody> </table> <p><b>Matters arising</b> No matters for discussion were raised at the meeting.</p>		Action	Status	1.	Send the proof of identification and any other required documentation for the new Headteacher to City of York Council.	Completed	2.	The Chair requested that the current Headteacher should contact Mr. Sutton to welcome him to the school.	Completed	3.	Confirm with Beth Kenna whether she has undertaken the safer recruitment training	Closed - Pat Wilson undertook the training in Beth Kenna's place.	4.	Update the Governor Action Plan for review at the next FGB.	Carried forward.	5.	Send the Parent Survey output to the Clerk for distribution to the governors.	Carried forward – the clerk received the Survey on 4 <sup>th</sup> May and would distribute accordingly.	
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5.	<p><b>Headteacher's report and Coronavirus update (previously distributed)</b></p> <p>The Headteacher invited questions or comments on the report. The Chair asked the Headteacher if she had the support needed from the governing body, as they were keen to help (but not to interfere). The Headteacher thanked the governors and confirmed there was enough support available for the school currently from the Local Authority and other maintained school Headteachers, as all schools were operating in the same way. She also confirmed she attended a working party with the Local Authority regarding transitioning back into school and that they were expecting little notice of re-opening.</p> <p>A governor asked how social distancing would work in school. The Headteacher confirmed the maximum number of children they had had in school was 20 in one day and that there was a shift system in place for staff. The children seemed to be well trained now, but the impacts of social distancing were being worked through with the Local Authority.</p> <p>The Chair asked how safeguarding was working in practice. It was confirmed those vulnerable children who had social care involvement had a guaranteed place in school and there were two children in school with a child protection plan and two with EHCPs who were at home and being monitored by staff, with a bespoke approach according to the child. The Headteacher noted she was more concerned about those without social care involvement as it was the school's responsibility to engage with them as much as possible since they hadn't formally been offered a place in school. The school was utilising social care advice where needed.</p> <p>A governor asked how many children were involved with home learning and was every child participating. It was confirmed there was a healthy proportion who were and those who weren't had been discussed with the staff involved.</p> <p>The Headteacher went on to say the school was built around healthy relationships with staff, parents and children and this meant there was a good starting point for any difficult conversations.</p> <p>The school confirmed it had delivered a lot of chrome books in the past week to families with IT issues after central IT disabled blockers to using them outside of the building. The Chair asked how the school was tracking how many children were accessing home learning and it was confirmed that work could be tracked online. Parents were also being called every two weeks to check on progress and paper copies of work had been delivered to parents.</p>																			

	<p>A governor asked what the feedback had been from parents in terms of what was working well or not, whether working in school or at home. Feedback from the parents of key worker's children had been very positive who appreciated that the school had ensured the children did structured as well as unstructured work at school, so they did not have to in the evenings. A governor asked whether the school was providing feedback to the children working online and it was confirmed this was happening using Google classroom where comments could be provided and the children could edit their work accordingly. The importance of the children knowing they were being monitored was recognised.</p> <p>A governor asked how the in-school and on line work was split between the teaching staff. It was confirmed that the staff took it in turns to be in school, but often still monitored the learning online. When a teachers wasn't in school, they were supporting on line learning and calling parents.</p> <p>The Headteacher confirmed the workload and well-being of staff going forwards was a key consideration when planning the re-opening of schools and this had been discussed in Local Authority meetings. A working party in the Local Authority had been set up including CEOs of Multi Academy Trusts and Headteachers to plan a consistent approach to the re-opening of schools.</p> <p>A governor asked whether the school was sharing resources across schools and it was confirmed this was already happening.</p> <p>The Chair noted it was a fantastic endorsement for the school that they were fully subscribed for September with 45 new pupils due to start.</p> <p>It was noted that there was some work to do to consider the year 6 pupils who were due to leave the school.</p> <p>The Headteacher confirmed Miss Common was leaving as she had secured a job elsewhere, but the school had decided to replace her on a temporary not permanent basis. This was due to the Covid-19 situation and was based upon Local Authority advice with consultation and support from the Chair of governors, the Chair of the Staffing committee and the incoming Headteacher. Mandy Newby had agreed to take this position up and the school was delighted as Mandy Newby knew the school very well.</p>	
6.	<p><b>Committee meetings during the Coronavirus pandemic</b></p> <ul style="list-style-type: none"> <li>• Finance – 29<sup>th</sup> April</li> <li>• Standards &amp; Effectiveness – 4<sup>th</sup> May</li> </ul> <p>The Chair confirmed the meeting structure had been reviewed in light of the Coronavirus situation and it had been decided the most effective method would be to deal with urgent business using FGB meetings. Any non-urgent business had been rolled into future committee meetings. The exception to this was the Pay committee which had been booked as a placeholder in case it was required, but the Headteacher and the Chair of governors agreed it was not required.</p> <p><b>Governors accepted this modified way of working.</b></p>	
7.	<p><b>Start Budget Approval</b></p> <p>The School Business Manager was invited to present the Start Budget as the Finance representative was unable to attend.</p> <p>The School Business Manager confirmed there were some large variances in the budget such as full year funding for three SEN children being received which wasn't anticipated and the school had retained money paid for trips and visits which hadn't yet been cancelled, so refunds may still need to be made for those. The Chair asked whether this was covered by insurance, but any insurance claims would be dependent on who cancelled and the circumstances.</p> <p>The Chair asked if anything had been forecast for support to other schools, given the leadership team profile would be different next year. It was confirmed that when the Headteacher left in the summer, the school's support for Clifton Green school would cease.</p> <p>A governor noted there was an extremely healthy balance carried forward and it was useful they</p>	

	<p>could see where money had been allocated to specific projects.</p> <p>There was a committed revenue balance of £40,000 which required a plan as to how this would be spent by the next meeting. Suggestions were made such as putting aside a contingency for catering equipment repairs and replacements as catering was to be done in-house from September and work on improving classrooms or playgrounds. Another option could be to move some money to capital which could be spent on capital refurbishment projects.</p> <p>The School Business Manager confirmed the planned works in the summer had been cancelled due to the Coronavirus. They were attempting to push some work through but it was unclear at this stage if any would happen. The position of the after school club becoming homeless soon was noted and it wasn't known whether they would be given an extension in their current premises.</p> <p>A governor asked why the capital projects had been stopped. Unfortunately as soon as lockdown started, procurement had stopped all tenders. Due to companies being closed, work had also backed-up with contractors so any new work would be significantly delayed. However the Local Authority had confirmed the money set aside for the school's works had been ring-fenced and would be available next year, although this had not yet been received in writing.</p> <p>A governor asked what the budgetary implications would be if some children were at home and some at school. The Headteacher confirmed she didn't think there would be any but that the revised budget due in November would provide a more accurate picture.</p> <p>A governor queried where the income from the after school club using school premises was shown on the budget (income or lettings). The School Business Manager confirmed the income from this hadn't been included in the budget yet as the charges hadn't been agreed with Legal. Charges were likely to be higher than the after school club currently paid, as in school they would have more floor space and better facilities.</p> <p>A governor sought confirmation as to whether bringing school meals in-house was on hold. The School Business Manager confirmed it was still going ahead. The school was out of contract with the caterers from 27th July, so provision had to be set up ready for September. She confirmed they had had 8 really strong applications for the kitchen manager's role so far and over 50 people look at the advert on Indeed. The intention was to continue with the current ABM menu for the first term and look at launching new meals from October or January, depending on circumstances. The School Business Manager stated this delay needed to be considered when reviewing the benefits of bringing the catering in-house as the big launch and taster sessions wouldn't have happened, which would have an impact on take-up numbers initially.</p> <p>The Headteacher reflected that when she started the school had headed into an enormous deficit budget and she was pleased the new Headteacher was going to inherit a healthy budget, which was a credit to everyone at the school who had achieved this whilst still prioritising the outcomes for the children.</p> <p><b>Governors approved the start budget.</b></p>	<p><b>Next Finance Comm</b></p>
8.	<p><b>Committee updates</b></p> <ul style="list-style-type: none"> <li>• <b>Standards and Effectiveness Committee (9<sup>th</sup> Mar 2020 - Minutes Awaiting approval at the next meeting)</b></li> </ul> <p>No comments were raised.</p>	
9.	<p><b>Policies for approval</b></p> <ul style="list-style-type: none"> <li>• <b>Financial Management</b></li> </ul> <p>It was noted this was a Statutory policy. It was noted that the Headteacher was referred to by name and queried whether the policy should include names or role titles, or both. The preference would be to include job titles to eliminate the need to update the policy when people changed roles. Clerk to confirm and report back.</p> <p><b>Governors approved the Financial Management policy.</b></p>	<p><b>Clerk</b></p>

15.	<b>Any Other Business</b>  It was noted that the current Headteacher was due to leave on 31 <sup>st</sup> August and the new Headteacher was due to start on 1 <sup>st</sup> September.  The School Business Manager noted the Relationships and Health Policy was due to be reviewed at this meeting and as it was due to come into operation on 1st September, it had to be reviewed at the next FGB meeting.  A governor asked if the new Headteacher could be invited to the last FGB before the summer but weren't sure if there would be a conflict of interests with his current school. The clerk was asked to check and confirm if this was acceptable. A governor also asked whether an email of thanks could be issued from the governors to the staff and it was agreed the Chair should undertake this on behalf of the governors.	<b>Next FGB</b>  <b>Next FGB</b>  <b>Chair</b>
16.	<b>Confidentiality</b> No confidential business was raised	
17.	<b>Date and Time of next meeting:</b> 13 <sup>th</sup> July 2020 at 6pm	

The meeting closed at 19:15pm

**APPROVED AT THE DRINGHOUSES FGB ON 24<sup>TH</sup> JUNE 2020 – NO SIGNATURE DUE TO COVID RESTRICTIONS.**

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

\_\_\_\_\_  
Date

**DRINGHOUSES PRIMARY SCHOOL**  
**Action Plan following the Meeting of the Full Governing Body**  
**held on Tuesday 5<sup>th</sup> May, 2020**

Action	Item	Person(s) Responsible	Timescale
1. Update the Governor Action Plan for review at the next FGB.	4	Vice-Chair (JKR)	By next meeting
2. Send the Parent Survey output to the Clerk for distribution to the governors.	4	Clerk (SV)	By next meeting
3. Proposal for how to spend the committed revenue balance of £40,000 in the budget	7	Finance Committee	By next meeting
4. Should the Financial Management policy include named individuals or role titles	9	Clerk (SV)	By next meeting
5. Send an email of thanks on behalf of the governors to the staff for their efforts in the Coronavirus pandemic	9	Chair (JKR)	By next meeting

**Items for the next FGB (carried forward from 27<sup>th</sup> Feb 2020)**

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

**Items for the next FGB**

- Invite the new Headteacher to the next FGB meeting