

DRINGHOUSES PRIMARY SCHOOL



Minutes of the Full Governing Body Meeting (Virtual) held on Monday, 28th September 2020 at 6pm via Zoom

Present:

Ben Sutton (Headteacher)	Pat Wilson
Diane Grayson (Chair)	Yannick Berland – from 6.20pm
Jamie Kew-Robson (Vice Chair)	Claire Scott-South
Claire Neal (SBM)	Mike Hay
Matt Boxall	Ros Roberts
	Vaunda Powell

In Attendance: Sam Vince (Governance Support Officer, Clerk to Governors)

		Action									
1.	<p>Election of Chair & Vice Chair</p> <p><i>Election of Chair</i> Nominations were received prior to the meeting for the current Chair of governors Diane Grayson to remain as Chair. Diane Grayson agreed to re-stand as Chair to enable continuity, but stated her intention to step down before the year term had ended. The governors elected Diane Grayson as Chair.</p> <p><i>Election of Vice Chair</i> Nominations were received prior to the meeting for the current Vice Chair of governors Jamie Kew-Robson to remain as Vice Chair. The governors elected Jamie Kew-Robson as Vice Chair.</p>										
2.	<p>Apologies for Absence & Consent, Declarations of Interest. The Chair welcomed everyone to the meeting. Michael Noakes and Beth Kenna were absent.</p> <p>There were no declarations of interest for any of the items on this meeting's agenda.</p>										
3.	<p>Minutes of the Last Meeting 15th July 2020 - previously distributed.</p> <p>Governors noted a change to the minutes which was required in section 8 regarding the Attendance policy. This was to make it clear that the Headteacher had been given the discretion to not charge fines to parents if children were absent from school in term time if there were extenuating circumstances and that the Dringhouses policy was not the same as the Council's in this respect.</p> <p>The governors approved the minutes on the basis that this amendment was made and the minutes were re-circulated to the governors. The Chair was then duly authorised to sign the minutes.</p>	Clerk									
4.	<p>Action Points and Matters Arising</p> <table border="1"> <thead> <tr> <th></th> <th>Action</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Update the Governor Action Plan for review at the next FGB. ON HOLD</td> <td>Closed - On this agenda.</td> </tr> <tr> <td>2.</td> <td>Proposal for how to spend the committed revenue balance of £40,000 in the budget. ON HOLD</td> <td>Closed – On this agenda.</td> </tr> </tbody> </table>		Action	Status	1.	Update the Governor Action Plan for review at the next FGB. ON HOLD	Closed - On this agenda.	2.	Proposal for how to spend the committed revenue balance of £40,000 in the budget. ON HOLD	Closed – On this agenda.	
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	3. Distribute a redacted version of the school's wider re-opening plan to the governors	Completed	
<p>Matters arising No matters for discussion were raised at the meeting.</p>			
5.	<p>Headteacher's report/Coronavirus update (previously distributed) The Headteacher invited questions on the report.</p> <p>A governor asked if the school had deployed staff across bubbles and the Headteacher confirmed this was not currently happening. He confirmed that prior to the start of school, they had moved some Teaching Assistants from Early Years to Year 6 to provide more support for the year 6 teachers, so some classes didn't have the same provision as previously, as staff could not cross bubbles to support other areas. To mitigate this, the school planned to interview that week for a new Teaching Assistant to support Early Years and had also planned to review the support provision across the school to assess where more could be provided.</p> <p>The Headteacher confirmed he had taken advice from the Head of Primary Improvement regarding whether other schools were using cross bubble support and he had confirmed other schools had started to do this and that this was acceptable, as long as guidance was very clear for those staff working across bubbles to mitigate as much risk as possible.</p> <p>He noted the provision of PPA was also starting that week.</p> <p>A governor asked how staff felt about working across multiple bubbles and having exposure to more children. The Headteacher confirmed the staff were constantly adapting and were being incredibly flexible and that those working between bubbles would maintain strict social distancing rules, along with having the option of wearing face coverings. The Headteacher felt the staff were comfortable with the idea. A staff governor re-iterated this and confirmed the staff wished to support the children and provide more PPA time for teachers.</p> <p>It was noted that staff affected had been consulted individually prior to the plan for cross-bubble working being finalised. Safety procedures had also been re-iterated with all staff.</p> <p>A governor noted the Headteacher's communications to parents had been very well pitched and received and it was appreciated that he was a visible presence outside of school every day. The Headteacher confirmed more emphasis had been placed on communications especially on social media and anecdotally parents were engaging more because of the use of social media such as Facebook.</p> <p>The Chair requested an update on workloads, specifically the impacts of having to provide teaching in school and remote learning provision at the same time, regardless of how many children were at home. The Headteacher confirmed a three tiered approach had been adopted in the remote learning policy to ensure expectations of what teachers could achieve were reasonable and they were also investigating how time could be freed up for teachers by reviewing feedback and marking practices. He noted that if any changes were made to accommodate remote learning, the school would revert back to normal practices when the remote learning provision was no longer required.</p> <p>He confirmed the school were also investigating using online learning more flexibly such as providing narrated content and voice feedback as York Council still did not endorse video lessons. It was requested that Staff workloads (Blended learning) be added to FGB agendas.</p> <p>A governor challenged that the Headteacher's report intimated that staff well-being took priority over the children catching up on missed work and if this was the case, how would the children complete all of the work needed.</p> <p>The Headteacher noted it was important that staff well-being was a priority to ensure staff were able to continue to teach. He confirmed it was up to the teacher's discretion as to whether and when children finished work, as it was in normal circumstances. The teachers would also check the expectations as well as the pitch of the work.</p> <p>He acknowledged this was one of the biggest challenges to balance staff well-being and manage</p>		Agenda

	<p>the children’s learning. It was important staff did not feel anxious if a child was working slower than usual, especially during this period of re-integration, and that their high expectations did not mean children and staff missed breaks they needed.</p> <p>Staff were asked to provide their thoughts and they confirmed they wanted the best for the children and had high aspirations for them, but it was important to manage expectations and continue to be reflective at the end of lessons (as was usual practice) to ensure lessons were pitched at the right level. It was recognised that some children may need a little longer to catch up and this needed to be communicated to parents to set expectations. The governors recognised protecting staff well-being was very important.</p> <p>A governor requested an update on how the transition to the school providing lunches in-house was progressing, and noted it was missing from the Headteacher’s report.</p> <p>The Headteacher confirmed the school still planned to review the offer they were providing at October half term, where a parental survey will also be undertaken to gain feedback about the offer. The school was currently providing a cold service offer with food transported to classrooms from the kitchen and had received mixed feedback to date that the menu was perhaps too adventurous, as well as that it was a positive change. As part of the review, the school would assess whether a hot offering could be transported safely around school but noted there were cost implications to doing this.</p> <p>The School Business Manager noted that the school had experienced a reduction in school meals uptake from approximately 50% to 37%-45% across the week but this was also reflected across the other schools in the area. She noted that the Council had reviewed their menus and were delighted with the variety of choices on them.</p> <p>The School Business Manager noted costs had increased as the school had to buy trays to serve the lunches on in classrooms and did not want to use single use plastics.</p> <p>A governor noted the advantage of bringing the catering in house was that they could respond to feedback much more easily and quickly in consultation with the school chef, and this was very positive. The School Business Manager confirmed the chef was very receptive to feedback and some small changes had already been made on the basis of parent feedback.</p> <p>A governor asked whether the school had testing kits available and had any been used. The School Business Manager confirmed the school had a stock of approximately 20 kits, and ordered some more each week to ensure a constant stock, as they were only allowed to order 10 at a time. She confirmed they were being given to families who had issues with being able to get to a test centre.</p> <p>Safeguarding</p> <p>It was noted the school was changing to use different software for safeguarding. The Chair noted she needed to contact the Headteacher to organise to undertake a Safeguarding review and confirmed she would report findings to a future meeting.</p>	<p>Chair Agenda</p>
<p>6.</p>	<p>Committee Meetings 2020-2021</p> <p>Structure & Membership including the Pay Committee</p> <p>The Chair asked if any of the governors wished to change any committees they sat on. Mr Berland confirmed he was resigning his post as school governor after this meeting, and also therefore as Chair of the Standards & Effectiveness committee. The Chair thanked Mr Berland for his great contributions during his time as governor.</p> <p>There were no other changes to committee membership.</p> <p>Terms of Reference approval</p> <p>It was noted that only the Standards & Effectiveness committee had met so far so the Chair requested approval of the Committee terms of references was moved to the next FGB.</p> <p>Election of Chair to the Standards & Effectiveness committee</p> <p>Pat Wilson volunteered to become Chair of the Standards & Effectiveness committee as long as</p>	<p>Agenda</p>

	<p>she could receive printed agenda packs, which the School Business Manager agreed to provide. The clerk confirmed she would copy the School Business Manager into all agenda packs issued for all committees. The governors elected Pat Wilson as Chair of the Standards & Effectiveness committee.</p> <p>Virtual meetings management A governor asked whether staff interviews were being undertaken on a face to face basis. The Headteacher confirmed prospective applicants were provided with a virtual tour of school and once shortlisted, the school would run socially distanced face to face interviews.</p>	
7.	<p>Governor Action Plan (review)</p> <p>The Chair confirmed there had been no progress with this to date and requested the clerk send the Chair all of the agendas for the last academic year and a template agenda planner so the Chair could draft a governor action plan.</p>	Clerk
8.	<p>Policies for approval – previously circulated</p> <p>Admissions 2021-2022 (LEA) It was confirmed the admissions number remained at 45 for 2021-2022 and that the school did not have the space for a two class entry with 30 children in each. A governor asked whether the policy should include a statement that prospective parents cannot visit the school in current circumstances but it was agreed that this was assumed and no changes were required. The school noted they could potentially use the virtual tour of the school they had already made. The governors approved the Admissions 2021-2022 policy.</p> <p>Leave of Absence No questions were raised by the governors. The governors agreed to adopt the Leave of Absence policy.</p> <p>Safeguarding & Child Protection (Covid-19 addendum) A governor suggested that specific timings in section 22.1 should be removed and replaced with periods of time as the current restrictions meant children were working to different times in school. A governor noted that in section 36 staff were encouraged to leave their Bluetooth on for the NHS Test and Trace app to work but it could lead to the school looking like a hot spot if all staff had their Bluetooth on. The Headteacher confirmed he had not considered the implications of this and noted he would ensure staff were aware of this risk. It was also noted that the policy should be changed to reflect that staff should use only Twitter and Facebook to post and not social media in general. The Safeguarding & Child Protection (Covid-19 addendum) policy was approved by the governors on the basis the noted amendments were made.</p> <p>Remote Learning (new policy) A governor queried what the purpose of pupil contact was and the Headteacher confirmed it was primarily a well-being tool as well as to check on work progress, particularly if the child had not engaged with it. It was agreed to change the wording on page 7, section 2.7, second bullet point from ‘ensuring that staff are appropriately secure for safeguarding’ to ‘asking for evidence staff had seen the policy and to require evidence and/or assurances that staff were secure’ as ensuring it happened was not in the remit of the governors. It was agreed to take out the line ‘these tips are based on our article’ in section 4.3. The governors adopted the Remote Learning policy on the basis these changes were made.</p> <p>Children Missing Education No questions were raised by the governors. The governors agreed to adopt the Children</p>	

	<p>Missing Education policy.</p> <p><i>Extremism & Anti-Radicalism</i> No questions were raised by the governors. The governors agreed to adopt the Extremism & Anti-Radicalism policy.</p> <p><i>Virtual Meeting</i> A typographical error was noted in section 2.6. The governors agreed to adopt the Virtual Meeting policy on the basis the typographical error was corrected.</p> <p><i>Pupil Premium</i> No questions were raised by the governors. The governors agreed to adopt the Pupil Premium policy.</p>	
9.	<p>Governing Body Development</p> <p><i>Skills Audit</i> It was agreed that the Clerk and the Chair would liaise to agree a template to be issued to the governors.</p> <p><i>Registration of governors on York Ed</i> Governors provided permission for them to be set up on York Ed. The clerk agreed to review who did not have access and to ensure it was provided.</p> <p>Training 2020-2021 The Chair encouraged the governors to attend some of the virtual training on offer, especially the mandatory courses, and confirmed the clerk could make any bookings required.</p> <p>Link Visits 2020-2021 The Chair encouraged the governors to contact their Link governor areas and organise a slot to meet with the leader of their area to discuss how their area was coping with the new restrictions in place, rather than to do reviews.</p> <p>Business Interests Forms The Chair reminded the governors to send their Business Interest forms to the School Business Manager so the clerk could compile the Business Interests register.</p>	Clerk
10.	<p>Committed Revenue Balance proposals Proposals for how to spend the committed revenue balance of £40,000 in the budget</p> <p>The Chair requested this item be moved to the Premises & Finance committee, with it coming back to the FGB only if necessary.</p>	Agenda – Fin Comm
11.	<p>Any Other Business</p> <p>The Chair thanked all of the staff for the amazing work they were doing and asked that to be passed onto all of the staff. The Headteacher thanked the governors for all of their support and to the Chair and Vice Chair for continuing with their roles to enable continuity.</p>	
12.	<p>Confidentiality No confidential business was discussed.</p>	
13.	<p>Date and Time of next meeting: 30th November, 2020 at 6pm</p>	

The meeting closed at 19.14pm

APPROVED AT THE DRINGHOUSES FGB ON 14TH DECEMBER 2020 – NO SIGNATURE DUE TO COVID RESTRICTIONS.

Mrs Diane Grayson
Chair

Date

**DRINGHOUSES PRIMARY SCHOOL
Action Plan following the Meeting of the Full Governing Body
held on Monday 28th September, 2020**

Action	Item	Person(s) Responsible	Timescale
1.	Amend the wording in Section 8 – Attendance policy as described and re-circulate the minutes to the FGB	Sam Vince (Clerk)	By the end of October
2.	Undertake a Safeguarding review at school	Diane Grayson (Chair)	By the end of the Autumn term
3.	Send all of the agendas for 2019-20 and a template agenda planner to the Chair	Sam Vince (Clerk)	By the end of October
4.	Review and provide access to York Ed for those governors who did not already have it	Sam Vince (Clerk)	By the end of October

Items for the next FGB

- Staff workloads (blended learning) – standard agenda item
- Safeguarding review findings
- Approval of Committee terms of references

Items for Committees

- Finance committee - Proposals for how to spend the committed revenue balance of £40,000 in the budget