

DRINGHOUSES PRIMARY SCHOOL



Minutes of the Full Governing Body Meeting (Virtual) held on Monday, 14th December 2020 at 6pm via Zoom

Present: Ben Sutton (Headteacher) Pat Wilson
 Jamie Kew-Robson (Acting Chair) Claire Scott-South
 Matt Boxall Ros Roberts
 Simon Ward (from 18:10pm) Vaunda Powell
 Michael Noakes (from 18:19pm)

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

| | | Action | | | | | | | | | | | | | | | |
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| 1. | <p>Election of new LA governor (Simon Ward)</p> <p>The Headteacher provided a brief background of the Local Authority governor's skills and experience and proposed the approval of him joining the governing body. The Acting Chair seconded this and the governors voted to approve the appointment of Simon Ward as Local Authority governor.</p> <p>[Simon Ward entered the meeting at 18:10pm]. The Acting Chair asked the governors to introduce themselves for the benefit of Mr Ward and to briefly explain their roles.</p> | | | | | | | | | | | | | | | | |
| 2. | <p>Apologies for Absence & Consent, Declarations of Interest.</p> <p>The Acting Chair welcomed everyone to the meeting. Apologies were received, with consent, from Diane Grayson, Mike Hay and Claire Neal.</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 28th September & 20th October (extraordinary FGB) 2020 - previously distributed.</p> <p>Governors were in agreement that both sets of minutes were a true and accurate record of the meetings. The Acting Chair was then duly authorised to sign the minutes.</p> | | | | | | | | | | | | | | | | |
| 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>Amend the wording in Section 8 – Attendance policy as described and re-circulate the minutes to the FGB</td> <td>Completed.</td> </tr> <tr> <td>2.</td> <td>Undertake a Safeguarding review at school</td> <td>Carried forward due to the on-going Covid situation and family bereavement.</td> </tr> <tr> <td>3.</td> <td>Send all of the agendas for 2019-20 and a template agenda planner to the Chair</td> <td>Closed.</td> </tr> <tr> <td>4.</td> <td>Review and provide access to York Ed for those governors who did not already have it</td> <td>Completed.</td> </tr> </tbody> </table> | | Action | Status | 1. | Amend the wording in Section 8 – Attendance policy as described and re-circulate the minutes to the FGB | Completed. | 2. | Undertake a Safeguarding review at school | Carried forward due to the on-going Covid situation and family bereavement. | 3. | Send all of the agendas for 2019-20 and a template agenda planner to the Chair | Closed. | 4. | Review and provide access to York Ed for those governors who did not already have it | Completed. | |
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| | <p>There were no actions noted at the meeting on 20th October.</p> <p>Matters arising</p> <p>No matters for discussion were raised at the meeting.</p> | |
| 5. | <p>Headteacher’s report/Coronavirus update (previously distributed)</p> <p>The Headteacher noted that all of the data provided had been reviewed in the Standards & Effectiveness committee the previous week and that KS1 SATs would not be taking place and KS2 SATs were unclear but it was likely there would be no published results from them.</p> <p>Success and challenges</p> <p>He noted that York was seen as a model to other areas of the country because of their success with managing the virus, due to their high level of compliance within the city. The Headteacher stated the Autumn term had been exhausting for staff and they were doing an incredible job to keep the school running, especially as they were essentially managing three different timetables concurrently. The school had therefore been trying to focus on staff well-being.</p> <p><i>The Deputy Headteacher noted the staff had not seen each other across the school and they were missing the staff community. This needed to be managed to ensure staff felt well supported to retain high morale in the school, but they did seem happy overall.</i></p> <p>The Headteacher confirmed admissions were stable and attendance was very good. Safeguarding was also showing a positive picture, with a big change confirmed which recorded and centralised all records on-line rather than being paper based. This allowed easier collaboration with other agencies and within the school.</p> <p><i>The Acting Chair noted the report was well laid out, provided good context and was very comprehensive.</i></p> <p>[Mr Noakes joined the meeting at 18.19pm].</p> <p><i>The Acting Chair asked if the Safeguarding governor was involved in the long-standing SEND case highlighted in the report and offered his support if needed.</i> The Headteacher confirmed the Safeguarding governor had not been involved in the latest developments in the case and confirmed he would involve the Acting Chair if it was necessary. <i>The Acting Chair also asked whether all SEND children had received the support they needed and whether the SENDCo had the capacity to deal with this.</i></p> <p>The Headteacher confirmed all interventions were operating really well which was amazing in the context of the limitations the school was working within.</p> <p>The Acting Chair requested that for future Headteacher’s reports he report on whether all SEND children had what they needed as well as the base data.</p> <p>A governor commented they had recently undertaken a virtual monitoring visit with the SENDCo and had found her to be very knowledgeable.</p> <p>Behaviour was noted as being generally good but with a slight decline which was common across York. The Headteacher confirmed they had included the introduction of whole school behaviour rules on the SIP to ensure consistency across the school and there was a positive outlook.</p> <p>It was noted that the Pupil Premium numbers and strategy had been previously distributed and no comments were raised.</p> <p>Analysing performance</p> <p>The Headteacher confirmed the ISDR inspection dashboard would not be updated. He noted the GL assessments data had been circulated and these had supported what teachers had started to identify in terms of lost learning, but overall it was a relatively positive picture, largely due to the staff and incredible engagement with home learning from the children and parents. As such, there had been continued success across a large part of the school.</p> <p>Targets</p> <p>The Headteacher noted some targets had moved from 2019-20 to 2020-21, with the last data</p> | Head |

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| | <p>point being in Spring 2020.</p> <p><i>The Acting Chair noted the focus on lost learning provided a very helpful overview. The governors also noted how important the teacher led assessments were and would continue to be and that the fact they had been validated by the Council was encouraging.</i></p> <p>The Headteacher highlighted the red boxes on the report which were concerns, but he reassured the governors this only represented a slight increase on previous years and so the school felt they could work comfortably to catch up those children and they were already being targeted for support.</p> <p><i>The Acting Chair requested clarity regarding how the Pupil Premium and catch-up funding was shown on the data.</i></p> <p>The Headteacher confirmed the school had received £47,000 of Pupil Premium funding and £24,000 of corona catch-up funding.</p> <p><i>The governors asked how the corona catch-up funding was being spent.</i></p> <p>The Deputy Headteacher confirmed the school had not spent the catch-up funding yet as the school wanted to ensure they had performed all their assessments and agreed where support needed to be targeted before spending any. However, she confirmed staff were already undertaking interventions in classes and for some children, just being back in school was enough for them to quickly catch up. There was now a plan in place for the Spring term which involved the appointment of a new teacher for three days a week to deliver interventions across school or to provide cover for teachers so they could do the interventions with the children. This was why there was no breakdown of corona catch-up funding available yet, as the school had not spent any of the money.</p> <p><i>The Acting Chair asked if some information on this would be presented to governors and it was confirmed it would be once the plans were finalised. The Deputy Headteacher confirmed that some of the intervention costs would come out of the normal staffing budget, which was acknowledged as being logical by the governors. The governors requested oversight of the plan and the funding position once it was ready. A governor also asked whether the catch up plan and funding extended to ‘high flyers’ and the Headteacher confirmed it was also to support children expected to meet greater depth standards.</i></p> <p>Parental engagement</p> <p>The Headteacher noted the level of parental engagement had far exceeded the school community he had anticipated. He confirmed engagement was really high in early years using Tapestry and on social media, which had been utilised more for school communications.</p> | <p>Agenda - FGB</p> |
| <p>6.</p> | <p>Staff Workloads (Blended learning) – verbal update</p> <p>The Headteacher confirmed there had been no positive cases of coronavirus in school so remote learning provision had only been utilised for poorly children. No bubbles had been closed, but remote learning was set up and ready to go if it was required.</p> <p>The Acting Chair noted blended learning and staff well-being had been discussed in detail at the Standards & Effectiveness meeting and the results of the staff survey were overwhelmingly positive with the staff feeling listened to and supported. It was also noted by the Headteacher that the children’s average ratings were also very high and there was a lot of well-being support in place if needed.</p> | |
| <p>7.</p> | <p>Finance reports</p> <p>The Chair of the Finance committee was asked to provide an update in the absence of the School Business Manager (SBM).</p> <p>He noted the reports had been scrutinised in detail by the Finance committee (at which the Bursar and the School Business Manager were in attendance) and they were satisfied with the school finances as they stood. He provided the following summary;</p> <ul style="list-style-type: none"> • There was quite a bit more expense on catering because it had been brought in-house but | |

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| | <p>there was a similar net reduction in spending on suppliers.</p> <ul style="list-style-type: none"> • There had been an unexpected additional cost for catering equipment as due to the Covid restrictions, the school now had to serve lunches in bubbles. • There had been some savings on peripatetic staff as teachers were not attending training elsewhere so the cover was not required. • The SBM was monitoring the covid expenditure very closely. • Spending was at a reasonable level and the financial impacts of covid had not been as great as the committee expected. • There had been some lost income, but the After School club had now resumed so the school were now receiving income from them. • Capital expenditure was lower than expected as York council had funded work in the summer and were also now planning to fund the remaining work next summer. The school therefore had £40,000 of capital to spend which was planned to be used for improving the playground, for a capital reserve for kitchen equipment and to add extra funding to the new library. <p>The governors approved the 20/21 Revised Budget Report (with signature box) reflecting the forecast of the 20/21 Outturn based on the latest Period 06 Budget Monitoring Report.</p> | |
| 8. | <p>Committee Meetings Updates</p> <p><i>Structure & Membership – Headteacher Performance Management (replacement for JKR)</i> The Acting Chair explained that another governor was required to join the Headteacher’s Performance Management committee and Michael Noakes volunteered to do this.</p> <p>The Acting Chair also noted that the governor linked to Pupil Premium had recently left the governing body and so a new governor was required to fulfil this role. It was agreed that the link governor would need to meet with the school every half term to review the strategy and termly to review the numbers. It was agreed to seek to appoint a new Pupil Premium linked governor at the next FGB in January.</p> <p><i>Approval of Committee Terms of References (Finance, Standards & Effectiveness, Premises, Staffing)</i> The governors approved the committee terms of references for the Finance & Standards & Effectiveness committees and the Acting Chair agreed to circulate the terms of references for the Premises and Staffing committees. It was noted that all of the committees had approved their terms of references.</p> <p><i>Finance – 25th Nov – MB</i> It was noted this update had been undertaken in item 7.</p> <p><i>Standards & Effectiveness – 8th Dec – PW</i> The Headteacher confirmed a lot of the data discussed at the meeting had been discussed in item 5 and that the school was trying to undertake monitoring and triangulation as normally as they could in the circumstances.</p> <p><i>Premises – MB</i> The committee chair confirmed there had been extra cleaning implemented for Covid, that the After School club was operating normally in school and the in-house catering was performing well. Overall a very positive picture was reported.</p> <p><i>Staffing – JKR</i> The committee chair confirmed pragmatic and sensible decisions had been taken given the circumstances, such as offering temporary or fixed term appointments rather than permanent roles to new staff. Staff well-being and the staff survey had also been discussed in detail and</p> | <p>Agenda – FGB</p> <p>Chair</p> |

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| | <p>there had been a lot of positive feedback regarding the steps the leadership team had taken to tackle Covid restrictions. It was also recognised that the new Headteacher had also had a positive impact on the school.</p> <p>Pay Committee – 20th Oct & 3rd Nov – JKR</p> <p>The committee chair confirmed the committee had met twice due to timing issues and they had reviewed the staff appraisal process and objective setting and discussed smart objectives ready to appraise next year. The governors had reviewed a good sample of evidence and had approved all pay recommendations made. The Chair noted that despite the challenging circumstances the documentation was really robust and the streamlined nature of it was very helpful to the governors providing the oversight.</p> <p>Headteacher’s Performance Management meeting – MH</p> <p>A committee member provided the update from the Headteacher’s Performance Management meeting in the absence of the committee chair. She confirmed the school’s usual external representative had been present at the meeting in November. Although the Headteacher had already met with the external advisor to discuss targets, these were agreed at the meeting. As the Headteacher had been in post less than a year, there were no targets from the previous year to review and no pay recommendation to make.</p> <p>It was made clear that it was the governors’ responsibility to ensure the Headteacher had the time and support required to achieve his personal development targets. It was confirmed that the Chair of governors had approved additional funds to pay for external support for the Headteacher’s personal development.</p> | |
| 9. | <p>Governor Action Plan (verbal update)</p> <p>The Acting Chair confirmed the gap analysis would be completed for review at the next FGB.</p> | <p>Agenda - FGB</p> |
| 10. | <p>Policies for approval – previously circulated</p> <p>Looked After Child (LA policy)</p> <p>There were no comments and the governors approved the Looked After Child policy.</p> | |
| 11. | <p>Governing Body Development</p> <p>Skills Audit</p> <p>The Acting Chair stated the Skills Audit would be issued by the clerk and requested all governors to complete this and send back to the clerk for collation, to enable it to be reviewed at the next FGB.</p> <p>Link Visits 2020-2021 (virtual)</p> <p><u>SENDCo</u></p> <p>The linked governor confirmed she had undertaken a virtual visit with the SENDCo and they had considered the phased return to school and the impact on the SEND children. It seemed to be working well for them with the only impacts being when the children became tired. Staff well-being was also noted as being good.</p> <p>It was noted in the meeting that there had been an increase in social, emotional and mental health needs although it was not clear whether this was linked to Covid or not, as well as a rise in communication issues. The school EHCPs had also risen from two to six. It was confirmed that the SENDCo was now working on a full day basis rather than two half days a week which she found to be much more effective.</p> <p><i>A governor asked given the Local Authority were investigating the potential link between speech and language and mental health needs increasing, was there sufficient support available for those children affected whilst the outcome was confirmed.</i></p> | <p>Clerk Agenda - FGB</p> |

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| | <p>The Headteacher confirmed the school was aware of this and they were actively supporting the children whilst awaiting the outcome, as well as covering it in PSHE. The SENDCo had confirmed she had no issues with supporting all of the children currently.</p> <p>Business Interests Forms The clerk noted one Business Interests form was outstanding and the Acting Chair requested this be returned as soon as possible to enable the Business Interests register to be published on the school website.</p> | |
| 12. | <p>Any Other Business</p> <p>Committee membership – raised by a governor It was noted the new governor may wish to agree to be part of one of the committees and Mr Ward agreed to join the Premises committee.</p> <p>Apologies – raised by the Acting Chair The Acting Chair noted some apologies had been forgotten and reminded the governors that all apologies should be sent prior to the start of the meeting to enable the Chair to check the meeting was quorate.</p> <p>New governor – raised by the Acting Chair The new governor was asked to contact the Acting Chair to set up a buddy for him once he had had chance to review the welcome documentation sent by the clerk.</p> <p>Parent governor election – raised by a parent governor A parent governor noted his term of office was due to end in January 2021. The Acting Chair requested the Headteacher organised a nomination process for the parent governor vacancy and an election if required (if more than one parent was nominated). The parent governor confirmed his interest in continuing to be a governor and the governors noted there were options to co-opt him if he was not successful in the election process.</p> <p>The Acting Chair thanked all of the staff for keeping the school open during a very tough term and for keeping the staff and children’s well-being at the forefront of their priorities.</p> | <p>SW</p> <p>Head</p> |
| 13. | <p>Confidentiality No confidential business was discussed.</p> | |
| 14. | <p>Date and Time of next meeting: 25th January, 2021 at 6pm</p> | |

The meeting closed at 19.34pm

APPROVED AT THE DRINGHOUSES FGB ON 25TH JANUARY 2021 – NO SIGNATURE DUE TO COVID RESTRICTIONS.

Mr Jamie Kew-Robson
Acting Chair

Date

DRINGHOUSES PRIMARY SCHOOL
Action Plan following the Meeting of the Full Governing Body
held on Monday 14th December, 2020

| Action | | Item | Person(s) Responsible | Timescale |
|--------|--|------|-----------------------|---------------------|
| 1. | Undertake a Safeguarding review at school | 4 | Chair (DG) | By the next meeting |
| 2. | Include whether all SEND children had what they needed as well as the base data in future Headteacher's reports. | 5 | Head (BS) | By the next meeting |
| 3. | Circulate the terms of references for the Staffing and Premises committees | 8 | Acting Chair (JKR) | By the next meeting |
| 4. | Issue the Skills audit for completion | 11 | Clerk (SV) | By the end of Dec |
| 5. | Contact the Acting Chair (JKR) to set up a buddy system | 12 | SW | By the next meeting |
| 6. | Organise a nomination process (and election if necessary) for the up-coming parent governor vacancy. | 12 | Head (BS) | In January |

Items for the next FGB

- Oversight of the corona catch-up plan and funding position
- Appointment of a Pupil Premium linked governor
- Governor Action Plan
- Skills Audit review

Items for Committees

None were raised.