

DRINGHOUSES PRIMARY SCHOOL



Minutes of the Full Governing Body Meeting (Virtual) held on Monday, 25th January 2021 at 6pm via Zoom

Present:

Ben Sutton (Headteacher)	Pat Wilson
Jamie Kew-Robson (Acting Chair)	Claire Scott-South
Matt Boxall	Ros Roberts
Simon Ward	Vaunda Powell
Michael Noakes	Claire Neal
Mike Hay	Luke Zwalf (new governor) - from 18.10pm

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

		Action						
1.	<p>Appointment of a Parent governor (Matt Boxall)</p> <p>The Headteacher confirmed a nomination process had been run in school for the role of parent governor and the only nomination received was for Matt Boxall, who was the current parent governor. Mr Boxall was therefore re-appointed as parent governor.</p>							
2.	<p>Appointment of a new Co-opted governor (Luke Zwalf)</p> <p>The Headteacher provided a brief update on Mr Zwalf's background and experience and why he would be an asset to the governing body. Mr Robson nominated Mr Zwalf to be a co-opted governor and Mr Noakes seconded this. Governors voted and appointed Mr Zwalf as a co-opted governor.</p> <p>[Luke Zwalf joined the meeting at 18.10pm.]</p>							
3.	<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.</p> <p>There were no declarations of interest for any of the items on this meeting's agenda.</p>							
4.	<p>Minutes of the last meeting held on 14th December 2021 - previously distributed.</p> <p>Governors were in agreement that the minutes were a true and accurate record of the meeting. The Acting Chair was then duly authorised to sign the minutes.</p>							
5.	<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>Undertake a Safeguarding review at school</td> <td>Carried forward.</td> </tr> </tbody> </table>		Action	Status	1.	Undertake a Safeguarding review at school	Carried forward.	
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	2.	Include whether all SEND children had what they needed as well as the base data in future Headteacher's reports.	Closed – included as part of item 6 on this agenda.	Agenda - FGB
	3.	Circulate the terms of references for the Staffing and Premises committees	Completed.	
	4.	Issue the Skills audit for completion	Completed. Review of the skills audit was placed on hold until the Summer term due to Covid.	
	5.	Contact the Acting Chair (JKR) to set up a buddy system	Completed.	
	6.	Organise a nomination process (and election if necessary) for the up-coming parent governor vacancy.	Completed.	
	Matters arising No matters for discussion were raised at the meeting.			
6.	<p>Headteacher's report/Coronavirus update (previously distributed) The Headteacher was asked to review his report.</p> <p>The Headteacher began his update by stating there was a really positive picture at the school, especially in comparison to local and national pictures. He confirmed that the comprehensive systems and strategies that had been place since March had been adapted for this lockdown. He confirmed the school was trying to reduce contact as much as possible whilst not restricting numbers, especially as the number of positive cases was high in Dringhouses as a whole. They had carefully planned their provision which was 75% remote whilst balancing the training needs of staff and the well-being of everyone in school. There had been a tremendous effort from the whole team to change priorities at short notice to plan for lockdown and staff were working collaboratively inside and outside of school.</p> <p>The Headteacher confirmed three staff were providing the remote provision covering content creation, feedback and engagement and monitoring and it seemed to be progressing very well. He confirmed he had undertaken a staff survey and had spoken to staff and although there was certainly greater anxiety than with the last lockdown, staff were incredibly willing and hard-working and had embraced all of the operational changes and guidance. He had also had some informal discussions with parents and had received a lot of positive emails about the school's remote provision. The Parent Survey had also been very positive. The children were a mixed picture with the majority being well but deeply missing their friends.</p> <p>Covid-19 cases The Headteacher confirmed the school had not had any Covid cases which had affected the school, as any positive cases had occurred during holidays. He also confirmed the school had now received their testing kits and had appointed a Covid co-ordinator (the SBM) to allocate the kits and to log test results.</p> <p><i>The Acting Chair noted on behalf of the governors the phenomenal amount of work the staff were doing and requested the Headteacher pass on the governors' thanks for their incredible efforts. Governors agreed the school's approach, parental engagement and feedback were all excellent.</i></p> <p>The Headteacher also noted that the school had undertaken a fund raiser to bolster the remote provision technology they could provide and had raised £4,550. He confirmed the reason for the fundraiser was because the school ran out of devices to give out and that they would obtain more from their IT provider as soon as they could now they had the money to do so.</p> <p><i>A governor queried if families were still having issues with internet connections.</i></p>			

The Headteacher confirmed there were currently no known issues and they had not needed to provide any SIM cards to children.

A governor queried whether there was a delay with the supplier.

The SBM confirmed they were awaiting a response from them as the school was keen to ensure the devices were included under the managed services agreement and that seven laptops had arrived that day and were awaiting set up by the provider so they could be allocated.

Next stages

The Headteacher noted the biggest issue was the ability for the children to see their friends and noted that the school was providing morning check-ins and whole school assemblies. However the school wished to increase the amount of engagement between the children in their classes to ensure they had greater connections to each other.

He also confirmed the catch-up plans they had developed had been overtaken by the lockdown and they were trying to work out a way these could be reconstructed to cater for the children most in need of it without adding to the teachers' already huge workload.

A governor asked whether there were any plans to do any assessments to ascertain the levels the children were at when school was back as normal.

The Headteacher confirmed they would undertake similar assessments to those done in the Autumn term once the children were back at school. However he also noted that the remote learning provision was comprehensive and trackable which would also assist in their assessments.

The Acting Chair asked whether the provision also included a feedback facility.

The Headteacher confirmed Google classroom allowed comments on learning and they could also use Loom to present whilst teaching. The school was also investigating whether they could use Moat for verbal feedback.

The Headteacher also confirmed the school's CPD offer had moved online so staff could now access their CPD which tied in with the remote learning. A Google Classroom had been set up for staff's CPD. They were also thinking about what would benefit teachers once the children were back at school such as questioning and assessments.

A governor queried how much of a learning curve this had been for staff.

The Headteacher stated it had been a steep learning curve for everybody but the staff were very willing to learn.

A governor asked whether the staff had been asked whether they felt comfortable with the technological challenges of remote learning.

The Headteacher confirmed staff had not been asked in the staff survey but he had close contacts with the staff teams and had had conversations with those members of staff who were less confident and they were all in a better place now. Team leaders understood which elements staff needed more support with. He felt this reinforced the amazing work being done and the excellent leadership the team was demonstrating as a whole.

A governor asked whether there was anything in the remote provision that the school saw itself continuing to use in the future.

The Headteacher confirmed there was actually quite a lot of the provision the school would use. He anticipated continuing to use Google Classroom in a way they hadn't done prior to lockdown. Staff were now much more confident with it and seeing the benefits such as the engagement of the children. He also noted that staff communications was also far better now despite not having face to face meetings and in future these meetings would be supplemented with remote communications. The CPD offer being online would also remain because it was so accessible and filled with resources such as a bank of Dringhouses specific CPD offers which were linked to research, recordings and handouts. It was recognised this would be a valuable resource for NQTs in particular.

	<p>Risk Assessment The Headteacher noted this had been kept up to date and this was for the governor’s information only.</p> <p><i>A governor queried whether there had been a risk assessment done for children who spat.</i> The Headteacher confirmed there had not been any incidents of spitting but in the event of it happening there would be 121 support provided for the child and staff would have to upgrade their PPE to wear visors in classrooms.</p> <p>Governors confirmed they were comfortable with the risk assessment.</p> <p>Support of vulnerable children The Headteacher confirmed there was a monitoring list for every class which included SEND, looked after, previously looked after and Pupil Premium children as well as those the school had identified had had none or limited engagement on Google Classroom so the school could understand why and what they could do to support those children. The school was also including any children with mental health or well-being issues. The lists were evaluated every week to identify if there were any other children who needed more support and possibly to bring them into school.</p> <p><i>A governor asked whether children with EHCPs in place were in school.</i> It was confirmed some of them were at home by parental choice such as if they had clinical vulnerabilities. Staff were checking on children daily to support learning and well-being and the SENDCo was also delivering paper based packs where required.</p> <p><i>A governor requested clarity as to whether the school had the capacity to bring in any more children if required.</i> The Headteacher confirmed the school had limited capacity but they would have to alter the structures in place to allow it to happen safely. They were keen to continue to limit mixing wherever possible.</p>	
7.	<p>Staff Workloads (Blended learning) and Well-being – verbal update</p> <p>The Headteacher confirmed feedback showed that generally staff were positive and their workloads were manageable but they were understandably anxious for themselves and their families. They also felt communication from the SLT was clear and effective. In response to a query from a governor regarding how staff were coping with having the windows open in cold weather the Headteacher confirmed they wore lots of layers of clothes.</p>	
8.	<p>SFVS Approval</p> <p>It was noted that the area marked as red regarding conflicts of interest should be changed to green as the Business Interests Register was published on the school website and potential conflicts were checked at the start of every meeting.</p> <p>[Mike Hay left the meeting at 18.55pm]</p> <p><i>Governors requested that in Section D (Staffing), question 2, that the Headteacher’s Performance Management process be included along with confirmation an external consultant input to the annual meeting and the mid-year review.</i> <i>Governors also questioned why there was no explanation as to why the teacher contact ratio was higher than recommended and requested the comment that the school had more staff in the leadership team who also had a teaching commitment be added.</i></p> <p>[Michael Noakes left the meeting at 19.00pm]</p>	SBM

	<p>Governors approved the SFVS for submission on the basis the agreed changes were made.</p> <p>Governors noted the SBM had circulated the updated Finance Monitoring reports and a query was raised regarding a £47,000 variance on the CFR report. The SBM confirmed this was a revenue to capital transfer to put towards the maintenance of buildings.</p>	
9.	<p>Services for Schools approval</p> <p>The SBM noted this was a working document and that she would continue to ensure the school was receiving value for money for all services. The SBM also confirmed the costs of hiring a new Headteacher had been included in last year's Services.</p> <p>Governors approved the Services for Schools.</p>	
10.	<p>Committee Meetings Updates and Outstanding Actions (from last meeting minutes)</p> <p>Due to lockdown, all committee meetings had been temporarily suspended by the Chair of governors and consequently, any urgent business due to be dealt with at committee level had been moved to the FGB. This was considered to be the most effective way to meet the school's statutory commitments whilst not overloading staff. Governors were in agreement with this approach.</p> <p>Finance</p> <p>It was noted that the Chair of the Finance committee would be elected at the next Finance committee meeting as the current committee Chair was not in attendance at this meeting.</p> <p>There was no business to raise for the Standards & Effectiveness and Premises committees.</p> <p>Staffing</p> <p>The Chair of the Staffing committee confirmed the committee's approach to reviewing and agreeing staff job descriptions and undertook to review the staffing budget with the Chair of the Finance committee. He confirmed he would agree the job descriptions with the Headteacher and requested clarity from the Clerk as to if there was a deadline these needed to be agreed by.</p>	Staff Comm Chair Clerk
11.	<p>Governor Action Plan (verbal update)</p> <p>The Acting Chair confirmed the gap analysis would be completed for review at the next FGB. He proposed gaps identified in the Skills Audit should also feed into this and suggested this item should be moved to the Summer term as it was not the appropriate time to review this. Governors agreed with these proposals.</p>	Agenda - FGB
12.	<p>Policies for approval</p> <p>No policies were submitted for approval at this meeting due to dealing with Coronavirus being the agreed higher priority for the school. It was agreed any statutory policies requiring review would be included on the next FGB agenda.</p>	Agenda
13.	<p>Governing Body Development</p> <p>Appointment of a Pupil Premium Linked governor</p> <p>The Acting Chair confirmed there was currently a vacancy for the Pupil Premium linked governor and asked for volunteers to take the role on. He explained the governor would be required to review Pupil Premium spend to ensure it was spent in the most appropriate way. Luke Zwalf volunteered to take this role on, as his experience in schools would be very useful.</p>	

	<p>Business Interests Forms The Acting Chair confirmed the completed Business Interests register for governors for 2020-21 had been published on the school website.</p> <p>Skills Audit The Acting Chair confirmed it had been agreed to delay the completion of the Skills Audit until the Summer term due to lockdown and thanked all those who had already returned their completed audits.</p> <p>Link Visits 2020-2021 (virtual) The Acting Chair noted advice from the Local Authority was for governors to provide school with whatever support they could on a virtual basis and asked the SLT if there was anything specific governors could assist with. It was noted a recent virtual visit by a governor had been very useful and he had been able to view the classrooms and also ask some children about their well-being. The SLT agreed that they may retain some element of the virtual approach for link visits in future. The Deputy Headteacher also suggested governors may wish to view some of the remote learning and the Acting Chair agreed to contact her to organise this.</p>	<p>Agenda – FGB</p> <p>Act Chair</p>
14.	<p>Any Other Business</p> <p>Next FGB meeting date – raised by the Clerk The Clerk noted the school had a provisional FGB meeting booked in March and requested confirmation as to whether that would go ahead. Governors agreed it would be prudent to review the school finances at this time and there would likely be some changes to school opening to prepare for. It was agreed to invite Dawn Gledhill to the next FGB meeting to review the finances. Governors agreed to leave the meeting as provisional and to review the situation two weeks before the meeting date to confirm whether it should take place.</p> <p>A governor noted they had received a survey from Unison and asked if it could be used in school. The Headteacher requested the governor send the survey to him for distribution to the staff.</p> <p>The Acting Chair closed the meeting by saying thanks to all of the staff for all of their hard work which was hugely appreciated by all of the governors.</p>	<p>Clerk</p> <p>P Wilson</p>
15.	<p>Confidentiality No confidential business was discussed.</p>	
16.	<p>Date and Time of next meeting: 22nd March 2021 at 6pm - TBC</p>	

The meeting closed at 19.27pm

APPROVED AT THE DRINGHOUSES FGB ON 21ST APRIL 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 25th January, 2021

Action		Item	Person(s) Responsible	Timescale
1.	Undertake a Safeguarding review at school	5	Chair (DG)	By the next meeting
2.	Make the agreed changes to the SFVS before submission	8	SBM (CN)	By 31 st Jan
3.	Review the Staffing budget with the Chair of the Finance committee	10	Staff Comm Chair (JKR)	By the next meeting
4.	Confirm if there was a deadline to agree staff job descriptions by	10	Clerk (SV)	By the next meeting
5.	Contact the Deputy Headteacher to organise to view some remote learning	13	Acting Chair (JKR)	By the next meeting
6.	Invite Dawn Gledhill to the next meeting.	14	Clerk (SV)	By the next meeting
7.	Send the Unison survey to the Headteacher.	14	Pat Wilson	By the next meeting

Items for the next FGB

- **Governor Action Plan (Summer term)**
- **Review of statutory policies from 25th Jan (FGB), S&E Committee (23rd Feb), Finance committee (20th Jan), Staffing committee and Premises Committee**
- **Skills Audit review (Summer term)**

Items for Committees

None were raised.