



Minutes of the Full Governing Body Meeting (Virtual)

held on Wednesday, 21st April 2021 at 6pm via Zoom

Present:

Ben Sutton (Headteacher)	Pat Wilson
Diane Grayson (Chair)	Claire Scott-South
Jamie Kew-Robson	Ros Roberts
Matt Boxall from 18.25pm	Claire Neal
Michael Noakes from 18.11pm	Luke Zwalf

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

		Action															
1.	<p>Appointment of a new Co-opted governor (Anna Riach)</p> <p>The Headteacher provided a brief update on Anna Riach's background and experience and why she would be an asset to the governing body. Mr Kew-Robson nominated Anna Riach to be appointed as a co-opted governor and Mrs Grayson seconded this. Governors voted and appointed Anna Riach as a co-opted governor.</p> <p>[Anna Riach joined the meeting at 18.05pm.]</p>																
2.	<p>Apologies for Absence & Consent, Declarations of Interest.</p> <p>The Chair welcomed everyone to the meeting. Apologies were received, with consent, from Mike Hay, Simon Ward and Vaunda Powell.</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 held on 25th January 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>																
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>Undertake a Safeguarding review at school</td><td>Completed – 2nd March 2021. The Link Safeguarding governor confirmed policies and processes were robust and being followed. It was noted they needed to sign and return to school a copy of the Single Central Record.</td></tr> <tr> <td>2.</td><td>Make the agreed changes to the SFVS before submission</td><td>Completed.</td></tr> <tr> <td>3.</td><td>Review the Staffing budget with the Chair of the Finance committee</td><td>Completed.</td></tr> <tr> <td>4.</td><td>Confirm if there was a deadline to agree staff job descriptions by</td><td>Completed.</td></tr> </tbody> </table>		Action	Status	1.	Undertake a Safeguarding review at school	Completed – 2 nd March 2021. The Link Safeguarding governor confirmed policies and processes were robust and being followed. It was noted they needed to sign and return to school a copy of the Single Central Record.	2.	Make the agreed changes to the SFVS before submission	Completed.	3.	Review the Staffing budget with the Chair of the Finance committee	Completed.	4.	Confirm if there was a deadline to agree staff job descriptions by	Completed.	Chair
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	5.	Contact the Deputy Headteacher to organise to view some remote learning	Completed.	
	6.	Invite Dawn Gledhill to the next meeting.	Completed.	
	7.	Send the Unison survey to the Headteacher.	Closed.	
Matters arising No matters for discussion were raised at the meeting.				
5.	Headteacher's report/Full re-opening of school update (previously distributed) The Headteacher was asked to review his report. Headteacher's report/full re-opening of school update <i>A governor asked for an update on staff well-being.</i> The Headteacher confirmed there was a mixture of anxiety and being keen to get back, but generally staff were positive and more confident about returning to normal. Levels of anxiety had lessened but were still higher than pre-Covid. A staff governor concurred the school felt positive and staff felt confident in the measures implemented by school. <i>A governor queried when the school thought they would be able to return to the pre Covid stage when data could be compared.</i> The Headteacher stated it was unclear when or if this would happen given the educational experiences of children had been so different. However he confirmed the school was undertaking internal assessments to identify where they could support any children who had fallen behind. Governors noted they accepted it would be a good period of time before data would be meaningful and nationally validated but in the meantime they were confident the teaching and learning reviews and assessments the school was doing would ensure the children were looked after effectively academically and socially and from a well-being perspective. <i>A governor requested an update on the children's well-being.</i> The Headteacher confirmed there had been a slight increase in children having anxiety about coming to school but none had refused to attend and staff were working closely with parents and children involved. He noted some children had been happier being in smaller groups or at home and some had found it hard to adjust to being part of a large group again. He also noted there had been more ELSA referrals and some friendships and home situations had become strained. <i>A governor queried how close the school felt it was to having some sort of normality in school such as music, sport and the hall being used.</i> The Headteacher confirmed City of York Council (CYC) were proceeding cautiously but they were hopeful there would be less restrictions once national restrictions lifted in June. He noted some changes such as now being allowed outdoor sport for any number and up to 15 children inside and the school was doing things where they could such as holding singing assemblies outside. <i>A governor challenged as to how long it would be before the school could determine the time it would take to get the children back to where the school expected them to be.</i> The Headteacher confirmed the key was to work out where they were to begin with and reiterated the children had had disparate educational experiences which meant they were looking at up to 30 different paths in each class. He confirmed the next step was to collect the data from the assessments and assess from that what was required next. He hoped the children would be in a better place at the end of this term, given they had enjoyed a whole term of consistent learning. Support of vulnerable children <i>A governor requested clarity as to how the school was defining vulnerable children and assumed</i>			

	<p><i>that included a whole new transient cohort of vulnerable children due to Covid, as well as the usual categories used.</i></p> <p>The Headteacher confirmed this was the case and also included those children whose lack of engagement with home learning had triggered home visits and those children who had suffered family bereavements, as well as any other issues which had arisen during contact in the lockdown period. All of these groups as well as the usual ones were being closely monitored.</p> <p><i>A governor asked whether the school had the resources they needed to deal with the higher numbers of children requiring support.</i></p> <p>The Headteacher confirmed they did.</p> <p>[Matt Boxall arrived 6.25pm.]</p> <p><i>Oversight of the Coronavirus Catch Up Plan & Financial position</i></p> <p><i>The Chair asked how the use of the catch-up funding was being assessed and evidenced.</i></p> <p>The Headteacher confirmed the majority of the funding had been allocated to staffing especially during the lockdown period because some staff had been classed as being clinically extremely vulnerable, but hopefully the benefits of spending the funding on staffing would be seen as the children caught up.</p> <p><i>A governor noted the school's attendance figures were outstanding.</i></p> <p>The Headteacher confirmed they were but noted the data should be caveated in that it was prior to the full re-opening of school and not all schools had reported this consistently.</p> <p><i>A governor asked whether there were any assessments which could be standardised across all schools for comparisons to be made.</i></p> <p>The Headteacher confirmed there were at national level but they may not have much validity for a while. At local level there would be a data sharing process at the end of the year but it was unclear what this would look like. He confirmed he was also using opportunities to discuss with other Headteachers as to what they were finding in their schools.</p>	
6.	<p>Staff Workloads (Blended learning) and Well-being – verbal update</p> <p>The Headteacher provided a verbal update.</p> <p>He confirmed he had undertaken workload and well-being surveys which had been very positive but engagement had lessened which suggested he may have done too many. Getting the balance right was important but also felt the school knew how staff were in their team. Some well-being issues had been raised and school was working with those involved to ensure everyone felt comfortable and supported in their roles.</p> <p>He also confirmed the school had reviewed workloads closely during lockdown, especially those items which were workload drains, for instance marking and feedback had been reviewed and changed to eliminate work which had little to no impact on the children. He noted the school needed to be mindful that not all staff would be fine straight away and it would be a long process which they would continue to monitor in sensitive ways and allow people to raise concerns and successes.</p> <p><i>A governor queried how workload compared to a normal year.</i></p> <p>A staff governor stated that the online learning aspect significantly ramped up workloads especially given the steep learning curves the staff had to climb to understand the technology and that a return to face to face teaching had been better.</p> <p>However it was noted that as a school their ethos had always been to work efficiently such as using shared team planning and sharing expertise around the school which reduced time spent. The school was a collaborative team and people did ask if they needed help or time and this open and honest environment was encouraged. The school regularly spent time reflecting on their practices, assessing what was useful and how it moved learning forward and questioning whether it would benefit the children and if not, why was it being done. By using this approach,</p>	

	it was felt workloads had reduced in the past few years.	
7.	<p>Committee Meetings Business <i>It was confirmed that no committee meetings had been held since the last FGB.</i></p> <p><i>Agreement to reinstate committee meetings from x date.</i> It was confirmed the Headteacher's performance management meeting had been booked and the Premises and Staffing meetings would re-commence as planned. The Clerk was asked to confirm dates for the Standards & Effectiveness committees in the Summer term with the Chair, as they would depend on available data.</p>	Clerk
8.	<p>Governor Action Plan (verbal update)</p> <p>Governors agreed to move this item to the Autumn term.</p>	Agenda
9.	<p>Policies for approval – previously distributed</p> <p><u>Policies to be approved for Adoption</u></p> <p>a) Health & Safety Statement of Intent & policy <i>A governor queried if all kitchen staff had been included now the school did their own catering.</i> The SBM confirmed they had the necessary documents displayed in the kitchen and that the responsibility for Health & Safety in the kitchen fell under the remit of the SBM not the Catering Manager. <i>A governor queried whether the school had any asbestos.</i> The SBM confirmed there was a very small amount of low risk asbestos which was contained in the floor tiles which were under the carpets. Governors approved the Health & Safety Statement of Intent & policy for adoption.</p> <p>b) Lettings <i>The Chair asked about the position with lettings currently.</i> The SBM confirmed the out of hours wraparound care was the only current letting. It was noted the FGB had not previously signed off lettings agreements and risk assessments but questioned whether they should be doing so, although lettings had been discussed at the Premises committees in the past. Governors agreed that the Chair of the Premises committee should check whether the Premises committee had delegated authority from the FGB to approve lettings. <i>A governor queried whether the site manager was happy to do lettings and whether this overhead was included in the rates.</i> The SBM confirmed this was included in the role profile of the new site manager but the lettings rates were dictated by CYC as the school was a CYC owned building and they had not been reviewed for some time. Governors agreed to challenge the rates set by CYC as although they recognised the school was a community asset, the school should not fund lettings. The SBM was asked to check when the rates would next be reviewed by CYC and what they would be. It was agreed an update should be provided at the next meeting. Governors approved the adoption of the Lettings policy.</p> <p>c) Relationships & Health Education It was noted the review date should be updated. Governors approved the adoption of the Relationships & Health Education policy on the basis the review date was updated.</p> <p>d) Supporting Pupils with Medical Conditions (including Food Allergens) <i>A governor challenged whether this policy needed closer scrutiny now the school was responsible for its own catering, perhaps with a separate school policy for dealing with allergens.</i></p>	<p>Chair of Premises Comm</p> <p>SBM Agenda – FGB</p>

	<p>Governors discussed this proposal. The SBM confirmed that allergens processes were already in place and managed in school including having emergency medical bags in classrooms and procedures to follow when children had an allergy and these were included in this policy. It was noted the school was a nut free school but this was not included in the policy.</p> <p>Governors agreed the Chair of the Premises committee and the SBM should review the policy in detail and speak to CYC for advice regarding the need for a separate allergens policy. It was agreed the Supporting Pupils with Medical Conditions (including Food Allergens) policy would not be approved at this meeting and would be reviewed for approval at the next meeting, once further review and investigations had been undertaken.</p> <p><u>Policies for Approval</u></p> <p><i>e) Spiritual, Moral, Social & Cultural Development (SMSC)</i></p> <p>There were no comments and the governors approved the Spiritual, Moral, Social & Cultural Development (SMSC) policy.</p> <p><i>f) Accessibility Plan</i></p> <p>There were no comments and the governors approved the Accessibility Plan.</p> <p><i>g) Lone Worker</i></p> <p>There were no comments and the governors approved the Lone Worker policy.</p> <p><i>h) Maintained School Virtual Meetings</i></p> <p>It was noted that schools had been fully open from September 2020 and this needed amending in the policy.</p> <p>There were no other comments and the governors approved the Maintained School Virtual Meetings policy on the basis this amendment was made.</p>	<p>SBM & Chair of Prem Comm</p> <p>Agenda</p>
10.	<p>Governing Body Development</p> <p><i>Skills Audit Review – agreement when to do this</i></p> <p>The Clerk was asked to circulate the skills audit to new governors and chase those who had not responded in order for the FGB to review findings at the next meeting.</p> <p><i>Link Visits 2020-2021 (virtual)</i></p> <p>A governor provided a verbal summary of the Home Schooling monitoring report he had produced following a school visit in March. He noted the quality of content had been excellent, especially given the steep learning curve of the staff and there was ample evidence to support this. Governors thanked all of the staff for such a fantastic job in providing excellent resources for the children in challenging circumstances.</p>	<p>Clerk</p> <p>Agenda</p>
11.	<p>Any Other Business</p> <p>The Headteacher requested all governors send a recent photograph of themselves to him for inclusion on the school website.</p>	<p>All gobs</p>
12.	<p>Confidentiality</p> <p>No confidential business was discussed.</p>	
13.	<p>Date and Time of next meeting:</p> <p>24th May 2021 at 6pm</p>	

The meeting closed at 19.16pm

APPROVED AT THE DRINGHOUSES FGB ON 24TH MAY 2021 – 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 Wednesday 21st April, 2021

Action		Item	Person(s) Responsible	Timescale
1.	Sign and return to school a copy of the Single Central Record.	4	Chair (Safeguarding gov)	By the next meeting
2.	Confirm meeting dates for the Standard & Effectiveness committee for the summer term with the Chair	7	Clerk	By the end of April
3.	Check whether the Premises committee had delegated authority from the FGB to approve lettings.	9	Chair of Premises Comm (MB)	By the next meeting
4.	Check when the lettings rates would next be reviewed by CYC and what they would be.	9	SBM (CN)	By the next meeting
5.	Review the Supporting Pupils with Medical Conditions (including Food Allergens) policy in detail and speak to CYC for advice regarding the need for a separate allergens policy.	9	SBM & Chair of Premises Comm (MB)	By the next meeting
6.	Chase and collate skills audit responses	10	Clerk	By the next meeting
7.	Send a recent photograph to the Headteacher for inclusion on the school website	11	All govs	By the next meeting

Items for the next FGB

- **Lettings charges update – CYC review of rates**
- **Supporting Pupils with Medical Conditions (including Food Allergens) policy**
- **Skills Audit review**
- **Governor Action Plan (Autumn term)**

Items for Committees

None were raised.