



Minutes of the Full Governing Body Meeting (Virtual) held on Monday, 24th May 2021 at 6pm via Zoom

Present:

Ben Sutton (Headteacher)	Pat Wilson
Diane Grayson (Chair)	Claire Scott-South
Jamie Kew-Robson	Ros Roberts
Matt Boxall	Claire Neal - School Business Manager (SBM)
Michael Noakes	Luke Zwalf
Anna Riach	Mike Hay
Vaunda Powell from 18.18pm	

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

		Action																		
1.	<p>Apologies for Absence & Consent, Declarations of Interest.</p> <p>The Chair welcomed everyone to the meeting. Apologies were received, with consent, from Simon Ward.</p> <p>There were no declarations of interest for any of the items on this meeting's agenda.</p>																			
2.	<p>Minutes of the last meeting held on 21st April 2021 - previously distributed.</p> <p>Governors were in agreement that the minutes were a true and accurate record of the meeting. The Chair was then duly authorised to sign the minutes.</p>																			
3.	<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>Sign and return to school a copy of the Single Central Record.</td> <td>Carried forward - signed but still to be returned to school.</td> </tr> <tr> <td>2.</td> <td>Confirm meeting dates for the Standard & Effectiveness committee for the summer term with the Chair</td> <td>Completed.</td> </tr> <tr> <td>3.</td> <td>Check whether the Premises committee had delegated authority from the FGB to approve lettings.</td> <td>Completed – it was confirmed the Finance committee had delegated responsibility for the policy and setting the charges (as per the terms of reference and Financial Management policy). The SBM had confirmed the committee could set the charges with CYC and it was suggested lettings charges be reviewed at the Premises & Finance committees.</td> </tr> <tr> <td>4.</td> <td>Check when the lettings rates would next be reviewed by CYC and what they would be.</td> <td>Closed – discussed in action 3.</td> </tr> <tr> <td>5.</td> <td>Review the Supporting Pupils with Medical Conditions (including Food Allergens) policy in</td> <td>Closed - on this agenda</td> </tr> </tbody> </table>		Action	Status	1.	Sign and return to school a copy of the Single Central Record.	Carried forward - signed but still to be returned to school.	2.	Confirm meeting dates for the Standard & Effectiveness committee for the summer term with the Chair	Completed.	3.	Check whether the Premises committee had delegated authority from the FGB to approve lettings.	Completed – it was confirmed the Finance committee had delegated responsibility for the policy and setting the charges (as per the terms of reference and Financial Management policy). The SBM had confirmed the committee could set the charges with CYC and it was suggested lettings charges be reviewed at the Premises & Finance committees.	4.	Check when the lettings rates would next be reviewed by CYC and what they would be.	Closed – discussed in action 3.	5.	Review the Supporting Pupils with Medical Conditions (including Food Allergens) policy in	Closed - on this agenda	<p>Agenda – Fin & Prem comm</p>
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	detail and speak to CYC for advice regarding the need for a separate allergens policy.		Agenda – FGB Aut term
6.	Chase and collate skills audit responses	Closed – governors agreed to move to the Autumn term as some responses were missing	
7.	Send a recent photograph to the Headteacher for inclusion on the school website	Closed – the Chair asked governors to send these to the Head if they hadn't already done so.	
Matters arising No matters for discussion were raised at the meeting.			
4.	<p>Headteacher's report/Full re-opening of school update – previously distributed The Chair invited questions on the Headteacher's report.</p> <p><i>A governor asked what was not compliant about the school website.</i> The Headteacher confirmed charging information was not up to date, which was due to be agreed at the next meeting, however the P.E. and SEN sections had now been updated.</p> <p><i>A governor queried whether the school website was accessibility compliant and whether the school checked to ensure it was.</i> The Headteacher confirmed the school did not check for accessibility compliance on the website. <i>A governor asked whether the website read properly on a mobile device.</i> The SBM confirmed it read better on a mobile device than a computer as it looked 'busier' on a computer screen, but the website providers had advised the school left it as it was as 80% of website hits were from mobile devices. The SBM also confirmed there were some changes to GDPR on the website to be made and the Data Protection policy also required updating.</p> <p><i>A governor queried why the report stated skills audits should be completed every 12 months.</i> It was confirmed they did not have to be refreshed every year and the Headteacher was asked to change this to every 24 months on his report.</p> <p><i>A governor noted the overall attendance rates were impressive and queried whether families potentially going abroad for holidays over half term would cause issues for the school in terms of fines and remote learning provision.</i> The Headteacher confirmed the school had not actively discouraged families from taking holidays abroad but online provision was always available as per current guidelines if needed so the school would be ready to support remote learning if needed.</p> <p><i>A governor asked whether behaviour had returned to normal at school.</i> The Headteacher confirmed behaviour was stable generally with some remaining issues of anxiety about coming into school and a managed move pupil who had caused some issues in one class, being supported in their transition to the school.</p> <p>[Vaunda Powell joined the meeting from 18.18pm.]</p> <p><i>A governor queried whether the additional leadership time would be permanent.</i> The Headteacher confirmed it was planned for this to be permanent currently but the situation would be reviewed after a year. This additional time was to increase capacity for the new curriculum developments, but the additional time would be beneficial to the school if made permanent. He added although the school had a high number of leaders they weren't dissimilar to other local schools in that they had a non-contact Headteacher and Deputy Headteacher. <i>A governor challenged how this additional time would be funded.</i> The Headteacher stated the school's budget was currently very healthy and the extra cost had been agreed by both the SBM and the Bursar. The SBM confirmed that although the budget</p>		Head

	<p>looked tighter in year 3, this was because they had set a cautious budget and expected more funding and income to be received.</p> <p><i>A governor queried whether employing new staff on fixed term contracts, rather than as permanent staff was usual.</i></p> <p>The Headteacher confirmed it wasn't but the school had chosen to continue with a fixed term contract given the challenging circumstances of Covid, but they had received over 100 applications for 3 vacancies which was a completely different situation to last time they recruited. He noted the school was far more confident of the quality of the applicants than last time and their potential to become permanent.</p> <p><i>A governor queried how long staff could be employed on a fixed term contract before they had to be made permanent.</i></p> <p>It was confirmed by a governor that staff had to be made permanent after four years if they had been employed on multiple fixed term contracts.</p> <p><i>Oversight of the Coronavirus Catch Up Plan & Financial position</i> (The Headteacher's report from the Standards & Effectiveness committee was distributed on 24th May to support this item)</p> <p>It was noted that as this report had been issued that morning, the Headteacher provided a verbal summary for those who had been unable to read it yet.</p> <p>The Headteacher confirmed the school had received £24,000 of catch-up funding which had primarily been spent on additional staffing to support interventions and for a GL programme of assessments. He noted there was a potential the school would slightly over-spend as they intended to buy the GL assessments for the end of the year to enable comparisons to be made.</p> <p><i>A governor noted that SEN had improved and queried whether there was anything the school could learn from this to use elsewhere, such as in maths which was particularly worrying.</i></p> <p>The Headteacher responded that across the board the picture was better than anticipated given the circumstances but there were some pockets of concern. SEN provision and monitoring was very strong in the school as it was with the more vulnerable groups generally.</p> <p><i>Upon challenge from a governor, the Headteacher re-iterated that no catch-up funding had been used to fund the additional leadership time.</i></p>	
5.	<p>Staff Workloads (Blended learning) and Well-being – verbal update</p> <p>The Headteacher confirmed there had been no change since the last FGB meeting in April.</p>	
6.	<p>Committee Meetings Update – previously distributed</p> <p><i>Finance committee – 28th April 2021</i> – the Start Budget was issued to all governors for information</p> <p>The Chair confirmed that the Start Budget had been reviewed in detail in the Finance committee and they had approved the budget to be submitted to the Council (CYC). She invited questions from the governors.</p> <p><i>Governors noted the dates for the projected years on the budget forecast document required correction as they all stated the same years. It was confirmed this had also been requested at the Finance committee and would be corrected prior to submission.</i></p> <p><i>A governor queried why SEND funding had reduced over the next three years and questioned whether it was anticipated there would be less need.</i></p> <p>The SBM confirmed that SEN funding was for those children who had EHCPs and given some of those children were in year 6 and would be leaving the school this year, this funding would be lost. Given it could not be guaranteed how many children with EHCPs would enter the school, the school had chosen to err on the side of caution and not include any extra SEN funding over and above the known current numbers.</p>	

7.	<p>Lettings Charges update – verbal update</p> <p>Governors noted this item had been discussed already in item 3, action 3.</p>	
8.	<p>Succession planning – verbal update</p> <p><i>Committee meeting structure</i></p> <p>The Chair noted she had issued an email proposal to the governors to consider merging the Finance, Premises and Staffing committees. This had been suggested as being a more efficient governance model, given premises and staffing decisions also required ratification from the Finance committee and would bring the school in line with other Primary schools in terms of committee structure. She also confirmed it meant that clerking for all of the committees could be undertaken under the current CYC clerking contract at no extra cost (as governors were currently clerking the Premises and Staffing committees, which was not allowed). The Chair confirmed that feedback received so far from the governors had been positive.</p> <p><i>Given governors were not allowed to clerk committee meetings, a governor asked for clarity as to who should clerk interim performance management meetings with the Headteacher.</i></p> <p>The clerk took an action to confirm this to the governors.</p> <p>Governors agreed to merge the Finance, Premises and Staffing committees into one committee and agreed to agree a name and membership of this committee at the next meeting.</p> <p><i>Chair of Governors (Autumn term)</i></p> <p>The Chair of governors formally announced her resignation as a governor and as Chair, effective from the end of the summer term.</p> <p>She also announced the resignation of the Vice Chair as a governor and as Vice Chair, also effective from the end of the summer term.</p> <p>Therefore the positions of Chair and Vice Chair would be available from the end of the Summer term.</p> <p>The Chair noted that Mr Boxall had expressed an interest in nominating himself for the position of Chair and encouraged all of the governors to consider whether they may wish to nominate themselves or anyone else for Chair or Vice Chair. She also offered to answer any questions about what was involved in the roles from anyone who was interested.</p> <p>Governors took this opportunity to thank the Chair and the Vice Chair for their amazing contributions during their extensive years of service as governors at the school.</p>	<p>Clerk</p> <p>Agenda - FGB</p>
9.	<p>Ofsted National Update – previously distributed</p> <p>The Headteacher confirmed this information had been circulated for information so governors could have visibility of what Ofsted were starting to produce. He also stated that full inspections would re-start from September 2021, but it wasn't known what the focus would be of these. He noted that of the last 100 inspections of Primary schools, only one had been classed as being 'outstanding'. He felt this information was useful to give some idea of why the school was developing their curriculum and provided reassurance about the strategy the school was developing. He noted that the school's last visit had been in May 2019 and a lot had changed in that time.</p> <p><i>A governor asked the Headteacher what his initial thoughts were as to where the school rated against the areas in the documents distributed.</i></p> <p>He felt on quality of education, the school was 'good' with elements of 'outstanding' based on the new framework in the report. Curriculum was a key area so the school needed to focus on how it was structured and planned and what it was based upon, which felt manageable.</p> <p>A governor noted he had been part of a pilot study by Ofsted and the framework was less about observing lessons and more about having conversations with the children and assessing their</p>	

	<p>progress, more on an individual basis due to the restrictions in place. Being able to evidence progress was key. He offered to meet with the Headteacher to pass on his experience and observations from the pilot, which was welcomed.</p>	L Zwalf
10.	<p>Policies for approval – previously distributed</p> <p><u>Policies to be approved for Adoption</u></p> <p>a) Financial Management 2021 No comments or queries were raised by the governors. Governors approved the Financial Management 2021 policy.</p> <p><u>Policies for Approval</u></p> <p>b) Supporting Pupils with Medical Conditions (including Food Allergens) The Chair noted concern had been raised at the last meeting that there should be a separate Allergens policy, so this policy had been brought back to this meeting for approval along with a separate Allergens policy. <i>Governors noted Appendix H regarding key allergens was missing from the back of the policy.</i> Governors approved the Supporting Pupils with Medical Conditions policy on the basis Appendix H was added.</p> <p>c) Allergens <i>A governor queried whether all staff or designated staff had to be trained.</i> The SBM confirmed it was designated staff with at least one representative from each area of the school who had been trained. Governors requested this be changed to ‘designated staff’. <i>A governor queried whether Appendix C should be included as it discussed medicines.</i> The SBM confirmed it should remain as it included reference to epi pens and anti-histamines which were specifically related to allergens. Governors approved the Allergens policy on the basis the agreed change was made.</p> <p>d) Lettings Governors agreed to move approval of this policy to the next meeting, when the charges (which formed part of the policy) had been agreed.</p> <p>e) Feedback & Marking Governors agreed to move the review of this policy to the FGB in July.</p>	<p>SBM</p> <p>SBM</p> <p>SBM</p> <p>Agenda</p> <p>Agenda</p>
11.	<p>Governing Body Development</p> <p><i>Skills Audit Review</i> The Chair confirmed the review of the Skills audits had been moved to the first meeting of the Autumn term.</p> <p><i>Link Visits 2020-2021 (virtual)</i> A governor noted he had undertaken a very successful virtual visit with the Assistant Headteacher and was able to discuss with the children what they were learning. It was felt this was a very informative and productive visit.</p>	
12.	<p>Any Other Business No other business was raised.</p>	
13.	<p>Confidentiality No confidential business was discussed.</p>	
14.	<p>Date and Time of next meeting: 13th July 2021 at 6pm - confirmed as a virtual meeting</p>	

The meeting closed at 18.55pm

APPROVED AT THE DRINGHOUSES FGB ON 13TH JULY 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 Monday 24th May, 2021

Action	Item	Person(s) Responsible	Timescale
1. Sign and return to school a copy of the Single Central Record (had been signed, not returned)	3	Chair (DG)	By the next meeting
2. Change the Skills audit to be due every 24 months on the Head's report	4	Head (BS)	By the next meeting
3. Confirm who could clerk interim performance management meetings	8	Clerk (SV)	By the next meeting
4. Meet with the Headteacher to pass on experiences and observations from the Ofsted inspection pilot scheme	9	L Zwalf	By the next meeting
5. Make the agreed changes to the Supporting Pupils with Medical Conditions and Allergens policies	10	SBM (CN)	By the next meeting

Items for the next FGB

- Agree a name and membership of the newly merged Finance, Premises & Staffing committee
- Lettings and Feedback & Marking policies
- Governor Action Plan (Autumn term)
- Skills audit review (Autumn term)

Items for Committees

- Finance & Premises committees – review and update the lettings rates (also contained in the Lettings policy so Lettings policy also to be re-approved)