



Minutes of the Full Governing Body Meeting (Virtual)

held on Wednesday, 13th July 2021 at 6pm via Zoom

Present:

Ben Sutton (Headteacher)	Pat Wilson
Diane Grayson (Chair)	Claire Scott-South (Deputy Headteacher) from 18.13pm
Jamie Kew-Robson (Vice Chair)	Ros Roberts until 18.59pm
Matt Boxall	Claire Neal - School Business Manager (SBM)
Anna Riach	Luke Zwalf
Vaunda Powell	Mike Hay
Simon Ward	

In Attendance: Sam Vince (Governance Support Officer, Clerk to Governors)
Gill Williams (Observer) until 18.10pm

		Action
2.	<p><u>Apologies for Absence & Consent, Declarations of Interest.</u></p> <p>This item was taken out of order on the agenda.</p> <p>The Headteacher started the meeting by acknowledging this was the last meeting the Chair and Vice Chair would attend and passed on his heartfelt thanks to them both for staying to see him through his transition to Headteacher in the context of a global pandemic and for the huge amount of support they and the whole governing body had provided during such difficult times.</p> <p>He then introduced Gill Williams to the meeting who had been the previous Headteacher at the school and who had worked with the governors for some time. She thanked the Chair, Vice Chair and Pat Wilson (who was also leaving) for supporting her and her vision for the school which became a shared vision. She noted how 'team Dringhouses' had been a huge support though an incredible journey and she sent her warmest wishes to all of the governors. Governors thanked her for her time and kind wishes.</p> <p>[Gill Williams left the meeting at 18.10pm.]</p> <p>The Chair welcomed everyone to the meeting. All governors were present, except Michael Noakes, who was absent.</p> <p>There were no declarations of interest for any of the items on this meeting's agenda.</p>	
1.	<p><u>Election of Chair & Vice Chair of the governing body (effective from 26th July)</u></p> <p>Given both the Chair and the Vice Chair had resigned as governors (effective 25th July), governors had been requested to nominate or self-nominate governors to fill these positions prior to the meeting.</p> <p><i>Election of Chair</i></p> <p>Nominations for the position of Chair were received for Matthew Boxall prior to the meeting. No other nominations were received prior to, or in the meeting. Diane Grayson proposed and Jamie Kew-Robson seconded. Matthew Boxall was elected as Chair for one year, effective from 26th July 2021.</p> <p>[Clare Scott-South joined the meeting at 18.13pm.]</p>	

	<p>Election of Vice Chair Nominations for the position of Vice Chair were received for Luke Zwalf prior to the meeting. No other nominations were received prior to, or in the meeting. Diane Grayson proposed and Jamie Kew-Robson seconded. Luke Zwalf was elected to Vice Chair for one year, effective from 26th July 2021.</p>																			
3.	<p>Minutes of the last meeting held on 24th May 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>																			
4.	<p>Action Points and Matters Arising</p> <table border="1" data-bbox="183 560 1364 1019"> <thead> <tr> <th data-bbox="183 560 263 593"></th> <th data-bbox="263 560 901 593">Action</th> <th data-bbox="901 560 1364 593">Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="183 593 263 672">1.</td> <td data-bbox="263 593 901 672">Sign and return to school a copy of the Single Central Record (had been signed, not returned)</td> <td data-bbox="901 593 1364 672">Carried forward.</td> </tr> <tr> <td data-bbox="183 672 263 750">2.</td> <td data-bbox="263 672 901 750">Change the Skills audit to be due every 24 months on the Head's report</td> <td data-bbox="901 672 1364 750">Completed.</td> </tr> <tr> <td data-bbox="183 750 263 828">3.</td> <td data-bbox="263 750 901 828">Confirm who could clerk interim performance management meetings</td> <td data-bbox="901 750 1364 828">Completed.</td> </tr> <tr> <td data-bbox="183 828 263 940">4.</td> <td data-bbox="263 828 901 940">Meet with the Headteacher to pass on experiences and observations from the Ofsted inspection pilot scheme</td> <td data-bbox="901 828 1364 940">Carried forward. Governors agreed to add a follow up on monitoring visits to the next agenda for review.</td> </tr> <tr> <td data-bbox="183 940 263 1019">5.</td> <td data-bbox="263 940 901 1019">Make the agreed changes to the Supporting Pupils with Medical Conditions and Allergens policies</td> <td data-bbox="901 940 1364 1019">Completed.</td> </tr> </tbody> </table> <p>Matters arising No matters for discussion were raised at the meeting.</p>		Action	Status	1.	Sign and return to school a copy of the Single Central Record (had been signed, not returned)	Carried forward.	2.	Change the Skills audit to be due every 24 months on the Head's report	Completed.	3.	Confirm who could clerk interim performance management meetings	Completed.	4.	Meet with the Headteacher to pass on experiences and observations from the Ofsted inspection pilot scheme	Carried forward. Governors agreed to add a follow up on monitoring visits to the next agenda for review.	5.	Make the agreed changes to the Supporting Pupils with Medical Conditions and Allergens policies	Completed.	Agenda - FGB
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5.	<p>Headteacher's report/Full re-opening of school update – previously distributed The Chair invited questions on the comprehensive Headteacher's report.</p> <p>Split year groups <i>A governor asked the Headteacher to provide a brief explanation of the way pupils had been allocated to classes as concerns had been raised by parents in the playground, so it would be useful if governors understood this to be able to explain it to others.</i> The Headteacher confirmed the school had moved to all split year grp classes, due to their 1.5 form entry. There would be three mixed classes each for years 1 and 2, 3 and 4 and 5 and 6. School had reviewed year group organisation and class organisation in order to give the fairest offer and had decided this was to move to split year group classes for all year groups, apart from early years, to ensure everyone had the same offer. The Headteacher agreed to issue the brochure he had put together detailing the key ideas for using split year groups to governors.</p> <p>He noted research suggested split year groups supported social and emotional development with a mix of ages presenting less issues than a class of younger children and it also supported mixed ability teaching. It suggested having mentors in a year group was hugely positive as well as the providing the added experience of children being exposed to higher level learning. Teachers had looked at social, emotional and SEN considerations to split the children, rather than using the usual chronological basis and as such the process had been far more rigorous than ever before. He noted staff had voted unanimously to move to split year group classes and that it allowed more extensive collaboration between teachers as well as reduced workload and duplication across staff.</p> <p>The Headteacher confirmed approximately 3% of children had had parental representation with them mainly being unhappy they had not been placed with best friends but school had never</p>	Head																		

	<p>promised this, whatever system they used. All but two complaints had been dealt with, with parents happy with where their children were. He reassured governors that the level of complaints was consistent with other schools who had done the same thing. He noted he had written a comprehensive document which explained how it worked for the children, the curriculum and teaching.</p> <p><i>Governors thanked the Headteacher for his explanation, noting it was very helpful.</i></p> <p><i>A governor asked whether there were examples of other schools who had adopted this successfully.</i></p> <p>The Headteacher confirmed it was far more common to have mixed year groups in smaller local primary schools with a mixed picture of attainment nationally as expected. Success depended on good teaching and collective teacher efficacy. The teachers at the school were extremely good at supporting each other to develop their own practice and the school was committed to encouraging this.</p> <p><i>Governors noted this structure enabled new teachers to be more supported by the more experienced teachers and commended the change to split year groups whilst acknowledging the transition would be difficult. They also noted friendship groups would be split as they grew older and moved schools so it was good to start to prepare the children for this. They requested a review of the split year group structure be added to future FGB agendas.</i></p> <p><i>Other items from the Headteacher’s report</i></p> <p><i>A governor queried if the school did have 74 children self-isolating and whether any staff were.</i></p> <p>The Headteacher confirmed 74 children had been self-isolating but they had all returned to school that day and two staff were currently isolating and due back the next day. He confirmed, upon questioning, that none of those who had had to isolate had been poorly themselves as far as they were aware.</p> <p><i>A governor highlighted that some of the text wasn’t readable on the report on page 12 on ‘points for governors to consider’ and requested clarification.</i></p> <p>The Headteacher confirmed since the Standards & Effectiveness committee meeting where only year 6 had been available, the data drop had now been completed. He confirmed the data presented a similar picture to year 6 with ‘greater depth’ pupils being most affected across all year groups in school. School was waiting for local and national comparison data from CYC and the Fisher Family Trust and the data would be reviewed in detail at the Standards & Effectiveness committee in September.</p> <p><i>Covid Catch-up plan and financial position – verbal update</i></p> <p>The Headteacher confirmed school had spent all of their Covid catch-up funding of £24,000 on additional staffing and assessments to identify gaps. He noted whole school data would need to be reviewed as an impact measure of the funding as the additional staffing and interventions supported the whole school being able to stay open and teaching the children effectively.</p>	<p>Agenda - FGB</p>
<p>6.</p>	<p><u>Staff Workloads (Blended learning) and Well-being</u> – verbal update</p> <p>The Headteacher confirmed although staff continued to be amazing and were still smiling, they were exhausted. The governors requested their formal thanks and appreciation be passed onto all staff for everything they had done, how resilient they had been and how hard they had worked.</p> <p><i>Governors queried whether they were able to express their thanks financially or by organising something for them on the final day of school to show their appreciation for everything they had done and recognising the strain this had put on their work/life balance in extraordinary circumstances.</i></p> <p>Governors discussed providing gifts for the staff with the suggestion that this be paid for from school funds. The Chair said that she thought this was an improper use of public money and suggested that this discussion be continued, amongst non staff governors, by e-mail after this</p>	

	<p>meeting. The Clerk advised that another school she worked with had used school funds to buy gifts for staff. Governors agreed to take this away to discuss and agree what could be done but reiterated how important it was all staff ensured they had a decent break over the summer holidays.</p> <p>Post meeting note – the clerk confirmed after the meeting that schools were not allowed to pay for gifts for teachers.</p> <p>[Ros Roberts left the meeting at 18.59pm.]</p>	All gobs
7.	<p><u>Early Years Framework implementation – Sep 2021</u> – verbal update</p> <p>The Deputy Headteacher stated that from September the new early years framework became mandatory. As an early adopter, the school had already undertaken a reception baseline pilot and would refresh this in September with the new starters. She had been reviewing all of the available documentation to ascertain best practice and expectations. She had also reflected on what the school already did well and how changes to the early years goals impacted on current practice, as well as attending webinars and training online.</p> <p>Next steps were to review the EYFS curriculum and long term plan and map out the learning opportunities and expectations.</p> <p>The biggest change was regarding assessment and reducing teacher workload by advocating less observations and more discussions about a child and using professional judgement. However there would still need to be a record kept as staff could not retain everything, possibly using more group or class observations and more focused observations to confirm whether children had achieved their learning goal or not. Some thought also had to be given to how progress was tracked throughout the year to ensure every child was given the best opportunities and support to meet their early learning goals.</p>	
8.	<p><u>ECT Framework implementation – Sep 2021</u> – verbal update</p> <p>The Headteacher confirmed Newly Qualified Teachers (NQTs) would become Early Career Teachers (ECTs) from September, but the school did not have any of these currently.</p> <p>A greater support system had been put into place with schools being able to choose their provider for this from a list of teaching schools. ECTs would receive 10% additional non-contact time in their first year and 5% in the second year which recognised teachers were still working towards being fully qualified.</p> <p>He noted schools could choose to provide support provision themselves but no funding was received if they did so there was no incentive to do this.</p>	
9.	<p><u>Agree 2021-22 meeting dates</u> – previously distributed</p> <p>It was confirmed the Headteacher’s Performance meeting had been scheduled for 30th September. Governors approved the 2021-22 meeting dates.</p>	
10.	<p><u>Chair’s Action – Appointment of two apprentices (including expression of wish form)</u> – previously distributed</p> <p>Governors noted the Chair’s Action and that it had been ratified by all governors.</p>	
11.	<p><u>Committee Meetings Update</u> – previously distributed</p> <p><i>Premises committee – 8th June 2021</i> – previously distributed No questions were raised.</p> <p><i>Standards & Effectiveness (S&E) committee – 30th June 2021</i> – verbal update from committee chair The committee chair confirmed year 6 attainment and progress data had been reviewed in detail</p>	

	<p>with some headlines for year 2. The other data would be considered at the first meeting of the Autumn term. She confirmed they had focused on the quality of teaching and discussed changes to marking and feedback with a focus on continuous quick verbal feedback and less recording of comments in books. It was noted this was a research based change. The planned CPD programme and its emphasis on coaching and questioning to get maximum learning benefits had also been discussed. How the effectiveness of verbal feedback would be monitored had also been discussed. She confirmed school had joined an inclusion project in York to earlier identify and support those children on the autism spectrum.</p> <p>She noted the results of the pupil voice survey had also been reviewed which were generally a lot more positive with a small amount of negative responses being flagged for teachers to follow up upon.</p> <p>Finance committee – 7th July 2021 - verbal update from committee chair</p> <p>It was noted the committee had received a catering update. The committee chair highlighted that the school still had quite a lot of money to spend due to CYC paying for work being undertaken, but the committee continued to review options for spending the money in the most effective manner and some work was being undertaken over the summer. The committee chair thanked the SBM for all of her hard work in managing the finances so tightly.</p>	
12.	<p>Succession Planning – paper previously circulated by the Chair</p> <p>Agree a name and membership of the newly merged Finance, Premises & Staffing committee</p> <p>Governors discussed options and agreed to call the newly formed committee the Resources committee. Mr Ward confirmed he would step down from the Resources committee as due to the timing of the meetings being in the morning, he was unable to attend.</p> <p>It was noted Pat Wilson who was the chair of the Standards & Effectiveness committee was leaving as a governor and she was thanked for her fantastic skills, input and support as a governor and as a committee chair.</p> <p>Review and agree membership of the S&E, Pay, Performance Management & Pay Appeals committees</p> <p>It was noted the Chair had previously distributed a proposed new committee structure to governors.</p> <p>It was agreed Luke Zwalf and Simon Ward would move onto the Pay committee to join Mike Hay and Ros Roberts and Luke Zwalf would join the Headteacher’s Performance committee along with Mike Hay and Michael Noakes. The Pay appeals committee would comprise of Matt Boxall, Michael Noakes, Anna Riach and Vaunda Powell.</p> <p>It was agreed the chair of the Standards & Effectiveness committee would be Vaunda Powell.</p> <p>Governors also discussed link governor roles at this point (out of order on the agenda) and confirmed the following;</p> <p>Disadvantaged – Luke Zwalf Safeguarding & SRE – Anna Riach EYFS – governors agreed to leave this open as a vacancy for recruitment KS1 – governors agreed to leave this open as a vacancy for recruitment KS2 – Mike Hay SEN – Vaunda Powell Health & Safety – Matt Boxall</p>	
13.	<p>Policies for approval – previously distributed</p> <p>Policies to be approved for Adoption</p> <p>a) Smoking free workplace (from Staffing committee)</p> <p>No comments or queries were raised by the governors.</p> <p>Governors approved the Smoking free workplace policy.</p>	

	<p>b) Whistleblowing (from Staffing committee) No comments or queries were raised by the governors. Governors approved the Whistleblowing policy.</p> <p>c) Lettings (with updated rates) No comments or queries were raised by the governors. Governors approved the Lettings policy.</p> <p>d) Information (GDPR) No comments or queries were raised by the governors. Governors approved the Information (GDPR) policy.</p> <p>Policies for Approval</p> <p>e) Feedback and marking No comments or queries were raised by the governors. Governors approved the Feedback and marking policy.</p>	
14.	<p><u>Governing Body Development</u></p> <p>Agreement of link governor roles for 2021-22 Discussed in item 12.</p> <p>Link governor visits A governor discussed a link visit she had made on 5th July with the SENDCo and reported that she was very happy with the extra time allocated to her for SEN work and planned to use this to visit the children in September. The school's SEND offer was on the school website and would be reviewed again in 2021-22. The governor was asked to complete a link visit report template which would be submitted to the next FGB for information.</p>	V Powell Agenda - FGB
15.	<p><u>Any Other Business</u></p> <p>Governors re-iterated their sincere thanks to those governors who were leaving the governing body; Diane Grayson, Jamie Kew-Robson and Pat Wilson.</p>	
16.	<p><u>Confidentiality</u> No confidential business was discussed.</p>	
17.	<p><u>Date and Time of next meeting:</u> 12th October, 2021 at 6pm.</p>	

The meeting closed at 19.30pm

APPROVED AT THE DRINGHOUSES FGB ON 19TH OCTOBER 2021

Mrs Diane Grayson
Chair

Date

DRINGHOUSES PRIMARY SCHOOL
Action Plan following the Meeting of the Full Governing Body
held on Monday 13th July, 2021

Action		Item	Person(s) Responsible	Timescale
1.	Meet with the Headteacher to pass on experiences and observations from the Ofsted inspection pilot scheme	4	Luke Zwalf	By the end of term
2.	Issue the brochure he had put together detailing the key ideas for using split year groups to governors.	5	Head (BS)	By the end of term
3.	Agree what school could do to show their appreciation to staff at the end of term	6	All govs	By the end of term
4.	Complete a link visit report template for their recent SEND link visit and send to the clerk and the Chair	14	V Powell	By the next meeting

Items for the next FGB

- Follow up on governor monitoring visits
- Review of split year groups (standard agenda item)
- SEND link governor report
- Governor Action Plan (Autumn term)
- Skills audit review (Autumn term)

Items for Committees

None were raised.

APPROVED