



Minutes of the Full Governing Body Meeting (Virtual) held on Tuesday, 19th October 2021 at 6pm via Zoom

Ben Sutton (Headteacher)	Claire Scott-South (Deputy Headteacher)
Matt Boxall (Chair)	Ros Roberts
Anna Riach	Claire Neal - School Business Manager (SBM)
Mike Hay	Luke Zwalf
Angela Hatton (new governor) from 18.07pm	

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

		Action															
1.	<p><u>Election of new co-opted governor – Angela Hatton</u></p> <p>The Head provided a brief overview of the skills and experience of Angela Hatton and why the Chair and the Headteacher thought they were a good fit for the Dringhouses governing body. Angela Hatton was proposed by Luke Zwalf and seconded by Ros Roberts. Governors voted and appointed Angela Hatton as a co-opted governor.</p> <p>[Angela Hatton joined the meeting at 18.07pm] The Chair welcomed Angela to the governing body and governors were asked to introduce themselves.</p>																
2.	<p><u>Apologies for Absence & Consent, Declarations of Interest.</u></p> <p>The Chair welcomed everyone to the meeting. Apologies were received, with consent, from Simon Ward, Vaunda Powell and Michael Noakes. There were no declarations of interest for any of the items on this meeting's agenda.</p>																
3.	<p><u>Minutes of the last meeting held on 13th July 2021</u> - previously distributed.</p> <p>Mr Ward had sent comments prior to the meeting and requested the minutes reflected the fact he had stepped down from the Resources committee due to the timing of the meetings. Governors were in agreement that the minutes were a true and accurate record of the meeting, on the basis the change noted was amended. The governors then approved the minutes.</p>	Clerk															
4.	<p><u>Action Points and Matters Arising</u></p> <table border="1"> <thead> <tr> <th></th> <th>Action</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Meet with the Headteacher to pass on experiences and observations from the Ofsted inspection pilot scheme</td> <td>Completed.</td> </tr> <tr> <td>2.</td> <td>Issue the brochure he had put together detailing the key ideas for using split year groups to governors.</td> <td>Completed. Governors requested they be added to the school newsletter mailing list.</td> </tr> <tr> <td>3.</td> <td>Agree what school could do to show their appreciation to staff at the end of term</td> <td>Completed.</td> </tr> <tr> <td>4.</td> <td>Complete a link visit report template for their recent SEND link visit and send to the clerk and Chair</td> <td>Completed.</td> </tr> </tbody> </table>		Action	Status	1.	Meet with the Headteacher to pass on experiences and observations from the Ofsted inspection pilot scheme	Completed.	2.	Issue the brochure he had put together detailing the key ideas for using split year groups to governors.	Completed. Governors requested they be added to the school newsletter mailing list.	3.	Agree what school could do to show their appreciation to staff at the end of term	Completed.	4.	Complete a link visit report template for their recent SEND link visit and send to the clerk and Chair	Completed.	Head
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	<p>Matters arising No matters for discussion were raised at the meeting.</p>	
5.	<p>Headteacher’s report/Full re-opening of school update – previously distributed The Chair invited questions on the summary Headteacher’s report.</p> <p><i>A governor asked if it were possible to identify areas where governor feedback would be helpful. The Headteacher suggested comments on the Ofsted area would be particularly welcome and it would be useful for governors to consider how informed they felt about the current Ofsted picture, especially the new framework as the school was last inspected under the old framework. It was also noted that Ofsted inspections had re-started.</i></p> <p><i>A governor suggested they should agree who would be available to speak to inspectors from a governor perspective should Ofsted arrive at school. Luke Zwalf confirmed he was happy to be called into school at short notice if necessary, other governors were yet to be determined.</i></p>	
6.	<p>Staff Workloads (Blended learning) and Well-being – verbal update</p> <p>The Headteacher confirmed the staff survey had been changed to annual to reduce staff workload and it would be issued in the next half term. Anecdotally he confirmed everyone seemed to have had a positive start to the year in what was still a difficult time. Some staffing issues with absence had occurred due to illness and Covid and the school was prepared for more to come but everyone was in good spirits.</p> <p><i>A governor noted he had visited school a few weeks previously and supported the Headteacher, confirming a lot of positivity had been in evidence. He confirmed his link governor report would follow for the next FGB.</i></p> <p><i>It was suggested and agreed that the governors compile a staff voice to gather feedback on governors’ impacts, particularly over the past 18 months. Luke Zwalf was actioned with putting this together for governors to review.</i></p>	L Zwalf
7.	<p>Review of split year groups (standard agenda item) – verbal update from the Headteacher</p> <p>The Headteacher stated that the split year groups were working well and there was only one parent to follow up with of the 2% who had had concerns. All other parents were happy with how children were getting on in their new classes. Parent governors supported this view and confirmed that anecdotally there was little concern among parents.</p> <p>It was confirmed governors could reinforce the messages as to why this had been implemented in the playground if necessary.</p> <p><i>Governors suggested having split year group classes would make planning easier and asked if staff felt the same.</i></p> <p>Staff governors felt it enabled a much more supportive environment so staff felt they weren’t on their own and they delivered the same lessons which enabled the sharing of planning, resources and ideas to support the school’s collaborative network.</p> <p>It was recognised however that PPA planning needed to be managed better to enable planning to be shared more easily, as PPA didn’t happen at the same time.</p>	
8.	<p>Governors’ agreement as to hold meetings – verbal update</p> <p>Virtual/face to face Governors discussed whether meetings should remain on-line or whether they should now be held in school. As they were all attending different settings currently, they considered this was extra risk to themselves and to the school. They therefore agreed that governor meetings should remain on-line for now and they agreed to review the situation in the Spring term.</p>	Agenda –

	<p>They also agreed to consider using hybrid meetings in the Spring term.</p> <p>Meeting times Governors discussed whether there were any advantages in moving some meetings to meet during the day to remain as inclusive as possible. Some governors voiced concerns that they would struggle to attend meetings during the day due to work commitments. Committee Chairs were asked to ask their committees to consider whether their meeting times were best for all and change where necessary.</p>	<p>FGB</p> <p>Agenda - Cmmttes</p>
9.	<p>Committee business – previously distributed</p> <p>a) Approval of committee Terms of References; Resources & Standards & Effectiveness committees It was noted the Standards & Effectiveness committee terms of reference had been reviewed and agreed at their committee meeting. Quoracy was discussed and it was agreed to add more members to each committee to ensure there would be no quorum issues. No other comments were raised and governors approved the terms of references for the Standards & Effectiveness and Resources committees.</p> <p>b) Approval of Committee structures and membership (including reporting of link governors to FGB not committees) The following changes were agreed;</p> <ul style="list-style-type: none"> • Angela Hatton to join the Finance and Pay committees • Anna Riach to be removed from the Pay Appeals committee • Michael Noakes to be removed from the Headteacher’s Performance management group and added to the Pay Appeals committee • Angela Hatton and Simon Ward to be added to the Headteacher’s Performance management group <p>Link governors The following link governors were agreed; KS1 – Angela Hatton EYFS – The Chair agreed to speak to Simon Ward to ask if he would take up this role.</p>	<p>Chair</p>
10.	<p>Committee Meetings Update</p> <p>S&E – 30th June – previously distributed No comments were raised by governors.</p> <p>Finance – 7th July – previously distributed No comments were raised by governors.</p> <p>S&E – 14th October – verbal update from Committee Chair It was agreed to add these minutes to the agenda of the next meeting as the committee chair was not at this meeting.</p>	<p>Agenda - FGB</p>
11.	<p>Chair’s Items</p> <p>a) Skills audit format – New NGA or DH own – previously distributed Governors agreed to use the Dringhouses skills audit form. The clerk was asked to issue this to governors for completion.</p> <p>b) Business Interests forms – verbal update The Chair reminded all governors to complete their Business Interests forms and return to the clerk.</p>	<p>Clerk</p>

	<p>c) Governor's Code of Conduct (based on new NGA CoC) – previously distributed Governors were reminded to email the Chair to confirm they agreed to abide by the Code of Conduct.</p> <p>d) KCSIE – all governors to confirm they have read section 1 – verbal update Governors were reminded to ensure they confirmed to the Chair that they had read and understood KCSIE (section 1) and SVSH.</p> <p>e) Governor Action Plan – previously distributed Governors agreed to set up a working group to review and update the Governor Action Plan, with the Chair and the Headteacher tasked with issuing invitations to governors.</p> <p>f) Website updates (governor information) – verbal update Governors were asked to send up to date information and photographs to the SBM for inclusion on the school's website.</p>	<p>Chair</p> <p>All gobs</p>
12.	<p>Governing Body Development</p> <p>a) Follow-up of governor monitoring visits N/a – this item is the same as item 12b.</p> <p>b) Link Governor Visits; SEND (VP) No questions were raised by governors.</p> <p>c) Training record review It was acknowledged that the training record in school required updating and the clerk was asked to send the CYC training record to the SBM. The Chair encouraged governors to review the courses available from CYC and the clerk was asked to re-issue these to governors.</p>	Clerk
13.	<p>Admission Consultation 2023-24 – previously distributed</p> <p>Governors noted there was not enough space in the school past reception to accommodate additional children when they moved into KS1. They agreed to leave the PAN at 45 and to approve the Admission Consultation 2023-24.</p>	
14.	<p>Policies for approval – previously distributed</p> <p>Policies to be approved for Adoption</p> <p>a) Pay (CYC) The FGB appointed Luke Zwalf as the Chair of the Pay committee as the previous chair was no longer a governor. No comments or queries were raised by the governors. Governors approved the Pay policy.</p> <p>b) LAC No comments or queries were raised by the governors. Governors approved the LAC policy.</p> <p>c) Remote Learning No comments or queries were raised by the governors. Governors approved the Remote Learning policy.</p> <p>d) Safeguarding It was noted that the Safeguarding lead was Anna Riach not Matt Boxall. Governors approved the Safeguarding policy on the basis the noted change was made.</p>	

	<p>e) Admissions 2022-2023 No comments or queries were raised by the governors. Governors approved the Admissions 2022-2023 policy.</p> <p>f) Children Missing Education No comments or queries were raised by the governors. Governors approved the Children Missing Education policy.</p> <p>g) Extremism No comments or queries were raised by the governors. Governors approved the Extremism policy.</p> <p><u>Policies for Approval</u></p> <p>h) Behaviour The Headteacher confirmed this policy had been made more comprehensive and that it was a much more positive document which better reflected the system of behaviour in school which emphasised positive behaviour. He also confirmed this policy would be issued to parents so they were aware it had changed. Governors approved the Behaviour policy with no changes.</p>	
15.	<p><u>Any Other Business</u></p> <p>The SBM noted that she had been requested to ensure that Health & Safety be added as a standing agenda item so that governors were aware of health and safety considerations such as fire alarm tests. It was agreed however that the clerk would add a note at the top of the agenda confirming that no fire alarm was due to be tested and if it did, what governors should do.</p> <p>The Chair of the Headteacher's Performance Management group also confirmed they had met once and would re-convene to agree the Headteacher's objectives which had been agreed informally with the external adviser but the meeting had not been quorate with governors to formally agree them.</p>	Clerk
16.	<p><u>Confidentiality</u> No confidential business was discussed.</p>	
17.	<p><u>Date and Time of next meeting:</u> 29th November, 2021 at 6pm.</p>	

The meeting closed at 19.53pm.

APPROVED AT THE DRINGHOUSES FGB ON 29TH NOVEMBER 2021

Matt Boxall
Chair

Date

**DRINGHOUSES PRIMARY SCHOOL
Action Plan following the Meeting of the Full Governing Body
held on Monday 19th October, 2021**

Action	Item	Person(s) Responsible	Timescale
1. Make the agreed changes to the minutes from the previous meeting	3	Clerk (SV)	By 30 th Nov
2. Add governors to the school newsletter mailing list.	4	Head (BS)	By 15 th Nov

3.	Put together questions for a staff voice to gather feedback on governors' impacts, particularly over the past 18 months	6	Luke Zwalf (LZ)	By end Nov
4.	Speak to Simon Ward to ask if he would take up the EYFS link governor role	9	Chair (MB)	By mid Nov
5.	Issue Dringhouses skills audit	11a	Clerk (SV)	By 30 th Nov
6.	Issue invitations to the Governor Action Plan working group	11e	Chair (MB)	By mid Nov
7.	Send up to date information and photographs to the SBM for the school website	11f	All govs	By 30 th Nov
8.	Send the training record to the SBM to check and issue the training course schedule to governors	12c	Clerk (SV)	By 30 th Nov
9.	Add note at the top of all agendas detailing no fire alarm tests were expected and what to do if a fire alarm was raised	15	Clerk (SV)	By 30 th Nov

Items for the next FGB

- Virtual or Face to face meetings – review in the Spring term
- S&E committee minutes from 14th October

Items for Committees

- All committees – chairs to ask whether their meeting times were the best for all and to change where necessary

APPROVED