



Minutes of the Full Governing Body Meeting (Virtual)

held on Monday, 29th November 2021 at 6pm via Zoom

Ben Sutton (Headteacher)	Claire Scott-South (Deputy Headteacher)
Anna Riach	Ros Roberts until 7pm
Mike Hay from 18.39pm	Claire Neal - School Business Manager (SBM)
Angela Hatton	Luke Zwalf
Simon Ward	Michael Noakes until 7pm
Vaunda Powell from 18.23pm	Natalie Wong (new governor) from 18.13pm

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

	The meeting started at 18.11pm.	Action												
1.	<p><u>Election of new co-opted governor – Natalie Wong</u></p> <p>The Head provided a brief overview of the skills and experience of Natalie Wong and why the Chair and the Headteacher thought they were a good fit for the Dringhouses governing body. Natalie Wong was proposed by Luke Zwalf and seconded by Michael Noakes. Governors voted and appointed Natalie Wong as a co-opted governor.</p> <p>[Natalie Wong joined the meeting at 18.13pm] The Vice Chair welcomed Natalie to the governing body and governors were asked to introduce themselves. Natalie agreed to arrange to visit the school with the Headteacher.</p>	N Wong												
2.	<p><u>Apologies for Absence & Consent, Declarations of Interest.</u></p> <p>The Vice Chair welcomed everyone to the meeting. Late apologies were received, with consent, from the Chair Matt Boxall. In the absence of the Chair, the Vice Chair Luke Zwalf chaired the meeting. There were no declarations of interest for any of the items on this meeting's agenda.</p> <p>[Vaunda Powell joined the meeting at 18.23pm]</p>													
3.	<p><u>Minutes of the last meeting held on 19th October 2021</u> - previously distributed.</p> <p>Governors were in agreement that the minutes were a true and accurate record of the meeting. The governors then duly approved the minutes.</p>													
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>Make the agreed changes to the minutes from the previous meeting</td> <td>Carried forward.</td> </tr> <tr> <td>2.</td> <td>Add governors to the school newsletter mailing list.</td> <td>Completed</td> </tr> <tr> <td>3.</td> <td>Put together questions for a staff voice to gather feedback on governors' impacts, particularly over the past 18 months</td> <td>Carried forward – agreed to move to Spring term 1</td> </tr> </tbody> </table>		Action	Status	1.	Make the agreed changes to the minutes from the previous meeting	Carried forward.	2.	Add governors to the school newsletter mailing list.	Completed	3.	Put together questions for a staff voice to gather feedback on governors' impacts, particularly over the past 18 months	Carried forward – agreed to move to Spring term 1	
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	<p>Matters arising No matters for discussion were raised at the meeting.</p>																			
5.	<p><u>Headteacher’s report (including well-being and split year groups update)</u> – verbal update</p> <p>The Headteacher confirmed to governors that due to the proximity of this meeting to the last FGB, it had been agreed with the Chair to provide a brief verbal update to governors on this occasion as not much had changed at the school since the last report.</p> <p>He confirmed staff had re-started wearing masks in school but no other changes to procedures had been implemented. Years 5 and 6 had been most affected by Covid outbreaks in the past few weeks. Remote learning had been implemented for class 10 given half of the class had tested positive for Covid but the situation was back to normal. Upon questioning from a governor, he confirmed parents had been quite pragmatic about the situation given the high number of cases. He also confirmed the school was using carbon monoxide monitors. The Headteacher made the governors aware that if a case of the Omicron variant was reported, all close contacts would have to isolate.</p> <p><i>A governor queried whether there had been any changes to protocols in terms of visitors.</i> The Headteacher confirmed there hadn’t been and they were still expected to wear masks in communal spaces unless heavily ventilated. He noted they were monitoring the Covid situation and were prepared to move to videoing the nativity plays if necessary, recognising this may not be popular with parents.</p> <p>Despite the Covid cases, the Headteacher confirmed attendance remained strong in all year groups at above 90%. Behaviour standards were also high with any repeating behaviours closely monitored and managed.</p> <p><i>A governors asked if there had been a change in behaviour given how much time some children had spent away from school in the past 18 months.</i> The Headteacher concurred there was an element of behaviour change due to the lockdowns and certainly some children had found the transition back to school harder. However he did also note the school now had a more rigorous approach to behaviour management.</p> <p><i>A governor asked if there was support in place for those who were struggling and had high levels of anxiety and stress.</i> It was confirmed emotional support assistants were in place but there was definitely increased need. A member of staff was also overseeing mental health and wellbeing as part of their role, which was funded by the DfE. The Headteacher was asked to confirm the number of children using ELSA support.</p> <p>[Mike Hay joined the meeting at 18.39pm.]</p>	<p>Head</p>																		

	<p>The Headteacher confirmed there was an assessment point that week which would be a Rising Stars assessment and a writing assessment completed by teachers. A comparative writing assessment scheme had been used called No More Marking which had shown positive results including Pupil Premium children against national results. He confirmed SATs had been re-introduced to assess year 6 in 2022.</p> <p>The Headteacher explained to governors that a distributed model of leadership was being used in the school and responsibilities and leadership opportunities had been spread more broadly across the team to ensure they developed leaders and to allow Deputy and Assistant Heads more time to develop other areas in the school. As an example, subject leaders had been asked to drive curriculum development.</p> <p><i>A governor queried whether access to leadership programmes such as NPQSL had been offered to staff.</i></p> <p>The Headteacher stated he would support this if anyone wished to start a programme such as that but time was certainly a constraint for most staff currently. He did state that he wished to provide more coaching.</p> <p>He confirmed the school had reduced the amount of reporting and parents' evenings provided to parents to reduce staff workloads as they were already providing well above the statutory minimum amount of reporting. They would also move to use an overview of achievement effort and targets, with the new reporting format to be sent to governors for information. The shorter reports enabled greater focus and ensured key points were not missed.</p> <p><i>A governor asked whether parents had been consulted on the changes to parents' evenings and reporting.</i></p> <p>The Headteacher confirmed no formal questions had been asked but anecdotally virtual parents' evenings were supported by parents. However the school was very open for parents to discuss any concerns they had. He also noted staff were very good at ensuring parents were kept well informed generally.</p> <p>[Michael Noakes and Ros Roberts left the meeting at 19.00pm.]</p>	Head
6.	<p><u>Revised budget – for information only (approved at the Resources committee on 24th November)</u> – previously distributed</p> <p>It was confirmed the revised budget had been approved at the Resources committee. In summary there was a small deficit at the end of the year which was largely due to the revenue to capital transfer to allow for reserves for the school playground improvements and to repair or replace catering equipment if it broke.</p> <p><i>A governor queried whether the revised budget had taken account of the increase in utility prices.</i></p> <p>The SBM confirmed some additional budget had been included but it was not known at this time what the full impact of these price rises would be.</p>	
7.	<p><u>Governors' agreement as to hold meetings</u> – verbal update</p> <p><i>Virtual/face to face in the Spring term</i></p> <p>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> <p><i>Governors asked whether link visits should be conducted in school or virtually.</i></p> <p>It was agreed these visits were very important and so should continue in school unless there was a dramatic change in the Covid situation. One governor noted given they were in contact with a lot of students, they would undertake their Safeguarding visit virtually this term and would visit school in the Spring, which was agreed by governors.</p>	Agenda - FGB

	<p>Meeting times – confirmation as to whether any meeting times had been changed by committees</p> <p>It was noted the timings of meetings had been discussed in the Resources committee and governors had agreed for the time to remain the same. The Standards & Effectiveness committee had not met since the last FGB to discuss this.</p>	
8.	<p><u>Committee Meetings Update</u></p> <p>S&E – 14th October – previously distributed No comments were raised by governors.</p> <p>Resources – 24th November – verbal update from Committee Chair It was agreed for the Committee Chair (Matt Boxall) to provide an update at the next meeting.</p> <p>Pay – 8th November – verbal update from Committee Chair It was confirmed to governors that the committee had agreed the process was robust and fair and evidence based and they had supported all of the recommendations from the Headteacher.</p> <p>The committee also approved the proposal from the Headteacher’s Performance management meeting to provide the Headteacher with an increase of one point on the scale. It was also confirmed that an interim performance management meeting would be held in May to ensure objectives were still appropriate, given the uncertainty relating to Covid.</p>	Agenda - FGB
9.	<p><u>Chair’s Items</u></p> <p>a) Skills audit reminder – verbal update Governors were reminded to send their completed skills audits to the clerk for collation.</p> <p>b) Business Interests forms reminder – verbal update The Vice Chair reminded all governors to complete their Business Interests forms and return to the clerk.</p> <p>c) Governor’s Code of Conduct (based on new NGA CoC) – verbal update Governors were reminded to email the Chair to confirm they agreed to abide by the Code of Conduct if they had not already done so.</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 if they had not already done so.</p> <p>e) Website updates (governor information) – verbal update Governors were reminded to send up to date information and photographs to the SBM for inclusion on the school’s website.</p>	
10.	<p><u>Governing Body Development</u></p> <p>a) Confirmation of link governor roles (remaining vacancies confirmed) – verbal update It was confirmed that Simon Ward had agreed to be link governor for EYFS. It was also agreed that Natalie Wong would join the Resources committee.</p> <p>b) Link Governor Visits; KS2 (MH) – previously distributed No questions were raised by governors. Mr Hay noted the visit had been very positive.</p> <p>c) Training update – verbal update A governor noted that they had recently attended link governor training and it had been</p>	

	<p>suggested that if the school did not have a policy for this, they should ensure all new governors had access to the do's and don'ts as to what to do on a link visit. It was agreed the Headteacher would add this to the google drive he had set up. It was also agreed to add the Link Visit policy to the next FGB agenda for governors to agree whether they felt they should adopt this.</p>	Head Agenda - FGB
11	<p><u>Policies for approval</u> – previously distributed</p> <p><u>Policies to be approved for Adoption</u></p> <p>a) Teacher Appraisal (CYC) No comments or queries were raised by the governors. Governors approved the Teacher Appraisal policy with no changes requested.</p> <p>b) Disciplinary No comments or queries were raised by the governors. Governors approved the Disciplinary policy with no changes requested.</p> <p><u>Policies for Approval</u></p> <p>c) Virtual Meetings No comments or queries were raised by the governors. Governors approved the Virtual Meetings policy with no changes requested.</p>	
12.	<p><u>Any Other Business</u></p> <p><i>Standards & Effectiveness committee meeting dates – raised by the Headteacher</i> The Headteacher noted the current dates (although previously agreed) did not allow enough time for preparation and review of the data so he proposed some of the dates were changed. Governors had no issue with this. <i>Post meeting note – the clerk had reviewed the proposed dates and suggested the Dec 15th meeting be moved to mid-January rather than 5th January, to allow enough time to collate the data.</i></p> <p><i>SFVS – raised by the SBM</i> Given the SFVS included governors' comments and opinions, it was proposed a small working group was set up in order to complete this. Anna Riach volunteered to be part of this group and it was suggested by governors that Matt Boxall as Chair should also be part of this.</p> <p>The Vice Chair thanked all staff for all of their continued hard work in what remained challenging circumstances and wished them all a restful Christmas on behalf of the governors.</p>	
13.	<p><u>Date and Time of next meeting:</u> 26th January, 2022 at 6pm.</p>	

The meeting closed at 19.30pm.

Luke Zwalf Vice/Acting
Chair

Date

DRINGHOUSES PRIMARY SCHOOL
Action Plan following the Meeting of the Full Governing Body
held on Monday 29th November, 2021

Action		Item	Person(s) Responsible	Timescale
1.	Arrange to visit the school with the Headteacher	1	N Wong	By the next meeting
2.	Make the agreed changes to the minutes from the previous meeting (Carried forward)	4	Clerk (SV)	By 17 th Dec
3.	Put together questions for a staff voice to gather feedback on governors' impacts, particularly over the past 18 months (Carried forward – agreed to move to Spring term 1)	4	Head (BS)	By the next meeting
4.	Issue invitations to the Governor Action Plan working group (Carried forward)	4	Chair (MB)	By next meeting
5.	Send up to date information and photographs to the SBM for the school website	4	All govs	By next meeting
6.	Confirm the number of children using ELSA support.	5	Head (BS)	By the next meeting
7.	Send new parent reporting format to governors	5	Head (BS)	By the next meeting
8.	Add the governor visits do's and don'ts document to the Google drive	10	Head (BS)	By the next meeting

Items for the next FGB

- Agree whether to hold meetings virtually or face to face
- Resources committee 24th Nov update
- Link visit policy – agree whether to adopt

Items for Committees

None raised.