



MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD ON WEDNESDAY 13TH JULY 2022 AT 18:00 IN SCHOOL

Matt Boxall (Chair)
Angela Hatton
Mike Hay
Clair Neal (School Business Manager)
Vaunda Powell
Anna Riach

Ros Roberts (from 18:10)
Claire Scott-South (Deputy Headteacher)
Ben Sutton (Headteacher)
Natalie Wong
Luke Zwalf (Vice-Chair)

In Attendance: Ruth Karn (Clerk)

1.	<u>WELCOME, APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST</u> The Chair welcomed everyone to the meeting. Apologies were received with consent from Dave Hardcastle, Michael Noakes and Simon Ward. There were no declarations of interest pertaining to the meeting.																			
2.	<u>MINUTES OF THE LAST MEETING HELD ON 23RD MAY 2022</u> – previously distributed The Minutes were agreed to be a true and accurate record of the meeting. However, Vaunda Powell wished to clarify that, if titles were used, she preferred to be addressed as ‘Mrs’ (not ‘Ms’).																			
3.	<u>ACTION POINTS AND MATTERS ARISING</u> Action Plan <table border="1"> <thead> <tr> <th></th><th>Action</th><th>Status</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Chair to discuss with the Headteacher how the Governor Action Group would be taken forward.</td><td>Ongoing. A meeting was scheduled for Friday 15th July 2022. An update would be given at the next FGB meeting.</td></tr> <tr> <td>2.</td><td>David Hardcastle to send a photograph to the School Business Manager for the school website</td><td>Completed.</td></tr> <tr> <td>3.</td><td>Headteacher to send new parent reporting format to governors.</td><td>Ongoing. The Headteacher would be sending out a link.</td></tr> <tr> <td>4.</td><td>The School Business Manager to check that Vaunda Powell’s feedback had been received and that it had been incorporated. The SEND information report should be part of the policy.</td><td>Completed.</td></tr> <tr> <td>5.</td><td>Governors to complete the safeguarding training and send the certificate to the School Business Manager. School Business Manager to provide overview of training to Chair. Chair to let Vaunda Powell know if he had her Safeguarding Training Certificate.</td><td>Ongoing.</td></tr> </tbody> </table>			Action	Status	1.	Chair to discuss with the Headteacher how the Governor Action Group would be taken forward.	Ongoing. A meeting was scheduled for Friday 15 th July 2022. An update would be given at the next FGB meeting.	2.	David Hardcastle to send a photograph to the School Business Manager for the school website	Completed.	3.	Headteacher to send new parent reporting format to governors.	Ongoing. The Headteacher would be sending out a link.	4.	The School Business Manager to check that Vaunda Powell’s feedback had been received and that it had been incorporated. The SEND information report should be part of the policy.	Completed.	5.	Governors to complete the safeguarding training and send the certificate to the School Business Manager. School Business Manager to provide overview of training to Chair. Chair to let Vaunda Powell know if he had her Safeguarding Training Certificate.	Ongoing.
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	<p>6. The Headteacher to amend the Positive Behaviour Support Policy to include i) articulation of the recognition and encouragement of good behaviour and ii) a core document and handbook approach.</p>	<p>Ongoing.</p>	
	<p>Matters Arising There were no matters arising other than the actions included above.</p>		
<p>4.</p>	<p><u>HEADTEACHER'S REPORT</u> -previously distributed.</p> <p>The Headteacher went through the data sequentially and was generally very pleased with the results. He did, however, flag up a marked disparity in the level of attainment between girls and boys, noting that girls generally outperformed boys in all years and across all subjects (except for a couple of maths results).</p> <p>He cited challenging behaviour as being the main reason for boys falling behind, which had a detrimental impact on their educational and social skills. In comparison, girls interacted well with each other and were more focussed and engaged within the learning environment.</p> <p>He further stated that behaviour required a renewed focus and emphasised the importance of staff reasserting their expectations of the children in September 2022 (which would then be reviewed after a period of six weeks).</p> <p>A governor wondered whether the disparity in attainment had been historic or whether it had been exacerbated by the pandemic. The Headteacher considered both of them to be potential factors.</p> <p>The same governor recalled discussing the same issue 25 years ago, adding that girls interacted well whereas boys tended to fight each other. He cited Finland as being the only country he knew of where there was less of an attainment gap between girls and boys.</p> <p>It was noted that the Key Stage 2 data was higher than the national data, whereas Key Stage 1 data was considerably lower. The Deputy Headteacher considered it easier for older children to catch up as they were better able to consolidate their existing knowledge whereas the younger children had missed out on acquiring core/foundational skills. When asked whether it was possible to narrow the attainment gap, the Deputy Headteacher confirmed that a robust system of support was in place to ensure that those children who were lagging behind were able to catch up. She further stated that she had every confidence that the majority of children would reach their potential and reassured governors that the issue of attainment was more of a focus rather than a concern.</p> <p>The Headteacher advised that a data analysis of the whole school would be undertaken in the autumn term.</p> <p>With regard to staff training, Continuous Professional Development (CPD) and coaching work had proved to be very effective.</p> <p>The Headteacher hoped that the next year would be considerably less disruptive than in previous years (following the lifting of restrictions following the pandemic) and felt more positive about the future, believing that significant progress would be made. He also highlighted the imminent launch of the new Discovery Curriculum in September 2022.</p>		
<p>5.</p>	<p><u>COMMITTEE UPDATE</u></p> <p>5.1 Standards and Effectiveness There had been no committee meeting since the last FGB (although one was scheduled for the following week).</p> <p>5.2 Resources Committee - previously distributed.</p>		

	<p>Further to the meeting held on 6th July 2022, the Chair reported that the school's financial situation had been better than previously predicted.</p> <p>No further questions were raised.</p>	
6.	<p><u>CHAIR'S ITEMS</u></p> <p>There were no items to discuss that had not already been addressed.</p>	
7.	<p><u>GOVERNING BODY DEVELOPMENT</u></p> <p>7.1 Link Governor Visits</p> <p><u>Safeguarding Link Report</u> – previously distributed There were no comments or questions.</p> <p><u>SEND Link Report</u> – previously distributed The report was almost complete subject to a few minor amendments. There were no comments or questions.</p> <p><u>Attendance Link Report</u> – previously distributed There followed a discussion centred on the appropriateness of setting a target for school attendance. The Headteacher considered it important to focus on the issue of attendance and wanted to know what others thought about setting a specific target. Whilst there was a general consensus that, ideally, 100 per cent attendance was the ultimate goal, it wasn't deemed appropriate or realistic to set it at that level due to inevitable absences resulting from holidays or sickness (which would invariably promote a consistent sense of failure).</p> <p>At 95 per cent, the school's attendance record was considered to be good (although there was always room for improvement). The Headteacher wondered whether it was realistic to set a target of 96 per cent and then monitor the situation.</p> <p>When a governor asked why a target was even necessary (particularly as it would only serve to generate additional administration) the Headteacher explained that it was a useful statistic to record as it highlighted any emerging (or persistent) patterns or trends. He also stressed the importance of pursuing initiatives that raised awareness of the detrimental impact absence had on children's education.</p> <p>Another governor believed that targets were beneficial and commented on the fantastic curriculum with its focus on encouraging families to send their children to school. The Chair concurred with that view as he felt that targets were useful as comparisons with other schools on a local as well as a national level.</p> <p>At that point, the Headteacher reminded everyone that a 'Keeping in Touch' meeting would be held the following week and that City of York Council had started capturing the school's attendance data (although he expressed concern that their results might be entered into a league table).</p> <p>A governor added that data should be meaningful and, with that in mind, suggested setting a target for unauthorised absences only. It was also considered important to investigate the reasons behind such absences.</p> <p>The Deputy Headteacher advised that for those children whose attendance rate fell below 90 per cent, the matter would be discussed with parents and the detrimental impact of absence on their child's education emphasised.</p> <p>The School Business Manager also mentioned a school app that demonstrated the impact of missed learning.</p> <p>A query was raised as to whether Ofsted was likely to request attendance target figures. The</p>	

	<p>Headteacher replied that Ofsted was more likely to ask about attendance in general.</p> <p>In conclusion, it was agreed that, rather than setting a specific target, attendance would continue to be monitored and reviewed.</p> <p><u>Behaviour Link Report</u> – previously distributed</p> <p>It was noted that there would be a further visit to discuss the school's strategy for behaviour in the autumn. There were no further comments or questions.</p> <p>7.2 Training Update</p> <p>There was some confusion with regard to governors' training as it wasn't clear which courses had been completed (or by whom). The Chair acknowledged the need to clarify and manage the training programme in a more structured and coherent way (including the identification of both mandatory as well as optional courses).</p> <p>Action: Clerk to request clarification with regard to mandatory and optional training from Joint Head of Governor Services. Chair to circulate details to governors.</p>	
8.	<p><u>APPROVALS REQUIRED</u></p> <p>8.1 Certificate of Delegated Authority 2022-23 - previously distributed.</p> <p>The Headteacher proceeded to go through the Certificate of Delegated Authority and asked whether anyone wished to raise any comments or queries with regard to those with delegated responsibility or the maximum amounts authorised.</p> <p>No objections, comments or queries were raised and the Certificate was approved.</p>	
9.	<p><u>POLICIES FOR APPROVAL</u> – previously distributed</p> <p><u>Complaints Policy</u></p> <p>No comments or queries were raised.</p> <p><u>Positive Behaviour Support Policy</u></p> <p>The Headteacher confirmed that this was an ongoing issue and confirmed that he would provide an update at the next meeting.</p>	
10.	<p><u>ANY OTHER BUSINESS</u></p> <p>The Headteacher raised concerns about what he perceived to be increasing incidents of rudeness from a minority of parents which was unpleasant and disappointing. He further commented that members of staff were not faceless entities and should not be treated as such. He wondered how best to respond to discourteous e-mails.</p> <p>A governor asked if there were any specific issues causing concerns with parents. The Headteacher did not believe there were any particular problem areas (although he had received three e-mails following a Year 6 school trip).</p> <p>The Headteacher felt that staff should be entitled to call out unreasonable or disrespectful behaviour directed at other members of the team and confirmed his intention to focus on the positive aspects of the school and of fostering a community spirit in the next newsletter.</p> <p>A governor commented that a gentle approach should be adopted in an effort to diffuse confrontational or rude behaviour (although it was also acknowledged that some people were simply not prepared to change).</p> <p>The Chair reiterated the importance of promoting respect within the school whilst pointing out the expectation that such values should be upheld by everyone (including parents). He went on to commend the Headteacher for proactively seeking out feedback (which he noted was not an easy</p>	

	<p>thing to do). He suggested adopting a 'You Said, We Did' approach (which could be included on the website) in order to highlight the positive and proactive intervention undertaken by staff in response to parental concerns. Another suggestion was to incorporate their values within school e-mails and the Headteacher confirmed that he would consider doing so.</p> <p>He went on to mention the school's new website which was due to be completed in September 2022. In addition, there would be a renewed focus on encouraging more parents to become governors or volunteers.</p> <p>With regard to class allocation, a governor enquired as to how well this had been received by parents and children compared to the previous year (when some concerns had been raised). In response, the Headteacher reported that class allocation had gone very smoothly as they had asked children if there were any particular friends they wished to be placed with when they moved up a class. The Chair added that the change of approach to class allocation served as a good example of 'You Said, We Did'.</p> <p>Finally, when the School Business Manager asked for a volunteer to go round the school as part of a health and safety inspection, Mike Hay agreed to do so.</p> <p>Action: To incorporate values within school e-mails.</p>	
11.	<p><u>DETERMINATION OF CONFIDENTIAL ITEMS</u></p> <p>No confidential items were discussed.</p>	
12.	<p><u>DATE AND TIME OF NEXT MEETING</u> - 2022-23 dates previously distributed.</p> <p>The Standards and Effective Committee date was changed from 31st October 2022 to 1st November 2022.</p>	

The meeting closed at 19:40.

Matt Boxall

Date

**DRINGHOUSES PRIMARY SCHOOL
ACTION PLAN FOLLOWING THE MEETING OF THE FULL GOVERNING BODY HELD ON
WEDNESDAY 13TH JULY 2022**

Action (Carried Forward)		Item	Person(s) Responsible	Timescale
1.	Chair to discuss with the Headteacher how the Governor Action Group would be taken forward.	3	Chair	11/10/2022
2.	Headteacher to send new parent reporting format to governors.	3	HT	11/10/2022
3.	Governors to complete the safeguarding training and send the certificate to the School Business Manager. School Business Manager to provide overview of training to Chair. Chair to let Vaunda Powell know if he has her safeguarding training certificate.	3	Clerk/Chair/JHGS	11/10/2022
4.	The Headteacher to amend the Positive Behaviour Support	3	HT	11/10/2022

	Policy to include i) articulation of the recognition and encouragement of good behaviour and ii) a core document and handbook approach.			
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5.	Clerk to request clarification with regard to mandatory and optional training from Joint Head of Governor Services. Chair to circulate details to governors.	7.2	Clerk/Chair/JHGS	11/10/2022
6.	To incorporate values within school e-mails.	10	HT	11/10/2022

Items for the next FGB

See above

Items for Committees

DRAFT