



MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD ON WEDNESDAY, 25TH JANUARY AT 18:00 IN SCHOOL

Matt Boxall (Chair)

David Hardcastle

Claire Neal (School Business Manager)

Kara Byworth

Natalie Wong

Anna Riach

Ros Roberts

Claire Scott-South (Deputy Headteacher)

Ben Sutton (Headteacher)

In Attendance: Helen Marshall-Groot (Head of Governor Services)

1.	<p><u>Welcome, apologies for absence, consents and declarations of interest</u></p> <p>The Chair welcomed everyone to the meeting, including new parent governor Kara Byworth. There were brief round table introductions.</p> <p>Apologies were received with consent from Mike Hay, Michael Noakes and Luke Zwalf.</p> <p>There were no declarations of interest pertaining to the meeting.</p>													
2.	<p><u>How we improve governance</u></p> <p>Discussion deferred to Chair's Items – item 8.</p>													
3.	<p><u>Proposed (Re)appointment of Co-Opted Governor</u></p> <p>It was noted that Michael Noakes' term of office would end on 17th February 2023 and, if he wished to re-stand for a further term of office and the board was in agreement, appointments could be ratified at this meeting.</p> <p>The Chair explained that he had contacted Mr Noakes to ask if he was willing to continue but had not received confirmation prior to the current meeting. Current term would be allowed to expire and proposal to re-coopt Mr Noakes to be rolled forward to the next FGB.</p> <p>Action: To re-appoint Michael Noakes for a term of office ending 17th February 2027.</p>													
4.	<p><u>Minutes of the last meeting held on 28th November 2022</u> – previously distributed</p> <p>The Minutes were agreed to be a true and accurate record of the meeting.</p>													
	<p><u>Action points and matters arising</u></p> <p>Action Plan</p> <table border="1"> <thead> <tr> <th></th><th>Action</th><th>Status</th></tr> </thead> <tbody> <tr> <td>1.</td><td>The Headteacher to arrange a parent election in the Spring Term 2023.</td><td>Completed – see matter arising</td></tr> <tr> <td>2.</td><td>The Chair to check with Michael Noakes whether he wanted to continue as a governor.</td><td>See item 3.</td></tr> <tr> <td>3.</td><td>Governors to notify the Chair of any contacts that could be potential governors, particularly people who were not parents of children at the school.</td><td>No potential contacts, although it was noted that the application for a potential Local Authority governor</td></tr> </tbody> </table>		Action	Status	1.	The Headteacher to arrange a parent election in the Spring Term 2023.	Completed – see matter arising	2.	The Chair to check with Michael Noakes whether he wanted to continue as a governor.	See item 3.	3.	Governors to notify the Chair of any contacts that could be potential governors, particularly people who were not parents of children at the school.	No potential contacts, although it was noted that the application for a potential Local Authority governor	
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		was being reviewed.	
	<p>Matters Arising</p> <p>It was noted that Ros Roberts terms as a parent governor would soon expire, and new requests for nominations would be added to the newsletter later that week. There had been three candidates for the latest election so confidence was high for further nominations.</p> <p>Governors engaged in a brief discussion about the number of parents allowed on the FGB. A proposal was made to co-opt Ms Roberts for skills-based appointment. Ms Roberts left the room briefly while governors discussed this.</p> <p>Resolved: Governors were in agreement to co-opt Ros Roberts to the governing body for a term of 4 years.</p> <p>Action: Headteacher to arrange a further parent election in Spring Term 2023.</p>		
5.	<p><u>Headteacher's Report</u> – previously distributed</p> <p>To support the collaboration and challenge of governors the Headteacher had highlighted areas of self challenge on his report.</p> <p>In response to a question, the Headteacher explained that the movement of a pupil in spring term was due to the family requiring wrap around care and the school that the pupil had moved to was in a more convenient location.</p> <p>A governor asked what the red figures signified. The Headteacher and CN confirmed this was an error.</p> <p>The Headteacher highlighted attendance and briefly explained the school approach. Dringhouses had adopted the CYC graduated response and fast track to attendance and were now in a position where a robust process was monitored by CN acting as an attendance officer. Where pupil absence hits a threshold this triggered a letter to encourage families to think about absence. Improvement in attendance generally followed this initial letter. Where attendance did not improve, the family was then invited in for meeting. Several of these meetings had now been conducted and had been successful. The Headteacher explained that as part of the process, patterns of absence were tracked – for example if absence repeatedly occurred on the same day – leading to conversations about the reasons behind this and how school could support. The final stage was where attendance did not improve, fines would be issued. The Headteacher explained that while the school had chosen the CYC response, there was still autonomy in their approach allowing for a compassionate response where appropriate.</p> <p>In response to a question the Headteacher confirmed that no fines had been issued to date however they would have to be prepared for that challenge.</p> <p>A governor commented that the new school report showed attendance along with a rag rating. A child that had three days absence due to illness in autumn term was 'requires improvement' because of the effect on percentage attendance in one term. The governor asked if that was sending a mixed message to families about needing to send children when they were unwell. The Headteacher responded that he had received similar feedback from several parents. Guidance on 'should I send my child to school' had recently been shared and the Headteacher added that understanding of the context for absence would be added to future reports.</p> <p>The Chair commented that before covid parents were encouraged to ring the school to have a discussion whether it was appropriate to bring a child to school and asked if that was still encouraged. CN responded with an example and explained that parents could still have those conversations with the school. Parents were required to provide a reason for absence which enabled school to be proactive in chasing this up after a period of time based on the rules around</p>		

	<p>exclusion periods.</p> <p>A governor noted that there was an increase in fixed term suspensions. The Headteacher explained that this was an individual child whose behaviour was escalating. Staff were managing the situation very carefully with a review at the end of every day. The Headteacher explained that the Virtual School had provided funding to backfill for the 1:1 time required with a TA. This was in place to half term pending review. On advice, school were taking a robust approach so that the child can feel secure in what will happen.</p> <p>The Chair highlighted that the situation must be time consuming across several members of staff and asked if that was having an impact on staff and staff. The Headteacher responded that the 1:1 TA was helpful but increasingly required several people to manage dysregulated behaviour and careful consideration of others on site.</p> <p>CSS explained that those involved met as a team every day to talk through the day, providing support to each other. The children had been educated and reassured and behaviour management of the child took place away from the classroom where possible to keep the class calm and productive.</p> <p>Governors discussed the situation further. School leadership continued to look at funding, support and provision available to them, with a consideration of what would be best for the child long term to meet their needs.</p> <p>The Headteacher highlighted that KS2 pupil voice outcomes were lower than last year. On review of the results broken down into classes, initial analysis suggests the majority of pupils presenting lower attitudes around learning were in a class where the staff member was currently being supported with behaviour management.</p> <p>A governor asked, if those class results were removed, would the remaining results be similar to the previous year. The Headteacher responded that he had not done that level of analysis but he expected that would be the case.</p> <p>A governor asked if the pupil voice would be an annual exercise. The Headteacher responded that it would. Last year three schools had been involved, which had increased to ten schools this year which had been a bigger task.</p> <p>Governors agreed that it would be good to see the changes over time when it was next reported.</p>	
6.	<p><u>Ofsted final report update</u> - previously distributed.</p> <p>The Headteacher explained that the final report had been distributed to parents and was now published on the Ofsted website.</p>	
7.	<p><u>Committee updates</u> <u>7.1 Standards and Effectiveness Committee 16th January 2023</u></p> <p>Mr Hardcastle provided a verbal update. Committee members had performed a deep dive on autumn term data, which had highlighted writing as requiring some improvement. The Headteacher explained that mock SATS had been completed for Y6 and where the outcome had identified pockets of lower attainment, strategies were being put in place including after school booster sessions which were well attended and small support groups.</p> <p>The Deputy Headteacher explained that the English subject leads had performed a book look monitoring exercise. There had been definite improvement in both productivity and content. Writing is expected to be behind in autumn term due to the additional skills and expectations each year and these took time to embed. The Deputy Headteacher highlighted that more progress was</p>	

	<p>evident where teachers were using live marking and staff had been reminded that this is a valuable teaching tool. Spelling continued to be an issue, and next steps were to look at how this was being supported in lessons other than English.</p> <p>The Deputy Headteacher explained that based on monitoring observations, there would be improvement in writing outcomes compared to last year.</p> <p><u>7.2 Resources Committee 23rd November 2022</u> - previously distributed.</p> <p>The in year deficit had been flagged and noted as larger than start budget. The School bursar was not concerned at the current time due to large reserves to call on, however governors needed to be mindful of the situation going forward.</p> <p>A governor asked whether there was a specific reason why the deficit was getting larger. The School Business Manager responded that the school was not immune to the cost of living increase, and additional costs due to pay awards, cost of utilities inevitably impacted the budget. The school were in a good position due to the reserves however there may need to be a piece of work to make savings if funding to cover the increases did not come in.</p>	
8.	<p><u>Chair's items</u></p> <p>Including carried forward item 2.</p> <p>The Chair explained that during the previous meeting governors had discussed the amount of information being sent with agenda packs and how this could be reduced to allow time to focus on the important aspects of governance. School leaders put substantial effort into reports for governors that were not getting the attention and challenge that reflected the importance of the content. Governors' role was to help Dringhouses become a better school and ensure children have an excellent education.</p> <p>The Chair had produced a document which was shared to screen (tabled item 1), highlighting the three core functions of the governing body, how the FGB currently met those and questions to trigger the conversation for the best way forward.</p> <p><i>Strategic vision, aims and values</i></p> <p>The Chair highlighted that previous strategic discussion had agreed that the vision was to pursue and excellent education, rather than an outstanding Ofsted judgement. Governors discussed whether SMART objectives should be added for governors to effectively measure progress against this vision. At the present time, stakeholders would not be able to measure the success of the governing body. It was agreed that the School Improvement Plan contained the steps to get to that 'excellent education' however this was annual and did not run at the highest level of objectives for achieving the vision.</p> <p>Governors agreed that they needed to be clear on what they wanted to achieve. The aims were a good basis and could be adjusted to be SMART.</p> <p>Other key aspects briefly discussed; Holding leaders to account, monitoring financial performance, engaging with the community, legal compliance, ensuring work life balance for staff and having the skills and training to do all that's needed.</p> <p>The Chair asked, what did the school want from the FGB. The Headteacher responded that the two main requirements were presence and collaboration. Community was important in any school strategy and governor involvement needed to be clear to all stakeholders in school. Governors being known and having genuine and authentic presence in the school.</p>	

	<p>The Headteacher added that governors should have a professional curiosity to provide challenge to leadership, alongside that self challenge that currently exists. Collaborative working goes to the values of the school and wanted to see all skills utilised, in or out of education, for true collaboration not just performing a tick box exercise.</p> <p>A governor asked if a termly summary of parents evenings, assemblies etc could be shared with governors. The Headteacher explained that the whole school and phase newsletters were on the website and governors would also be added to email mailing lists.</p> <p>Governors discussed how visits to school could add value, and how they would fit with achieving the aims. A governor noted that most link visits missed the triangulation of evidence required when a meeting just takes place with the Headteacher. Visits could be planned better for a smarter use the time to include talking to staff, children and parents. Governors agreed that if staff did not know the FGB then work was required to build those relationships.</p> <p>The Chair asked, what did governors want from their role on the FGB. Governors discussed again looking at the aims and objectives to give them a stronger purpose.</p> <p>There was a lengthy discussion on policies and the Clerk advised that many of the policies passing through the FGB could be delegated to Committee, Individual Governors or the Headteacher. Ways of working smarter to support the school but limit reading for meetings were proposed and discussed. It was agreed that the Clerk would review and present a tracker with policies delegated to either Committee or The School Business Manager. Those policies reviewed by the School Business Manager/Headteacher would be shared with governors as part of link visits to ensure compliance and assurance, rather than as part of a cycle of business in formal meetings.</p> <p>Action: Clerk to review policy tracker</p> <p>Action: Clerk/Chair/Headteacher to review an annual plan</p>	
9.	<p><u>Governing body development</u></p> <p><u>9.1 Link governor visits</u> Safeguarding 11th January 2023 – previously distributed.</p> <p><u>9.2 Training updates</u> – training tracker previously distributed. A governor asked if it would be sensible to assign training to governors to complete so all training was not concentrated on one area. The Chair felt this would be time consuming and suggested that when governors booked onto training they send an email to colleagues.</p>	
10.	<p><u>Approvals required</u></p> <p>10.1 SFVS Governors noted that the SFVS had been scrutinised in the Resources Committee meeting and was being recommended for approval.</p> <p>Resolved: Governors approved the School Financial Value Standard</p>	
11.	<p><u>Policies for approval</u></p> <p>No policies to be reviewed at this meeting</p>	
12.	<p><u>Any other business</u></p> <p>A governor asked for an update on whether the upcoming NEU industrial action would affect the</p>	

	<p>school. The Headteacher explained that one of the future dates would coincide with the residential trip. Conversations had taken place with the district representative and given the extraordinary circumstances and health and safety considerations, the trip had been staffed with teachers that were not going to strike</p> <p>The Headteacher explained that the following week they were anticipating class closures and a picket line may cause further disruption if staff were not willing to cross. At a minimum, vulnerable pupils and pupils with EHCPs would be offered a place.</p>	
13.	<p><u>Determination of confidential items</u></p> <p>No confidential items were discussed.</p>	
14.	<p><u>Dates and times of next meetings</u> – previously distributed.</p> <p>TBC</p>	

The meeting closed at 8.12pm.

These minutes were approved at the FGB on 29th March 2023.

**DRINGHOUSES PRIMARY SCHOOL
ACTION PLAN FOLLOWING THE MEETING OF THE FULL GOVERNING BODY HELD ON
MONDAY 28TH NOVEMBER 2022**

Action (Carried Forward)		Item	Person(s) Responsible	Timescale
1.	Governors to notify the Chair of any contacts that could be potential governors, particularly people who were not parents of children at the school.	4		
2.	The Headteacher to arrange a further parent election in the Spring Term 2023.	4	HT	
3.	Clerk to review policy tracker	8	Clerk	
4.	Clerk/Chair/Headteacher to review an annual plan	8	Clerk	

Items for the next FGB

Items for Committees