



MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD ON WEDNESDAY 24TH MAY 2023 AT 18:00 IN SCHOOL

Present

Matt Boxall (Chair)	Mark Newman
Ben Sutton (Headteacher)	Tom Pexton
Kara Byworth	Anna Riach
David Hardcastle	Ros Roberts
Mike Hay	Claire Scott-South (Deputy Headteacher)
Claire Neal (School Business Manager)	Luke Zwalf

In Attendance Ruth Karn (Cover Governance Clerk)

1	<p>WELCOME, APOLOGIES FOR ABSENCE, CONSENTS AND DECLARATIONS OF INTEREST</p> <p>The Chair welcomed everyone to the meeting and introduced Tom Pexton (new Co-opted Governor).</p> <p>Apologies were received, with consent, from Vincent Lyles and Natalie Wong.</p> <p>There were no declarations of interest pertaining to the meeting.</p>																						
2	<p>MINUTES OF THE FGB MEETING HELD ON 20TH MARCH 2023, ACTION PLAN AND MATTERS ARISING <i>(Previously distributed)</i></p> <p>The minutes of the FGB meeting held on 20th March 2023 were agreed to be a true and accurate record of the meeting.</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>Contact Michael Noakes to ascertain if he wished to re-appoint for a further term and confirm the outcome to the Clerk.</td><td>Completed</td></tr> <tr> <td>2</td><td>Review the Policy Tracker, assigning responsibility for approval to individuals, FGB or committees as appropriate, tie policy approvals with Link Governor visits where possible – for approval in next FGB.</td><td>Completed (See item 5)</td></tr> <tr> <td>3</td><td>Review the Governing Body work plan, for approval in next FGB.</td><td>Completed (See item 5)</td></tr> <tr> <td>4</td><td>Headteacher to share Link Governor monitoring schedule with governors.</td><td>Ongoing</td></tr> <tr> <td>5</td><td>Link governors to arrange Link Governor visits for the summer term (starting 17th April), with the Headteacher.</td><td>Ongoing</td></tr> <tr> <td>6</td><td>Clerk to obtain a copy of the Training Tracker held by the School Business Manager to</td><td>Completed</td></tr> </tbody> </table>		Action	Status	1	Contact Michael Noakes to ascertain if he wished to re-appoint for a further term and confirm the outcome to the Clerk.	Completed	2	Review the Policy Tracker, assigning responsibility for approval to individuals, FGB or committees as appropriate, tie policy approvals with Link Governor visits where possible – for approval in next FGB.	Completed (See item 5)	3	Review the Governing Body work plan, for approval in next FGB.	Completed (See item 5)	4	Headteacher to share Link Governor monitoring schedule with governors.	Ongoing	5	Link governors to arrange Link Governor visits for the summer term (starting 17 th April), with the Headteacher.	Ongoing	6	Clerk to obtain a copy of the Training Tracker held by the School Business Manager to	Completed	
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	ensure all training is captured on one document.	
7	Chair of Headteacher's Performance Management Committee to arrange a date for the Headteacher's interim review.	Completed
	<p>Matters Arising</p> <p>The Chair confirmed that he had contacted Michael Noakes to thank him for his contribution as a governor and to ask if he wished to serve a further term. However, as the Chair had not received a response, he assumed that Michael Noakes did not wish to be re-appointed.</p>	
3	<p>HEADTEACHER'S REPORT <i>(Previously distributed)</i></p> <p>The Headteacher provided a general overview of his report, highlighting specific areas for discussion.</p> <p><u>School Numbers</u></p> <p>He advised that there had been an increase in the number of children with Special Educational Needs and Disabilities (SEND), Social, Emotional and Mental Health needs (SEMH) and those requiring an Education, Health and Care Plan (EHCP). This had necessitated greater focus on increased provision to accommodate those children, several of whom presented with complex needs. Although parents/carers were asked if their children had any specific needs prior to joining the school, it was difficult to predict accurate numbers in advance.</p> <p>The Headteacher highlighted previous discussions amongst the Senior Leadership Team on how best to support children with additional needs, including increased physical space and staffing. He confirmed that the Senior Leadership Team would be meeting again to discuss recruitment of additional teaching assistants on 25th May 2023. The Headteacher then advised that he, along with the SEND Co-ordinator, had visited other local schools to share ideas and gauge different ways of supporting children with additional needs. As an example, he referred to the creation of calm spaces for self-regulation and for children who were taught out of the classroom environment. He also acknowledged the challenges involved in assessing the appropriate level of support needed for each child and whether they were able to work within a small group or required one-to-one intervention.</p> <p><u>Outcomes and Progress</u></p> <p>The Headteacher then drew governors' attention to the progress matrixes which, he explained, provided an indication of whether children were meeting expectations. The colour coding comprised:</p> <ul style="list-style-type: none"> • Blue (greater depth standard) • Green (expected standard) • Amber (likely to achieve expected standard with intervention) • Red (unlikely to achieve expected standard despite high level of intervention) <p>A governor asked whether any special consideration was given when assigning children to specific teachers. The Headteacher explained that children's needs were taken into account wherever possible when assigning them to specific teachers. However, he conceded that this could be more of a challenge with regard to newly recruited teachers who were not well known by colleagues.</p>	

The Deputy Headteacher added that until a class was put together it was not always possible to know how well the children would blend.

Attendance

The Headteacher stated that there were several children for whom attendance was an ongoing challenge (most of whom had additional needs) and that City of York Council provided extra support for those children with attendance rates below 70 per cent. However, he assured governors that the issue was being managed proactively.

Prejudice Incidents

He then highlighted a recent increase in incidents around ethnicity and sexual orientation but explained that a robust process was in place to ensure that children involved in such incidents were provided with support. He stressed the importance of ensuring complete clarity with regard to the process and the interventions adopted and said that all Early Years children participated in a programme provided by the National Society for the Prevention of Cruelty to Children (NSPCC). The Headteacher then referred to the school's Diversity Champion, part of whose remit was to look at those incidents from a more responsive and educational perspective. Work had also been undertaken with a school in London whose staff were experienced in dealing with prejudice incidents.

Curriculum

The Headteacher advised that fewer children had been accessing extra-curricular clubs although he was not sure why. He explained that extra-curricular clubs were run by teachers (free of charge) and external providers (paid for by parents/carers). He felt that provision of extra-curricular activities across the whole school required a renewed focus.

A governor asked whether the various clubs run during the year could be accessed by parents in advance. The Headteacher confirmed that this was the case, and that there had been an overall improvement in parental/carers communication.

Financial Comparison Data

A governor queried why the increase in average salary (per full-time equivalent teacher) was so high (£39,387 2021-2022 and £54,591 2022-2023). The Headteacher noted that the latter figure included oncosts but confirmed that he would address the disparity

Industrial Action

The Headteacher advised that industrial action had been a very difficult issue to navigate. Initially, the whole school had closed which had negatively impacted on the children (although it had also provided a degree of certainty). More recently, it had been possible to keep the school open for approximately half of the children during strike days and to stipulate which classes would be closed. However, it was noted that a small number of classroom closures had been communicated at very short notice to the frustration of parents/carers (particularly those with children at home as well as school). No imminent strike days had been planned although the possibility of further industrial action could not be ruled out.

The Chair acknowledged the challenging circumstances and praised the Headteacher for keeping the school open for as many children as possible (which he felt was particularly important for Year 6 children).

Action: To clarify the disparity in average salary (per full-time equivalent teacher).

HT

4	<p>START BUDGET 2023-2024 <i>(Previously distributed)</i></p> <p>The Headteacher then provided an update with regard to the Start Budget 2023-2024 as approved by the Resources Committee.</p> <p>He began by explaining that the budget covered a three-year period and highlighted the need to be alert to future expenditure (such as the possible recruitment of additional teaching assistants). He advised that financial pressures were proving problematic for schools both locally as well as nationally, and although the school was £136.4k in credit, a further spend of £39.5k would leave a revenue balance of £96.9k. If that position was maintained, he envisaged a further squeeze on finances. Consequently, there was no room for complacency.</p> <p>The Deputy Headteacher added that despite additional funding for children requiring more targeted support, this did not cover the total cost of increased provision.</p> <p>A governor wanted to know how accurate the yearly expenditure was. The School Business Manager replied that she had adopted a worst-case scenario to mitigate against any unexpected expenditure (although she added that there would not be much wiggle room if additional teaching assistants were recruited).</p> <p>A governor asked whether additional expenditure was likely to result in costs savings elsewhere. The Headteacher pointed out the importance of ensuring that the needs of the children were being met. However, he also advised that it would be necessary to look at costs savings in other areas (such as doubling up with other schools and sharing resources rather than contracting out services).</p> <p>The School Business Manager added that work was already underway to address potential costs savings.</p> <p>A governor asked for clarification with regard to the Capital Financial Forecast. The School Business Manager explained that there were specific rules relating to capital expenditure (such as construction, conversion and renovation), an example being the provision of breakout rooms.</p> <p>Resolved: Governors approved the Start Budget as recommended by the Resources Committee.</p> <p><i>Luke Zwalf left the meeting at 18:55.</i></p>	
5	<p>CYCLE OF BUSINESS AND POLICY TRACKER <i>(Previously distributed)</i></p> <p>Governors expressed confidence in the Agenda Plan, Cycle of Business and Policy Tracker which they felt were comprehensive and clearly worded. It was noted, however, that the committee membership listed governors from another school. Accordingly, the first three columns should be removed.</p> <p>The School Business Manager confirmed that she would take responsibility for reviewing all policies and would report back to governors at FGB and committee meetings.</p> <p>Resolved: The Agenda Plan, Cycle of Business and Policy Tracker were approved (subject to amendments).</p>	

	<p>Action: To remove incorrect governors' names from the committee membership.</p> <p>Action: School Business Manager to take responsibility for reviewing all policies and report back to governors at FGB/committee meetings.</p>	<p>Clerk</p> <p>SBM</p>
6	<p>COMMITTEE UPDATES</p> <p>6.1 Standards and Effectiveness Committee Minutes 16th January 2023 and 10th May 2023 <i>(Previously distributed)</i> Governors acknowledged the Standards and Effectiveness Committee minutes.</p> <p>6.2 Resources Committee 26th April 2023 <i>(Previously distributed)</i> Governors acknowledged the Resources Committee minutes.</p> <p>6.3 Committee Membership <i>(Previously distributed)</i> The Chair provided a brief outline of the various committees and Tom Pexton confirmed his agreement to join the Standards and Effectiveness Committee and the Pay Committee.</p> <p>6.4 Revised Committee Terms of Reference <i>(Previously distributed)</i> The wording on the Committee Terms of Reference had been amended and highlighted in yellow to show that committee members were responsible for the review and approval of policies appropriate for that committee.</p> <p>The Chair considered that assigning specific policies to governors within committees avoided the risk of becoming overwhelmed with too much information.</p> <p>A governor also stressed the importance of ensuring that policies were legally on track.</p>	
7	<p>CHAIR'S ITEMS</p> <p>There were no further issues to report other than those previously discussed.</p>	
8	<p>SCHOOL'S AIMS/VISION</p> <p>The Headteacher felt that it was important to develop a strategic overview from a top-down perspective. He had started compiling a document in skeleton format and hoped to have something in place by September 2023.</p> <p>He said that the aims of the school centred around developing resilience and confidence in children but welcomed suggestions from governors as he stressed the importance of governor input and collaboration.</p> <p>There was a general consensus that such a document should be concise, clearly worded and accessible. It also needed to function as a working document.</p> <p>A governor asked whether the Headteacher intended sharing the document with other members of staff. The Headteacher replied that although he intended sharing it with governors and the Senior Leadership Team, he did not think it was appropriate to share it with other members of staff as it did not fall under their remit.</p> <p>Some governors felt that it was important to obtain feedback from other members of staff and that although the vision of the school was very clear, its aims were rather ambiguous.</p> <p>The Deputy Headteacher stressed the importance of providing clarity to other members of</p>	

	<p>staff around the development of their skills and expertise to better reflect the aims and vision of the school.</p> <p>The Chair felt that it was possible to compile a strategic overview based on work that had already been done. Accordingly, the Headteacher confirmed that he would compile a draft document which would incorporate the five key Ofsted areas of inspection and would present it to governors at the next FGB.</p> <p>Action: To prepare a draft strategic overview of the school's aims and vision.</p>	HT
9	<p>GOVERNING BODY DEVELOPMENT</p> <p>9.1 Link Governor Visit – Early Years</p> <p>Governors noted the recent visit by the Early Years Link Governor and her subsequent comprehensive report. However, as she had sent her apologies, it was agreed that her verbal update should be deferred until the next FGB meeting.</p> <p>9.2 Training Update</p> <p>The Training Tracker had been updated following receipt of the records held by the School Business Manager.</p> <p>The Chair commented that the Training Tracker was a very useful document as it kept an updated record of training gaps as well as any training completed by governors. He encouraged governors to complete Safeguarding training as well as Safer Recruitment in Education.</p> <p>The School Business Manager confirmed that she would circulate details of the latter to governors.</p> <p>Action: To circulate details of Safer Recruitment in Education to governors.</p> <p>9.3 Governor Diversity Information</p> <p>Although governors were aware of the importance of ensuring governor diversity, the Chair felt that this needed to be discussed in more detail at the next FGB meeting.</p>	SBM
10	<p>ANY OTHER BUSINESS</p> <p>There was no other business to discuss.</p>	
11	<p>DETERMINATION OF CONFIDENTIAL ITEMS</p> <p>The Clerk highlighted areas of discussion which should be captured within confidential minutes. There then followed a confidential discussion which commenced at 19:30 and closed at 19:40 (<i>See separate confidential minutes for this section of the meeting</i>).</p> <p>Action: See confidential minutes</p>	
12	<p>DATE AND TIME OF NEXT MEETING</p> <p>12th July 2023 at 18:00.</p>	

The meeting closed at 19:40

Minutes approved at the FGB meeting held on 12th July 2023.

Dringhouses Primary School Action Plan following the FGB meeting held on 24th May 2023

Item	Action	Item	Person(s) Responsible	Timescale
1	Headteacher to share Link Governor monitoring schedule with governors.	CF	Headteacher	12/07/2023
2	Link governors to arrange Link Governor visits for the summer term (starting 17 th April), with the Headteacher.	CF	Headteacher Link governors	12/07/2023
3	To clarify the disparity in average salary (per full-time equivalent teacher).	3	Headteacher	12/07/2023
4	To remove incorrect governors' names from the committee membership.	5	Clerk	asap
5	School Business Manager to take responsibility for reviewing all policies and report back to governors at FGB/committee meetings.	5	School Business Manager	12/07/2023
6	To prepare a draft strategic overview of the school's aims and vision.	8	Headteacher	12/07/2023
7	To circulate details of Safer Recruitment in Education to governors.	9.2	School Business Manager	12/07/2023
8	See confidential minutes	11	Headteacher	asap

Items for the next FGB

Committee membership (newly appointed governors)

Early Years Link Governor Visit (verbal update)

Governor diversity (to be discussed in more detail)

Items for Committees

None raised.