



MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD ON WEDNESDAY, 12TH JULY 2023 AT 18:00 IN SCHOOL

Matt Boxall (Chair)
David Hardcastle
Natalie Wong
Luke Zwalf
Claire Neal
Vincent Lyles

Ros Roberts
Ben Sutton (Headteacher)
Mark Newman
Mike Hay
Anna Riach
Tom Pexton

In Attendance: Derek Sutherland (Head of Primary Effectiveness and Achievement) *until 7.49pm*
Lesley Irving (Clerk, Governor Services)

1.	<p><i>The meeting started at 6.10pm.</i></p> <p><u>Welcome, apologies for absence, consents and declarations of interest</u></p> <p>The Chair welcomed everyone to the meeting and brief introductions were made. Apologies were received with consent from Claire Scott-South (Deputy Headteacher) and Kara Byworth.</p> <p>The Chair declared that he had been involved in the writing of the Enforcement Policy at City Of York Council, therefore raised a potential interest in relation to fixed penalties notices, on the agenda under item five.</p> <p>A confidential matter was raised at this point during the meeting. See confidential minutes.</p>																
<p><i>Agenda items 3 and 4 were brought forward to be discussed earlier in the meeting, as the Head of Primary Effectiveness and Achievement was in attendance to discuss these items. These items are covered in separate, confidential minutes.</i></p>																	
2.	<p><u>Minutes of the last meeting held on 24th May 2023</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> <tr> <th></th><th>Action</th><th>Status</th></tr> <tr> <td>1</td><td>Headteacher to share Link Governor monitoring schedule with governors.</td><td>Ongoing. The Headteacher advised he would share the schedule with governors.</td></tr> <tr> <td>2</td><td>Link governors to arrange Link Governor visits for the summer term (starting 17th April), with the Headteacher.</td><td>Completed. On agenda</td></tr> <tr> <td>3</td><td>To clarify the disparity in average salary (per full-time equivalent teacher).</td><td>Completed. An error within the report had now been corrected.</td></tr> <tr> <td>4</td><td>To remove incorrect governors' names from the committee membership.</td><td>Completed.</td></tr> </table>		Action	Status	1	Headteacher to share Link Governor monitoring schedule with governors.	Ongoing. The Headteacher advised he would share the schedule with governors.	2	Link governors to arrange Link Governor visits for the summer term (starting 17 th April), with the Headteacher.	Completed. On agenda	3	To clarify the disparity in average salary (per full-time equivalent teacher).	Completed. An error within the report had now been corrected.	4	To remove incorrect governors' names from the committee membership.	Completed.	HT
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	5	School Business Manager to take responsibility for reviewing all policies and report back to governors at FGB/committee meetings.	Completed.	Agenda
	6	To prepare a draft strategic overview of the school's aims and vision.	Completed. This would be reviewed by governors at the next FGB.	
	7	To circulate details of Safer Recruitment in Education to governors.	Completed.	
Matters Arising There were no matters arising.				
3.	This item was discussed earlier in the meeting.			
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5.	Headteacher's Report – previously distributed Referring to the previously distributed report, which governors confirmed they had read, the Chair asked if governors had any questions. <i>A governor asked the Headteacher what the end of year results had been for Key Stage 2. The Headteacher confirmed that science results had been very strong and that grammar and punctuation were slightly higher this year. He stated that it was important to note that this cohort had historically been challenging – they had had a far more tumultuous time through staffing changes and their learning behaviour had been challenging over the years. The combined scores for Reading, Writing and Maths had been good; much higher than the national average. The combined level for greater depth understanding was lower, which was reflective of the fact that they had focussed on ensuring that all children met the expected standard this year. They would look to work on greater depth next year; building upon the strong foundation which Year 5's had developed this year and ensuring opportunities were there for them to achieve.</i> Noting that the Maths result was slightly higher than the national average and that Writing results had been very strong, the Headteacher also confirmed that the result for Reading had been higher than expected. He noted that the Reading pass mark had been lowered by 10% and that the national rate for Reading had decreased. The Headteacher summarised that he was very pleased with the Key Stage 2 results and with the standardised testing results across the board this year. City of York Code of Conduct for the Use of Education Related Penalty Notices – previously distributed The Headteacher referred to the previously distributed paper, noting that this stated that parents could be fined if their child missed sessions - however he did apply some discretion. He asked governors to confirm whether they would be in agreement to the school issuing fixed term fines for repeated absence, referencing that a number of parents had taken their children out of school on holiday three times that year, during term time. <i>A governor questioned how many sessions a child would need to miss to trigger a fine. The Headteacher confirmed that the Policy stated ten sessions, however this was at their discretion.</i> <i>A governor questioned whether the Headteacher would be able to justify issuing a fine to one group of people but not another. The Headteacher confirmed that he was confident he could justify this; he felt that he was quite understanding about the matter.</i>			

	Governors approved the Policy and that this should be used at the Headteacher's discretion.	
6.	<p><u>School Aims/Vision</u> - previously distributed The Headteacher explained that he had drafted the School Aims/Vision document for governors to review.</p> <p>Governors agreed that this should be discussed at the September FGB.</p>	Agenda
7.	<p><u>Governance Matters</u> <u>7.1 Governor diversity</u> The Clerk explained that the Department for Education have recently amended their guidance relating to what maintained schools must publish online. They believe that diversity was important and as such they wanted governing boards to be increasingly reflective of the communities they served. Maintained schools were being advised that they should publish governor diversity information.</p> <p>The Clerk pointed out that no governors were obliged to answer these questions and that they were entitled to answer the questions but had the right to say that they did not want their responses to be published. In addition, the school could not publish anything which would result in governors being 'identified'.</p> <p>The Clerk noted that the Governance Services team would not be able to distribute diversity questionnaires to governors, nor collate responses, due to the sensitive nature of this data.</p> <p>Natalie Wong offered to collate some governor diversity to questions, for discussion at the next FGB.</p> <p>Action: Natalie Wong to collate governor diversity questions for the next FGB.</p> <p><u>7.2 Link governor visits Early Years link governor visit - verbal update, Safeguarding, Health and Safety, SEN</u> The Headteacher thanked governors for using the new format for link visits.</p> <p>Mike Hay confirmed that he had completed a Key Stage 2 monitoring visit recently and had shared a report with the Assistant Headteacher. He noted there were some issues which he would like to discuss with governors at the next FGB.</p> <p><u>7.3 Training update 2023/24 training programme previously distributed</u> The training programme was noted by governors.</p> <p><u>7.4 2023/24 meeting dates</u> - previously distributed Governors agreed the meeting dates for 2023/24.</p>	<p>NW Agenda</p> <p>Agenda</p>
8.	<p><u>Chair's items</u> The Chair did not raise any matters for discussion under this agenda item.</p>	
9.	<p><u>Committee updates</u> <u>9.1 Standards and Effectiveness</u> It was confirmed that the minutes of the last Standards and Effectiveness Committee had been acknowledged by governors at the last FGB. The next meeting was scheduled to take place on 19th July 2023.</p> <p><u>9.2 Resources Committee 7th July 2023</u> – verbal update The School Business Manager confirmed that a proposal to increase the price of school meals to £2.75 had been agreed in the Resources Committee. She gave a brief overview of the rationale</p>	

	<p>behind this decision, as discussed in the Committee meeting.</p> <p>Governors approved the increase in the price of a school meal to £2.75.</p> <p>9.3 Committee membership - previously distributed Vincent Lyle confirmed his agreement that he would join the Standards and Effectiveness Committee.</p>	
10.	<p>Policies for approval - previously distributed Special Educational Needs and Disability - reviewed by SENCo & SEN Link Gov Complaints Policy <i>Referring to the form at the end of the Complaints Policy, a governor suggested that this be amended to include whether anyone else could corroborate the complaint. The Headteacher agreed that this would be a useful addition.</i></p> <p>Governors approved the Special Educational Needs and Disability and Complaints Policies.</p>	
11.	<p>Any Other Urgent Business There was no other urgent business raised.</p>	
9.	<p>Determination of confidential items The Clerk highlighted areas of discussion had taken place in items one, three and four which should be treated as confidential and advised that she would ensure conversations were captured in separate, confidential minutes.</p>	
10.	<p>Dates and times of next meetings – previously distributed. Thursday 28th September 2023 at 6pm.</p>	

The meeting closed at 8.14pm.

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

DRINGHOUSES PRIMARY SCHOOL
ACTION PLAN FOLLOWING THE MEETING OF THE FULL GOVERNING BODY HELD ON
WEDNESDAY 12TH JULY 2023

Action		Item	Person(s) Responsible	Timescale
1.	Confidential actions numbered one to nine were captured within confidential minutes.	3 / 4	See confidential minutes	See confidential minutes
10	Headteacher to share Link Governor monitoring schedule with governors.	2.1	Headteacher	25 th July 2023
11.	Natalie Wong to collate governor diversity to questions for next FGB.		Natalie Wong	14 th September 2023

Items for the next FGB

Three confidential matters, see confidential minutes.
 Governor diversity.
 Key Stage 2 link governor visit outcomes (Mike Hay).

Items for Committees

None raised.