



MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD ON THURSDAY, 28TH SEPTEMBER 2023 AT 18:00 IN SCHOOL

Matt Boxall (Chair)
David Hardcastle
Kara Byworth
Natalie Wong *until 7.10pm*
Luke Zwalf
Claire Neal
Vincent Lyles

Claire Scott-South (Deputy Headteacher)
Ben Sutton (Headteacher)
Mark Newman
Mike Hay
Anna Riach
Tom Pexton

In Attendance: Lesley Irving (Clerk, Governor Services)

1.	<p><u>Welcome, apologies for absence, consents and declarations of interest</u> The Chair of Governors for the 2022/23 academic year welcomed everyone to the meeting. Apologies were received, with consent, from Ros Roberts.</p> <p>There were no declarations of interest pertaining to the meeting.</p>													
2.	<p><u>Election of Chair and Vice Chair</u> The Clerk confirmed that she had received a nomination for Matt Boxall to be elected as Chair of the Governing Body. Matt's nomination was seconded by Anna Riach.</p> <p>The Clerk advised that had received a nomination for Luke Zwalf as Vice Chair of the Governing Body. This was seconded by Anna Riach. Matt and Luke left the room whilst their appointments were discussed.</p> <p>Governors duly elected Matt Boxall as Chair of the Governing Body until the first meeting of the academic year 2024/25.</p> <p>Governors duly elected Luke Zwalf as Vice Chair of the Governing Body until the first meeting of the academic year 2024/25.</p> <p>Matt and Luke returned to the meeting and were congratulated on their appointments.</p>													
3.	<p><u>Minutes of the last meeting held on 12th July 2023</u> The Clerk apologised that the previous meeting minutes had not been included with the meeting papers and confirmed that these would be approved at the next meeting.</p> <p><u>Action points and matters arising</u></p> <table border="1" data-bbox="183 1803 1385 2072"> <thead> <tr> <th data-bbox="183 1803 279 1848"></th> <th data-bbox="279 1803 917 1848">Action</th> <th data-bbox="917 1803 1385 1848">Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="183 1848 279 1915">1-9</td> <td data-bbox="279 1848 917 1915">Confidential actions numbered one to nine were captured within confidential minutes.</td> <td data-bbox="917 1848 1385 1915">Chair to review whether all actions had been completed.</td> </tr> <tr> <td data-bbox="183 1915 279 1982">10</td> <td data-bbox="279 1915 917 1982">Headteacher to share Link Governor monitoring schedule with governors.</td> <td data-bbox="917 1915 1385 1982">Completed.</td> </tr> <tr> <td data-bbox="183 1982 279 2072">11</td> <td data-bbox="279 1982 917 2072">Natalie Wong to collate governor diversity questions for next FGB.</td> <td data-bbox="917 1982 1385 2072">Completed.</td> </tr> </tbody> </table>		Action	Status	1-9	Confidential actions numbered one to nine were captured within confidential minutes.	Chair to review whether all actions had been completed.	10	Headteacher to share Link Governor monitoring schedule with governors.	Completed.	11	Natalie Wong to collate governor diversity questions for next FGB.	Completed.	<p>FGB</p> <p>Chair</p>
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	<p>Matters Arising There were no matters arising.</p>	
4.	<p><u>Headteacher recruitment</u> <u>Agree membership of the Headteacher Selection Committee – for approval</u> The Clerk explained that she had recorded the names of four governors who had confirmed that they would be willing to sit on the Committee.</p> <p>She noted that a governor had questioned whether Committee members needed to undertake Safer Recruitment training and explained that whilst regulations stated that one member of the panel should have completed the training, Governance Services recommended that all members of a Headteacher Selection Committee undertake this.</p> <p>The Clerk recommended that a fifth governor join the Committee. The following governors agreed to be members of the Headteacher Selection Committee, with all members agreeing to complete face to face or online Safer Recruitment training, if they had not already done so:</p> <p>Mike Hay Ros Roberts Mark Newman Vincent Lyles Matt Boxall (Chair) Kara Byworth Dave Hardcastle Luke Zwalf Tom Pexton</p> <p>The Chair noted that the Selection Committee must remain constant from short-listing through to appointment. He confirmed that if a member of the Selection Committee was unavoidably absent from the short-listing/interview, a reserve could not stand in at that stage, unless they had been involved in the short-listing process. He added that the Selection Committee was responsible for all aspects of selection delegated to it by the governing body.</p> <p>Governors approved the membership of the Headteacher Selection Committee.</p> <p>The Chair explained that he had invited the Head of Effectiveness and Achievement to attend the next FGB meeting. He advised that an extra-ordinary FGB meeting had been scheduled for 3rd October 2023 to discuss Headteacher recruitment. As the ISR pay range had not yet been recommended by HR for governor approval, he questioned whether governors still wished to go ahead with the additional meeting.</p> <p>Governors agreed that the extra-ordinary FGB scheduled to take place on 3rd October 2023 should be cancelled.</p>	
5.	<p><u>Interim Headteacher arrangements</u> <u>5.1 Confirmation of interim Headteacher</u> <u>5.2 Length of interim arrangement</u> The Chair reminded governors of discussions held during the previous FGB, whereby governors had agreed that, in view of the budget position, it would be sensible to adopt an interim Headteacher arrangement, with two members of staff comprising the Senior Leadership Team (SLT). He added that governors had also agreed that the interim arrangement should be in place until the end of the summer term. The Chair asked whether governors were happy with this.</p> <p><i>A governor queried the potential impact of this decision.</i> The Headteacher explained that the SLT had considered this. He advised that the Headteacher and Deputy Head currently had 1.5 days</p>	

leadership time, and that they would need to ensure that support was place to ensure this remained the same. Noting that the Deputy head was the Early Years and Key Stage 1 Lead, he explained that allocating managerial tasks to other staff, which would also aid with their progression, would allow a smaller SLT to have more leadership time and ensure there were no compromises within teaching. He noted that the Special Educational Needs Coordinator (SENCo) also had leadership time and that this had been factored in; to ensure that she would be available to provide support.

A governor noted that the SLT would have reduced teaching time and queried how this would be covered. The Headteacher advised this would be via redeployment of existing members of staff. He explained that an M6 teacher currently covering Planning, Preparation and Assessment (PPA) would be used to cover leadership time and that one of the Higher Learning Teaching Assistants would cover another day. This would incorporate staff who were moving towards the upper pay scale, into a wider leadership team.

A governor asked if all members of staff were comfortable with the arrangement. The Headteacher advised that this was yet to be shared with all staff. The Deputy Headteacher noted that the M6 teacher taught music and that they had considered this to ensure no children missed out, adding that it meant that they would need to be more creative and flexible with timetabling.

A governor voiced concerns about the risk of “operational misses” from the Leadership Team. The Headteacher responded that there would be the same amount of leadership time as a whole, however with two people instead of three. He added that he was confident in the members of staff which governors were putting into place; they were well established as leadership team. The Deputy Headteacher explained that she had questioned what support would be available from local Headteachers and the Local Authority as it was important to have this guidance. The Headteacher noted that there was a developing network within the maintained Headteachers sector, in addition to the mentoring which the Head of Primary Effectiveness and Achievement at City Of York Council (CYC) had explained would be set up, at the last FGB.

The Chair advised that the Head of Effectiveness and Achievement had enquired whether the school would be interested in an executive arrangement with a Headteacher at Elvington school.

A governor stated that he felt this would be a bigger risk. The Chair stated that he felt they had perfectly capable staff at the school and that this would cost the school, financially.

Governors agreed that they did not want to enter an executive Headteacher arrangement with another school.

A governor asked what the net saving of the interim arrangement would be. The Chair responded that it would not be significant. He added that he thought the budget would be balanced in years one and two under this arrangement, although there would still be an issue in year three. However, if the interim arrangement was not put into place, they would be unable to balance the budget in year two.

Governors agreed that an interim Headteacher should be appointed until the end of the summer term in 2024, and that a permanent Headteacher should be appointed from September 2024.

The Chair explained that the Head of Effectiveness and Achievement had previously advised governors that a Deputy Headteacher could take on Headteacher duties on short term basis and that if this was to be for a longer period of time, a recruitment process may need to be followed. The Chair explained that he had spoken to the Assistant Headteacher, who had confirmed that she would not be interested in the interim Headteacher position at this time - and that the Head of Effectiveness and Achievement had confirmed that a recruitment process would therefore no be required.

The Chair advised that he would obtain written confirmation from the Deputy Headteacher; that she would like to take up the position of interim Headteacher, and written confirmation from the Assistant Headteacher; that she was not interested in the role.

Governors agreed that the Deputy Headteacher should be appointed as interim Headteacher, and Assistant Headteacher should be appointed as interim Deputy Headteacher until the end of the summer term 2024, subject to written confirmation from both the Deputy and Assistant Headteachers.

A governor queried when this would be communicated. The Deputy Headteacher explained that they would need to finalise plans regarding arrangements with classes and would then issue a communication as soon as possible. The Headteacher confirmed this would be no later than before the half term break.

5.3 Additional pay

The Deputy Headteacher left the meeting temporarily at 6.46pm.

The Headteacher confirmed that he had spoken to the Head of Effectiveness and Achievement regarding the pay arrangements for members of staff who would be stepping into the interim Headteacher and Deputy Headteacher roles. He summarised the recommendations from the Head of Effectiveness and Achievement.

Governors approved the interim additional pay arrangement, as recommended by the Head of Effectiveness and Achievement.

The Deputy Headteacher re-joined the meeting at 6.49pm.

In response to a governor query, the Deputy Headteacher confirmed that the end of summer term was 31st August 2024.

A governor questioned how the interim Headteacher's performance targets would be agreed, noting that the Headteacher's Performance Management Review was due to take place shortly. The Headteacher advised that he would seek advice about this from the Head of Effectiveness and Achievement.

6. **Headteacher's Report** – previously distributed: Headteacher's Report, Insight Demographics, SDP 2023/24, Self Evaluation Report

Referring to the previously distributed reports, the Headteacher highlighted the following:

- National comparative data was not yet available, therefore had not been included in the demographics charts. In addition, there were some years for which data had not yet been transferred.
- The School Development Plan (SDP) was an amalgamation of Ofsted curriculum and personal development targets, and targets to develop the provision in Early Years. A third Ofsted target, regarding Safeguarding, had been covered in a separate action plan.
- In his Headteacher's report, a key challenge was the school's falling roll. The total number of pupil's on the school's roll was currently 305, down from 310 in recent years. They would need to understand why, and what they were doing about it.

The Headteacher noted that they may need to consider accepting more pupils via in-year transfers and through fair access panel meetings, however they would need to fully understand the impacts of doing so. A brief conversation regarding this followed, after which governors discussed ways in which the school could be promoted.

A governor asked whether the school may consider going above their admissions number in Key Stage 2. The Headteacher responded that this would need to be considered very carefully, on a

case by case basis, however noted that this had been done successfully in the past.

Referring to the behaviour and attendance section of his report, the Headteacher advised that there was an evolving issue with a pupil, for whom one-to-one support, funded by the Virtual School, had been put into place. He noted that the funding would now cease as an Education, Health and Care Plan (EHCP) had been allocated, therefore the school needed to fast track the funding process and ensure support was put into place.

Natalie Wong left the meeting at 7.10pm.

The Headteacher explained that, during the last Standards and Effectiveness Committee, a governor had said that data was on a three year dip. The Headteacher explained that the outcomes for Key Stage 2 next year were looking very strong.

Action: Headteacher to share predicted Key Stage 2 outcomes for 2023/24 with governors.

HT

The Headteacher advised that local maintained schools had a higher proportion of disadvantaged pupils, explaining that the Local Authority were aware of this and that schools were working collaboratively to try and raise levels of progress. Noting that he had received some parental feedback regarding the split year groups in classes, the Headteacher advised that these worked well and that he thought the issues raised related to one particular cohort.

The Clerk advised that she had received a query from a governor prior to the meeting regarding demographics::

The governor had questioned whether the school believed that the Early Years Foundation Stage intersectionality of a greater number of boys, and high percentage of summer born may present any different needs for the year group. And if so, how these might be addressed. The Headteacher responded that the school had been predicting a different outlook for Early Years purely based on gender; as the cohort comprised of two thirds boys, however the Early Years team had been amazed that the social and emotional aspects that they were dealing with last year did not seem to be an issue with this year's cohort. The Headteacher confirmed that part of the SDP related to matching the provision of Early Years to the cohort, however it seemed they would not need to do this in the way in the same way.

The Headteacher advised that attendance levels were very good; last week's average had been 95%. He explained that the school were now issuing fines as per CYC Policy, as opposed to reviewing attendance on a case by case basis.

A governor queried attendance communications, explaining that a parent had taken issue as they'd received a letter due to attendance under 80% - however this had been in the first two weeks of the term. The SBM explained that warning letters were sent to all parents of children with under 80% attendance and for unauthorised absence. A brief discussion ensued, during which the Headteacher agreed that he would review the letter wording with the SBM.

Referring to the behaviour and attitudes section of the Self Evaluation Report, a governor noted that that golden tickets were no longer used. The Headteacher confirmed that these were no longer used and that the school had re-adopted a house points system.

A governor asked whether the Behaviour Policy had been amended to reflect these changes.

Action: Headteacher to check Behaviour Policy reflects recent changes and update if necessary.

HT

7.	<p><u>Governance Matters</u></p> <p><u>7.1 Keeping Children Safe in Education (KCSIE) 2023</u> – previously distributed. The Chair explained that a link to the updated guidance had been shared with governors, who would need to read Part 1.</p> <p>The SBM explained that she would forward a link to governors and that they would need to complete a quiz at the end, which would generate a certificate.</p> <p>Action: all governors to read Part 1 of KCSIE 2023 and complete KCSIE quiz.</p> <p>The Safeguarding link governor advised she would check this had been completed during her next monitoring visit.</p> <p><u>7.2 Register of Business Interests 2023/24</u> – previously distributed. The Clerk confirmed that paper copies of Business Interest forms had been shared during the meeting and asked that all governors return their completed forms as soon as possible.</p> <p>Action: all governors to return completed Business Interest forms.</p> <p><u>7.3 Code of Conduct</u> – previously distributed. Governors acknowledged the Code of Conduct.</p> <p><u>7.4 Governing body membership</u> Noting that the governing body had one co-opted governor vacancy, the Chair confirmed that they were not actively looking to recruit at this stage. He confirmed that a staff governor would need to be appointed, when the Deputy Headteacher becomes interim Headteacher.</p> <p>Action – Headteacher to carry out a staff governor election.</p> <p><u>7.5 Governor diversity</u> – previously distributed. The Chair confirmed that the governor diversity questions had been shared with the agenda and asked whether governors were happy to answer these questions and for the anonymised results to be published. A discussion followed.</p> <p>Governors agreed to answer the NGA diversity questions and that the collated results would then be discussed at the next meeting.</p> <p>Action: SBM to forward diversity questions to governors and collate responses for discussion at FGB.</p> <p>Action: all governors to complete diversity questionnaires.</p> <p><u>7.6 Link governor visits</u> <u>Key Stage 2 link governor visit outcome</u> The Key Stage 2 link governor explained that he had compiled a report and forwarded to the Assistant Headteacher and Headteacher. The Headteacher confirmed that he would add this to the next FGB agenda.</p> <p>The Clerk advised it would be preferable for all link governor reports to be included with FGB papers.</p> <p><u>7.7 Training update</u> – previously distributed: Training Tracker, Training Calendar Autumn term 2023 Governors noted the training tracker and the calendar of autumn term training.</p> <p><i>A governor noted that the Safeguarding Policy stated that NSPCC training should be completed</i></p>	<p>ALL</p> <p>ALL</p> <p>HT / agenda</p> <p>SBM / Agenda</p> <p>ALL</p> <p>Agenda</p>
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	<p><i>every three years</i>. The Clerk agreed that she would look into this and confirm training requirements.</p> <p>Action: Clerk to review Safeguarding Policy wording regarding NSPCC training and confirm training requirements to governors.</p>	Clerk
8.	<p><u>Chair's items</u> The Chair had no further items to discuss.</p>	
9.	<p><u>Committee updates</u> <u>Standards and Effectiveness Committee 19th July 2023 minutes</u> – previously distributed. A governor noted that the last paragraph on the bottom of page five should read 'Deputy Headteacher' not Headteacher. The Clerk confirmed that she would amend this.</p> <p><u>Resources Committee 7th July 2023 minutes</u> – previously distributed. Governors acknowledged the Committee minutes.</p> <p>The Chair noted that a further Resources Committee had been held on 27th September and that the minutes were not yet available. In response to a governor question, he confirmed that the budget position continued to worsen.</p>	
12.	<p><u>Policies for approval</u> The School Business Manager had previously confirmed that the following Policies, which did not require governor approval, had been reviewed:</p> <ul style="list-style-type: none"> ○ Appraisal Policy - (LA adopted) ○ LAC Policy - (LAC adopted) ○ Remote Learning Policy ○ Virtual Meeting Policy ○ Admissions Policy (LA adopted) <p><u>Policies for approval</u> – previously distributed.</p> <ul style="list-style-type: none"> ○ Anti-Radicalisation and Extremism Policy - (seen by link governor) ○ Safeguarding Policy - (seen by link governor) ○ Staff Code Of Conduct <p>The SBM had previously explained that the Anti-Radicalisation and Extremism and Safeguarding Policies had been reviewed by a link governor.</p> <p>Governors approved the Anti-Radicalisation and Extremism Policy, Safeguarding Policy and Staff Code of Conduct.</p>	
13.	<p><u>Any Other Business</u> There were no matters for discussed under Any Other Business.</p>	
14.	<p><u>Determination of confidential items</u> The Clerk had highlighted some areas of discussion which should be treated as confidential earlier in the meeting and advised that she would ensure conversations were captured sensitively within the minutes.</p>	
10.	<p><u>Date and time of next meeting</u> 29th November 2023 at 6pm.</p>	

The meeting closed at 7.54pm.

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
THURSDAY 28TH SEPTEMBER 2023**

Action		Item	Person(s) Responsible	Timescale
1.	Chair to review whether all confidential actions had been completed.	3.1	Chair	5 th October 2023
2.	Headteacher to share predicted outcomes for 2023/24 with governors.	6	Headteacher	5 th October 2023
3.	Headteacher to check Behaviour Policy reflects recent changes and update if necessary.	6	Headteacher	12 th October 2023
4.	All governors to read Part 1 of KCSIE 2023 and complete KCSIE quiz.	7.1	All governors	12 th October 2023
5.	All governors to return completed Business Interest forms.	7.2	All governors	30 th September 2023
6.	Headteacher to carry out a staff governor election.	7.4	Headteacher	27 th October 2023
7.	SBM to forward diversity questions to governors and collate responses for discussion at FGB.	7.5	SBM	5 th October 2023
8.	All governors to complete diversity questionnaires.	7.5	All governors	19 th October 2023
9.	Clerk to review Safeguarding Policy wording regarding NSPCC training and confirm training requirements to governors.	7.7	Clerk	5 th October 2023

Items for the next FGB

Key Stage 2 link governor report (Headteacher to upload)
Diversity questionnaire responses
Staff governor election

Items for Committees

None raised.