

8.	All governors to complete diversity questionnaires.	All governors	Carried forward.	
9.	Clerk to review Safeguarding Policy wording regarding NSPCC training and confirm training requirements to governors.	Clerk	Completed.	
<p>Matters Arising Regarding action point one, the Clerk confirmed the outstanding Chair actions; in relation to Headteacher recruitment. The Chair agreed that he would seek confirmation of the Human Resources (HR) Advisor. Noting that he had discussed the available advertising/support packages available with North Yorkshire Council, the Chair recommend that governors opt for the £2k package; which included an advert, website and support.</p> <p>Governors agreed this in principle, subject to further discussion at the extra-ordinary FGB in January 2024.</p> <p>The Clerk advised that the remaining outstanding actions were to agree a timeline, which governors agreed should be discussed at the extra-ordinary FGB in January 2024, and to draft an internal advert, which would be discussed by the Selection Committee.</p>				<p>Chair</p> <p>Agenda</p> <p>Agenda Select Cttee</p>
3.	<p><u>Headteacher's Report</u> <u>Risk Plan for Escalating Behaviour</u> previously distributed. Noting that the Risk Plan for Escalating Behaviour had been shared, the Headteacher explained that there were two regulation spaces in school; calm spaces in Key Stages 1 and 2 which had been created and were used as a result of staff being harmed in classrooms and pupils being put at risk.</p> <p>He explained that in the event of child reaching the top level of dysregulation, they could be in the regulation space for a number of minutes; to help them to reach a state of calm in which they would not try to harm staff or others. The Headteacher advised that the Restrictive Positive Handling Policy stated that staff should have hands on a child as little as possible, however, if they tried to leave a highly dysregulated child this could escalate into the child attacking staff/other pupils.</p> <p>Noting that children would be left on their own in the room, at times, the Headteacher advised that the Risk Plan explained exactly when and how this would be used. The Headteacher confirmed that all usage and minutes of use were recorded and that this information was shared with parents, who would be contacted as soon as the escalation occurred.</p> <p><i>A governor queried what parental feedback had been received in relation to the regulation spaces.</i> The Headteacher explained that one child had used the space on one occasion and that another child had used the spaces three times. One pupil's parents had no problems with this, the other child's parents had raised some challenges regarding which room was used for their child; as the child in question preferred the Key Stage 1 space.</p> <p>Governors acknowledged the Risk Plan.</p> <p><u>Headteacher's Report</u> previously distributed. Referring to the Headteacher's Report, a governor queried how many individual pupils had been issued with time outs and internal suspensions. The Headteacher confirmed that this breakdown would be included with the next report, noting that there were multiple occurrences for some pupils.</p> <p>Referring to the Autumn Staff Voice survey results, the Headteacher explained that there seemed to be conflicting results. A member of staff had responded that they disagreed that '<i>Leaders do all</i></p>			<p>Agenda</p>

	<p><i>they can to ensure our school has a motivated, respected and effective teaching staff'</i> however all responses for the question '<i>I enjoy working here</i>' had been strongly agree or agree. Confirming that he had met with all Teaching Assistants, the Headteacher explained that some staff had mentioned a problem with their contracts at the start of the year, which had not materialised, however was likely to explain the communications feedback.</p> <p><i>A governor noted that a member of staff had disagreed that the school valued the views, wishes and feelings of pupils.</i> The Headteacher responded that he did not think this was the case. <i>A governor commented that the Pupil Voice survey asked the same question.</i></p> <p><i>A governor noted that the majority of responses were very positive.</i></p> <p>Referring to his Headteacher's report, the Headteacher confirmed that they had increased the number of extra-curricular clubs offered and that staff absence rates had been good in September however were starting to increase. He noted that Higher Level Teaching Assistants were being utilised to cover absence.</p> <p><i>A governors noted that the school attendance targets for Pupil Premium and Special Educational Needs and Disabilities (SEND) pupil were much lower than other pupils.</i> The Headteacher responded that there were still some persistently absent pupils; one of whom was at 0% attendance currently. He advised that there were other pupils who were nearing rates of severe or persistent absence, noting that City Of York Council planned to prosecute one family.</p> <p><i>A governor questioned why the persistent absence rates for Pupil Premium and SEND pupils had increased from 0.6% and 3.2% respectively last year, to 17% this year.</i> The SBM responded that she felt that holidays taken during term time had impacted this data. She explained that the short reporting period had a huge impact on figures and also that there had been numerous pupils who had been affected by flight delays, when returning from holiday. She hoped that the numbers would decrease as the year progressed.</p> <p>A brief discussion followed, regarding the breakdown and percentages of pupils within the attendance data, which governors agreed was confusing. The SBM confirmed that she would clarify the percentage rates and the number of persistently absent pupils at the next meeting.</p>	Agenda
4.	<p>Revised Budget – previously distributed.</p> <p>The Chair explained that the Finance and Resources Committee had recommended the revised budget for approval in the meeting held on 22nd November.</p> <p>Noting that a three year budget was in place, the Chair explained that, previously, they had envisaged problems in year two of the budget; as there would not be enough reserves to pay outgoings. He advised that Senior Leaders and the School Bursar had arranged for the Music teacher to cover a class when the Interim Headteacher arrangements commenced. A consequence of this was that the budget had balanced back to the start position.</p> <p>The Chair explained that year three of the budget remained an issue; revenue would balance against capital until around 2025/26. He confirmed that the Bursar had advised that the Local Authority would question a deficit in year three, and that they would want the school to demonstrate how they would resolve the issue.</p> <p>Referencing staff absence, which had been discussed earlier in the meeting, the Chair confirmed that this had been discussed at length by Committee members.</p> <p>The Chair pointed out that management of the budget would be a key focus for the new Headteacher.</p> <p>Governors approved the revised budget.</p>	

5.	<p><u>Schools Financial Value Standard (SFVS)</u> The Chair confirmed that a Working Party of governors was needed to compile the SFVS return. Luke Zwalf and Vincent Lyles agreed to assist the SBM with the compilation of the SFVS, which the SBM confirmed would need to be submitted to Local Authority on 26th January 2024.</p> <p>The Clerk confirmed that governors would need to approve the SFVS during the extra-ordinary FGB meeting, scheduled for 24th January 2024.</p>	Agenda
6.	<p><u>Committee updates</u> <u>Resources Committee 27th September 2023</u> – previously distributed. <u>22nd November 2023 Resources Committee</u> – verbal update. Governors acknowledged the Resources Committee minutes.</p> <p><i>A governor queried the impact of the Department of Education miscalculation of funds on the school’s budget. The SBM responded that this had not been calculated.</i></p> <p><u>Standards and Effectiveness Committee</u> The Chair confirmed that the next meeting was scheduled to take place on 23rd January 2024.</p> <p><u>Pay Committee</u> The Pay Committee Chair confirmed that the Pay Committee meeting had been held and that an efficient and robust process was in place.</p> <p><u>Headteacher’s Performance Management Review</u> The Chair of the Headteacher’s Performance Management Review Committee confirmed that the Headteacher’s appraisal had been conducted.</p> <p><u>Committee Terms of Reference</u> – previously distributed. Governors approved the Resources and Standards and Effectiveness Committee Terms of Reference.</p> <p><u>Committee Membership</u> – previously distributed. <i>A governor pointed out that membership of the Headteacher’s Selection Committee was not very gender balanced, which was noted by governors. A brief discussion regarding the Headteacher recruitment timeline ensued. It was agreed that this would be discussed at the extra-ordinary FGB in January 2024.</i></p> <p>Governors approved the Committee Membership.</p>	Agenda
7.	<p><u>Chair’s Items</u> There were no additional matters for discussion under this item.</p>	
8.	<p><u>Governance Matters</u> <u>Governor diversity questionnaire responses</u> The Headteacher explained that a potential new co-opted governor had been identified, who had an education background and experience of data analysis.</p> <p><i>Noting that several members of the governing body had educational backgrounds, a governor queried whether they would prefer to balance the gender on board, by recruiting a female governor.</i></p> <p>Governors agreed that they would prefer to balance diversity of the governing body and that they would review their recruitment requirements following review of the diversity questionnaire responses.</p>	Agenda

	<p><u>Link governor roles</u> Governors approved the following link governor roles:</p> <p>Disadvantaged – Luke Zwalf Safeguarding and SRE – Anna Riach EYFS – Natalie Wong KS1 – Kara Byworth KS2 – Mike Hay SEN – David Hardcastle Health & Safety – Matt Boxall</p> <p><u>Link governor visits</u> Governors noted the Key Stage 2 governor visit report. Referencing the report, the Headteacher confirmed that lack of Special Educational Needs (SEN) provision was an issue across the City, and that it had been more evident in school that term.</p> <p>The Safeguarding Link governor confirmed that she had visited the school and would submit her report for governor review.</p> <p><u>Training update</u> Governors noted the autumn and spring term training calendar.</p>	Agenda
9.	<p><u>Policies for approval</u> – previously distributed. <u>Safeguarding and Child Protection</u> (training requirements updated following the FGB in September) <i>A governor confirmed that the Policy had been amended following governor feedback during the last meeting.</i></p> <p>Governors approved the Safeguarding and Child Protection Policy.</p> <p><u>2023/24 Pay Policy</u> Governors recommended the Pay Policy for adoption.</p> <p><u>Positive Behaviour Support Policy</u> <i>A governor suggested that the Policy be renamed ‘Behaviour Support Policy, as much of the policy referred to dealing with negative or challenging behaviour.</i></p> <p><i>A governor questioned the quantity of the content of the overall school policy, in relation to rewarding positive behaviour. The Headteacher explained that the Policy also referenced team and house points.</i></p> <p>Governors approved the Policy, subject to a change in title to ‘Behaviour Support Policy’.</p> <p><u>Financial Management Policy</u> The Clerk noted that she had identified a discrepancy between the delegated authority detailed in the Financial Management Policy, and the Finance and Resources Committee Terms of Reference.</p> <p>She explained that the decision planner on page 9 of the Financial Management Policy showed that the FGB must approve the first formal budget plans each financial year, however the Resources Committee ToR state that <i>the Committee</i> was responsible for considering and approving the start and revised budget plans for each year.</p> <p>Governors discussed this matter in detail, with some governors raising concerns around delegating this responsibility to the Committee, particularly in view of the current budget challenges.</p> <p>Governors agreed that the Full Governing Body should approve both the start and revised</p>	

	<p>budgets each year.</p> <p>Governors approved the Financial Policy.</p> <p>Governors agreed that the Finance and Resources Committee Terms of Reference should be amended, to state that both start and revised budgets be approved by the FGB.</p> <p>Action: Clerk to amend Finance and Resources Terms of Reference, as agreed.</p>	Clerk
10.	<p>Any Other Urgent Business (previously notified)</p> <p>The Chair expressed sincere thanks to Headteacher for the valuable contribution he had made during his time at the school, on behalf of governors.</p>	
11.	<p>Determination of confidential items</p> <p>The Clerk highlighted that no confidential items had been captured within the minutes.</p>	
12.	<p>Dates and times of next meetings</p> <p>Extra-ordinary FGB: Wednesday 24th January 2023, at 6pm. FGB: 14th March 2024, at 6pm.</p>	

The meeting closed at 7.53pm.

These minutes were approved at the FGB on 14th March 2024.

**DRINGHOUSES PRIMARY SCHOOL
ACTION PLAN FOLLOWING THE MEETING OF THE FULL GOVERNING BODY HELD ON
WEDNESDAY 29TH NOVEMBER 2023**

Action	Item	Person(s) Responsible	Timescale
1. Confirm Headteacher recruitment Human Resources (HR) Advisor	2.1	Chair	13 th December 2023
2. All governors to read Part 1 of KCSIE 2023 and complete KCSIE quiz	2.4	All governors	6 th December 2023
3. All governors to complete diversity questionnaires or confirm nil return.	2.8	All governors	13 th December 2023
4. SBM to collate Diversity questionnaire responses for discussion at FGB.	2.7	SBM	29 th January 2023
5. Clerk to amend Finance and Resources Terms of Reference, as agreed.	9	Clerk	6 th December 2023

Items for the Extra-Ordinary FGB

Agree NY Council support package

Agree Headteacher recruitment timeline

Items for the next FGB

Diversity questionnaire responses

Behaviour report, including a breakdown of number of individuals

Explanation of absence rate percentages and a breakdown of the number of persistently absent pupils

Review recruitment requirements for co-opted governor role

Safeguarding link governor report

Approved