



MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD ON THURSDAY, 14TH MARCH 2024 AT 18:00 IN SCHOOL

Attendees: Claire Scott-South (Interim Headteacher) *until 19:05* Mark Newman
 Matt Boxall (Chair) Mike Hay
 David Hardcastle Anna Riach
 Kara Byworth Mary-Kate Swiers *until 18:37*
 Claire Neal Ros Roberts
 Vincent Lyles

In Attendance: Lesley Irving (Clerk, Governor Services)

1.	<p><u>Welcome, apologies for absence, consents and declarations of interest</u> The Chair welcomed everyone to the meeting.</p> <p>Apologies were received, with consent, from Luke Zwalf. Natalie Wong and Tom Pexton were absent. The Chair advised that Derek Sutherland, Senior Advisor to Schools at City Of York Council was unfortunately unable to attend the meeting.</p> <p>The Chair advised will that Claire Scott-South and Mary-Kate Swiers had a pecuniary interest in agenda items 3.3, 3.4, 3.5 and that they would leave the meeting prior to these discussions.</p>																					
3.2	<p><i>This item was brought forward, for discussion earlier in the meeting.</i></p> <p><i>A confidential matter was discussed at this point during the meeting. See confidential minutes.</i></p> <p><i>Mary-Kate Swiers left the meeting at 18:37.</i></p>																					
2.	<p><u>Minutes of the meetings held on 29th November 2023, 24th January 2024 and 5th February 2024 – previously distributed</u></p> <p>The minutes were agreed to be a true and accurate record of the meeting and were duly approved.</p> <p><u>Action points and matters arising</u> Action Plan</p> <table border="1" data-bbox="183 1713 1385 2134"> <thead> <tr> <th></th> <th>Action</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Confirm Headteacher recruitment Human Resources (HR) Advisor</td> <td>Completed. The Chair confirmed Rachel Skidmore was the HR Advisor.</td> <td></td> </tr> <tr> <td>2.</td> <td>All governors to read Part 1 of KCSIE 2023 and complete KCSIE quiz</td> <td>Carried forward. The SBM confirmed she would notify governors who have not confirmed completion.</td> <td>All gobs</td> </tr> <tr> <td>3.</td> <td>All governors to complete diversity questionnaires or confirm nil return.</td> <td>Carried forward. The SBM confirmed she would notify governors who have not forwarded their questionnaires.</td> <td>All gobs</td> </tr> <tr> <td>4.</td> <td>SBM to collate Diversity questionnaire responses for discussion at FGB.</td> <td>Carried forward.</td> <td>SBM</td> </tr> </tbody> </table>		Action	Status		1.	Confirm Headteacher recruitment Human Resources (HR) Advisor	Completed. The Chair confirmed Rachel Skidmore was the HR Advisor.		2.	All governors to read Part 1 of KCSIE 2023 and complete KCSIE quiz	Carried forward. The SBM confirmed she would notify governors who have not confirmed completion.	All gobs	3.	All governors to complete diversity questionnaires or confirm nil return.	Carried forward. The SBM confirmed she would notify governors who have not forwarded their questionnaires.	All gobs	4.	SBM to collate Diversity questionnaire responses for discussion at FGB.	Carried forward.	SBM	
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5.	Clerk to amend Finance and Resources Terms of Reference, as agreed.	Completed. The revised Terms of Reference was shared with the agenda.	
<p>Matters Arising</p> <p>The Clerk advised that there were two outstanding actions which had been assigned to the Senior Advisor to Schools at the extra-ordinary FGB on 5th February and that these would be discussed under item three of the agenda.</p>			
<p><i>Items 4 – 11 were brought forward for discussion at this point during the meeting.</i></p>			
4.	<p>Headteacher’s Report – previously distributed</p> <p>The Interim Headteacher confirmed that her report had been shared previously. She highlighted that only 40 pupils were due to start in Reception in September 2024; five less than the Published Admissions Number (PAN), and that if that remained the case there would be a c.£25k loss of income. The allocations would be confirmed on 16th April.</p> <p>The Interim Headteacher advised that falling pupil numbers seemed to be a common theme affecting a number of schools. She explained that the availability of after school provision was likely to be impacting pupil numbers and that they could look to increase the after school club capacity. She explained that the school were on the radar for a project run by City Of York Council; how they could support schools with long waiting lists for after school provision.</p> <p><i>A governor commented that any changes to the provision would not affect the 2024/25 intake.</i> The Interim Headteacher agreed, however stated that they needed to consider what was within their control, to make the school the best it could be.</p> <p><i>A governor asked why the school had not already increased the capacity of the after school provision.</i> The Interim Headteacher responded that there were constraints regarding the space available however they were looking into alternative options. The School Business Manager (SBM) explained that the after school club paid for space, so if additional space was provided there would be an increase in lettings income. In addition, if works were needed which required capital, the school could ask the after school club to contribute towards this.</p> <p>Action – Interim Headteacher to provide an update regarding extending the after school provision.</p>		HT
5.	<p>Staff Survey Results – previously distributed.</p> <p>The Interim Headteacher explained that governors had previously reviewed the outcome of the autumn staff survey, and confirmed that she had the results in pie chart format.</p>		
6.	<p>Sickness Absence Analysis, including costs – previously distributed.</p> <p>The Chair noted that the analysis had been provided following a question previously raised about supply teacher spend.</p> <p><i>A governor commented that he was very surprised at the amount of support staff cover as opposed to teaching staff cover.</i> The SBM explained that the school tended to only cover those working one-to-one with a child. They tried to cover internally to keep costs down but sometimes this meant that staff worked additional hours.</p>		
7.	<p>School Development Plan (SDP) – progress update</p> <p>The Interim Headteacher confirmed that an update regarding the SDP had been provided at the previous Standards and Effectiveness Committee and that this would be reviewed again at the end of the term. This would be reviewed by governors at the next meeting.</p>		Agenda
8.	<p>School Performance Data / Inspection Data Summary Report (IDSR)</p> <p>The Interim Headteacher confirmed that this date would be included on the next FGB agenda.</p>		Agenda

9.	<p><u>Committee updates</u></p> <p><u>Standards and Effectiveness Committee 23rd January 2024</u> – previously distributed Governors acknowledged the Standards and Effectiveness Committee minutes.</p> <p><u>Resources Committee 28th February 2024</u> – previously distributed Governors acknowledged the Resources Committee minutes.</p>	
10.	<p><u>Governance Matters</u></p> <p><u>Recruitment requirements for Co-opted Governor role</u> The Chair explained that this would be carried forward to the next meeting, pending the outcome of a skills audit and the diversity questionnaire responses.</p> <p>The Clerk explained that a project was underway to refine the skills audit process and that she would provide an update regarding this at the next meeting.</p> <p>Action: Clerk to provide an update regarding a refined skills audit process.</p> <p><u>Governor diversity questionnaire responses</u> – previously distributed The SBM confirmed that six governors had responded so far.</p> <p><u>Link Governor Visits</u> – Visit Reports previously distributed: Safeguarding - 17th November 2023, Key Stage 2 - 18th January 2024</p> <p>The Safeguarding Link governor confirmed that there were no issues to report. The Key Stage 2 link governors confirmed that his visit had been very positive and that consistency was notable.</p> <p><u>Training Update</u> – previously distributed: Spring term training calendar. Governors noted the Spring term training calendar. The Clerk agreed to share the summer calendar.</p>	<p>Agenda</p> <p>Clerk</p>
11.	<p><u>Policies for approval</u> No Policies required approval at the meeting.</p> <p><i>Claire Scott-South, Interim Headteacher, left the meeting at 19:05.</i></p>	
3.	<p><i>A confidential matter was discussed at this point during the meeting. See confidential minutes.</i></p>	
12.	<p><u>Any Other Urgent Business (previously notified)</u> There were no matters raised under Any Other Business.</p>	
13.	<p><u>Determination of confidential items</u> The Clerk highlighted that discussions under item three on the agenda would be recorded in separate, confidential minutes.</p>	
10.	<p><u>Date and time of next meeting</u> Thursday 9th May 2024 at 6pm.</p>	

The meeting closed at 20:07.

These minutes were approved at the FGB on 9th May 2024.

DRINGHOUSES PRIMARY SCHOOL
ACTION PLAN FOLLOWING THE MEETING OF THE FULL GOVERNING BODY HELD ON
14TH MARCH 2024

Action		Item	Person(s) Responsible	Timescale
1.	All governors, who have not already done so, to read Part 1 of KCSIE 2023 and complete KCSIE quiz	2.2	All governors	28 th March 2024
2.	All governors to complete diversity questionnaires or confirm nil return.	2.3	All governors	28 th March 2024
3.	SBM to collate Diversity questionnaire responses for discussion at FGB.	2.4	SBM	25 th April 2024
4.	Interim Headteacher to provide an update regarding extending the after school provision.	4	Claire Scott-South	9 th May 2024
5.	Clerk to provide an update regarding a refined skills audit process.	10	Clerk	9 th May 2024
6-11	See Confidential minutes.			

Items for the next FGB

Diversity questionnaire responses

School Development Plan (SDP) – progress update

School Performance Data / Inspection Data Summary Report (IDSR)

Recruitment requirements for Co-opted Governor role

Pupil Premium link governor reports x 2 (Luke Zwalf)

Items for Committees

None raised.