

Attendees:	Claire Scott-South (Interim Headteacher)	Ros Roberts
	Matt Boxall (Chair)	Mark Newman
	David Hardcastle	Mike Hay
	Natalie Wong	Anna Riach
	Claire Neal	Mary-Kate Swiers
	Vincent Lyles	

Welcome, apologies for absence, consents and declarations of interest

The Chair welcomed everyone to the meeting. Apologies were received with consent from Luke Zwalf. Kara Byworth and Tom Pexton were absent.

There were no declarations of interest pertaining to the meeting.

The Minutes were agreed to be a true and accurate record of the meetings.

1. Actions from the 14th March FGB:

KB / TP

CSS / PL

Clerk

9	See confidential minutes.	SBM	Completed. The SBM confirmed that the appointed interim Assistant Headteacher would not be negatively impacted on pay.	Chair
10	See confidential minutes.	Chair	Carried forward. The Chair confirmed he had asked the Senior Adviser to Schools at CYC for advice.	
11	Chair to liaise with HR to confirm the best time to commence a permanent Headteacher recruitment process, for a September 2025 start.	Chair	Completed. On agenda, under item four.	
2. Actions from the 20th March Extra-Ordinary FGB:				
	Action	Person(s) responsible	Status	
1	See confidential minutes.	Various	Completed. The Clerk provided a verbal update regarding these actions.	
3. Actions from the 11th April Extra-Ordinary FGB:				
	Action	Person(s) responsible	Status	
1 - 3	See confidential minutes.	Interim Headteacher / Clerk	Completed. The Clerk provided a verbal update regarding these actions.	
4	See confidential minutes.	Derek Sutherland	Closed. The Clerk confirmed this action had been added to the 14 th May Extra-Ordinary FGB for discussion.	
5 - 7	See confidential minutes.	Various	Completed.	
4. Actions from the 1st May Extra-Ordinary FGB:				
There were no actions recorded at the 1 st May Extra-Ordinary FGB.				
Matters Arising				
<p>In relation to action 2.1.4, the Interim Headteacher confirmed that she had met with the Out of School Club Manager and that they were keen to take on more space, however staffing would need to be considered. Noting that a classroom could be used if an additional door was installed, the Interim Headteacher explained that the cost of this would be £9k; of which she expected the school would pay 50%, and that this would be proposed to Trustees. The Interim Headteacher explained that the Out of School club had a waiting list of 38 pupils each day and that the school were aware that this affected parents and could be a barrier to new parents choosing the school. <i>In response to a governor query</i>, the Interim Headteacher confirmed that if the works were agreed, she hoped that these would take place over the summer break.</p>				
3.	<u>Executive Headteacher Arrangements</u> – verbal update The Chair confirmed that, since the last meeting, a Memorandum of Understanding (MOU) had been drafted and approved by the Wigginton Primary School (WPS) MOU Steering Group. Noting that the Dringhouses Primary School MOU Steering Group were currently reviewing the MOU, the Chair confirmed that this would be approved at the Extra-Ordinary FGB on 14 th May.			

	<p>The Chair explained that the MOU Steering Group would need to meet once a term to review the effectiveness of the MOU and explained that this would be discussed further in the meeting on 14th May.</p> <p>The Interim Headteacher confirmed that a date had been scheduled for the Senior Leadership Team (SLT) to meet with the Executive Headteacher and that this would also be an opportunity for him to meet with staff. The Interim Headteacher explained that they would review events planned during the second half of the summer term, to arrange opportunities for the Executive Headteacher to meet the wider school community.</p> <p><i>A governor asked whether Executive Headteacher's performance management reviews would be conducted by WPS governors.</i> The Chair confirmed that this was correct, noting that the MOU Steering Group could provide input.</p> <p>Regarding the interim Assistant Headteacher role, the Interim Headteacher confirmed that interviews had been held recently and that a member of staff had been appointed, who would add real capacity to leadership team, noting that he would spend one day per week out of class after the May half term break.</p> <p><i>A governor asked whether the school would be able to cover the teaching commitment of staff who would now spend time outside of the classroom.</i> The Interim Headteacher confirmed that a teacher had agreed to work an additional day over the second half of the summer term and that the intention had always been to utilise Higher Level Teaching Assistants (HLTAs) to cover leadership time, from September. The Interim Deputy Headteacher explained that one of the school's more vulnerable pupils, who needed one-to-one support, would no longer attend the school from September.</p> <p><i>A governor queried whether the Executive Headteacher would attend all governance meetings.</i> The Interim Deputy Headteacher confirmed that she would review the meeting schedule with the Executive Headteacher, noting that the MOU stated that he would attend all Full Governing Body (FGB) and delegate Committee meetings. The Interim Headteacher stated that she felt the Executive Headteacher should attend finance meetings and that they would need to check this was flexible within the MOU.</p>	Agenda
4.	<p><u>Permanent Headteacher recruitment</u></p> <p>Provisional timescales, to recruit a new permanent Headteacher for a September 2025 start</p> <p>The Clerk advised that a Human Resources (HR) Adviser at North Yorkshire Council had advised another school that the best time to recruit for an autumn term start date was February, suggesting that the timeline and next steps be discussed in the October FGB. Governors agreed.</p> <p><i>A governor asked whether they could continue with the structure at the end of the Executive Headship arrangement if this was working well.</i> The Interim Headteacher responded that the Senior Adviser to Schools at City Of York Council (CYC) had advised that if the structure worked well, a recruitment process would not be needed. The Chair confirmed that the budget had been based on a two full-time equivalent (FTE) leadership team however noted that these roles could be carried out by more than two people.</p>	Agenda
5.	<p><u>2024/25 Start Budget</u> – for information. Previously distributed: Budget Forecast Summary, Budget Forecast by CFR Level.</p> <p>The Chair advised that the 2024/25 start budget had been reviewed and approved by the Resources Committee, confirming that the finance team had worked hard to balance the budget by year three, which was positive.</p> <p><i>A governor queried the 'OB03' figures, questioning why these reduced in 2025/26 and subsequently increased in 2026/27.</i> The School Business Manager (SBM) confirmed that these figures were in</p>	

	<p>relation to capital funds, explaining that capital funding was received each year, and that there were restrictions regarding how these funds could be spent. The SBM advised that an amount of capital funds were ringfenced, as a contingency plan for works which may be needed.</p> <p>Governors acknowledged approval of the 2024/25 start budget.</p>	
6.	<p><u>Interim Headteacher's Report</u> – previously distributed</p> <p>Referring to the previously distributed report, the Interim Headteacher highlighted the following:</p> <ul style="list-style-type: none"> • Following concern previously regarding the number of Reception places allocated in September 2024, all 45 places had now been allocated and transitional meetings had commenced. <i>A governor queried whether the increase in allocated places had been incorporated within the 2024/25 start budget.</i> The SBM confirmed that they had, noting that predictions were cautious in later years, due to the reducing roll across the City. • The SLT had reviewed the Self Evaluation Form (SEF) criteria and continued to assess themselves as 'good' across the board, with some elements of 'outstanding' and a clear picture of how an 'outstanding' grading could be achieved. The collaboration with WPS could help the school on this journey. The Interim Head of School would review the Ofsted framework when formulating the School Development Plan (SDP) in September. <i>In response to a governor query,</i> the Interim Headteacher advised that there was usually a four year window between inspections, confirming that to be graded as 'outstanding' this needed to be evidenced as embedded and engrained in day to day practice. A brief discussion followed regarding the inspection framework. The chair supported the note that the school was on a journey to try to achieve 'outstanding', particularly as the ofsted rating is a consideration for parents when choosing a school. • Since the report had been produced, three families would be issued with fines for significant unauthorised absence. The rates of persistent absence were quite high, however this data was heavily impacted by four Special Educational Needs (SEN) pupils on reduced timetables. The chair noted support for the school following the policy on issuing fines where required. <p><i>A governor noted that several pupils had been suspended due to violent incidents against a member of staff or peer, and queried whether staff felt equipped to deal with these circumstances.</i> The Interim Headteacher confirmed that all staff had received training on how to manage situations safely and that there were calm spaces in school for children. She added that the members of staff involved had a conversation with the SLT following incidents and had the option of supervision sessions with Danesgate Community Pupil Referral Unit, if needed.</p> <p><i>A governor queried why ten children had left the school during the year.</i> The Interim Headteacher responded that all moves had been due to changes in families' circumstances or families moving outside the area. <i>Responding to a follow up query from a governor,</i> the Interim Headteacher confirmed that the total number of pupils on the school's roll was 308, noting that there were spaces within some cohorts.</p> <p><i>A governor questioned whether the 62% rate of attendance at governor meetings was accurate.</i> The Interim Headteacher explained that staff had not been able to attend some meetings due to conflicts of interest, which had impacted overall figures. In addition, several governors had missed a number of meetings.</p>	
7.	<p><u>School Development Plan (SDP) – progress update</u> – previously distributed</p> <p>The Interim Headteacher noted that the SDP progress update had been shared and asked if there were any questions.</p> <p><i>A governor asked whether there would be any staffing changes due to the recent appointments.</i> The Interim Headteacher explained that they would need to cover maternity leave for a member of staff and that another teacher may be moving, advising that when the staffing structure for</p>	

	<p>September had been finalised, they would review subject leadership. The Interim Headteacher noted that they were keen to retain the Diversity Lead role as they recognised the value of this role.</p>	
8.	<p>School Performance Data / Inspection Data Summary Report (IDSR) – previously distributed: The Interim Headteacher explained that the IDSR included a data summary of the school, advising that this was generated by the government.</p> <p><i>A governor asked whether the data was shared with parents.</i> The Interim Headteacher advised that the report was used for internal monitoring however they could consider broadcasting some of the data, which was above average in most cases.</p>	
9.	<p>Committee updates Resources Committee 24th April 2024 – previously distributed. The Resources Committee Chair confirmed that the Committee had discussed the start budget, interim arrangements and cost of school meals.</p> <p>Governors acknowledged the minutes.</p> <p>Increase in price of a school meal, to £2.95 – <i>for approval.</i> Previously distributed: School Meals projected income. The SBM confirmed that there had been a loss of £8k that year, in relation to school meals, and that an increase in the price of a school meal was proposed; to cover uplifts in salaries and the increasing cost of producing meals. Noting that the Resources Committee had agreed to increase the cost of a school meal to £2.95, which would provide £2k additional income, the SBM explained that they proposed to make up the rest of the deficit using Pupil Premium funding.</p> <p><i>In response to a query regarding whether the funding could be used for this,</i> the SBM explained that she believed so; universal free school meals covered pupils from Reception to Year 2 and Years 3 to 6, and the school needed to report how this was spent every year.</p> <p>The Interim Headteacher confirmed that pupil voice feedback had been collated and would be passed to the kitchen staff for consideration. It was hoped that this would increase the number of paid school meals and enable ingredients to be purchased in bulk; which should mean that meals would be cheaper to produce.</p> <p><i>A governor asked whether there would still be a financial loss; if all pupils had a school meal.</i> The SBM responded that she would need to review this, explaining that it could be a consideration for future years. She noted that the key driver for bringing school meals in-house was the autonomy and flexibility this allowed.</p> <p>Governors approved the increase in price of a school meal, to £2.95, agreeing that this still represented good value for money.</p>	
10.	<p>Governance Matters Recruitment requirements for Co-opted Governor Diversity questionnaire responses – previously distributed.</p> <p>Confirming that there was one Co-opted governor vacancy currently, the Chair explained that governors had previously agreed to await the results of a diversity survey and potentially a skills audit, before recruiting.</p> <p>Referring to the Diversity survey responses, the Chair advised that there had been eight responses and one 'nil return', pointing out that no governors had declared they had a disability; however there were a number of pupils with disabilities at the school. The Chair questioned whether the Governing Body should seek to recruit to fill this gap.</p>	

	<p>A discussion followed, during which <i>a governor suggested that they advertise the position, stating that they were keen to increase the level of diversity within the Governing Body and that they would like to appoint a governor who felt able to represent the views of children with protected characteristics.</i></p> <p><i>A governor queried whether Human Resources (HR) advice was needed, regarding the wording on the advertisement.</i> The Clerk agreed to seek advice from the Governance Services team, noting that the school could also advertise the position.</p> <p>Action: Clerk to seek advice regarding the wording for a Co-opted governor advertisement and ask the Governance Services team for help in seeking candidates.</p> <p>Action: Chair/Headteacher to advertise the Co-opted governor role.</p> <p>Link Governor Visits – previously distributed: Early Years Foundation Stage (EYFS) Link Governor Report</p> <p>The EYFS Link governor provided a verbal update regarding her visit.</p> <p><i>A governor noted that the EYFS teacher was now on maternity leave.</i> The Interim Headteacher gave a brief overview of the staffing changes implemented, to cover the period of maternity leave, adding that phase leaders would lead in Key Stage 2, for the duration of the Executive Headship arrangement.</p> <p>The Chair noted that the Pupil Premium Link Governor report was still outstanding.</p> <p>Training Update – previously distributed: Training Tracker</p> <p>The Chair noted training which had been completed recently, reminding governors to forward details of any training not completed via NGA Learning Link or CYC to the Clerk.</p> <p>Regional Governance Conference Programme 20th June 2024 - for information.</p> <p>The Chair confirmed that Regional Governance Conference Programme was taking place on 20th June.</p>	<p>Clerk</p> <p>Chair/ HT</p> <p>Agenda</p>
7.	<p>Policies for approval – previously distributed.</p> <p>Complaints Policy (Staff - LA Adopted policy)</p> <p>A governor noted that there was an inconsistency in the language used in relation to a Headteacher complaint. The Interim Headteacher explained that they were unable to change the wording, as this was a LA adopted Policy.</p> <p>Governors approved the Complaints Policy, noting their concerns regarding the inconsistency of the language within the Policy.</p> <p>SEN Policy</p> <p>Governors approved the SEN Policy.</p> <p>Equality Policy (reviewed by Resources Committee)</p> <p>Governors approved the Equality Policy.</p> <p>Children with Health Needs Who Cannot Attend School Attendance Policy (reviewed by Resources Committee)</p> <p>Governors approved the Children with Health Needs Who Cannot Attend School Attendance Policy.</p>	
8.	<p>Any Other Urgent Business (previously notified)</p> <p>There were no matters raised for discussion under Any Other Business.</p>	

9.	<u>Determination of confidential items</u> Governors agreed that no discussions would need to be captured in separate, confidential minutes.	
10.	<u>Date and time of next meetings</u> Extra-Ordinary FGB: 14 th May at 6.30pm, online. FGB: 4 th July 2024 at 6pm.	

The meeting closed at 7:47pm.

These minutes will be approved at the FGB on 4th July 2024.

**DRINGHOUSES PRIMARY SCHOOL
ACTION PLAN FOLLOWING THE MEETING OF THE FULL GOVERNING BODY HELD ON
9TH MAY 2024**

Action		Item	Person(s) Responsible	Timescale
1.	Read Part 1 of KCSIE 2023 and complete Keeping Children Safe in Education (KCSIE) quiz.	2.1.1	Kara Byworth / Tom Pexton	9 th June 2024
2.	Provide a written update regarding extending the after school provision, for review at the next FGB.	2.1.4	Claire Scott-South	24 th May 2024
3.	Provide an update regarding a refined skills audit process.	2.1.5	Clerk	9 th June 2024
4.	Follow up with HR whether there are likely to be any issues with contracts as a result of the interim arrangements.	2.1.10	Chair	23 rd May 2024
5.	Clerk to seek advice regarding the wording for a Co-opted governor advertisement and ask the Governance Services team for help in seeking candidates.	10	Clerk	17 th May 2024
6.	Chair/Executive Headteacher to advertise the Co-opted governor role.	10	Chair/Exec Headteacher	14 th June 2024

Items for the next FGB

Extra-Ordinary FGB 14th May 2024:

MOU Steering Group responsibilities and confirmation of membership

FGB October 2024

Permanent Headteacher recruitment - timeline and next steps

Pupil Premium Link Governor Report (LZ)

Items for Committees

None raised.