



MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD ON THURSDAY 4TH JULY 2024, 18:00 IN SCHOOL

Attendees: Paul Laycock (Executive Headteacher) Mark Newman
 Luke Zwalf (Acting Chair) Anna Riach
 David Hardcastle Ros Roberts
 Mike Hay Mary-Kate Swiers
 Claire Neal Natalie Wong

In Attendance: Claire Cutler-Casey (Clerk)

1.

Welcome, apologies for absence, consents and declarations of interest

Apologies were received with consent from Matt Boxall and Vincent Lyles.
In Matthew Boxall’s absence, Luke Zwalf, Vice Chair, agreed to Chair the meeting.
Kara Byworth and Tom Pexton were noted as absent from the meeting without consent.
There were no declarations of interest pertaining to the meeting.

2.

Minutes (including confidential minutes) of the meetings held on 9th and 14th May 2024, matters arising and action points – previously distributed

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

Action points and matters arising

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	C/F to next FGB meeting
2. Provide a written update regarding extending the afterschool provision, for review at the next FGB.	2.1.4	Claire Scott-South	Completed, see notes below
3. Provide an update regarding a refined skills audit process.	2.1.5	Clerk	C/f to next FGB meeting
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	Completed
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	C/F to next FGB meeting see item 10.1 below
6. Chair/Executive Headteacher to advertise the Co-opted governor role.	10	Chair/Exec Headteacher	C/F see item 10.1 below

Action two was complete and would be going forward with funding from the local authority. A contractor had been appointed and were awaiting confirmation of dates for work during the school holidays. Recruitment was ongoing and a letter was ready to go to parents. The waiting list was currently sixty children. There were 25 spaces currently available but there would be no increase in places without additional staffing. A further increase in numbers would mean using the hall, which could impact safeguarding. Increased numbers would be trialled in classroom six.

14th May 2024

Action		Item	Person(s) Responsible	Timescale
1.	Senior Adviser to Schools to confirm to both Dringhouses and Wigginton Primary School governors, in writing, how the Executive Headteacher's sickness absence would be managed.	2	Derek Sutherland	24 th May 2024 C/F
2.	Senior Adviser to Schools to revise the MOU (Memorandum of Understanding) as per governor feedback and forward this to the Governing Body of both schools, together with accompanying commentary.	2	Derek Sutherland	21 st May 2024 C/F

There were no matters arising

3. **Headteacher's Report – previously distributed**

3.1 Update on current Executive Headteacher arrangement

Paul Laycock, Executive Headteacher, introduced himself to the board and extended thanks to Mary-Kate Swiers for her support over the last few weeks.

The arrangement was going very well and had been a very positive start. Mary-Kate Swiers had vast knowledge and Paul Laycock had Headteacher experience, creating many opportunities for joined up, strategic thinking. Workload management was going well, creating a very stable arrangement.

In response to a governor's question the Executive Headteacher advised the equal split day was a challenge and it could be exhausting managing both schools. He was trying to have a specifically defined time allocation for each school but assured governors that he trusted the teams in both schools while he was working at the other. The travel time was 20-25 minutes between the two school sites.

In response to a governor's question Mary-Kate Swiers, Head of School, advised she had been a consistent presence and the children were coping well with the changes. Both the Executive Headteacher and the Head of School were visible on the gate and in assemblies and children, parents, and staff had been very welcoming.

In response to a governor's question the Head of School advised that staff were responding well to the changes and the focus for staff was to establish a professional dialogue with clear, consistent and streamlined communication including face-to-face feedback.

Sam Hardcastle (Assistant Head Teacher) had stepped up and was building excellent, motivating relationships with challenging children.

3.2 Number on roll for September 2024

The Head of School highlighted the commentary regarding spaces on the report.

<p>In response to a governor's question the Head of School advised the figures on the report for leavers were cumulative during the school year and there had not been an exodus from the school. Two pupils had transferred to specialist settings, two pupils had left the area, and one had moved full time to an Alternative Provision. Two pupils had left for a term and returned to Dringhouses as their preference. These children were not shown in the returning numbers as these were calculated before they returned.</p> <p>The prediction was that all spaces would be filled.</p> <p>The school was aware of the falling birth rate in York and must consider how to structure and advertise open days to attract intake for next year (September 2025) by raising awareness of open days and activities, including banners, providing details to local nurseries and wider via social media. It was agreed it was important to be proactive to avoid the need to reduce PAN (Published Admission Number) for the coming years.</p> <p>In response to a governor's question the Head of School explained which other local schools were competing for pupils.</p> <p>The budget assumptions were calculated on an intake of 43, which was slightly higher than the current number (40), and there was the possibility of changes to numbers until the start of the new year.</p> <p>In response to a governor's question the Head of School advised the school's unique selling point was their Music provision, it was agreed to promote this and add prominence on social media feeds. Governors had attended the interschool choir day and Dringhouses had been very well represented, which the school should be proud of. The gradual build-up of independence of pupils, via curated school trips, could also be promoted.</p> <p>The Self Evaluation Form (SEF) was in the early review stage and read very well but it had been noted that impact required more evidence to demonstrate intention, implementation, and impact to make it easier to read. There had been a large amount of work had taken place this year on personal development following a review from the previous last year. Ofsted had wanted more evidence of impact so the focus would be gathering an evidence portfolio. The introduction of the behaviour curriculum next year would be a first for the school.</p> <p>The Head of School highlighted the commentary referring to focus on behaviour, curriculum, creating leadership opportunities, and creating more Early Years fluidity between inside and outside work. Focus groups had provided opportunities for quality talk around the classrooms, refining systems and practices in KS1 and he now had a clear picture of areas for focus.</p> <p>The Head of School referred to the commentary on the Quality of Education report.</p> <p>A governor noted that there were three boxes for the survey, which had been completed in November/December 2023.</p> <p>ACTION: Complete pupil survey in the next few weeks to capture and observe patterns.</p> <p><u>3.3 Attendance data</u></p> <p>Tracking revealed the school was generally just above the national average for attendance.</p> <p>In response to a governor's question, Claire Neal advised that there were 26 pupils who were eligible for Free School Meals (FSM), excluding those with historical claim and pupils on Universal Free School Meals. There was not a high level of deprivation in the area, as shown in Table 5. There were more children joining the school later in the year who would be eligible for FSM.</p> <p>The attendance commentary showed the Persistent Absentee (PA) rate was above the York average and the data had been skewed by a small cohort of four pupils.</p>	<p>HoS</p>
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<p>In response to a governor's question Claire Neal advised there were 26 pupils who were on the cusp of PA. She had met with Steph Keenan Logan, from City of York Council, regarding attendance and discussed the four pupils skewing figures, all four of whom were SEND/Pupil Premium. One pupil had been issued a fixed penalty and would now receive official notice to improve, meaning the family would be worked with to see if a difference could be made. It was noted that the suggestion of a home visit encouraged pupils to return to school and this could be updated in the policy. If the four pupils did not attend school at all the PA rates would still be 14%, so it was not an endemic problem. A hard stance was being taken to address PA and Dringhouses had returned to using Fixed Penalty Notices for any absences over ten sessions, within school time, for holidays. Penalties had increased by £20 each, per parent, per child. This information would be issued to parents including that penalties increased for a second holiday taken within a three-year period, with the penalty monies going direct to the council.</p> <p>In response to a governor's question Claire Neal advised families could appeal against fines for exceptional circumstances.</p> <p>Claire Neal was instigating an attendance predictor to measure attendance and demonstrate how 100% attendance could move them out of the risk category, this would be reviewed on impact and could be rolled out across the city.</p> <p>A governor requested that a running total be added to figures on the attendance report going forward. Claire Neal agreed this would be useful.</p> <p>ACTION: Add running total to figures on the attendance report.</p> <p><u>3.4 Pupil Mobility</u></p> <p>The report was taken as read.</p> <p><u>3.5 Summer term census data</u></p> <p>ACTION: Clarify Summer Term census figures from discrepancies created by timing differences.</p> <p>The Head of School explained that pupils who were absent at the start of the year/term were always trying to catch up and might be classed as PA for the whole term. Behaviour and attitude showed a 50% reduction in bullying incidents. Support and strategies were being created in the School Improvement Plan to further improve this in the next academic year.</p> <p>In response to a governor's question the Head of School advised that the figures for suspensions and Time Outs would be reviewed, and staff were working to identify and address needs with specialist support and supervision from pupils who had moved to the school.</p> <p>ACTION: Review the suspension statistics and offer comparison data.</p> <p>Incidents</p> <p>Four homophobic incidents were recorded this year, children required more teaching in phraseology which had resolved the issue. The incidents had been by one pupil who received additional support, including SLT support at lunchtime, and had been referred to Youth Justice regarding the possible future impact of the language used. These sessions were ongoing over the summer holidays.</p> <p>Complaints and grievances were taken as read.</p> <p>Curriculum</p> <p>The Head of School noted the very positive increase in numbers attending clubs, in response to the Ofsted feedback to increase the club offer. There was a mix of free and paid for clubs covering sport, creative and other interest activities every half term and more planned for the Autumn term.</p>	<p>CN</p> <p>HoS/ EHT/CN</p> <p>HoS</p>
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	<p>In response to a governor's question the Head of School advised they were unsure how this compared with other local schools. Dringhouses ran a varied selection of clubs and activities including circus skills, cooking, chess club, TT rock stars, nurture club, maypole, and face painting. All teachers were asked to run one club and 50% of the clubs are outsourced. Ignite Sport would offer PPA (Planning, Preparation, and Assessment) support and additional breakfast, lunch, and afterschool clubs which would enhance the sports offer.</p> <p>Pupil Premium numbers were increasing with the new Reception intake which posed barriers around being collected late, with more lunchtime clubs and offering support getting children home being investigated as a potential solution.</p> <p>Leadership and management Discussed later in the meeting under item</p> <p>Staff recruit and retention The Head of School explained there was one teacher to recruit to cover maternity leave which had been re-advertised. Five applicants would be interviewed on Tuesday 9th July. One staff resignation was covering another maternity cover. One staff resignation of a teacher who has relocated, they were being replaced by a current maternity cover teacher. A new caretaker had been appointed.</p>	
4.	<p><u>School Development Plan (SDP) – progress update</u></p> <p>The current position was summarised by the Head of School as follows:</p> <ol style="list-style-type: none"> Subject leadership - this ran in a two-year cycle, named cycles A & B, and was reviewed to ensure it was ambitious, diverse and progressive. The progression documents were now in line, with the knowledge defined for each area of school and Cycle A was ready to launch again next year. This would be carried forward into next year's SDP to ensure the best impact as per the Ofsted report. Subject leaders were identifying areas for improvement and working alongside staff to develop CPD, attending maintained schools network groups and leadership coaching. Personal development - the PSHE (Personal, Social, Health and Economic) curriculum had been developed using PSHE association as a starting point. This was personalised to Dringhouses to cover contextual safeguarding issues including DVA (Domestic Violence and Abuse), E-safety, and diversity of curriculum, embedded in PHSE curriculum which was being rolled out. Mr Field-James was the diversity lead, inspiring staff to run the first Dringhouses Pride event this year at which children spoke and performed and celebrated difference. The next step was embedding this across the school and creating consistency across the school and curriculum. Early Years outdoor provision - this was well supported. The aim was to continue next year with clearly defined outdoor areas and associated learning that then translated indoors. Feedback had been provided to Early Years with a very positive response and a quick, obvious impact. There was more to be done and the team were ready and receptive, felt valued and respected and appreciated the feedback and clarity on the next steps. 	
5.	<p><u>School Aims</u> – <i>previously distributed:</i></p> <p>Strategic aims - Carried forward to next meeting to give the Executive Headteacher and the Head of School time to review these.</p> <p>It was agreed it was a useful document that rounds up what Dringhouses was in a simple to understand, useful format, and was required by the council for training.</p>	

6.	<p><u>Safeguarding</u></p> <p>The Head of School gave a brief update on safeguarding, sharing that there was a significant amount of support going in for families, initial issues and support offered in the past few weeks. The Head of School was new to the role of Designated Safeguarding Lead (DSL), but had introduced the staffroom 'safeguarding question of the week', had briefed all MSAs (Midday Supervisor Assistants) on who all the relevant people were and a review had been planned with Anna Riach to take place on July 12th. Ensuring systems were clear and a safeguarding culture was high on the agenda. There was a clear plan for comprehensive training days tailored to each group within the school. The admin team would do DSL training to access reports from CPOMS (Child Protection Online Monitoring System).</p> <p>Admin staff would see parents more and make phone calls, as they had good relationships with families. Kirsty Knivett, who wrote NSPCC 'Speak out, stay safe' programme, would deliver the training tailored for different groups, with an opportunity for governor training too.</p> <p>In response to a governor's question Claire Neal advised that the staff knowledge and training had been useful in recent incidents. It was a useful process to help manage, support and strengthen existing relationships with families.</p> <p>It was noted that the MASH (Multi-Agency Safeguarding Hub) helpline was not answered, and school had been unable to access support from the council when required. This had been followed up with Heads of services.</p> <p>ACTION: Feedback concerns regarding access to MASH resources.</p> <p><u>Annual Safeguarding Report</u> – including review of Single Central Record</p> <p>This would form part of the governor visit on July 12th with policies and protocols in place and embedded. It was difficult to obtain back-up due diligence letters from external agencies as it could be difficult to know who to contact.</p> <p>In response to a governor's question the Head of School advised there are no legal guidelines on obtaining letters of assurance which could be difficult to secure. This increased the level of risk assessment and highlighted that the lanyard system identified if a visitor required escort in school.</p>	MB
7.	<p><u>Annual report on use of PE funding</u></p> <p>This was under preparation, deadline 31st July 2024.</p>	
8.	<p><u>Review of national test outcomes against internal predictions</u></p> <p>The data would be released on the 9th of July and would be circulated outside of the meeting.</p> <p>ACTION: Circulate national test outcomes data against internal predictions.</p>	HoS
9.	<p><u>Committee updates</u></p> <p><u>Standards and Effectiveness Committee 23rd May 2024</u> – previously distributed.</p> <p>Mark Hay expressed how useful the meeting was, he had been impressed with the quality of SEND provision and increased focus on handwriting was discussed including the challenges getting to greater depth.</p> <p>The pupil wellbeing audit flagged some concerns from the committee around the number of pupils who would report concerns to staff or friends being lower than the national average.</p>	

	<p>In response to a governor's question, it was confirmed that governors would do Mary-Kate Swiers' performance management review and the Executive Headteacher would not be involved.</p> <p>ACTION: Check if Multi factor authentication can be implemented around emails.</p>	CN
10.	<p><u>Chair's items</u></p> <p><u>10.1 Governor Recruitment – Representative from disabled community</u></p> <p>The Chair noted that Anna Riach would be stepping down as governor from the beginning of September. The governing board extended their sincere thanks to Anna for her service as a governor.</p> <p>It was noted that as Tom Pexton had been absent without consent for multiple meetings that he was now removed as a governor, see item 11.6.</p> <p>Recruitment would be required to replace Tom Pexton and Anna Riach with activities including a recruitment drive at parents evening, advertising at new parent's evenings, and at Inspiring Futures. Governors were encouraged approach people personally and undertaking a skills audit review to ascertain what skills are required. Any interest should be referred to the Head of School or Chair in the first instance.</p> <p>Mark Newman would take on the Safeguarding Link Role from September and Natalie Wong would link with EYFS (Early Year's Foundation Stage).</p> <p>ACTION: Contact the council regarding the process for recruiting new co-opted Governors.</p> <p>ACTION: Advise Head of School where to find a new governor's application form.</p> <p>ACTION: Contact Kara Byworth to ascertain if she wishes to continue as a governor.</p> <p><u>10.2 Termly meeting with Wigginton Governors</u></p> <p>It was agreed that the meetings with Wigginton Governors could take place on Teams/zoom and should include three governors from each school. Mark Newman, Matt Boxall and Luke Zwalf would represent Dringhouses FGB. It was not necessary to meet before the end of this academic year from Dringhouses perspective, as all was going well, but it would be good to know Wigginton's perspective on this.</p> <p>The suggested agenda was to define the purpose of the meetings, establish what the gains were, identify mutual opportunities such as shared training costs and skill share opportunities and instigate a rolling capture of the experience and benefits of having an Executive Headteacher, for feedback to Local Authority when required and decide if the meetings would require clerking and, if so, by whom.</p> <p>ACTION: Chair to contact the Chair of Wigginton School FGB to arrange a meeting before the next Dringhouses FGB through the Executive Headteacher.</p>	<p>MB Clerk HoS</p> <p>MB/EHT</p>
11.	<p><u>Governance Matters</u></p> <p><u>11.1 Impact Statement – considering work and impact of governing board</u></p> <p>ACTION: Head of School to ascertain and define what the impact statement was for and how it was used with the update circulated to all Governors.</p> <p>ACTION: Head of School and Luke Zwalf to create a shared document crib sheet to record a rolling process of governor activities and their impact.</p> <p><u>11.2 Link governor roles</u></p> <p><u>Review impact of link governor roles and governor monitoring activity throughout 2023/24</u></p> <p><u>Agree link governor roles for 2024/25</u></p> <p>Current link governor roles - 2023/24 listed below:</p>	<p>HoS</p> <p>HoS/LZ</p>

	<table><tr><td></td><td>Link Governor</td></tr><tr><td>Early Years Link Governor</td><td>Natalie Wong</td></tr><tr><td>Key Stage 1 Link Governor</td><td>Kara Byworth</td></tr><tr><td>Key Stage 2 Link Governor</td><td>Mike Hay</td></tr><tr><td>SEN Link Governor</td><td>David Hardcastle</td></tr><tr><td>Safeguarding & SRE Governor</td><td>Anna Riach</td></tr><tr><td>Disadvantaged</td><td>Luke Zwalf</td></tr><tr><td>H&S Governor</td><td>Matt Boxall</td></tr></table>		Link Governor	Early Years Link Governor	Natalie Wong	Key Stage 1 Link Governor	Kara Byworth	Key Stage 2 Link Governor	Mike Hay	SEN Link Governor	David Hardcastle	Safeguarding & SRE Governor	Anna Riach	Disadvantaged	Luke Zwalf	H&S Governor	Matt Boxall	
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	<p><u>11.3 Dates for termly governor visits 2024/25</u></p> <p>ACTION: Head of School and Claire Neal to propose dates for Governors link visits for 2024/25</p> <p><u>11.4 Committee membership 2024/25</u></p> <p>2023/24 Committee membership details attached for reference.</p> <p>ACTION: Transfer Natalie Wong to Standards Committee from Resources Committee.</p> <p>ACTION: Change Claire Scott-South to Mary Kate Swiers on Standards and effectiveness Committee.</p> <p>ACTION: Add Natalie Wong to Pay Appeals Committee.</p> <p>Headteacher Performance Management committee would be Natalie Wong, Mike Hay, Luke Zwalf and Ros Roberts.</p> <p>Headteacher objectives for the Head of School would be set in the early part of the next academic year in readiness for staff appraisals and setting new objectives.</p> <p>ACTION: Head of School to outline objectives and arrange meeting date with Mike Hay.</p> <p><u>11.5 Terms of office ending before next FGB</u></p> <p>N/A</p> <p><u>11.6 Regulations regarding non-attendance at meetings</u></p> <p>Attendance record 2023/24 – previously distributed</p> <p>Please note: Governors are automatically disqualified from holding office as a governor if they fail to attend meetings for a continuous period of six months without consent.</p> <p>ACTION: Send communication to Tom Pexton to confirm he is automatically disqualified from holding office as a governor.</p> <p><u>11.7 Training update</u></p> <p><u>None</u></p>	<p>HoS/ CN</p> <p>Clerk Clerk Clerk</p> <p>HoS</p> <p>Clerk</p>																
12.	<p><u>Policies for approval</u></p> <p>There were no policies for approval at this meeting</p>																	
13.	<p><u>School website – Compliance Audit</u></p> <p>In response to a governor’s question Claire Neal confirmed this was her responsibility and she and the Head of School would update this in the school holidays.</p> <p>ACTION: Update school website.</p>	CN/HoS																

14.	<p><u>Any Other Urgent Business (previously notified)</u></p> <p><u>Business Interest Form</u> – all now completed and returned</p> <p><u>New Certificate of Delegated Authorities</u> – <i>previously distributed</i></p> <p>For authorisation.</p> <p>APPROVED: This was approved unanimously</p>	
15.	<p><u>Determination of confidential items</u></p> <p>Governors agreed that no discussions would need to be captured in separate, confidential minutes.</p>	
16.	<p><u>Date and time of next meetings</u> – <i>previously distributed</i></p> <p>2024/25 meeting dates circulated for information.</p> <p>The Resources Committee meeting was required to move to allow for submissions deadlines, the FGB meeting was required before the January submission date and the draft report was required for November, so may not be signed off until March 13th as Governor involvement in SFVS (School Financial Value Standard) was required and extra evidence of controls might be required.</p> <p>The meeting extended a vote of thanks to the Acting Chair and sent best wishes for the summer to all.</p>	

The meeting closed at 7.54 pm

Minutes to be approved at the first FGB meeting of the autumn term.

DRINGHOUSES PRIMARY SCHOOL
ACTION PLAN FOLLOWING THE MEETING OF THE FULL GOVERNING BODY HELD ON
4TH JULY 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	By next FGB meeting
2.	Provide an update regarding a refined skills audit process.	2.1.3	Clerk	By next FGB meeting
3.	Senior Adviser to Schools to confirm to both Dringhouses and Wigginton Primary School governors, in writing, how the Executive Headteacher's sickness absence would be managed.	2.2.1	Derek Sutherland	By next FGB meeting
4.	Senior Adviser to Schools to revise the MOU as per governor feedback and forward this to the Governing Body of both schools, together with accompanying commentary.	2.2.2	Derek Sutherland	By next FGB meeting
5.	Complete pupil survey in the next few weeks to capture and observe patterns.	3.2	Head of School	By end of term
6.	Add running total to figures on the attendance report.	3.3	Claire Neal	By next FGB meeting
7.	Clarify Summer Term census figures from discrepancies created by timing differences.	3.5	Head of School, Claire Neal and Executive Headteacher	By next FGB meeting
8.	Review the suspension statistics and offer comparison data.	3.5	Head of School	By next FGB meeting

9.	Feedback concerns regarding access to MASH resources.	6	Matt Boxall	By next FGB meeting
10.	Circulate national test outcomes data against internal predictions.	8	Head of School	16th July, 2024
11.	Check if Multi factor authentication can be implemented around emails.	9	Claire Neal	By next FGB meeting
12.	Contact the council regarding the process for recruiting new co-opted Governors	10.1	Matt Boxall	By next FGB meeting
13.	Advise Head of School where to find a new governor's application form.	10.1	Clerk	Complete
14.	Contact Kara Byworth to ascertain if she wishes to continue as a governor.	10.1	Head of School	By next FGB meeting
15.	Chair to contact the Chair of Wigginton School FGB to arrange a meeting before the next Dringhouses FGB.	10.2	Matt Boxall	By end of term
16.	Head of School to ascertain and define what the impact statement was for and how it was used with the update circulated to all Governors.	11.1	Head of School	By next FGB meeting
17.	Head of School and Luke Zwalf to create a shared document crib sheet to record a rolling process of governor activities and their impact.	11.1	Head of School & Luke Zwalf	By next FGB meeting
18.	Propose dates to Governors for visits for 2024/25	11.3	Claire Neal & Head of School	By next FGB meeting
19.	Transfer Natalie Wong to Standards Committee from Resources Committee	11.4	Clerk	Complete
20.	Change Claire Scott-South to Mary Kate Swiers on Standards and effectiveness Committee	11.4	Clerk	Complete
21.	Add Natalie Wong to Pay Appeals Committee	11.4	Clerk	Complete
22.	Outline objectives and arrange meeting date with Mike Hay	11.4	Head of School	ASAP
23.	Send communication to Tom Pexton to confirm he is automatically disqualified from holding office as a governor.	11.6	Clerk	Complete
24.	Update school website	13	Claire Neal & Head of School	By next FGB Meeting

Items for the next FGB School aims