



MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD ON THURSDAY 26TH September 2024, 18:00 IN SCHOOL

Attendees: Paul Laycock (Executive Headteacher) Mark Newman
 Luke Zwalf Ros Roberts
 Kara Byworth Mary-Kate Swiers (Head of School)
 David Hardcastle Natalie Wong
 Claire Neal Vincent Lyles
 Matthew Boxall (Interim Chair)

In Attendance: Joseph Batchelor (Clerk)
 Helen Marshall-Groot (Clerk)

1. **Welcome, apologies for absence, new governors**
The meeting opened at 18:02.
 Apologies were received with consent from Mike Hay.

 Kara Byworth was absent without consent.

 The Chair noted that the last time Ms Byworth was in attendance was at the Extraordinary Meeting of the FGB on the 4th of April 2024, and that she hadn't responded to the board's attempts to contact her. Explaining that Ms Byworth had started a new job, the Chair noted that this may have caused her series of absences without consent. If absent without apologies at the next meeting Ms Byworth would be automatically disqualified as a governor.

 Matt Boxall was unanimously selected as Interim Chair. Full process to be conducted at the next FGB meeting.

 The Chair then moved to discuss a request to become a governor submitted by Hannah Wilson, noting that she was absent to the meeting, but had sent in a paragraph explaining her motivation and suitability for joining the board which the Chair read out. It was noted that Ms Wilson was not a parent of a child in the school. The Chair reported that he had had a call with Ms Wilson, and that she had also met with the Head of School (HS).

 Noting that Ms Wilson had marketing experience, HS emphasized the prospective usefulness of this experience to the board.

 The Chair proposed a motion that the board co-opt Ms Wilson as a governor.
RESOLVED: The board unanimously approved the motion to appoint Hannah Wilson as a co-opted governor.

 The Chair then moved to discuss Vaunda Powell's expression of interest in joining the board as a co-opted governor, reporting that Ms Powell is a parent of a child at the school, and was previously a governor at the school. The Chair noted that Ms Powell would be the fifth parent governor on the board, which is the recommended limit for the number of parent governors. Elaborating on this point, the Chair explained that as there will be a parent governor election in January when the Chair's term of office comes to an end. The Chair noted that the board did not have a paragraph from Ms Powell and so **the appointment would be considered at the next meeting, 4th December.**

	<p>The Chair reported that he thought that Ms Powell would be an excellent addition to the board, emphasising that she had always made valuable contributions when she was a member of the board previously.</p> <p>The Clerk raised the issue that if the Chair failed to be re-elected, then the board would be left with no Chair, and recommended that the board run the election for parent governors early.</p> <p>A governor asked which governors would be leaving the board in the 2024/2025 academic year, and asked the Clerk to clarify the specific vacancies on the board. The Clerk reported that the board had two co-opted vacancies, as well as the term of office coming to an end this academic year for Matthew Boxall on the 15th of January 2025 and Luke Zwalf on 25th January 2025.</p> <p>ACTION: BOARD TO BEGIN PROCESS TO HOLD AN ELECTION FOR A PARENT GOVERNOR SEAT ON THE BOARD.</p> <p>A governor asked whether this could be an election in which the Chair might not be re-elected. The Chair confirmed that it could be.</p> <p>A governor reported that two parents are waiting in the wings to get involved with the board, and were waiting for the next parent governor election. The Clerk explained that the board could take those parents on as associate members as a way to introduce them to the governing board.</p> <p>HS asked whether the board would be able to also run an election for the seat currently held by Ms Byworth if she were to resign. The Clerk confirmed that they would be able to.</p>	Agenda									
2.	<p><u>Consents and Declarations of Interest, Business Interest Forms.</u></p> <p>There were no declarations of interest.</p> <p>The Chair requested that all Business Interest Forms be completed before the end of the meeting.</p>										
3.	<p><u>Minutes of the meeting held on 4th July 2024, matters arising and action points</u> – <i>previously distributed</i></p> <p>RESOLVED: The minutes were agreed to be a true and accurate record of the meeting.</p> <p><u>Action points and matters arising</u> <i>The Executive Headteacher stepped out of the room at 18:24.</i></p> <table border="1"> <thead> <tr> <th>Action /</th><th>Person(s) Responsible</th><th>Updates</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Kara Byworth/ All</td><td> <p>The Chair encouraged the governors to read KCSIE 2024 and complete the quiz. The Vice Chair noted that it was frustrating to do the training twice for work and governance.</p> <p>The Clerk clarified that governors do not need to do the quiz twice provided that the governor can produce a certificate.</p> <p>The Chair encouraged the board to finish the training for this year.</p> </td></tr> <tr> <td>2.</td><td>Clerk</td><td> <p>The Clerk updated the board on the new CYC skills audit. The Chair noted that the board would wait until after the parent governor elections to undertake a skills audit.</p> </td></tr> </tbody> </table>	Action /	Person(s) Responsible	Updates	1.	Kara Byworth/ All	<p>The Chair encouraged the governors to read KCSIE 2024 and complete the quiz. The Vice Chair noted that it was frustrating to do the training twice for work and governance.</p> <p>The Clerk clarified that governors do not need to do the quiz twice provided that the governor can produce a certificate.</p> <p>The Chair encouraged the board to finish the training for this year.</p>	2.	Clerk	<p>The Clerk updated the board on the new CYC skills audit. The Chair noted that the board would wait until after the parent governor elections to undertake a skills audit.</p>	
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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.	Derek Sutherland	CLERK TO PUSH THIS ACTION BACK TO THE NEXT FGB MEETING ON THE 4TH OF DECEMBER 2024.
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.	Derek Sutherland	CHAIR TO DOUBLE CHECK WITH MR SUTHERLAND THAT IT HAS BEEN DONE.
5.	Complete pupil survey in the next few weeks to capture and observe patterns.	Mary Kate Swiers	<p>HS reported that they had carried out a survey on behaviour and attitude which reflected the Ofsted framework titles.</p> <p>HS reported the following: 95% of the children thought that the children behaved well; 97% of children wanted to achieve the best they could; 100% of children said they knew how to behave.</p> <p>A governor asked how many children took part. HS answered that 172 children took part, and that they were exclusively from KS2.</p>
6.	Add a running total to the figures on the attendance report	Claire Neal	Completed
7.	Clarify the Summer term census figures as there appear to be some discrepancies created by timing differences.	Mary Kate Swiers, Claire Neal and Paul Laycock	Ms Neal clarified that The discrepancies were due to differences in when the censuses were taken.
8.	Review the statistics and offer comparison data		To be Pushed back to next FGB meeting.
9.	Feedback concerns regarding access to MASH resources.	Matt Boxall	For the Chair and HS to do for next FGB meeting.
10.	Circulate the data on the review of national text outcomes against internal predictions	Mary Kate Swiers	Completed.
11.	Check if Multi factor authentication can be implemented around emails.	Claire Neal	To be done for the next FGB meeting.
12.	Contact the council regarding the process for recruiting new co-opted Governors	Matt Boxall	Completed
13.	Advise Mary Kate Swiers how to find a new governor's application form.	Clerk	Completed

4.	14.	Contact Kara Byworth to ascertain if she wishes to continue as a governor.	Mary Kate Swiers	As discussed above it was confirmed that Ms Byworth had been contacted, and that no date had been received at this point. A governor asked whether they could hold disqualify Ms Byworth earlier than December. The Chair denied the request, and emphasised the importance of her being an <i>elected</i> governor with respect to this decision.
	15.	Contact the chair of Wigginton governors to arrange a date to meet before the next Dringhouses FGM	Matt Boxall	Completed by EH. The Chair thanked EH for this action.
	16.	Advise Matt Boxall how to contact Wigginton Chair of governors	Paul Laycock	For next FGB.
	17.	Ascertain and define what the impact statement is for and how it is used for circulation to all Governors	Mary Kate Swiers	Completed.
	18.	Set up a shared document crib sheet to record a rolling process of governor activities and their impact.	Mary Kate Swiers & Luke Zwalf	Completed.
	19.	Propose dates to Governors for visits for 2024/25	Claire Neal & Mary Kate Swiers	Completed.
	20.	Transfer Natalie Wong to Standards Committee from Resources Committee	Clerk	Completed.
	21.	Change Claire Scott-South to Mary Kate Swiers on Standards and effectiveness Committee	Clerk	Completed.
	22.	Add Natalie Wong to Pay Appeals Committee	Clerk	Completed.
	23.	Outline objectives and arrange meeting date with Mike Hay	Mary Kate Swiers	Completed.
	24.	Send communication to Tom Pexton to confirm he is automatically disqualified from holding office as a governor.	Clerk	Completed.
	25.	Update school website	Claire Neal & Mary Kate Swiers	Completed.
4.	Executive Headteacher's Report – previously distributed			

As EH was out the meeting, HS reported on this section.

Starting the report by talking about school numbers, HS reported that the school had four spaces in year six, and reported that the school was beginning to feel full. She explained that the school had taken on two refugees the week of the meeting, as well as a managed move in Year 3.

HS reported that the school was on track with their marketing plan, which aimed to make sure that the school was prioritising filling spaces up. HS noted that this was their first marketing strategy, and had used local Facebook groups, clubs, libraries, and churches, and reported that they had seen massive uptake, higher than anticipated. HS reported that they might have to rethink the open days due to the volume of interest. Elaborating on open days, HS explained that they had got children from each class to represent their classes, and noted that she was keen to get catering for the open days.

HS emphasised the need for wraparound care, and reported that the school had a door put in over the summer holidays, which enabled the school to access more space for wraparound care, but HS clarified that they would still need staff. It was noted that wrap around care was an important factor for many families when considering school places.

A governor asked whether the waiting list for wraparound care had grown. HS clarified that it had not, and noted that sixty one children attended wraparound care the night.

A governor asked whether there was anything that the governors could do to help with wraparound care. HS clarified that they could help signpost advertising vacancies.

EH stepped back in at 1842

A governor asked what the school required of staff for staffing the wraparound care. Ms Neal clarified that they require level two childcare.

HS asked whether you need to have level two. Ms Neal clarified that you do.

Moving onto discussing Pupil Premium, HS explained there are many sets of siblings at the school for whom their parents have only completed the paperwork for one child, as the younger child is in EYFS/KS1 and eligible for the Universal FSM offer. This however meant that the school was not receiving the pupil premium funding for those children and so the school was signposting parents and encouraging them to apply.

A governor asked whether the increase size of out of school club would just enable those on the waiting list to join, or allow new children coming in to attend. HS clarified that it would enable some new children to attend on some days.

A governor asked whether those leaving Year 6 would free up spaces for wraparound care. HS clarified that it would, noting that this becomes especially noticeable in Spring term when some parents allow their children to start walking to and from school by themselves.

Discussing the self-evaluation, HS reported that the formatting was being reviewed to help quantify what has been done, and noted that this would be shared at the next meeting.

HS reported that the school had no staff on support packages at the time of the meeting.

On attendance, HS reported that the school had seen a dramatic increase in children being taken on term time holidays, which has had a significant impact on the figures. HS noted that since the Executive Headteacher's Report was written, the school had issued two fixed penalty notices for absences, with another to go out the week of the meeting. HS reported that there was another

<p>child being monitored for general poor attendance, and noted that the school has had difficulty getting in touch with the child's mother.</p> <p>HS noted that the school's attendance was better than the national average. EH clarified that the importance of attendance was emphasised in the newsletter, but that this seemed have little impact on parents taking their children on term time holidays.</p> <p>The Chair praised the way the senior leadership team had been following up absences. A governor commented that he was surprised that the length of time required for a penalty to be issued (ten sessions, which is equivalent to five days), was so long. Other governors supported both these statements.</p> <p>HS reported the section on safeguarding. HS reported that the number of children on the child protection register at the time of the meeting was two, and that the number of reports to child social care was also two. HS highlighted that the safeguarding need for this academic year was much higher, including police involvement and emphasised that safeguarding was becoming a bigger role for the leadership team.</p> <p>A governor asked whether the Multi Agency Safeguarding Hub (MASH) were being more supportive. HS confirmed that they were.</p> <p>A governor asked whether there was a trend behind the increase of referrals and the amount of support needed that governors needed to be aware of, and asked whether it was down to new students at the school. HS noted that for two families the school provided support for, the summer holidays provided six weeks where they got no support from school, and despite the best efforts of the school to try and get the children in to holiday club, they weren't taking it. HS and EH emphasised that there was no particular pattern as to what referrals were for.</p> <p>A governor asked whether there was anything that York Social Care or the CYC could pick up on in the holiday. HS clarified that there should be support provided, but this often was less than the substantial support that school have in place through term time.</p> <p>A governor asked whether there was a gap in the service that needed to be flagged. HS confirmed that there was a gap, which had been reported in a strategy meeting the day before the FGB meeting.</p> <p>Governors noted that they should pay significant attention to this issue.</p> <p>ACTION: THE ISSUE OF SAFEGUARDING OVER THE SUMMER TO BE PUT ON THE AGENDA FOR THE LEADERSHIP TEAM'S SAFEGUARDING MEETING WITH CAROLINE WOOD ON FRIDAY THE 11TH OF OCTOBER 2024.</p> <p>EH noted that the school was very proactive in trying to ensure that visits and support continued over the summer holidays. In response to a question, the HS reported that the visits did happen, but that school did not know the level of challenge that took place.</p> <p>On behaviour and attitudes, HS reported that a new behavioural curriculum had been implemented where expected behaviour was taught, as opposed to just issuing consequences when poor behaviour arises. HS reported that the new behaviour curriculum had been launched with staff on the recent training day, and received positive responses. HS noted that staff had gone away from the training day and provided feedback that they needed a more EYFS and KS1 appropriate version of the curriculum. HS reported that the number of children getting time outs has reduced, but noted that for the kids that are receiving time outs, the number that each individual child is receiving has increased.</p> <p>HS reported that there was one formal complaint made at the end of the last academic year,</p>	<p>MKS</p>
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	noting that the Chair had dealt with it, and heard nothing back.	
5.	<p><u>Committee Update (minutes for information or verbal updates from Committee Chairs if minutes not yet available)</u></p> <p><u>5.1 Standards and Effectiveness</u> The update discussed at S&E had been shared with the board. It was emphasised that the S&E committee were impressed by the positive outcomes.. EH confirmed that he had passed on the governors thanks to staff.</p> <p><u>5.2 Resources Committee</u> The Chair reported that there was nothing to report. Minutes would be shared for information at the next FGB.</p>	
6.	<p><u>Wigginton Governor's Meeting Update</u> The Chair reported that Mr Newman accompanied him to the meeting, and that the meeting was productive, noting that it was useful to meet the two governors from Wigginton.</p> <p>The Chair reported that the meeting was broken into three sections: how the arrangement is going, how we can make it better, and whether there are any quick wins that can be shown in order to recommend the arrangement.</p> <p>The Chair reported that Dringhouses felt that the arrangement was going very well, and that the school was seeing positive benefits. He noted that while the arrangement helped Wigginton's finances, the impression from the school was that EH's time was now stretched.</p> <p>EH noted that it was fortunate that he and HS at Dringhouses can have dedicated time together, but that this contrasted the situation at Wigginton where it was harder for EH to work with HS's equivalent. EH reported that it was working ok overall, but that there were teething issues. Mr Newman reported that the main concern was the size of the workload that EH has taken on.. EH noted that Dringhouses had the advantage of knowing that the arrangement was coming months in advance allowing preparation time, whereas it was short notice for Wigginton.</p> <p>A governor asked whether there were ways that staff could raise concerns about the arrangement. HS answered that they could do so in the staff survey.</p> <p>The Chair reported that they spoke about whether EH was too stretched, noting that while at the start of the arrangement, it was to be expected, the workload was not sustainable in the long term. Mr Newman noted that the board did not want to see EH going under.</p> <p>Reporting on 'quick wins', the Chair noted that they thought about things that were easily communicable to parents, such as a netball tournament between the schools, and sharing kit between the playgrounds.</p> <p>EH reported that training was an important part of the SDP, and that the work on diversity at Dringhouses was good and suitable for implementation at Wigginton.</p>	
7.	<p><u>Chair's Items</u> The Chair reported that there was one item to raise, that being Claire Scott South's request to return to work request. The Chair noted that the Bursar had been asked to cost the return so that the board can make informed decisions as they move forward.</p>	
8.	<p><u>Governing Body Development</u></p> <p><u>8.1 Governing Body Development</u></p>	

	<p>ACTION: CLERK TO DISTRIBUTE UPDATED COMMITTEE MEMBERSHIP</p> <p>ACTION: DISCUSS VARIOUS VACANT LINK GOVERNOR ROLES AT THE NEXT FGB MEETING.</p> <p><u>8.2 Link Governor Visit Reports</u></p> <p>It was reported that Ms Riach had done a safeguarding visit in July of 2024. HS reported that safeguarding was an Ofsted action point, and proposed that more than one safeguarding governor visit a year. Ms Neal proposed that the visits could be more focused so that they would not be as long, and occur more frequently throughout the year. Mr Newman confirmed that he would welcome this change, but noted that he'd speak with HS about it outside of the meeting.</p> <p>ACTION: CLERK TO SHARE TEMPLATES FOR QUESTIONS ON GOVERNOR VISITS WITH MR NEWMAN.</p> <p>It was reported that Mr Hay had done a KS2 on the 18th of July 2024.</p> <p><u>8.3 Training Update</u></p> <p>The Chair recommended the CYC training. The Clerk noted that CYC was trialling some new training as well as adding a Chairs Forum for Chairs of maintained schools, as well as a Link Governor Forum for Link Governors in maintained schools, noting that they were about sharing good practice.</p>	<p>CLERK Agenda</p> <p>CLERK</p>
9.	<p><u>Approvals required</u></p> <p>No approvals were required. Item to be removed as a standard agenda item.</p>	
10.	<p><u>Policies</u></p> <p>All policies were taken as read.</p> <p>On the DPS Safeguarding and Child Safeguarding Protection Policy, it was noted that Ms Neal's name was yet to be updated.</p> <p>A governor asked whether the governor listed for on the policy was correct. The Clerk clarified that the Safeguarding governor should be named on the policy as it was a statutory role.</p> <p>There were no comments on the Extremism and Anti-Radicalisation Policy.</p> <p>A governor asked, in relation to the Remote Learning Policy, whether any remote learning was happening at all at the school at the time of the meeting. HS confirmed that it was.</p> <p>In relation to the Behavioural Support Policy, Mr Newman pointed out that the bullying incident log wasn't linked to the document properly. HS confirmed that it does need to be linked properly on the policy, but assured the governors that such incidents are logged.</p> <p><u>RESOLVED: All policies were approved.</u></p>	
11.	<p><u>Any other business</u></p> <p>The School Development Plan (SDP) was an item for discussion under any other business.</p> <p>A governor asked when the SDP was written. EH clarified that it was written at the end of the summer holidays. A governor noted that writing was not focused on as an issue that the school needs to address, noting that the board's concerns around the writing results needed to be reflected better in the SDP.</p>	

	<p>The Vice Chair noted that he was not receiving any correspondence about the meetings. It was noted that not all governors received the Decision Time email.</p> <p>ACTION: MS NEAL TO COLLECT THE EMAIL ADDRESSED OF ALL GOVERNORS WHO DID NOT RECEIVE THE DECISION TIME EMAIL AND SEND THEM TO THE CLERK FOR THE CLERK TO ADD THE EMAILS TO DECISION TIME AND UPDATE THE REGISTER.</p> <p>The Clerk noted that a specific issue had arisen where often those with email accounts linked to Google would have to add Decision Time to a list of 'safe senders' before their accounts would receive emails from decision time properly.</p>	All/CN
12.	<p><u>Determination of confidential items</u></p> <p>No items required reporting separately.</p>	
13.	<p><u>Date and time of next meetings</u></p> <p>It was confirmed that the next FGB meeting will be on December the 4th at 18:00.</p>	

The meeting closed at 19:32

Minutes to be approved at the next FGB meeting on December the 4th

**DRINGHOUSES PRIMARY SCHOOL
ACTION PLAN FOLLOWING THE MEETING OF THE FULL GOVERNING BODY HELD ON
26th September 2024**

Action /		Item	Person(s) Responsible	Timescale
1.	Chair to begin the process to hold an election for a single parent governor sear on the board.	1	Chair	Before next FGB
2.	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.	3 (action 3)	Derek Sutherland	For next FGB
3.	Chair to double check with Mr Sutherland that the Senior Adviser to Schools had revised the MOU as per governor feedback and forwarded this to the Governing Body of both schools, together with accompanying commentary.	3 (action 4)	Chair	For next FGB
4.	Thorn bushes to be cut in the MUGA	3 (action 5)		For next FGB
5.	The issue of safeguarding over the summer holidays to be added to the agenda for the leadership team's safeguarding meeting with Caroline Wood on Friday the 11 th of November 2024.	4	Leadership team	11 th of November 2024
6.	Clerk to share template for questions on governor visits with Mr Newman.	8.2	Clerk	Next FGB <i>Completed</i>
7.	Vice Chair to inform CYC of his preferred new email address.	11	Vice Chair	Next FGB
8.	Ms Neal to collect the email addresses of all governors who did not receive the Decision Time email and send them to the Clerk for the Clerk to add their emails to decision time and update the register	11	Claire Neal and Clerk	Next FGB

Items for the next FGB

1. The potential appointment of Ms Powell as a co-opted governor.
2. Slot Ms Wilson into various Link Governor roles.