



MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD ON TUESDAY THE 26TH OF MARCH 2025 AT 18:00 IN SCHOOL

Attendees:

Matt Boxall (Chair)	Mark Newman
David Hardcastle	Mary-Kate Swiers (Head of School)
Luke Zwalf (Vice-Chair)	Hannah Wilson <i>from 18:36</i>
Claire Humphreys (School Business Manager)	Sarah Costello
Paul Laycock (Executive Headteacher)	Vincent Lyles

In Attendance: Joseph Batchelor (Clerk, CYC Governance Service)

1.	<p><u>Welcome, apologies for absence, consents and declarations of interest</u></p> <p>The Chair welcomed everyone to the meeting, and introduced the new governor, Sarah Costello.</p> <p>Apologies were received with consent from Mike Hay, Ros Roberts, and Natalie Wong.</p> <p>There were no declarations of interest.</p>													
3.	<p><u>Minutes of the last meeting held on the 26th of November 2024, and the 12th of February 2025, matters arising and action points</u>– <i>previously distributed and taken as read.</i></p> <p>The minutes of the meeting of the FGB held on the 26th of November 2024 were agreed to be a true and accurate record of the meeting, and were duly approved.</p> <p>Subject to the inclusion of Vincent Lyles on the attendance list, the minutes of the extraordinary meeting of the FGB held on the 12th of February 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></p> <p>Action Plan</p> <table><tr><th>Action</th><th>Person(s) Responsible</th><th>Update</th></tr><tr><td>1. <i>Chair to ask Natalie Wong and Vincent Lyles whether they would like to be on the headteacher recruitment panel.</i></td><td>Chair</td><td>Completed</td></tr><tr><td>2. <i>School Business Manager to begin election process for two parent governors</i></td><td>School Business Manager</td><td>Completed</td></tr><tr><td>3. <i>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</i></td><td>Chair</td><td><p>The Chair reported that he had been told by Derek Sutherland that the governors would work with the local authority to put a solution in place.</p><p>A governor noted that they had been more concerned about short-</p></td></tr></table>	Action	Person(s) Responsible	Update	1. <i>Chair to ask Natalie Wong and Vincent Lyles whether they would like to be on the headteacher recruitment panel.</i>	Chair	Completed	2. <i>School Business Manager to begin election process for two parent governors</i>	School Business Manager	Completed	3. <i>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</i>	Chair	<p>The Chair reported that he had been told by Derek Sutherland that the governors would work with the local authority to put a solution in place.</p> <p>A governor noted that they had been more concerned about short-</p>	
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			<i>managed.</i>		term sickness. The Chair answered that he had not asked about short-term sickness.	
		4.	<i>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.</i>	Chair	Completed	
		5.	<i>Benefits of collaboration with Wigginton to go in the school newsletter</i>	School Business Manager	Completed	
		6.	<i>Hannah Wilson to be put on Resources Committee</i>	Clerk	Completed	
		7.	<i>Mark Newman to undertake advanced safeguarding training</i>	Mark Newman	The Head of School reported that the advanced safeguarding training was not necessary. MN already had the enhanced knowledge as he worked in a school.	
		8.	<i>Pupil Premium Link Governor report to be presented at the next Standards and Effectiveness Committee meeting</i>	Luke Zwalf	Action carried over to the next meeting of the FGB	Luke Zwalf
		9.	<i>Clerk to share training tracker and available training with governors</i>	Clerk	Completed	
		10.	<i>Chair to ask Vincent Lyles whether he would like to be a member of the SFVS working party</i>	Chair	Not Completed	
	Matters Arising There were no matters arising.					
3.0	<u>Governor Matters</u> <u>Consider Vaunda Powell as a new co-opted governor</u> The Chair reported that Vaunda Powell would be a positive asset to the board, and was very enthusiastic about the prospect of becoming a governor, however she was not able to make it to the meeting, nor had she been able to submit a paragraph for the governors' consideration. Agenda: Consider Vaunda Powell as a new co-opted governor.					Agenda
5.0	<u>Headteacher's Report</u> – <i>previously distributed and taken as read</i> <i>This item was taken out of order.</i> <u>School Numbers</u>					

The Head of School reported that the school roll numbers were positive. The school had two additional pupils on roll since the report was written, bringing the total number of pupils on roll to 310. Most spaces were in Year 6, where there was a cohort of 40 pupils. After the 2024/2025 Year 6 class left, the school would be full, which was very positive. Dringhouses Primary school was bucking the local trend, as it was not seeing a fall in incoming reception pupil numbers, despite the context of a local and national fall in birthrate.

The governors commended the success of the school in attracting a high number of pupils.

In response to a question from a governor, the Head of School explained that the school received a certain amount of money per pupil. If pupil numbers fell to the point where it began to make certain teacher-to-pupil ratios inviable, the school would have to look at restructuring.

The Executive Headteacher stated that the school could have to reconsider the PAN (pupil admission number) going forwards if the school started to be affected by the falling birthrate.

A governor asked whether the school was trying to improve the wraparound care offered. The Head of School explained that the on-paper capacity for wraparound care had increased to 75 pupils, however the staffing capacity could not meet this number.

The School Business Manager explained that an external company was responsible for the wraparound care. It was possible that the school could move the external provision within the school, however this would increase staffing demand, and would affect the clubs that the school could offer.

In response to a question from a governor, the Head of School explained that there was a very significant number of pupils on the waiting list for wraparound care.

The School Business Manager highlighted that the number of children on the waiting list for wraparound care was reducing.

In response to a question from a governor, the School Business Manager explained that the wraparound care provider was taking 55 pupils, and was recruiting for two more members of staff to increase capacity. The provider had found it difficult to recruit to their roles historically.

A governor asked whether there were any other plans to increase wraparound care capacity. The Head of School answered that the school was considering recruiting teaching assistants (TAs), and then topping their hours up with after school care provision.

A governor noted that in 2023-2024, the number of looked after children at the school was eight, and this had reduced to zero in the 2024-2025 academic year. The governor asked whether this was correct. The Head of School explained that it was – most had left due to foster placements.

Self-Evaluation

The Head of School highlighted that no teachers were on a support plan. One TA had been on a support plan, which had gone very positively, and the Head of School foresaw the support plan ending positively in short time.

Attendance

Attendance had been skewed negatively by a chicken pox outbreak, which had significantly impacted pupil premium pupils, and pupils with SEN need.

Overall, attendance had been more positive than in the 2023-2024 academic year – the school

had issued more fixed penalty notices, and attendance was a high priority in assemblies.

The School Business Manager reported that she met with the parents of pupils with the highest levels of persistence absence to develop plans for how to manage their children's attendance.

A governor asked whether there had been any commonality with respect to what parents had said that they needed. The School Business Manager answered that SEN children had very different needs. It had emerged that there was a need for stronger internal communication within school so that all messages that parents received came from one place.

The Head of School reported that staff had received training from Daisy Chain concerning supporting families in the home.

There was a discussion concerning attendance. The salient points were that the school was aiming for 97% attendance, there was a need to keep attendance targets high and aspirational, and that attendance was discussed weekly among the senior leadership team (SLT).

Safeguarding

The Head of School highlighted that since the report was compiled, there had been three further safeguarding incidents.

The Head of School highlighted that there had been an increase in children coming from refugee families, who needed more support with parenting and guidance as to where to find support within the locality. Children's Social Care had been very positive.

Behaviour and Attitudes

The Head of School reported that there had been a 40% reduction in Timeout As since the Autumn term. School had been calmer.

The Executive Headteacher reported that Assistant Headteacher had had a significant positive impact on behaviour, and routines and expectations were well understood by the pupils.

The Nest

The Head of School reported that the Nest provision had opened in January 2025 – SLT had visited number of other schools in York that offered internal alternative provision before deciding on the model that would be used at Dringhouses. The aim of the Nest was to upskill pupils to be able to manage mainstream classroom settings more effectively.

Hannah Wilson joined the meeting at 18:36.

The Head of School reported that the Nest had been very successful, and some pupils in the Nest had started to access more whole class lessons. There was a need to look more into staff wellbeing in the Nest.

A governor asked whether the school had a waiting list for the Nest. The Head of School answered that teachers would refer pupils, but explained that pupil access to the Nest needed to be based on how mainstream provision did not meet their needs.

There was a brief discussion concerning numbers in the Nest. The Executive Headteacher highlighted that when some pupils were accessing whole class lessons, there could still be points where they needed access to the Nest.

A governor asked whether the Nest was effective for reintegrating pupils back into the

	<p>classroom. The Executive Headteacher answered that it was working, and noted that all of the pupils in the Nest at the time of the meeting had the potential to re-access the classroom, and some were already doing so. It was important that the transition back into mainstream provision was gradual and successful to ensure that the pupils had a positive view of school.</p> <p>The Head of School reported that due to the needs of the incoming cohort in September 2025, the Nest could have to adapt to meet different high-level needs.</p> <p>A governor asked whether there had been any impact on classes as a result of the Nest provision. The Head of School reported that the school had been calmer, and the pupils in mainstream class lessons had been achieving more positively.</p> <p>A governor asked if there were Year 6 pupils were in the Nest, and whether any work was being done to support their transition to secondary school. The Head of School answered that there were no Year 6 pupils in the Nest, but noted that it would be useful to liaise with the feeder secondary schools should there be any Year 6 pupils in the Nest.</p> <p>A governor asked whether the school could take parent volunteers in the Nest. The Head of School answered that the school could, but the parent would need a DBS check, and sensitive information often emerged in the Nest.</p> <p><u>Incidents</u></p> <p>There had been no prejudice incidents, and there had been a single Health and Safety incident in which a pupil caught their foot on a grate in the playground as one of the grate prongs had broken. A new grate had been fitted within four days of the incident.</p> <p><u>Staffing</u></p> <p>The Head of School reported that staffing continued as a challenge. Two TAs had handed their notice in, one member of staff had retired, and a potential member of staff that was due to join the school had rescinded their application. Pay was a significant factor in the school's struggle to recruit TAs.</p> <p>A governor asked whether a Higher Level Teaching Assistant (HLTA) position could be offered. The Head of School answered that a HLTA position was what was offered.</p> <p>There was a discussion concerning TA recruitment. The Head of School reported that York College had approached the school regarding a TA apprenticeship opportunity, which represented a potential positive opportunity for the school.</p> <p>The School Business Manager reported that she had requested a framework in which the school could upskill staff to HLTA level in order to help retain staff.</p> <p>The governors thanked the SLT for the report.</p>	
4.0	<p><u>Update on Headteacher Recruitment</u></p> <p><i>The Head of School and the Executive Headteacher both left the room at 18:50.</i></p> <p>The Chair reported that the process had culminated in four interviews – two candidates (Mary-Kate Swiers and Claire Scott-South) had interviewed for a job share, and the other three candidates had applied as individuals.</p> <p>Mary-Kate Swiers and Claire Scott-South had significantly outperformed the other candidates at the interview. As such, the Headteacher Recruitment panel had recommended Ms Swiers and Ms</p>	

	<p>Scott-South to job share the position of Headteacher. The Chair commended the enthusiasm, passion, and knowledge of Ms Swiers and Ms Scott-South, and emphasised that they were the best candidates.</p> <p>HW reported that the energy and enthusiasm of Ms Swiers and Ms Scott-South had been very positive. They had both had exceptional levels of professionalism, and were exceptionally well prepared for the interview: the other candidates were not comparable. The staff and students involved in the process had also been very positive.</p> <p><i>The governors unanimously approved the motion to appoint Mary-Kate Swiers and Claire Scott South to the positions of Co-Headteacher, effective from Monday the 2nd of June 2025. Both Ms Swiers and Ms Scott-South would hold a Headteacher role of 0.5 full-time equivalent.</i></p> <p><i>The Head of School and the Executive Headteacher both returned to the room at 19:00.</i></p> <p>The Chair reported that Ms Swiers would go off on maternity leave as Ms Scott-South returned from maternity leave. While Ms Swiers was on maternity leave, Ms Scott-South would return in the Headteacher role 0.6 FTE, and Paul Laycock would remain at the school 0.5 FTE as Executive Headteacher.</p> <p>In response to a question from a governor, the Head of School explained that Ms Swiers and Ms Scott-South would have a day of overlap in the middle of the week as Co-Headteachers.</p> <p>The Chair stated that he was keen to allow the working arrangements to evolve naturally, and to allow the SLT to figure out what worked best for them.</p> <p>In response to a question from a governor, the Head of School explained that at the time of the meeting, Sam Hardcastle, the Assistant Headteacher, held the post of Assistant Headteacher for one day a week. From May half term, Mr Hardcastle would be Assistant Headteacher for two days a week.</p> <p>The Chair clarified that agreement from Wigginton Primary School would be needed for the continuation of the Executive Headteacher arrangement, and reported that this was likely to be given. If Wigginton did not agree to extend the Executive Headteacher arrangement, then Dringhouses would look to make an arrangement with another school. It was likely that the Head of School would return to school around the February half term in 2026.</p> <p>The Executive Headteacher reported that he had found it a privilege to work in both schools, and explained that he was happy to help in the interim.</p> <p>The Head of School commended the Executive Headteacher for his mentorship.</p> <p>The Chair thanked the Executive Headteacher on behalf of the governors for the support that he had given the Head of School.</p> <p>In response to a question from a governor, the School Business Manager reported that significant savings had been made through SLT costs, and a further £10.5k would be saved across the next financial year.</p> <p>Governors noted that this was very positive.</p> <p>There was a brief discussion concerning the pay level for the two new headteachers.</p> <p><i>Agenda: Co-Headteacher pay level to be decided at the next meeting of the FGB.</i></p>	<p><i>Agenda</i></p>
6.	<u>Committee updates</u>	

	<p><u>Standards and Effectiveness Committee</u></p> <p>DH reported that there were no significant highlights. The position that the school was in was positive.</p> <p><u>Resources Committee</u></p> <p>The Chair reported that the out turn was much more positive than initially expected and the deficit had been reduced. There would be a balanced three year start budget.</p> <p>Action: Clerk to add Sarah Costello to the Standards and Effectiveness Committee</p>	Clerk
7.	<p><u>Chair's items</u></p> <p><u>Diane Greyson</u></p> <p>The Chair explained that the previous Chair of the FGB, Diane Greyson, was sadly terminally ill. Diane had taken over the Chairship when the school was in a challenging place, and under her watch the school had developed from the challenging position that it had been in, to the start of the positive, flourishing position that the school enjoyed at the time of the meeting. The Chair explained that Diane had had an extremely significant positive impact on the improvement of the school, and noted that it would be nice to mark Diane's contribution to the school.</p> <p>There was a discussion about the various ways that the governors could mark Diane's contributions to the school.</p> <p>Action: School Business Manager to organise a fund to commemorate Diane Greyson's contributions to the school, to be circulated among the governors.</p> <p>The Chair reported that there was a separate just giving page raising funds for a plaque for Diane.</p> <p><u>Chairship</u></p> <p>The Chair reported that he would stand down from the position of Chair, and hand over the Chairship at the next meeting of the FGB.</p> <p>The governors unanimously appointed Matt Boxall as interim Chair until the next meeting of the FGB.</p> <p>The governors commended the Chair's approach to the Chairship, and commended the Chair's efforts, and significant contributions to the wellbeing of the school during his time as chair</p> <p>Agenda: New chair to be elected at the next meeting of the FGB.</p>	<p>School Business Manager</p> <p>Agenda</p>
	<p><u>Termly Visit with Wigginton Governors</u></p> <p>The Chair and MN both reported that the visit had been much more positive, and that Wigginton were in a more positive position.</p>	
8.	<p><u>Governing body development</u></p> <p><u>Link Governor Visits</u></p> <p>The EYFS and KS1 Link Governor Report was taken as read.</p> <p>There were no questions.</p>	

	<p>The governors thanked NW for her report.</p> <p><u>Training Update</u> There was a brief discussion concerning training. The Chair encouraged governors to access training.</p>	
9.	<p><u>Approvals required</u></p> <p><i>Agenda: SFVS approval for the next meeting of the FGB.</i></p>	<i>Agenda</i>
11.	<p><u>Policies</u></p> <p><i>Agenda: Pay Policy approval for the next meeting of the FGB.</i></p> <p><i>The Virtual Meeting Policy was taken as read.</i></p> <p>The governors noted that the statement of intent on the policy was no longer appropriate, as the policy had originally been written in the context of the COVID-19 pandemic, and noted that there was a need to change the statement of intent.</p> <p><i>Action: School Business Manager to rewrite the statement of intent on the Virtual Meeting Policy.</i></p> <p><i>Agenda: Virtual Meeting Policy for approval at the next meeting of the FGB.</i></p>	<p><i>Agenda</i></p> <p><i>School Business Manager</i></p> <p><i>Agenda</i></p>
12.	<p><u>Any Other Business (previously notified)</u></p> <p><i>Agenda: Parent survey results to be reviewed by governors at the next meeting of the FGB</i></p> <p>There was a brief discussion concerning which governors could attend an upcoming parents evening.</p>	<i>Agenda</i>
13.	<p><u>Determination of confidential items</u></p> <p>There were no items determined as confidential</p>	
14.	<p><u>Date and time of next meeting</u></p> <ul style="list-style-type: none"> • 8th May • 13th June 	

The meeting closed at 19:33.

These minutes will be approved at the FGB on the 8th of May 2025.

DRINGHOUSES PRIMARY SCHOOL
ACTION PLAN FOLLOWING THE MEETING OF THE FULL GOVERNING BODY HELD ON
THE 26TH OF MARCH 2025

Action	Item	Person(s) Responsible	Timescale
1. Pupil Premium Link Governor report to be presented at the next Standards and Effectiveness Committee meeting	2.8	Luke Zwalf	Next FGB
2. Clerk to add Sarah Costello to the Standards and Effectiveness	6	Clerk	ASAP

	<i>Committee</i>			
3.	<i>School Business Manager to organise a fund to commemorate Diane Greyson's contributions to the school, to be circulated among the governors.</i>	7	School Business Manager	Next FGB
4.	<i>School Business Manager to rewrite the statement of intent on the Virtual Meeting Policy.</i>	11	School Business Manager	Next FGB

Items for the next FGB

- *Consider Vaunda Powell as a new co-opted governor*
- *Co-Headteacher pay level to be decided at the next meeting of the FGB*
- *New chair to be elected at the next meeting of the FGB*
- *SFVS approval for the next meeting of the FGB.*
- *Pay Policy approval for the next meeting of the FGB.*
- *Virtual Meeting Policy for approval at the next meeting of the FGB*
- *Parent survey results to be reviewed by governors at the next meeting of the FGB*