



MINUTES OF THE FULL GOVERNING BODY MEETING
DARNHALL PRIMARY SCHOOL
HELD ON THURSDAY 20th JANUARY 2022 AT 6.30pm

Members of the Governing Body

Name	Category of Governor	Date of end of tenure	Designated Role	Attended
Mrs Sarah Tomlinson	Headteacher		Headteacher	✓
Mr Richard Strachan	Co-opted	19/05/2024	Chair	✓
Mrs Angela Holden	Co-opted	20/05/2025		✓
Ms Jackie Stringer	Co-opted	20/05/2025	Vice Chair	✓
Mrs Jen Hughes	Co-opted	08/03/2025	Vice Chair	✓
Ms Chloe Lupton	Staff	21/10/2025		✓
Mrs Steph Moody	Co-opted	09/05/2023		✓
Mr Chris Bate	Co-opted	09/05/2023		✓
Mrs Hayley Rigby	Parent	13/02/2024		Apologies
Mr Colin Meachin	LA	09/07/2024		✓
Mrs Lyndsey Tasker	Parent	25/03/2025		✓
Vacancy	Co-opted			
Also in Attendance				
Natasha Mulholland				✓
Hayden Baxendale				✓
Abbey Edge				✓
Stephen Ewell	Clerk to Governors			✓

Part One Non-Confidential Minutes

1. APOLOGIES

Apologies had been received in advance of the meeting from Hayley Rigby.

RESOLVED:

- That the apologies received from Hayley Rigby are accepted.
- That the meeting was deemed quorate.

2. DECLARATION OF PECUNIARY INTEREST

RESOLVED: That there were no additional declarations of pecuniary interest for this meeting.



3. MEMBERSHIP/CONSTITUTION

There were no changes in membership since the previous meeting.

Governors considered the two Co-Vice Chair positions, that were due for re-appointment. The Chair noted that the Co-Vice Chair model had been working very well. The Clerk reported that no nominations had been received prior to the meeting. Jackie Stringer and Jen Hughes both expressed their intention to continue in the role of Co-Vice Chair. Governors took a vote, which was unanimous in favour of Jackie Stringer and Jen Hughes being appointed to the role of Co-Vice Chair for a further term of one year.

RESOLVED: that Jackie Stringer and Jen Hughes be appointed to the role of Co-Vice Chair for a further term of one year.

Governors considered the remaining Co-opted Governor vacancy. The Chair noted that the school was looking for suitable candidates, and it was important to source Governors with the relevant skills and to consider succession planning for the future. If Governors had any suggestions for prospective Governors, they should email the Chair or Headteacher.

4. MINUTES OF PREVIOUS MEETING

Governors considered the non-confidential minutes of the meeting of 25th November 2021, which had been circulated in advance of the meeting. The Headteacher indicated that she had not yet reviewed the minutes completely. Governors approved the minutes, subject to a final review by the Headteacher.

RESOLVED: That the non-confidential minutes of the previous meeting held on 25th November 2021 were confirmed to be a true record, subject to a final review by the Headteacher.

The minutes would be signed electronically.

5. MATTERS ARISING

Governors reviewed the matters arising/action log items. There were no outstanding actions carried forward from the previous meeting.

Work Stream		Date Opened	Action Manager	Action	Action Update	Status



6. FINANCE

The Finance matters discussed covered staffing matters and are detailed in the Part 2 minutes.

RESOLVED: Governors received the Finance Update.

7. HEADTEACHERS UPDATE

Governors reviewed the Headteachers report which had been circulated in advance of the meeting and was shared on screen.

- All staff took part in ECM 'Sticky Learning' training on the INSET day, which focused on improving learning memory.
- The Admin Team have had a great deal of staff development, and are learning and developing their understanding of school systems, and are taking on greater responsibilities such as inputting and processing invoices.
- The following meetings had taken place:
 - Staff attended a 'Getting OFSTED' ready staff meeting lead by the Headteacher.
 - Phonics/ Reading Review – Abbey Edge and Hayden Baxendale
 - Maths – Kelly L Evans.
- Curriculum - The Literacy Company have carried out a Deep Dive into reading. Hayden Baxendale, English subject leader will present on this matter later in the meeting.
- The children participated in a whole school Design Technology Day on 14.01.2021.
- The following activities have been arranged:
 - Sculpting in Year 2 – visiting artist Faith Bebbington
 - Pottery – Year 1
 - Ukulele lessons – Year 5
- Tutoring for children in receipt of pupil premium has continued, and this tutoring now includes more children. Boosters for children in years 2 and 6 have also started for reading, writing and maths.
- A good range of extra-curricular activities have started, but are on hold currently:
 - Years 5 and 6 took part in a hockey tournament on 19.01.2022.
 - Vocal coaching is due to begin.
 - Guitar tuition.



- Strengthening links with the community - A new set of toddler sessions have started – delivered by Jo Jingles. This is well attended, and parental feedback is positive. A second group ‘Noodles’ starts next week.
- Pupil progress meetings have taken place for all classes. Clear actions were set in these meetings with the view of ensuring that all children make expected or above expected progress this half term.

Autumn Term Attendance Report

The latest Attendance Report is detailed in Part Two of the minutes.

Covid Cases 20 January 22

The report was shared on screen detailing the covid cases at the school currently.

The level of Covid cases currently is affecting the running of the school. As of tomorrow, there will be circa 15 staff off either with Covid, or close relations with someone with Covid. The concern is relating to the impact on the mental health of the children. Parents seem to be taking the situation seriously conducting plenty of LF tests. There are also three staff suffering with long Covid, who now have absences in excess of 10 days.

The Chair stated the situation was very difficult currently, and he recognised the hard work of the Headteacher and SLT in keeping the school running as effectively as possible.

Q. *What is the situation with supply staff?*

A. *There are some supply staff available, but they are not necessarily suitable for the roles required. The School has redeployed staff from elsewhere, and also the TAs have been really supportive in stepping up to the mark.*

RESOLVED: Governors received the Headteachers Report, the Autumn Term Attendance Report and the Covid Cases 20 January 22 Update.

Tash Mulholland, Hayden Baxendale and Abbey Edge joined the meeting at 19:40pm.

8. CURRICULUM TEACHING AND LEARNING

Years 1-6 Progress Overview

Tash Mulholland presented the Years 1-6 Progress Overview, which had been circulated in advance of the meeting and was shared on screen for Governors to review.



The report was based on insight data, examining the progress from last Summer until the end of the Autumn term, so the data represents analysis of a full term. The Bar Charts detailed the percentage of children operating at Below Expected Progress (RED), Expected Progress (Green) and above Expected Progress.

The results for All Pupils was:

- 76 % of pupils made expected or above expected progress in reading.
- 75 % of pupils made expected or above expected progress in writing.
- 83 % of pupils made expected or above expected progress in maths.

Whole school highlights and trends

- As an average across years 1-6, children are making better progress in maths than they are in reading and writing.
- The progress of boys and girls is almost identical as a combined average across years 1 – 6.
- As a combined average across years 1-6, SEN children make better progress than non-SEN children.
- As a combined average across years 1-6, non pupil premium children make slightly better progress than pupil premium children in both writing and maths.

Q. *How do you make judgments on progress?*

A. *The children are assessed on Pira and Puma. There are formal tests at the end of term, but also teachers will look at the objectives set for the children and make judgments were required.*

Q. *One of the highlights is that SEN children make better progress than non-SEN children. Is that correct?*

A. *SEN and non-SEN children are not analysed using comparable data, so possibly better progress is not suitable wording in this instance.*

Chris Bate suggested that the wording could be changed too, *relatively better progress given that they are using different objectives.*

The potential factors influencing pupil progress were identified as follows:

- Inaccurate teacher assessment at the end of the summer term last academic year (in some year groups)
- Attendance – the school is looking at ways to improve attendance.
- Emotional difficulties – low confidence/self esteem
- A small percentage of children, where behaviour for learning is not consistently in place. This can affect the whole school data adversely.
- A lack of evidence at this point in the year to assess in a higher 'band'.



Q. *What is the data in terms of meeting expectations/targets?*

A. *The target for this is set at 90% of children should be at the expected or above expected progress level by the end of the academic year.*

Q. *Is there comparable data available from other schools?*

A. *National comparisons are not easily available currently. There is also a lack of SATS data for some years which will make comparisons difficult.*

Q. *Is there data available covering Other Vulnerable Groups performance?*

A. *This data can be provided going forward.*

Governors thanked Tash Mulholland for her comprehensive presentation.

Tash Mulholland left the meeting at 20:03pm.

Phonics Monitoring Report

Abbey Edge presented the Phonics Monitoring Report, which had been circulated in advance of the meeting and was shared on screen for Governors to review.

The report detailed the progress of Reception, Year 1 and Year 2 children since a baseline data entry point at September 2021.

In terms of the percentage of children who are working at ARE for the end of Autumn in their current year group, Reception children had made good progress with 78% at this level. However, for Year 1 the data had dropped to 38% and 42% for Year 2.

There is an overall decline in the data, and consequently separate Action Plans have been developed for Years 1 and 2, following the meeting with the Literacy Hub. A number of initiatives had been suggested to help children's progress, and these had been consolidated into the Action Plans. The target is to get to 60% of children working at or above ARE. There are a number of direct interventions to support children who are not progressing, and some Year 3 children are still accessing phonics in a small group. The school has also purchased Freshstart to support children's phonics progress.

Q. *Do parents tend to understand where their child is up to in relation to phonics?*

A. *Yes, the children are assessed every half term and feedback is provided to parents. In addition, Dojo links are sent to parents on an ongoing basis so they can support children at home.*

A Governor added that the Freshstart scheme is very good and really effective, and this should start to provide good progress for the children.

Governors thanked Abbey Edge for her presentation.



Reading Deep Dive Report

Hayden Baxendale presented the Reading Deep Dive Report, which had been circulated in advance of the meeting. The Powerpoint presentation was shared on screen for Governors to review.

Initially phonics is delivered utilising Read Write Inc. The first slide illustrated *What went well*. Then there were slides detailing areas identified for improvement - *What could be better*. The areas that have been identified as requiring improvement were discussed recently at the staff meeting, and actions to address them will be implemented as soon as possible.

After Read Write Inc for KS2, phonics teaching is delivered through Pathways to Read provided by the Literacy Company. Most children in KS2 have progressed to Pathways to Read. The schools aim is to give children a passion for reading. Slides detailed *What went well*, and *Even better if*. The series of impacts implemented by the school were highlighted, including having VIPERS on display in all the classrooms, to ensure there is focus on the core reading skills.

Q. *In terms of the impact slide, would it be possible to illustrate some measurements of the impacts with KPIs?*

A. *Yes, that would be a good addition to the report.*

Governors thanked Hayden Baxendale for his presentation.

Hayden Baxendale and Abbey Edge left the meeting at 20:41pm.

The Chair stated that it was a really good report, and it was good to see the school challenging itself in this level of detail.

9. POLICIES

The following policies have been circulated prior to the meeting for Governors to review.

- Pay Policy.
- Sex and Relationships Education Policy.

Governors had previously reviewed the Pay Policy. There were just some minor amendments to remove some wording.

RESOLVED: Governors approved the Pay Policy

The Sex and Relationships Education Policy also reviewed by a Governors. It was noted that parts of Section 7, 8.1 and 9 seemed to be contradictory in terms of making the policy available to parents. It was agreed that the Headteacher would check that the document correctly reflects the school policy before publication.

RESOLVED: Governors approved the Sex and Relationships Education Policy, subject to the Headteacher checking that the document correctly reflects the school policy.



10. GOVERNANCE

The Governors SLT meeting scheduled for the 25th January 22 has had to be cancelled and is rescheduled to the 8th March 22 between 5:00pm and 7:00pm.

The Governing Body Strategic Development Plan 2022-27 had been uploaded to the SharePoint for Governors to review. The majority of the document reflects the output from the Governors development session held on 11th November 2021.

RESOLVED: Governors approved the Governing Body Strategic Development Plan.

Angela Holden left the meeting at 20:50pm.

11. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

The Chair informed Governors that he had spoken with the Headteacher regarding staff absences. There had been a discussion regarding reducing the Owls class to half a day but in the end, it wasn't required. The Chair had attended an extra Safeguarding meeting concerning restraint policy and an LAC child.

The Headteacher highlighted the current situation with regards to after school care. There is marginal profit derived from the current provision and it absorbs a large amount of management time. In addition, there is currently no clear leader providing the after-school care.

The proposal from Footprints in the Forest – Forest School to partner with Darnhall Primary School to provide the after-school care had been circulated in advance of the meeting for Governors to review. The Headteacher highlighted the key elements of the proposal as follows:

- Footprints in the Forest is already operating as a successful business.
- There are currently around 40 children each evening that require after school care.
- If the proposal went ahead, they would look to use some of the existing staff providing after school care providing some continuity.
- The SLT are supportive of the proposal.
- If there are staff shortages, they can be filled with staff from other areas of the business.
- Would look to provide a three-year contract.
- There will be the possibility to also provide a holiday club in future.



Governors discussed the proposal.

Q. *Is there a requirement for wider parental consultation before proceeding?*

A. *We are confident that parents would utilise this after school care. There is currently a waiting list for places.*

Q. *Would the capacity be increased?*

A. *Potentially, more staff could be employed to cover additional children.*

Q. *Will Pupil Premium children be subsidised?*

A. *Pupil Premium children already get some support with breakfast club. The school can review the support available for the other Pupil Premium children.*

RESOLVED: Governors approved in principle the change of after school care provider subject to reviewing contracts and further consultation with parents.

The Headteacher will write to parents to inform them that the school is looking into implementing Footprints in the Forest following the Easter break.

ACTION: Headteacher to inform parents regarding the change of after school care provider.

12. DECISION SUMMARY

- Jackie Stringer and Jen Hughes be appointed to the role of Co-Vice Chair for a further term of one year.
- to receive the Finance Update.
- to receive the Headteachers Report, Autumn Term Attendance Report and the Covid Cases 20 January 22 Update.
- to receive Years 1-6 Progress Overview.
- to receive the Phonics Monitoring Report.
- to receive the Reading Deep Dive Report.
- to approve the Pay Policy.
- to approve the Sex and Relationships Education Policy.
- to approve the Governing Body Strategic Development Plan.
- to approve in principle the change of after school care to an external provider.

13. DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 17th February 2022 at 6.30pm.



Signed:Date:

ACTION PLAN

AGENDA ITEM NO.	ACTION	BY WHOM	UPDATE
20 JAN 22 Item 11	Headteacher to inform parents regarding the change of after school care provider.	Headteacher	