



**MINUTES OF THE FULL GOVERNING BODY MEETING**  
**DARNHALL PRIMARY SCHOOL**  
**HELD ON THURSDAY 19<sup>TH</sup> MAY 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            | Co Vice Chair        | ✓ From 18:42 |
| Ms Chloe Lupton           | Staff                | 21/10/2025            |                      | ✓            |
| Mrs Steph Crane-Moody     | Co-opted             | 09/05/2023            | Co Vice Chair Mar 23 | ✓            |
| Mr Chris Bate             | Co-opted             | 09/05/2023            |                      | ✓            |
| Mrs Hayley Rigby          | Parent               | 13/02/2024            |                      | ✓            |
| Mr Colin Meachin          | LA                   | 09/07/2024            |                      | ✓            |
| Mrs Lyndsey Tasker        | Parent               | 25/03/2025            |                      | ✓            |
| Vacancy                   | Co-opted             |                       |                      |              |
| Vacancy                   | Co-opted             |                       |                      |              |
| <b>Also in Attendance</b> |                      |                       |                      |              |
|                           |                      |                       |                      |              |
| Stephen Ewell             | Clerk to Governors   |                       |                      | ✓            |

**Part One Non-Confidential Minutes**

**1. APOLOGIES**

No apologies had been received in advance of the meeting, and all Governors were present.

**RESOLVED:**

- 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 discussed the two Co-Opted Governor vacancies. The Headteacher had spoken to Chris Storey from Vale Royal Sports who had expressed an interest in a Governor role but had decided to become a Governor in a secondary school. The Chair had spoken to a member of staff who is retiring and potentially they may consider becoming a Governor. Otherwise, the Chair would approach The Key or a similar organisation for sourcing Governors, but it was important to recruit a Governor who will be able to join the Board for the long term.

#### 4. MINUTES OF PREVIOUS MEETING

Governors considered the non-confidential minutes of the meeting held on 24<sup>th</sup> March 2022, which had been circulated in advance of the meeting.

**RESOLVED:** That the non-confidential minutes of the previous meeting held on 24<sup>th</sup> March 2022 were confirmed to be a true record.

The minutes would be signed electronically.

#### 5. MATTERS ARISING

Governors reviewed the matters arising/action log items.

| AGENDA ITEM NO.      | ACTION  | BY WHOM | UPDATE           |
|----------------------|---|---------|------------------|
| 24 MAR 22<br>Item 16 | Steph Crane will draught an email for the Headteacher and Chair to review which could then be sent to the MP. | SC      | Completed.<br>#1 |

#1 The outline letter was now drafted and will be sent to the Headteacher and Chair for final sign off.

#### 6. FINANCE

The Headteacher updated governors that the SBM had now returned to school and was in the 4th week of a phased return.

##### SFVS Action Plan

The SFVS Actions Schedule was shared on screen for Governors to discuss. It was determined that a meeting be scheduled with Jackie Stringer and Helen Young to finalise the current year SFVS Actions Schedule.



**ACTION:** Jackie Stringer and Helen Young to hold a meeting to finalise the current year SFVS Actions Schedule.

It was noted that Steph Crane-Moody and Richard Strachan need to complete their Safer Recruitment training.

### **Budget/3 Year Plan**

Governors reviewed the budget monitoring report and three-year plan summary which had been circulated in advance of the meeting, as summarised below.

| <b><u>SECTION 1 - SUMMARY MEDIUM TERM PLAN</u></b> | <b>Actual<br/>2020-21</b> | <b>Forecast<br/>2021-22</b> | <b>Forecast<br/>2022-23</b> | <b>Forecast<br/>2023-24</b> |
|--|---------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>(A) Balance Brought Forward (previous E)</b>    | -8,681                    | 40,319                      | -48,515                     | 3,181                       |
| <b>(B) Projected Income (From F)</b>               | 2,131,873                 | 2,421,901                   | 2,503,338                   | 2,468,089                   |
| <b>(C) Projected Expenditure (from D)</b>          | 2,082,873                 | 2,510,735                   | 2,451,642                   | 2,499,569                   |
| <b>(D) In year surplus/-deficit (B-C)</b>          | 49,000                    | -88,834                     | 51,696                      | -31,480                     |
| <b>(E) Projected Carry Forward (A+D)</b>           | 40,319                    | -48,515                     | 3,181                       | -28,299                     |

The Headteacher stated that the school was now anticipating a slightly increased deficit carry-forward of £48,515 for the current year. The main reason for this was pressures on staffing costs throughout the financial year.

The school has now set a balanced budget for the financial year 2022/2023 which also recovers the overall position to a positive carry forward by the end of the year. These figures do not allow for any In Year transfers of children between now and the October census. Last year 9 children joined school from Year 1 to Year 6 between September and the October Census. Next year's budget is also supported by an increase in Resource Provision Top-up Funding of £35k. Kristy Gomery has approved the latest version of the budget, and it will allow the school to keep to the original staffing plans.

The budget currently shows a deficit position by the end of 2023/2024 however, this allows for the reduction of the grants being received from central government going forward and does not allow for any In Year transfers the school may admit by the October 2023 census.

The Chair of Governors is required to sign the Final Budget Pro Forma for the SBM to forward to the Local Authority confirming the Governing Bodies agreement to the budget for 22/23.

**RESOLVED:** Governors received the Budget Monitoring Report and approved the Final Budget Pro Forma for 22/23.



## **Pupil Numbers and Admissions Report**

The Headteacher updated Governors as follows.

- Children on roll as at 18th May 2022.

|           |     |
|-----------|-----|
| NURSERY   | 75  |
| RECEPTION | 52  |
| KS1       | 93  |
| KS2       | 196 |
| TOTAL     | 416 |

- Reception September 2022 – 45 places offered and accepted. This includes 16 children who DO NOT currently attend Nursery.
- The school has 3 children on the waiting list for September 2022 Reception. If the school accepts these children as well then Reception intake will be 48, provided that CWAC allow this.

## **Policies**

Governors discussed the issues surrounding the process for approving policies. It was noted that Sara and Helen had met to discuss policies, but the issue would need to be resolved going forward. In addition, Sarah is going off on maternity leave again in the Autumn Term. The Chair added that he had lost sight of what the process for approving policies was, and an updated action plan was required for the next meeting.

**ACTION:** Updated action plan required on Policy Approval for the next meeting.

## **7. HEADTEACHERS UPDATE**

### **Apprenticeship update**

The Headteacher updated Governors on the proposal to recruit an apprentice to join the school. Several applications had been received for an apprenticeship in nursery, however none of the applicants were aged 18 which was a stipulation of the role. The Headteacher and Steph Crane-Moody had also met up with Cheshire College to discuss apprenticeships.

In summary, the Headteacher said it had been a very useful process, but the school will not go ahead with an apprentice this year.



## **Winsford Stars**

The Headteacher had been nominated for a Winsford Stars Award by a number of parents. The awards are to recognise people within the Winsford Community who have made a big difference to the lives of others, achieved something really special or made a contribution to the community. The Headteacher won the award, which is a great achievement, and a really positive reflection on the school.

## **Parental and Carer Survey**

The Headteacher updated Governors on the Parental and Pupil Survey which had taken place recently using Google Survey. The school had asked for names to be included but some of the responses were anonymous. There were 129 responses which represents around half of the families attending the school. A summary report had been prepared and was shared on screen for Governors to review.

Some of the responses were highlighted as follows:

*My child(ren) is/are happy at this school:*

98.4% agree.

*My child(ren) has/have been bullied and the school dealt with the bullying quickly and effectively:*

68.2% reported no bullying and for the remainder, 31% agreed it had been dealt with quickly and effectively.

*The school has high expectations for my child(ren):*

90.7% agreed with this statement, but 7.8% responded don't know. A discussion has been conducted with staff on this matter to ensure that is raised at the next parents evening.

**Q.** *Is it possible that parents are not sure how to grade their expectations?*

**A.** *Yes that is likely, and we are not concerned over the don't know responses.*

*The school lets me know how my child(ren) is/are doing:*

There were three parents who responded negatively to this question, but these parents did not come to parents evening.

**Q.** *What happens if parents don't come to parents evening?*



*A. The school has had 75% attendance at parents evening after Covid, and for those that don't attend, then the school rings the parents to make appointments and also offers phone appointments.*

My child(ren) can take part in clubs and activities at this school:

96.9% responded positively to this question. There are 17 free after school clubs being run this term, and the school has also committed to forming a girl's football team.

Governors reviewed a sample of the parents' comments that had been submitted as part of the survey and noted that there were lots of really positive contributions.

The Chair added that there are some fantastic comments, and it shows the massive amount of support there is for the school in the local community. The survey results reflect well on all the staff.

A Governor added that generally there are lots of positive comments coming out of the community currently in favour of Darnhall.

### **Pupil Wellbeing Survey**

The Pupil Wellbeing survey had been completed by children in Years 2 to 6. The survey was completed by the children independently. A summary report had been prepared and was shared on screen for Governors to review.

Are you happy at school?

88.1% responded positively. Of the remaining 22 children, half of these were children in year 6 who expressed that they were unhappy at school due to SATs. Class teachers were notified of anyone who said they were unhappy. Following investigation, the teachers reported that the other children who expressed unhappiness said that it related to the usual incidents of disagreements with friends etc and no major concerns were identified.

Do you feel safe at school?

89.2% responded positively. Further work will be undertaken with the remaining twenty children, as often there are quite complex issues involved. This will involve some work during assemblies and also PCSE.

Locked letter boxes are going to be installed outside all of the classrooms to allow children to submit anonymous messages.

**RESOLVED:** Governors received the Headteacher's update.



## 8. CURRICULUM TEACHING AND LEARNING

### PE and DT Deep Dive Report

The Headteacher took Governors through the PE and DT Deep Dive Report which had been circulated in advance of the meeting. The report by James Marsh from ECM had taken place on 20th April 22. The Report highlighted a series of strengths identified during the visit and also made a number of recommendations in both PE and DT.

The Headteacher noted that children really enjoy the current style of teaching of PE in school, but that the school can only offer three days a week of PE from September, and that the current teacher may leave to seek a full-time position. In terms of DT there were lots of positives identified and no surprises or concerns raised from the deep dive.

The next deep dives in school will cover Art and Computing, for which there is a new curriculum being developed. There is also an LA monitoring visit scheduled to take place during the last week of term.

### Governors Learning Walk

Colin Meachin and Angela Holden had recently undertaken a Learning Walk at school focusing on Science. Governors were updated with the following observations:

- The children were observed to be lively, engaged and actively learning.
- There was a consistent approach in teaching and in presentation in books.
- There was consistency in the science walls in the different classrooms.
- The children had a good understanding of prior knowledge and what they were learning in the current lesson.
- Governors also made a number of challenges, and the teachers exhibited a good depth of understanding in their answers
- The classroom space in Year 4 appeared to be compromised. This was not a science observation, but it appeared that the classroom was quite full.
- The Governors had received a great welcome from both the children and the staff.
- No concerning behavioural issues were observed during the visit.

Governors thanked Chloe Lupton for her hard work and assistance during the Learning Walk visit.

The Headteacher thanked Governors for their time in undertaking the Learning Walk visit and noted that a further visit would be scheduled for the next half term, possibly a Whole Class Reading in KS2.

**RESOLVED:** Governors received the Deep Dive Report and Learning Walk update.



## 9. POLICIES

There are no policies to consider at the meeting. The process for approving policies had been discussed earlier in the meeting, and an updated action plan would be presented at the next meeting.

## 10. GOVERNANCE

The Chair updated Governors that he had visited the school for an observation during the Maths SATS tests. Staying focused to sit the tests is very hard for some of the primary school children to achieve, and some were not managing it easily. Clearly some of the children were not able to function independently and it feels tough on the children to have to sit these tests. They can also distract the other children whilst the tests are being undertaken. Overall, it appeared that the children coped quite well with these first tests in a while.

The Headteacher updated Governors that the Handley Hill money had now been signed off and the school would go ahead with the development of the small yard resurfacing and adding additional gym equipment and a large climbing apparatus into the large yard. These improvements will take place over the summer.

**Q.** *How much is the funding available?*

**A.** *£47k. The large climbing apparatus was really wanted by the children.*

The Headteacher and Chair had also held discussions on the potential installation of a temporary swimming pool to provide some swimming lessons for the children. This will possibly take place in September 22, once any potential electrical issues have been investigated and deemed safe.

Governors discussed the issues around swimming provision in Winsford and noted there is a shortage of swimming slots available. It is a shame that less well-off children will not get access to swimming lessons, which is a really important part of their development and a vital life skill.

The Chair added that this was a one-off solution for this year and the school really needs a long-term solution in terms of access to swimming lessons for all the children. The Headteacher noted that the school has used HAF funding in the past to provide crash courses in swimming for the children in the school holidays.

**Q.** *Where will the temporary swimming pool be located?*

**A.** *It will be located on the small yard.*

**Q.** *Are parents aware of issues in terms of swimming provision for the children?*

**A.** *No, but a full communication will be done when the school gets the temporary pool.*





## 11. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

There were no communications or actions to be reported to Governors.

## 12. DECISION SUMMARY

- to schedule a meeting to finalise the current year SFVS action schedule
- to receive the Budget Monitoring Report and approve the Final Budget Pro Forma for 22/23.
- to determine the requirement for an updated action plan for a policy approval process.
- to receive the Parents and Carer and Pupil Well-being survey update.
- to receive the Headteacher's update.
- to receive the Deep Dive Report and Learning Walk update.
- to discuss the issues surrounding swimming provision in Winsford.
- to receive the confidential Staffing Update and proposed Class Structure 22/23.
- to receive the Safeguarding Update.
- to receive the Attendance Summary and Exclusions List.

## 13. DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 16<sup>th</sup> June 2022 at 6.30pm.

Signed: .....Date: .....

### ACTION PLAN

| AGENDA ITEM NO.     | ACTION  | BY WHOM   | UPDATE |
|---------------------|---|-----------|--------|
| 19 May 22<br>Item 6 | Jackie Stringer and Helen Young to hold a meeting to finalise the current year SFVS Actions Schedule. | JS and HY |        |
| 19 May 22<br>Item 6 | Updated action plan required on Policy Approval for the next meeting.                                 | Clerk     |        |