



MINUTES OF THE FULL GOVERNING BODY MEETING
DARNHALL PRIMARY SCHOOL
HELD ON THURSDAY 16TH JUNE 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	Apologies
Ms Chloe Lupton	Staff	21/10/2025		✓
Mrs Steph Crane-Moody	Co-opted	09/05/2023	Co Vice Chair Mar 23	✓ From 19:15pm
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			
Also in Attendance				
Hayden Baxendale				✓
Stephen Ewell	Clerk to Governors			✓

Part One Non-Confidential Minutes

1. APOLOGIES

Apologies had been received in advance of the meeting from Jackie Stringer.

RESOLVED:

- That the apologies received from Jackie Stringer be 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 discussed the two Co-opted Governor vacancies, and it was reported that a number of parents had expressed an interest in creating a Parent Leadership Group, which indicated that a number of parents were interested in becoming involved in school matters. It was determined that the Chair and Headteacher would arrange to speak to this group of parents and ascertain what they were looking to achieve, and the potential for some of these parents to become Governors.

ACTION: Chair and Headteacher to arrange to speak to the group of parents to identify potential Governor candidates.

4. MINUTES OF PREVIOUS MEETING

Governors considered the non-confidential minutes of the meeting held on 19th May 2022, which had been circulated in advance of the meeting.

RESOLVED: That the non-confidential minutes of the previous meeting held on 19th May 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
19 May 22 Item 6	Jackie Stringer and Helen Young to hold a meeting to finalise the current year SFVS Actions Schedule.	JS and HY	Ongoing. Carried forward to July meeting.
19 May 22 Item 6	Updated action plan required on Policy Approval for the next meeting.	Clerk	Completed. Policies on GovHub for approval at this meeting.



PRESENTATION FROM HAYDEN BAXENDALE

WEP Disadvantaged Children – Writing Project 2022

Hayden Baxendale provided Governors with a presentation on the Winsford Education Partnership Disadvantaged Children Writing Project. The PowerPoint presentation was shared on screen.

Each year the Winsford Education Partnership Establish runs a number of work streams, and Hayden had been working with the English leads in the schools across the town. A small group of five Year 5 children were selected, and the children had been identified as having struggled with writing at length.

A number of workshops were held, focusing on reading, writing and vocabulary. Post-Covid the school found that the children struggled for ideas and writing with stamina – especially in UKS2. This pattern was replicated with lots of schools being in the same situation.

A useful reference book to support the interventions implemented was Closing The Writing Gap by Alex Quigley, which provides highly practical strategies and easy-to use classroom activities to help teach the critical writing process. Proficiency in writing is a bigger block to overall learning than people often perceive.

A slide detailing the children's work at the beginning of Year 5 was reviewed showing a lack of either quality or quantity in the writing. The interventions implemented included short burst vocabulary interventions, and focussing on vocabulary, handwriting and letter formation. The more recent slide illustration of the children's work clearly showed the improvement in handwriting and the quality of writing had improved with the vocabulary utilised being much wider.

The final session took place two weeks ago and the children stated that they found it easier to write, and that they were more confident in their writing, and a number of findings from the workstream were identified.

Overall, it had been a really positive experience. There will also be a three-week unit of work linked into the Environment Exhibition, which will take place in the town centre in September.

The Year 6 Writing Moderation for Hayden Baxendale and Chloe Lupton which had taken place on the 14th June, was shared on screen, as well as the Year 6 data predictions for Governors to review.

Q. *When do the children really get pushed on cursive writing?*

A. *It starts in Year 1-2, then from year 3 we would like to get all the letters joined up in the writing.*

Governors discussed Writing and how important the basics of writing are for supporting the children's development.

Governors thanked Hayden Baxendale for his informative presentation.



Hayden Baxendale left the meeting at 18:50pm.

6. FINANCE

The Headteacher updated Governors that the next Budget Monitoring Report and the review of the SFVS action plan would take place at the July meeting.

7. HEADTEACHERS UPDATE

Headteacher Update

The Headteacher updated Governors on the Summer Assessments taking place as follows:

- All KS1 SATS completed – results in TEAMS.
- All KS2 SATS completed – results in July 2022.
- KS2 moderation completed – report reviewed earlier in meeting.
- Taken part in the new Phonics Screening material trial.
- Year 4 Times Table Screening underway this week.
- Y1 Phonics Screening and Y2 retakes completed today.
- Geography Passport Day.

A summary of the wider CPD being undertaken at school was provided.

The school had a number of community engagement events taking place including Wonderful Jubilee celebrations which had taken place, the Reception Starters Evening – 21st June 6pm which Governors were invited to attend and a Ukrainian school, where Jenny Edwards would be teaching English to Ukrainian refugees.

There is a wide range of sports events taking place including golf, basketball, athletics, netball, Y3/4 football, girls' football, dodgeball and cricket.

Q. *Are parents able to support at the sports events?*

A. *Yes, they can, but the school still needs to provide two members of staff to support, reflecting the nature some of the children taking part.*

The summary of residential visits was reviewed. The school is planning for a Year 6 visit to London in June of next year, and due to the cost of the visit some Pupil Premium funding will be used to support children were eligible. It is very important to ensure that all children have the opportunity to attend these residential visits.

There are a wide range of events at school and visits taking place, and Governors were invited to join a number of them, including the visit to the Ice Cream Farm.



Steph Crane-Moody joined the meeting at 19:15pm.

Swimming Survey Results

The results of the survey into children's swimming ability was shared on screen. The survey had presented a series of questions to parents regarding children's swimming ability and the distance that they could swim unaided.

Governors noted with some concern that the percentage of children that could swim 25 metres unaided ranged from 11% in Year 4 up to only 19% in Year 6. The school is planning for the temporary swimming pool to be installed for a three-week period in September 22, and that years 4, 5 and 6 will be prioritised.

The school is also looking to apply for Holiday Activity and Food (HAF) funding, in order to provide crash courses in swimming. The school will also approach the Uniform Exchange to see if they can provide swimming costumes and towels for those children with financial constraints.

Governors discussed the matter and were in agreement that there was a need to look at the lack of swimming provision across the town and make the LA aware of the small number of children with competent swimming ability. This could possibly be done in co-ordination with the Winsford Education Partnership.

RESOLVED: Governors received the Headteacher's update.

8. CURRICULUM TEACHING AND LEARNING

Key Stage 1 Data - 2022

The Key Stage 1 Data Summary was shared on screen, detailing the percentage of the cohort meeting expected standards in Reading, Writing, Maths and SPAG. One child had joined recently but was not included in the data, so it was based on a cohort of 39 children. The data was the current position and there is still half a term of progress for the children to achieve to improve on these figures.

Q. The class sizes in Year 2 are one of 24 and one of 14. What was the reason for this?

A. Last year the classes were set based on the children's ability, plus there have also been some In-Year transfers into the higher ability class. Having reviewed the effectiveness of this during the year the school would not repeat it in future, and would return to mixed ability classes.



Q. *Is there any comparative data available?*

A. *Nothing available as yet.*

Q. *Is it possible to compare against the previous year?*

A. *This has been difficult due to the effects of Covid, but the school is very pleased with the KS1 progress, and the children have performed as expected.*

Governors reviewed the data further and highlighted the discrepancy in performance based on gender. The Headteacher stated that this will be looked at and reviewed by the SLT.

Whole School Data Summary 21-22

The Whole School Data Summary was shared on screen, detailing the percentage of the cohort meeting expected standards in Reading, Writing, Maths and also a combined total. The data was derived from teacher assessments made in May 22.

The Year 4 Writing assessment was low at 14% (21%), which is a result of a number of SEND children with specific learning challenges within the cohort. Tash Mulholland will remain teaching Year 4 into Year 5, and it is hoped that these children will now make accelerated progress in two small classes going forward.

Q. *Are Resource Provision children included within the data?*

A. *Yes, they count within the data.*

Governors reviewed the bar charts for each year group cohort. The children achieving above expected performance were highlighted in blue. The Chair noted that there were plenty of children operating at the just below level that should be able to progress to the expected level.

The next full data set will be available to be reviewed at the September meeting.

RESOLVED: Governors received the Key Stage 1 Data and Whole School Data updates.

9. POLICIES

The Chair updated Governors that the SBM's software had been updated so the policy files are now working correctly. Ten policies had been uploaded to the approval folder in advance of the meeting as follows:

- Admissions Policy
- EYFS Policy
- Health and Safety Policy
- Intimate Care Policy



- Managing Allegations Against Adults in School Policy
- Mobile Phone Policy
- Register of Pupil's Admission To School
- Register of Pupil's Attendance
- Toileting During Learning Time
- Whistle Blowing Policy

Governors reviewed the policies. There was a formatting amendment required for the Admissions Policy, but otherwise all the policies were approved as presented.

RESOLVED: Governors approved the ten policies presented at the meeting.

10. GOVERNANCE

The Chair stated that meeting dates now needed to be scheduled for the 22/23 academic year. The Clerk would propose a set of meeting dates and distribute them to the Chair and Headteacher for review.

ACTION: Clerk to propose a set of meeting dates for the 22/23 academic year.

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 with the Parent Leadership Group, and to explore potential candidates to become Governors.
- to receive the presentation on the Winsford Education Partnership Disadvantaged Children Writing Project.
- to receive the Headteacher's update including swimming survey results.
- to receive the Key Stage 1 Data and Whole School Data updates.
- to approve the ten policies presented to the meeting.
- to receive the confidential Staffing Update.
- to receive the Safeguarding Update.



13. DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 14th July 2022 at 6.30pm.

Signed:Date:

ACTION PLAN

AGENDA ITEM NO.	ACTION	BY WHOM	UPDATE
19 May 22 Item 6	Jackie Stringer and Helen Young to hold a meeting to finalise the current year SFVS Actions Schedule.	JS and HY	Ongoing. Carried forward to July meeting.
16 June 22 Item 3	Chair and Headteacher to arrange to speak to the group of parents to identify potential Governor candidates.	Chair and HT	
16 June 22 Item 10	Clerk to propose a set of meeting dates for the 22/23 academic year.	Clerk	
16 June 22 Item 17	The Chair and Hayley Rigby to meet with Caretaker to review H & S Action Plan.	Chair and HR	