



MINUTES OF THE FULL GOVERNING BODY MEETING
DARNHALL PRIMARY SCHOOL
HELD ON THURSDAY 20TH OCTOBER 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 SEP 23	✓
Mrs Angela Holden	Co-opted	20/05/2025		✓
Ms Jackie Stringer	Co-opted	20/05/2025	Co Vice Chair Jan 23	✓
Mrs Steph Crane-Moody	Co-opted	09/05/2023	Co Vice Chair Mar 23	✓
Mr Chris Bate	Co-opted	09/05/2023		Apologies
Ms Chloe Lupton	Staff	21/10/2025		Apologies
Mrs Hayley Rigby	Parent	13/02/2024		✓
Mrs Lyndsey Tasker	Parent	25/03/2025		✓ From 19:00pm
Mr Colin Meachin	LA	09/07/2024		✓
Vacancy	Co-opted			
Vacancy	Co-opted			
Also in Attendance				
				✓
Stephen Ewell	Clerk to Governors			✓

Part One Non-Confidential Minutes

1. MEMBERSHIP OF THE FGB

The Chair informed Governors that a Parent Governor Election had taken place in anticipation of Hayley Rigby leaving the role, as her child had now moved on to High school. Governors were keen to retain Hayley as an important member of the FGB and following a discussion it was resolved that Hayley Rigby be appointed as a Co-opted Governor for a term of four years.

RESOLVED: Hayley Rigby be appointed as a Co-opted Governor for a term of four years.

The Chair informed Governors that there had been four expressions of interest in fulfilling the Parent Governor vacancy. The Chair had met with all four candidates and discussed the role and the Governors Code of Conduct with them and asked them also to complete a mini skills audit. Following these meetings two parents withdrew from the process and a parent did not respond within the prescribed time scales.



The remaining candidate Richard Mault is a retail store manager with experience in staff management and HR and is very keen to take on the role and is committed to supporting the local community. The Chair recommended to Governors that Richard Mault be appointed as Parent Governor. Following a discussion Governors resolved that Richard Moat be appointed as Parent Governor for a term of office of four years.

RESOLVED: Richard Mault be appointed as a Parent Governor for a term of four years. Following these appointments there remains one Co-Opted Governor vacancy.

2. APOLOGIES FOR ABSENCE

Apologies had been received in advance of the meeting from Chris Bate and Chloe Lupton.

RESOLVED:

- That the apologies received from Chris Bate and Chloe Lupton be accepted.
- That the meeting was deemed quorate.

3. MEMBERSHIP

The Chair noted that all Governors had confirmed they had read and acknowledged the Governor Code of Conduct, completing the Signing Sheet uploaded to SharePoint, and following confirmation The Chair had signed the Code of Conduct on behalf of the FGB.

The Chair added that he had distributed the link to the new version of the KCSIE document, which Governors are required to read.

4. DECLARATION OF PECUNIARY INTEREST

There were no additional declarations of pecuniary interest for this meeting.

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

5. MINUTES OF PREVIOUS MEETING

Governors considered the non-confidential minutes of the meeting held on 22nd September 2022, which had been circulated in advance of the meeting.



RESOLVED: That the non-confidential minutes of the previous meeting held on 22nd September 2022 were confirmed to be a true record.

The minutes would be signed electronically.

6. MATTERS ARISING

Governors reviewed the matters arising/action log items.

AGENDA ITEM NO.	ACTION	BY WHOM	UPDATE
16 June 22 Item 17	Hayley Rigby to meet with Caretaker to review H & S Action Plan.	HR	Completed. #1

#1 Hayley Rigby to meet with Helen Young on 14th November 22 to review the H & S Action Plan, and discuss the following matters:

- Contact CWAC to determine the timing of the next Health and Safety Review.
- Potential for replacement school roof, and to consider any asbestos issues from removing the existing roof.
- Manual Handling Training to be potentially arranged through CWAC at no cost.

7. FINANCE

The Budget Monitoring Report had been circulated in advance of the meeting.

SECTION 1 - SUMMARY MEDIUM TERM PLAN	Actual 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25
(A) Balance Brought Forward (previous E)	40,319	-48,515	-84,148	-117,434
(B) Projected Income (From F)	2,426,363	2,633,595	2,572,658	2,503,436
(C) Projected Expenditure (from D)	2,515,196	2,669,228	2,605,943	2,584,527
(D) In year surplus/-deficit (B-C)	-88,834	-35,634	-33,286	-81,091
(E) Projected Carry Forward (A+D)	-48,515	-84,148	-117,434	-198,525

The forecast £84k deficit position has been caused by a number of factors including the following :



- Teachers pay increases, and Support staff pay increases both being higher than originally budgeted, for which the school has no control over. This has increased staffing costs by £134K.
- Premises costs and Supplies and Services costs are currently showing an increase of £81k. However, there is a requirement to review the orders within the Unit 4 system, and it is anticipated that this overspend will be reduced significantly.
- On the positive side Income has increased since the school set the budget by £130k. This relates to £87k increase in forecast Government grants since May and £32k increase in our Top Up SEN Funding and £12k increase in our forecast Early Years Funding.

The school currently has £2,500 funds in School Fund from Grants received that will be transferred over to the budget. There are also a number of other grants that are due to be received that have already been spent from the budget i.e. the summer trips.

An updated Finance Report will be presented at the FGB meeting in November, which should reflect the correct expenditure forecast for the year.

Pupil Numbers

The Headteacher provided an update on pupil numbers and currently there have been 74 applications to join Reception in 2023, 41 of which are first choice. The closing date for applications is 31st January 23.

There are 62 Year 6 children due to leave at the end of the year and with an intake PAN of only 45 children to come into school this will have a dramatic effect on the overall number of children on roll. The Headteacher has spoken to CWAC requesting an increase of the PAN to 50, to avoid having to move to some mixed age classes.

CWAC have proposed an all-school meeting in Winsford to discuss the issue and consider the current demographic data available. The Headteacher added that seven children had joined the school in October.

Q. *Where did these additional children come in from?*

A. *Mainly other schools in Winsford.*

RESOLVED: Governors received the Budget Monitoring Report.

Grants

The Grants Presentation had been circulated in advance of the meeting.



In the last 15 Months the school has raised £83,757 across 43 Grants.

These have been spent in the following broad areas:

- Wider community £14,750
- Curriculum £11,447
- IT Equipment £6,760
- Library £11,700
- Holiday Clubs £28,090
- Outdoors £5,370
- Trips £ 5,700

Q. *Has support been provided to pay for school uniforms?*

A. *Yes, some grants have been received to support paying for school uniform as well as utilising some Pupil Premium funds.*

The school is looking to relaunch and revitalise the PTA to involve more parents, and the PTA meeting last night was really well attended and a very positive event with lots of fundraising opportunities discussed.

Governors thanked Matthew Young for all his hard work in securing grants for the school.

RESOLVED: Governors received the Grants update.

8. HEADTEACHERS REPORT

The Headteacher's Report was shared on screen. The following updates were highlighted.

- Phonics Workshops - plenty of parental engagement.
- Harvest Celebrations.
- Class Assemblies – Year 5 class assembly had taken place today.
- Sports Activities.
- One of the school's budding conservationists has just been published in the new Rebel Girls books which celebrates the achievements of females.
- Community Engagement.
- The school open evening is scheduled for 17th November 22, and existing parents are invited to come along as well.
- The school hosted a subsidised weekend family day out to see Blackpool's illuminations.

RESOLVED: Governors received the Headteacher's Report.



Self-Evaluation Summary (SES)

Governors reviewed the revised version of the SES, which had been updated following the recommendations resulting from the review undertaken by James Marsh.

The supporting documents are now embedded within the document itself for ease of access. The Headteacher requested that Governors take some time to review the document in more detail, and then a date can be scheduled for a further review. Governors consulted their diaries and a date for the further review was set as Tuesday 15th November 5:00 pm to 6:30 pm.

9. CURRICULUM TEACHING AND LEARNING

The Headteacher confirmed that all the subject curriculum summaries were now embedded within the SES.

The Headteacher added that it was important that the school subject leads attend the FGB to present on their subjects going forward.

10. POLICIES

The following policies had been circulated for Governors to review in advance of the meeting.

- Charging and Remissions
- Safeguarding
- Staff Discipline and Grievance
- Lettings Policy
- Code of Conduct of Employees
- Complaints Procedure

Governors discuss the Lettings Policy and the requirement for public liability insurance to be included. It was noted that the lettings policy was a CWAC version, and that the policy should remain in its current format.

- Fire Procedures Policy.

In terms of the Fire Procedures Policy Governors discussed the requirement to have staff names within the policy document, or should it be more generalised job descriptions. The Headteacher indicated that she had been instructed that the policy did need to have staff names within it. Following further discussion, Governors resolved that the Fire Procedures Policy be amended to include roles rather than staff names and be approved.

RESOLVED: Governors approved the seven policies presented at the meeting, subject to the amendments identified at the meeting.



11. GOVERNANCE

The Chair informed Governors that the safeguarding training had been scheduled in for Governors to complete.

12. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

There were no communications to the Chair or actions taken to report to Governors.

13. DECISION SUMMARY

- Appointed Hayley Rigby as Co-opted Governor.
- Appointed Richard Mault as Parent Governor.
- Completed the Governor Code of Conduct.
- The Chair had distributed the link to the new version of the KCSIE document.
- Received the Budget Monitoring Report.
- Received the Grants Update.
- Received the Headteacher's Report.
- Scheduled the review date for the SES.
- Approved the seven policies presented at the meeting.

14. AOB

Jackie Stringer informed Governors that she had scheduled a meeting with the SBM on 29th November 22, to have initial discussions on the completion of this year's SFVS submission.

The Headteacher's performance review will take place on the 3rd November 22.

15. DATE AND TIME OF NEXT MEETING

2022/23 MEETING SCHEDULE

Autumn Term 22/23

FGB	Thursday	24/11/2022	18:30pm
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Spring Term 22/23

FGB	Thursday	26/01/2023	18:30pm
FGB	Thursday	02/03/2023	18:30pm



FGB	Thursday	30/03/2023	18:30pm
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Summer Term 22/23

FGB	Thursday	18/05/2023	18:30pm
FGB	Thursday	15/06/2023	18:30pm
FGB	Thursday	13/07/2023	18:30pm

Signed: **Date:**

ACTION PLAN

AGENDA ITEM NO.	ACTION	BY WHOM	UPDATE