



MINUTES OF THE FULL GOVERNING BODY MEETING
DARNHALL PRIMARY SCHOOL
HELD ON THURSDAY 24TH NOVEMBER 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		Apologies
Ms Jackie Stringer	Co-opted	20/05/2025	Co Vice Chair Jan 23	Apologies
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	Co-opted	19/10/2026		✓
Ms Chloe Lupton	Staff	21/10/2025		Apologies
Mr Richard Mault	Parent	19/10/2026		✓
Mrs Lyndsey Tasker	Parent	25/03/2025		✓
Mr Colin Meachin	LA	09/07/2024		Apologies
Vacancy	Co-opted			
Also in Attendance				
Stephen Ewell	Clerk to Governors			✓

Part One Non-Confidential Minutes

1. APOLOGIES FOR ABSENCE

Apologies had been received in advance of the meeting from Angela Holden, Jackie Stringer, Colin Meachin and Chloe Lupton.

RESOLVED:

- That the apologies received from Angela Holden, Jackie Stringer, Colin Meachin and Chloe Lupton be accepted.
- That the meeting was deemed quorate.

2. MEMBERSHIP

The Chair welcomed Richard Mault, the newly appointed Parent Governor who has a child in Year 3. The Chair informed Governors that in terms of the Co-opted Governor



vacancy there was a teacher at Oaklands who had expressed an interest in fulfilling the role. The Chair will follow this up and report back in due course.

The Chair informed Governors of the requirement to form a Pay Committee, and also a Panel to undertake the Headteacher's Performance Management Review. Governors discussed the requirements and Lindsey Tasker and Chris Bate indicated that they would be willing to join the Committee/Panel. The remainder of the Committee/Panel would be determined in due course.

RESOLVED: Governors approved the formation of a Pay Committee, and also a Panel to undertake the Headteacher's Performance Management Review.

3. 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.

4. MINUTES OF PREVIOUS MEETING

Governors considered the non-confidential minutes of the meeting held on 20th October 22, which had been circulated in advance of the meeting.

RESOLVED: That the non-confidential minutes of the previous meeting held on 20th October 2022 were confirmed to be a true record.

The minutes would be signed electronically.

5. MATTERS ARISING

There were no matters arising from the previous meeting for Governors to review.

AGENDA ITEM NO.	ACTION	BY WHOM	UPDATE

6. FINANCE

The Finance Report had been circulated in advance of the meeting.

The Headteacher updated Governors that up-to-date budget papers were not yet available, and that a fully updated set would be available by the end of the week. Once received a



fully updated Report will be prepared and distributed by the end of next week, including details of the grant monies the school has applied for and received. The key adverse variances remain the National pay increases for teachers and support staff pay being higher than previously budget for.

Some staff at school have raised an issue regarding the pay rise and back pay not being received until January 23, when staff were expecting to receive it in December, before Christmas. The Headteacher had escalated the matter to CWAC, but no response had been received as yet.

The SBM has a meeting scheduled for Tuesday next week with Jackie Stringer to review the numbers.

Q. What options do staff have in terms of escalating their complaints about the delay in the pay rise?

A. The ultimate escalation will be to HR Department at CWAC, or they could go via their Union.

Governors discussed the delay in the implementation of the pay rise, and the Headteacher noted that there were a lot of disgruntled staff in school currently.

School Fund

The School Fund accounts are currently being prepared for review by the Auditor. There are a few bank statements missing, and the school has now registered with NatWest Bank to have access to the account online. Once this process is complete, the missing statements can be reviewed and completed papers made ready for the auditor. The proposal is to bring the audited accounts to the meeting in January for Governor approval.

Q. Is the School Fund managed by CWAC?

A. No, it is managed by the school.

Q. Who are the signatures on the account?

A. This is the Headteacher and the SBM.

Pupil Numbers

The Headteacher provided an update on pupil numbers and currently there have been 87 applications to join Reception in 2023, 46 of which are first choice. The closing date for applications is 31st January 23. All the current children in the Nursery have applied, and there is an open evening scheduled to take place in the future which may also lead to further applications.

The current intake PAN is 45 children, and the Headteacher has spoken to CWAC requesting an increase of the PAN to 50. However, this will need to be approved by a



meeting of all the schools in Winsford and it is anticipated that the other schools will not support this increase in PAN.

The Headteacher added that there have been two further in year transfers, one into Year 4 and one into Year 5.

RESOLVED: Governors received the Finance Report.

7. HEADTEACHERS REPORT

The Headteacher provided an update as follows:

There is a requirement for Governors to undertake some Ofsted training. The challenge from Ofsted inspectors could be - *How do Governors know what the Headteacher is saying is true?* Therefore, it is important that Governors are visiting the school on a regular basis and the Learning Walks need to re-commence as soon as possible.

The Headteacher is planning to Commission a full SEND Audit, due to the high level of SEND children in school currently. The Audit will be three days in duration. In terms of Resource Provision, the Headteacher has requested that Cluster Meetings start again, providing the opportunity to talk about staffing issues and the difficulties in recruiting specialist staff currently.

Q. *When will the SEND Audit take place?*

A. *This will hopefully be in the Spring Term. It will be really valuable for the school to receive this external review.*

The Headteacher informed Governors that there are funds available each year for safeguarding and accessibility improvements within school. The plan is to apply for a grant to update the gates and doorways in school, as well as providing CCTV in communal areas.

Mid-Cheshire Education Awards

The school had been notified today that it had been shortlisted in the following categories for awards:

- School of the Year (4 schools have been shortlisted.)
- Outstanding Achievement Award for Joan Bailey and Richard Strachan (4 shortlisted.)
- Headteacher of the Year (2 have been shortlisted.)
- Hollie Greenhalgh Pupil of the Year (4 have been shortlisted.)



The Safeguarding Report is detailed in the Confidential Minutes.

RESOLVED: Governors received the Headteacher's Report.

8. CURRICULUM TEACHING AND LEARNING

The Subject Leaders Report had been circulated in advance of the meeting.

The report covered the following subject areas:

- English - Hayden Baxendale
- Maths - Abbey Edge
- Science - Chloe Lupton

RESOLVED: Governors received the Subject Leaders Report.

9. SELF EVALUATION SUMMARY (SES)

The Governors' Self Evaluation Summary (SES) Meeting took place on Tuesday 15th November 2022. The summary report had been circulated for Governors to review, and Jackie Stringer had proposed a mission statement for the school for Governors to consider.

A number of priorities had been identified from the SES and the School Impact Plan, and a summary document was provided for Governors to review.

RESOLVED: Governors received the SES Update.

10. HEALTH AND SAFETY UPDATE

There is a meeting booked with Hayley Rigby for Monday 28th November to schedule the completion of the annual Health and Safety review, which will provide the school with a full report on Health and Safety matters, including Asbestos and Legionella risks. There are no major Health and Safety issues evident, and the plan now is to provide a report to the first FGB meeting in the Spring Term.

The school is still waiting for a date to be scheduled for the CWAC Health and Safety review.

RESOLVED: Governors received the Health and Safety Update.



11. POLICIES

There were no policies presented at the meeting for Governors to review.

Fire Procedures Policy.

Governors discussed the Fire Procedures Policy, which had been presented at the previous meeting for review. The requirement to have staff names within the Fire Procedures Policy document had been investigated and it was confirmed that this was the case.

The Chair noted that if this was a requirement then the job title of the personnel contained in the policy should also be included for clarity.

RESOLVED: Governors approved the Fire Procedures Policy.

The Headteacher informed governors that there have been some issues with the alarm system, which on one occasion resulted in an armed police response attending the school premises. The wiring within the alarm system has now been corrected.

Q. *Does the school have a Lockdown Policy?*

A. *The policy was under development before Covid, but was not progressed further at the time. The school will undertake to develop the policy once again for Governors to review.*

12. GOVERNANCE

The Chair requested that all Governors confirm that they have read the updated KCSIE document, following which the Chair will update the records accordingly.

Richard Mault would be required to attend Safeguarding Training.

13. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

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

14. DECISION SUMMARY

- Governors approved the formation of a Pay Committee, and also a Panel to undertake the Headteacher's Performance Management Review.
- Commissioned a full SEND Audit.
- Received the Finance Report
- Received the Headteacher's Report.
- Received the Subject Leaders Report



- Received the SES update.
- Received the Health and Safety update
- Approved the Fire Procedures Policy.
- Received the confidential Staffing Update.
- Received the Safeguarding Update.

15. DATE AND TIME OF NEXT MEETING

2022/23 MEETING SCHEDULE

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

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