



MINUTES OF THE FULL GOVERNING BODY MEETING
DARNHALL PRIMARY SCHOOL
HELD ON THURSDAY 26TH JANUARY 2023 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 24 | ✓ |
| Mrs Steph Crane-Moody | Co-opted | 09/05/2023 | Co Vice Chair May 23 | ✓ |
| Mr Chris Bate | Co-opted | 09/05/2023 | | ✓ |
| Mrs Hayley Rigby | Co-opted | 19/10/2026 | | ✓ |
| Ms Chloe Lupton | Staff | 21/10/2025 | | ✓ |
| 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 | | | | |
| Kadene Fife | Teacher | | | ✓ |
| Sam Cooper | Teacher | | | ✓ |
| Charlotte Chappell | Teacher | | | ✓ |
| Helen Young | SBM | | | From 19:25pm |
| 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 and Colin Meachin.

RESOLVED:

- That the apologies received from Angela Holden and Colin Meachin be accepted.
- That the meeting was deemed quorate.



2. MEMBERSHIP

The Chair informed Governors that in terms of the Co-opted Governor vacancy he would be contacting Andy Robinson a prospective new Governor and would report back in due course.

Governors considered the re-appointment of Jackie Stringer and Steph Crane-Moody as Co-Vice Chairs. The Clerk updated Governors that he had not received any other expressions of interest. Governors considered the matter and approved the re-appointment of Jackie Stringer as Co-Vice Chair for a further term of one year, and the re-appointment of Steph Crane-Moody as Co-Vice Chair until the end of her term of office in May 2023.

RESOLVED: Governors approved the re-appointment of Jackie Stringer as Co-Vice Chair for a further term of one year, and the re-appointment of Steph Crane-Moody as Co-Vice Chair until the end of her term of office in May 2023.

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 24th November 22, which had been circulated in advance of the meeting.

RESOLVED: That the non-confidential minutes of the previous meeting held on 24th November 2022 were confirmed to be a true record.

The minutes would be signed electronically.

5. MATTERS ARISING

There were no actions carried forward from the previous meeting for Governors to review.

| AGENDA ITEM NO. | ACTION | BY WHOM | UPDATE |
|-----------------|--------|---------|--------|
| | | | |



6. CURRICULUM TEACHING AND LEARNING

Subject Leader Presentation – Kadene Fife DT

The PowerPoint presentation was shared on screen.

1. The current position of DT, and some of the achievements that have been made.
2. Future actions – there will potentially be a deep dive undertaken at the end of the Spring Term. A staff survey will be undertaken to identify areas of DT where staff feel more support is required.
3. Development as DT Subject Leader – plenty of CPD has been undertaken. James Marsh has also provided valuable support and advice on what is included in children's books.
4. Impact - DT is being taught consistently, and children understand what the subject relates to. Product on a Page is proving a really useful support.
5. Pupil Voice - a series of quotes was provided including illustrating how children acknowledge that it is okay to make mistakes and that they are not scared of trying new things. In addition, some children expressed how they were keen to have more time learning DT.
6. Long term plans for DT – the slide was broken down into each year group, and the teaching plan each term, and the subsequent slides clearly illustrated the progression of skills.
7. The final slides were some photographs of the children in DT lessons, proudly displaying the items they had constructed.

Governors discussed the presentation.

Q. *How often is DT taught?*

A. *It is taught once a fortnight.*

A Governor noted that Winsford Academy had successfully bid for DT Grant, receiving £2million to transform part of the campus. It was noted how DT links into learning in other subjects.

Q. *What were the children using to produce the wheels?*

A. *KNEX.*



Q. Does cooking also take place?

A. Yes, this is very useful in terms of teaching preparation before a task.

Q. Are there any links to DT in After School Clubs?

A. No, not at the moment.

Governors thanked Mrs Fife for her presentation.

Kadene Fife left the meeting at 18:50pm.

Subject Leader Presentation – Mrs Charlotte Chappell RE

The PowerPoint presentation was shared on screen.

1. The first slide was the RE information taken from the school's website detailing the philosophy of RE teaching at Darnhall.
2. Aims – the school looks to teach children to acquire and develop their knowledge and understanding of Christianity and the other principal religions represented in Great Britain: Sikhism, Judaism, Islam, and Hinduism.
3. Long Term Planning - the slide was broken down into each year group, and the teaching plan for each term. The school has just moved to utilising Discovery RE, which provides a comprehensive set of detailed medium-term plans for Religious Education from Nursery through to Year 6. Previously the school had used the CWAC version which had become a bit dated.
4. Current Position – all staff are now delivering RE sessions using Discovery RE, which is a progressive scheme and is easy to use with an enquiry based approach.
5. Impact – a list of the impacts from RE teaching was provided.
6. Future Actions – there is a drive to make RE a meaningful and relevant subject in school. Potentially more displays will be created in school.
7. Development as RE subject leader. In addition, a series of slides provided illustrations of the children's books.

Governors discussed the presentation.



Q. *Is there any cross-curriculum focus such as in writing skills?*

A. *There is a legal requirement for a certain amount of RE teaching each week, and there will be some cross-curriculum links.*

Governors thanked Mrs Chappell for her presentation.

Charlotte Chappell left the meeting at 19:05pm.

Subject Leader Presentation – Mr Sam Cooper Music

Mr Cooper informed Governors that he had joined the school in September and as a musician himself had become the Subject Leader for music and was looking to inspire the children.

The PowerPoint presentation was shared on screen.

1. Overview – a staff audit was undertaken to ascertain where staff feel they are up to with Music subject teaching. Staff indicated that they were unsure of how much time they were required to spend teaching music.
2. Staff Audit Results – detailing the curriculum implementation, curriculum intent and curriculum impact.
3. Aims and Expectations - detailed the opportunities available to children and how they are taught to recognise different musical elements.
4. Lesson planning - planning is undertaken utilising the Music Express planning tool. The school has utilised Music Express since 2007, and the product has really developed, and it is easy for teachers to pick up and utilise. Planning is broken down into each year group and each term's lesson plans. There is also guidance for including SEND pupils with a specific note on each plan.
5. The school is also working with the Edsential Music Hub which support the music teaching at the school.
6. Next Steps – some staff who were less confident in music teaching have been supported.

Governors discussed the presentation, and the Headteacher noted that the school was keen to organise a theatre trip, so that some children could experience a live orchestra. Chloe Lupton added that many of the children in her class really enjoy the music lessons.

The school has produced a song for E-Safety Day on 7th February, and Year 6 have been out on location to create a video to accompany the song. The Chair added that it



was important to teach children how to listen to music. In France the Government has made it compulsory for collective singing to take place once a week in school as it is deemed very good for children’s well-being.

Q. *How often is music teaching in school?*

A. *It takes place once a week.*

The Headteacher summarised that there are a lot of initiatives relating to music taking place in school, including a locally born deaf opera singer visiting the school.

Governors thanked Mr Cooper for his presentation.

Tom Cooper left the meeting at 19:25pm.

7. FINANCE

Helen Young joined the meeting virtually from 19:25pm.

The Budget Monitoring Report and Three-Year Plan 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 | -39,738 | 28,862 |
| (B) Projected Income (From F) | 2,426,363 | 2,647,753 | 2,740,854 | 2,679,524 |
| (C) Projected Expenditure (from D) | 2,515,196 | 2,638,976 | 2,672,253 | 2,703,950 |
| (D) In year surplus/-deficit (B-C) | -88,834 | 8,776 | 68,600 | -24,427 |
| (E) Projected Carry Forward (A+D) | -48,515 | -39,738 | 28,862 | 4,435 |

The projected surplus for 22/23 was £8,776, resulting in a deficit carry forward of £39,738. Governors noted that this was a creditable performance given the increase in teacher salaries this year, and that the projected carry forward would return to a surplus in 23/24.

Q. *What resulted in the £88k overspend last year?*

A. *This resulted from a high level of staff absences which were not covered by insurance. These were primarily COVID absences and so significant numbers of supply staff needed to be brought into school. For example, in one week the school had 26 people off.*

The Budget for 23/24 is currently being developed on a line-by-line basis, but it is not expected to vary significantly to the projection detailed above. The pupil numbers will be



based on the October 22 surplus and the Reception number of 45 pupils is anticipated to increase to 52.

The Headteacher noted that the Budget will be based on the revised Leadership Structure, including two Deputy Headteachers and one Assistant Headteacher in the SLT team. In addition, it will include the new Admin structure from April 23, a full time Family Support Worker and one TLR in place on each site.

Lyndsey Tasker informed Governors that she had undertaken a benchmarking exercise against other schools in the Winsford area. It was noted that Wharton had a £153k deficit last year. The report would be circulated for Governors to review.

Governors discussed finance skills within the FGB and considered whether it would be effective to have a third Governor receiving finance training. Following the discussion, it was resolved that Richard Mault would also undertake finance training, together with Lyndsey Tasker.

RESOLVED: Richard Mault and Lyndsey Tasker to undertake Finance training.

RESOLVED: Governors received the Budget Monitoring Report and Three-Year Plan.

8. SFVS

SFVS Report

The SFVS Report had been circulated in advance of the meeting. The report detailed the actions from the previous submission, and progress made against any outstanding actions.

- *2nd gov to be trained in Finance and written terms of reference for finance gobs to be put in place* - Lyndsey Tasker and Richard Mault will train as Finance Governors to support Jackie Stringer, and HY will forward some appropriate training courses.
- *Business Continuity Plan* – It is anticipated that this will be completed by the end of February 23.
- *Contracts register for all large ongoing contracts to be brought to gobs annually* - It is anticipated that this will be submitted for review at the March FGB.
- *Process on Procurements and tenders including some or all of the below* – This item is outstanding.

Q. *When will the updated version of the SFVS be available?*

A. *This should be very soon. Helen Young will notify Jackie Stringer when it is available.*



Helen Young provided Governors with an update on the MIFP. The MIFP including all appendices had been circulated in advance of meeting. The standard CWAC wording is detailed in black and the amendments specific to Darnhall were highlighted in blue text for Governors to review.

Governors' attention was drawn to the Scheme of Delegation which they are required to approve, which details the expenditure limits across the Governing Body and the school.

It was anticipated that the completed SFVS and updated MIFP would be submitted to the next meeting for approval.

RESOLVED: Governors received the SFVS and MIFP update.

Helen Young left the meeting at 20:10pm.

School Fund Audit Certificate

The 21/22 School Fund Audit Certificate had been circulated in advance of the meeting for Governors to review.

RESOLVED: Governors received the 21/22 School Fund Audit Certificate.

Gifts and Hospitality Register

The latest version of the Gifts and Hospitality Register had been circulated in advance of the meeting. Governors noted that there were no entries on the register.

RESOLVED: Governors received the Gifts and Hospitality Register.

9. HEADTEACHERS REPORT

The Curriculum updates had been covered by the staff presentations earlier in the meeting.

Pupil Numbers

The Headteacher provided an update on pupil numbers and the recent request to Laura Sutton at CWAC, to increase the Published Admission Number (PAN) from 45 to 50 on a permanent basis with effect from September 2024. The school had also requested a temporary increase in PAN to 50 for the September 2023 admissions.

The Headteacher added that following the recent meeting with other local schools where the planning area data was shared, CWAC had now agreed to facilitate the school's request to increase the PAN provided that the following conditions are met:



- The school must ensure that the total number of pupils (across all year groups) can be accommodated within the existing school buildings and a review of the school's Net Capacity will be completed by the Council.
- As this is a school request, no capital funding will be provided by the Council for additional accommodation.
- The school must ensure that there will not be a detrimental impact on the school's revenue budget position.
- The school must ensure that through admitting the additional pupils, there will not be a breach to the Infant Class Size legislation, now or in future years.
- The school to produce a standard school admission appeal template for the revised admission number (specific cohort information/circumstances would need to be added as necessary in the event of an appeal).

Governors discussed the matter and reviewed the conditions that had been set by CWAC.

Q. *Is the number of children in Nursery separate from the PAN?*

A. *Yes, this is determined by the staff ratio, 1-4 for two-year-olds, and also the space available.*

Following the discussion Governors unanimously approved the request to a temporary increase in PAN to 50 for September 2023 admissions, and a permanent increase in PAN to 50 with effect from September 2024.

RESOLVED: Governors approved the request to a temporary increase in PAN to 50 for September 2023 admissions, and a permanent increase in PAN to 50 with effect from September 2024. Governors accepted and agreed to the five conditions outlined by CWAC.

Health and Safety Matters

The Headteacher had circulated a Health & Safety Inspection Fail Notification which related to the Outdoor Trim Trail which has now been fixed at a cost of circa £200. A further visit will be arranged where the trim trail will now be passed. In addition, the school has applied for a grant for £11k for CCTV installation, and also a grant to erect a fence around the grassed area.

RESOLVED: Governors received the update on Health and Safety matters.



10. ECM LEADERSHIP PARTNER VISIT - BEHAVIOUR FOCUS

The ECM Leadership Partner James Marsh had undertaken his visit on 6th January 2023, and the report had been circulated in advance of the meeting.

The Headteacher noted the following highlights from the report:

- There was a calm atmosphere around school and the vast majority of pupils were fully engaged in learning.
- School's approach to managing behaviour is consistent and visible around school.
- School's behaviour lead monitors behaviour regularly through termly trackers that each class complete.
- The vast majority of pupils spoken to say that behaviour is good at school.

There were some recommendations identified from the report. All teachers need to ensure that all pupils follow instructions given, and it was evident that children do not show the same level of respect to midday supervisors as they do to other members of staff. The Headteacher added that this has been a historic issue within school, and has recently improved.

Q. Some schools have now stopped using MDAs, has the school considered this?

A. No, the school will continue using MDAs. The school has no problem in recruiting MDAs, and it is currently working well and supports the local community.

A Governor added that it is also important to ensure that teaching staff get a lunch break.

A further recommendation was that the school should consider implementing more consistent approaches to support pupils in understanding how to self-regulate. The Headteacher added that all staff are now using the same language when children go into Resource Provision.

Q. Was Voice of the Child considered as a strength?

A. Yes, James talked to a number of different groups of children.

The Headteacher noted that children had been involved in the Behaviour Footprint which ensures that children show respect to everyone.

Q. Have there been any pupil surveys?

A. Yes, these have been undertaken in the past.

RESOLVED: Governors received the ECM Leadership Partner Visit Report.



11. POLICIES

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

12. GOVERNANCE

There were no further Governance matters to be considered. The Chair stated that he would be contacting Andy Robinson a prospective new Governor and would report back in due course.

13. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

There were no communications to the Chair or actions taken to report to Governors during Part One of the meeting.

14. DECISION SUMMARY

- Re-appointed Jackie Stringer and Steph Crane-Moody as Co-Vice Chairs.
- Received the DT Subject Leader Presentation.
- Received the RE Subject Leader Presentation.
- Received the Music Subject Leader Presentation.
- Richard Mault and Lyndsey Tasker to undertake Finance training.
- Received the Budget Monitoring Report and Three-Year Plan.
- Received the 21/22 School Fund Audit Certificate.
- Received the SFVS and MIFP update.
- Approved the request to an increase in PAN to 50. Governors accepted and agreed to the five conditions outlined by CWAC.
- Received the update on Health and Safety matters.
- Received the ECM Leadership Partner Visit Report.
- Received the confidential Staffing Update and approved the change in working pattern for the SBM.
- Received the Safeguarding Governor's Annual Review.



15. DATE AND TIME OF NEXT MEETING

2022/23 MEETING SCHEDULE

Spring Term 22/23

| | | | |
|-----|----------|------------|---------|
| 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 |
|-----------------------|--------|---------|--------|
| | | | |