



**MINUTES OF THE FULL GOVERNING BODY MEETING**  
**DARNHALL PRIMARY SCHOOL**  
**HELD ON THURSDAY 30<sup>th</sup> MARCH 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		✓
Ms Jackie Stringer	Co-opted	20/05/2025	Co Vice Chair Jan 24	✓
Mrs Steph Crane	Co-opted	09/05/2023	Co Vice Chair May 23	✓
Mr Chris Bate	Co-opted	09/05/2023		Apologies
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		Apologies
Mr Colin Meachin	LA	09/07/2024		✓
Mr Andrew Robinson	Co-opted	01/03/2027		✓
<b>Also in Attendance</b>				
Matthew young	Associate			✓
Hayden Baxendale	Teacher			✓
Jenny Edwards	Teacher			✓
Matty Dunning	Teacher			✓
Stephen Ewell	Clerk to Governors			✓

**Part One Non-Confidential Minutes**

**1. APOLOGIES FOR ABSENCE**

Apologies had been received in advance of the meeting from Chris Bate and Lyndsey Tasker.

**RESOLVED:**

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



## 2. MEMBERSHIP

Governors noted the roles of Chris Bate and Steph Crane whose positions as Co-opted Governors were due to end in May 23. Both Governors had expressed their interest in continuing in their roles, and Steph Crane left the room whilst Governors considered their re-appointment.

**RESOLVED:** Governors approved the re-appointment of Chris Bate and Steph Crane as Co-opted Governors for a further term of four years.

The Chair offered his thanks on behalf of the FGB for their continuing support for the school and commitment to the Board.

## 3. DECLARATION OF PECUNIARY INTEREST

Colin Meachin informed Governors that he was currently providing tutoring support to a Year 6 child outside of school. There were no further declarations of pecuniary interest for this meeting.

**RESOLVED:** Governors noted Colin Meachin's declaration of pecuniary interest for this meeting.

## 4. MINUTES OF PREVIOUS MEETING

Governors considered the non-confidential minutes of the meeting held on 2<sup>nd</sup> March 2023, which had been circulated in advance of the meeting.

**RESOLVED:** That the non-confidential minutes of the previous meeting held on 2<sup>nd</sup> March 2023 were confirmed to be a true record.

The minutes would be signed electronically.

## 5. MATTERS ARISING

Governors reviewed the actions carried forward from the previous meeting.

AGENDA ITEM NO.	ACTION	BY WHOM	UPDATE
2 MAR 23 Item 7	Lyndsey Tasker and Richard Mault attend the SFVS training course.	LT and RM	Ongoing #1



2 MAR 23 Item 9	SBM to provide an update on the policy approval process at the next meeting.	SBM	<b>Completed #2</b>
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**#1** The link to the training on Modern Governor has been distributed and the training now needs to be booked.

**#2** The policy approval process is detailed within the Finance Report to be reviewed at this meeting.

Hayley Rigby took Governors through the latest Health and Safety Report and discussed the ongoing situation with asbestos in the school and noted that issues only arose if the asbestos was disturbed.

**Q.** *Is there a map of where the asbestos is located?*

**A.** *Yes, there is an asbestos register that details on a plan where the asbestos is located.*

The SBM and Caretaking team meet on a monthly basis and review progress on the Health and Safety Report, Health & Hygiene Report and any other relevant site matters. Hayley Rigby added that the next stage was to hold a face-to-face meeting to go through the issues identified in the Health and Safety Action Plan.

## **6. CURRICULUM TEACHING AND LEARNING**

The following Subject Leader presentations took place at the start of the meeting.

### Subject Leader Presentation – Jenny Edwards Geography

The PowerPoint presentation was shared on screen.

What is the current position of Geography?

Geography is on a journey and has now adapted to a long-term plan. Jenny has led the subject for about 3 years. Recently a consultation with Pupil Voice took place, as well as a review of books which reflected the quality of teaching and learning.

The holding of passport days has been successful and each half term the focus is on visiting a different country. The PTA have funded globes for the teachers in school.

Curriculum Content maps are now ready to be added to Insight, and the next target is to undergo some assessment with teachers completing a vocabulary-based assessment at the end of each topic.

**Q.** *Does the school now have a partner school?*

**A.** *Yes, the school now has a relationship with Global Alliance School La Merelle Ecole in France.*



In terms of development as Geography Subject Lead, Jenny has developed the subject to tie in with the whole school curriculum. There are good communications with colleagues, and there has been a focus on understanding the strengths and weaknesses and establishing the next steps to move Geography forward. The use of the Forest School has also been really positive.

In terms of measuring impact, it is evident that Geography is being taught consistently and to a high standard, and there has been great pupil feedback that shows the children are really enjoying their lessons. A collection of Pupil Voice observations were provided for Governors to review. The Deep Dive to be undertaken by James Marsh will be taking place tomorrow.

Governors thanked Jenny for her presentation.

Jenny Edwards left the meeting at 18:50pm.

### Subject Leader Presentation – Hayden Baxendale English

The PowerPoint presentation was shared on screen.

What is the current position of English?

The school currently uses the Literacy Company's Pathways to Read as a base for all teachers to adopt. Following the Deep Dive undertaken by James Marsh, it was highlighted that the units of work and texts are really good, but there was a requirement to work on ensuring the children have more writing time.

The Writing data in Years 2 and 5 is being addressed, with a focus on boosting Writing standards. Reading progress is good across school and Year 6 have been performing well in practice SATs papers, with 64% currently performing well. In addition, more children are now accessing the vending machines for the frequent reader books.

Following the feedback from the 'Deep Dive' into English, the school is changing the way English teaching is planned and taught, with a move to just scaffolding and not differentiating. A staff meeting to discuss scaffolding was held following the Deep dive.

The two different schemes for reading and writing are now fully embedded across the school, with Pathways to Read being in its third year. There is a well-planned, carefully structured progression of skills that runs from the beginning of Reception through to the end of Year 6, which allows the school to have high expectations for all the children.

Reading and English are taught daily, and teachers are confident in teaching most aspects of the curriculum. There are some new teachers that will soon be completely confident in teaching the entire curriculum.



Governors reviewed the Progression in Reading and Progression in Writing data. It was noted that Year 2 is in transition from Read Write Inc to Pathways to Read. The Headteacher added that there have been 33 in-year transfers across the school.

**Q.** *Over what time scale has the data been assessed.*

**A.** *From the beginning of the year to the end of spring Term 1. There will therefore be more progress made by the end of the year.*

**Q.** *Does Year 6 have 85% of children making expected progress in Reading?*

**A.** *Yes, that is correct.*

**Q.** *Did Covid have an effect on the Year 2 cohort?*

**A.** *Yes, there has been an impact, with the biggest impact being on Writing.*

**Q.** *What do the grey areas of data represent?*

**A.** *This indicates where there is missing data such as with in-year transfers where it has been difficult to access the data from the previous school.*

There have been staff meetings held to discuss Writing, and there will be a full moderation of all year groups undertaken, to ensure assessments of Writing are accurate and realistic. Going forward the focus will be on driving consistency across the school with the use of the spelling and handwriting schemes, and staff had had some training on these during the staff meeting.

**Q.** *During the Deep Dive was the Progression of Skills looked at?*

**A.** *Yes, just need to ensure it is applied consistently across the school.*

Governors thanked Hayden Baxendale for his presentation.

Hayden Baxendale left the meeting at 19:10pm.

### Subject Leader Presentation – Matty Dunning PE

The PowerPoint presentation was shared on screen.

PE at Darnhall aims to cover the National Curriculum Programme of Study, and to be fully inclusive to all children irrespective of their ability. Previously there was no scheme available for PE, but now the school has implemented Complete PE which is an interactive Physical Education Resource. The scheme provides sequenced lessons for children from Foundation Stage through to Year 6.

James Marsh had undertaken a PE Deep Dive last year, and it was good to have a document that detailed what the school was doing in terms of PE.

Governors were shown a sequenced lesson plan, including the interactive videos that are available. There are red and green indicators that segment the activity for children with



different abilities. There is also an Assessment Tool, and all children will be featured on this.

Generally, team spirit across the school is really strong, and the children's behaviour is really good. There is also a big push to encourage girls PE, particularly in respect of football.

The Headteacher added that there is always a need for adults to support sports trips, and if any Governor was keen to support then this would be most welcome. The sports trips are usually on a Thursday afternoon.

Governors thanked Matty for his presentation.

Matty Dunning left the meeting at 19:30pm.

## 7. FINANCE

### Grants Briefing for Governors March 2023

Matthew Young presented the Grants Briefing for Governors, which was shared on screen.

There is now an effective model in place to follow, and the total raised to date is £112,092. This has been achieved due to a lot of hard work and support from the teachers at the school.

Governors reviewed three of the key facilities grants as follows:

- Bus Grant £80,000 – the final design and sensory space plan is with the Coach Builders. Once received a decision will need to be made by the school whether to proceed.
- Muga £40,000 - Engaging with Active Cheshire to seek the best design for the Muga and to access Football Foundation Funding.
- Minibus £40,000 – need to reapply to the Moulding foundation in June.

Governors discussed the proposed Bus Grant and noted that CWAC will not give planning permission for any extension to the school.

**Q.** *Would CWAC allow a mobile unit or cabin to be located on the school premises?*

**A.** *NO, CWAC are against this, and they also do not want anything added to the school estate that will require maintenance. The idea of the bus gets around this as theoretically it can be driven off the premises.*



**Q.** *Do any other schools have similar buses?*

**A.** *Yes, there are examples at other schools.*

**Q.** *Could the bus be hired out?*

**A.** *No, it will remain on school premises and be the subject of a SORN.*

**Q.** *What is the time scale for the bus being ready?*

**A.** *The design will be ready after Easter, and the bus could be ready for delivery in September 23.*

**Q.** *Is the grant available?*

**A.** *Yes, there is a grant available from FCFC for half of the cost, and two other bodies will cover the other half.*

Governors discussed the merits of the acquisition of the bus, and also the development of a MUGA on school premises. There may be issues and complaints from neighbours if the school goes ahead with installing the MUGA.

**Q.** *Will the MUGA require planning permission?*

**A.** *Potentially, especially if there are going to be floodlights.*

Governors noted that the acquisition of the minibus would be very useful to the school, and that the school should also consider using another school's minibus as an alternative solution.

Governors reviewed the key curriculum grants as follows:

- Salt Shine Grant £70,000 - Significant progress has been made with the Shine Grant, which is now looking at 70k over two years to be shared with Willow Wood, which also has a Resource Provision and Nursery. There has been significant input received from the Royal College of Speech & Language and the local SALT team. The final grant to be submitted by end of April, with a decision by June. Great thanks go to Sarah, Charlotte & Jacqui for their support and input to the process.
- Sports Grant £22,500 – the next Phase of Sports England Funding is to be released by the end of April, and administration has passed from Vale Royal School Sports to Active Cheshire. The children will be surveyed to determine what they would like to implement from the grant.

Governors also reviewed the current listing of fundraising initiatives.

**Q.** *Will there be a summer fete this year?*

**A.** *Yes, this will be FunFest in June.*





Governors thanked Matthew for all his hard work in developing the programme of grant applications for the school.

**RESOLVED:** Governors received the Grants Briefing.

Matthew Young left the meeting at 20:05pm

### Finance Report

The Finance Report had been circulated in advance of the meeting and included the procedure in relation to the approval of policies going forward.

- The SBM is currently processing year end transactions. A Full finance review with up-to-date monitoring report will be produced for the May meeting.
- The SBM has completed the Audit of Covid Recovery funding and School Led Tutoring funding for CWAC. The SBM will report to the May meeting with the outcome of the Audit.

**RESOLVED:** Governors received the Finance Report.

## 8. HEADTEACHERS REPORT

### ASIA RoV Visit Report

The latest ASIA visit undertaken by Ann Gill, had taken place on 16<sup>th</sup> March 23.

The Headteacher highlighted the following actions and observations arising from the previous Ofsted inspection.

- Increased focus on Writing.
- The high level of SEND children within the school.
- Focus on the curriculum and the quality of education.
- The effects of the Covid lockdowns including poor handwriting and low stamina in handwriting.
- The coaching of ECTs.
- Subject Leader Development.
- The increase in PAN.
- The Single Central Record has been checked.
- Undertake Subject Leader Presentations to the FGB.
- The effectiveness of EYFS teaching.





The Headteacher added that it might now be time to have a change of ASIA, so the development of the school can receive review from a fresh pair of eyes.

**RESOLVED:** Governors received the ASIA RoV Visit Report.

## 9. POLICIES

The following policies were presented at the meeting for Governors to review.

- Health and Safety.
- Attendance.
- Jewellery.
- Maths.
- Outdoor Learning.
- Register of Pupils' Attendance.

Governors discussed the policies and noted that the FGB need to see the appendices to the Health and Safety Policy.

**RESOLVED:** Governors approved the policies presented at the meeting, subject to having sight of the appendices to the Health and Safety Policy.

## 10. HEALTH AND SAFETY

The Health and Safety Report had been discussed earlier in the meeting.

## 11. GOVERNANCE

The Chair informed Governors that he had supported with the Deputy Headteacher interviews which was a positive process and Tash Mulholland had been appointed. The next stage will be to hold the Assistant Headteacher interviews, and Governors appointed a panel to support with these interviews comprising Jackie Stringer, Steph Crane and Andrew Robinson. The date for the interviews was set as 21<sup>st</sup> June 23.

The Chair reported that he had undertaken the Modern Governor Safeguarding training and noted that the school also provides Safeguarding training which Governors can attend if required.

**ACTION:** SBM to compile a list of Governor Safeguarding training.



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

There were no matters to bring to Governors' attention.

## 13. DECISION SUMMARY

- Re-appointed Chris Bate and Steph Crane as Co-opted Governors for a further term of four years.
- Received the Health and Safety Report.
- Received the Geography Subject Leader Presentation.
- Received the English Subject Leader Presentation.
- Received the PE Subject Leader Presentation.
- Received the Grants Briefing.
- Received the Finance Report.
- Received the ASIA RoV Visit Report
- Approved the policies presented to the meeting.
- Received the confidential Staffing Update.

## 14. AOB

There were no additional non-confidential matters for Governors to discuss.

## 15. DATE AND TIME OF NEXT MEETING

### 2022/23 MEETING SCHEDULE

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
2 MAR 23 Item 7	Lyndsey Tasker and Richard Mault to attend the SFVS training course.	LT and RM	The link has been distributed.
30 MAR 23 Item 11	SBM to compile a list of Governor Safeguarding training.	SBM	