



**MINUTES OF THE FULL GOVERNING BODY MEETING**  
**DARNHALL PRIMARY SCHOOL**  
**HELD ON THURSDAY 18<sup>th</sup> MAY 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	Co-opted	09/05/2023	Co Vice Chair May 23	Apologies
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		Apologies
Mrs Lyndsey Tasker	Parent	25/03/2025		✓
Mr Colin Meachin	LA	09/07/2024		✓
Mr Andrew Robinson	Co-opted	01/03/2027		✓
<b>Also in Attendance</b>				
Stephen Ewell	Clerk to Governors			✓

**Part One Non-Confidential Minutes**

**1. APOLOGIES FOR ABSENCE**

Apologies had been received in advance of the meeting from Steph Crane, Angela Holden and Richard Mault

**RESOLVED:**

- That the apologies received from Steph Crane, Angela Holden and Richard Mault be accepted.
- That the meeting was deemed quorate.



## 2. MEMBERSHIP

Governors considered the re-appointment of Steph Crane as Co-Vice Chair. The Clerk updated Governors that he had not received any other expressions of interest. Governors considered the matter and approved the re-appointment of Steph Crane as Co-Vice Chair for a further one-year term.

**RESOLVED:** Governors approved the re-appointment of Steph Crane as Co-Vice Chair for a further one-year term.

## 3. DECLARATION OF PECUNIARY INTEREST

There were no declarations of pecuniary interest for this meeting.

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

## 4. MINUTES OF PREVIOUS MEETING

Governors considered the non-confidential minutes of the meeting held on 30<sup>th</sup> March 2023, which had been circulated in advance of the meeting.

**RESOLVED:** That the non-confidential minutes of the previous meeting held on 30<sup>th</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
30 MAR 23 Item 11	SBM to compile a list of Governor Safeguarding training.	SBM	Ongoing #2



#1 Lyndsey Tasker confirmed that she had undertaken the SFVS training. Richard Mault was still to attend the training, and the action would be carried forward to the next meeting.

#2 The training records are recorded in the online Single Central Record, so they can be downloaded from there and uploaded to the Training folder in Teams.

## 6. CURRICULUM TEACHING AND LEARNING

### Geography Deep Dive Monitoring Report

The Headteacher updated Governors that the Deep Dive had been undertaken by James Marsh from ECM, and that it was a positive report with no major concerns identified. The report will be uploaded to SharePoint for Governors to review.

**Q.** *Where are the "Subject on a Page" crib sheets up to?*

**A.** *These are currently being completed and will be uploaded to SharePoint in due course. They will be a valuable resource for Governors to understand each of the subjects being taught.*

**Q.** *Who undertakes the Deep Dives?*

**A.** *Some of them are external such as James Marsh, but also some will be undertaken by experienced Subject Leaders.*

**RESOLVED:** Governors received the Geography Deep Dive Monitoring Report.

## 7. FINANCE

### Finance Report

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

<b>SECTION 1 - SUMMARY MEDIUM TERM PLAN</b>	<b>Actual 2022-23</b>	<b>Forecast 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>
(A) Balance Brought Forward (previous E)	-48,515	13,382	9,007	26,056
(B) Projected Income (From F)	2,712,919	2,808,317	2,864,050	2,917,038
(C) Projected Expenditure (from D)	2,651,022	2,812,692	2,847,002	2,850,223
(D) In year surplus/-deficit (B-C)	61,897	-4,375	17,049	66,815
(E) Projected Carry Forward (A+D)	13,382	<b>9,007</b>	26,056	92,872

Governors reviewed the outturn for 22/23 which was a positive carry forward of £13,382.

**RESOLVED:** Governors noted the outturn for 22/23.



The Headteacher provided Governors with an update on the Budget 23/24 and Three-Year Plan. The budget now reflects the latest staffing plans, SEND and Pupil numbers. In addition, Pupil Premium, Sports Premium and Recovery Premium are all now clearly identified within the Budget. The Budget 23/24 indicates an in-year deficit of £4,375 and a positive carry forward position in 2024 of £9,007.

The Headteacher added that there are some proposed staffing changes to be discussed in Part 2, but if implemented they will have a positive impact on the Budget.

**Q.** *Is the Maintained Schools Additional Grant included within the budget?*

**A.** *We expect that CWAC will have reflected this but will confirm with the SBM.*

**RESOLVED:** Governors approved the 23/24 Budget and Three-Year Plan.

### Review of Contracts

A review of the following contract had taken place:

- Catering Contract
- Cleaning Contract
- Waste Management Contract

Catering - In terms of catering Edsential are increasing their school meal prices from June 23, and the school was proposing an increase in the school meal charge to £2.80, which will cover the price increase plus the cost of subsidising the FSM children. A review of alternative caterers had been undertaken but it was difficult to find any school that was positive about their alternative caterer, and consequently the school would remain with Edsential for the time being.

Cleaning – Following a review of the cleaning contract, the school has made the decision to stay with Edsential for the cleaning contract for the next 12 months.

Waste Management Contract – The SBM has reviewed the current contract with Suez, and discussions have been held with Gaskells Waste Management and the school has negotiated a lower charge rate than the current rate. The school will move the contract to Gaskells from June 2023, which will save approximately £4,600 per year.

**RESOLVED:** Governors received the Finance Report and review of contracts.

### Pupil Numbers and Admissions Report

The Headteacher provided Governors with an update on the current pupil numbers.



Ladybird Nursery	Caterpillar Nursery	FS2	1	2	3	4	5	6	RP
20	60	48	57	59	48	47	39	60	12

It was worth noting that 60 Year 6 children would be leaving the school this September, with the school taking in 52 into Reception as detailed below. This justifies the recent increase in the PAN to fifty.

In terms of anticipated Admission numbers for September 23 (detailed below), Governors noted that the school had offered 52 Reception places, which includes two in Resource Provision, and that there was a Waiting List of 7 children. The school is currently aware of two appeals that have been submitted to date.

Ladybird Nursery	Caterpillar Nursery	FS2	1	2	3	4	5	6	RP
Anticipated 18	Anticipated 44	50	48	57	59	48	47	39	13

In terms of the school serving the local community, the waiting list now starts from locations 0.7 of a mile from the school.

**RESOLVED:** Governors received the update on Pupil Numbers.

Governors were also provided with the following reports:

- Catch Up Funding Final Report.
- Pupil Premium Strategy Statement.
- Sports Premium, Recovery Premium and Pupil Premium Report.
- Outcome of School Led Tutoring, Recovery Premium and Catch-Up Funding Audit.

The Pupil Premium Strategy Statement and Expenditure Report would be reviewed at the June FGB meeting.

- **RESOLVED:** Governors received and approved the Catch-Up Funding Final Report, the Sports Premium, Recovery Premium and Pupil Premium Report, and the Outcome of School Led Tutoring, Recovery Premium and Catch-Up Funding Audit.

## 8. HEADTEACHERS REPORT

### Data Headlines

The latest Attainment Data was provided for Governors to review.



The data detailed the current attainment in Years 1-6 in Spring 2 2023 for Reading, Writing, Maths and RWM combined, and the data was also segmented between PP and non-PP children and between boys and girls. The attainment data was taken from teacher assessments at the end of April 2023.

### Progress Data

The Progress Data illustrates the percentage of pupils who have made expected, or better than expected progress between Autumn 1 2022 and Spring 2 2023 for Reading, Writing and Maths and was also segmented between PP and non-PP children, boys and girls and SEND pupils. The Headteacher noted that progress was good across the school.

*Q. The PP children in Year 6 have higher attainment than non-PP children. Is this a result of more tutoring?*

*A. Yes, there has been targeted tutoring for these children and once the school receives the test results, some further analysis will be undertaken.*

*Q. How is the combined score calculated?*

*A. The pupil needs to achieve the standard in all three of Reading, Writing and Maths to get the combined score.*

Governors discussed the recent Reading SATs test which was understood to have been a very difficult test, and the Headteacher was pleased to report that the children at Darnhall had proved very resilient when undertaking the test. The Chair had been in school to support during the SAT's tests and reported that the staff had been very supportive during this difficult test and throughout.

The Headteacher added that there had been a lot of disruption for the children recently with the ongoing teacher strikes and the polling day.

**RESOLVED:** Governors received the Data update.

### Holiday Activity Fund

Easter HAF – The school ran 5 days of activities - 4 days of crash swimming courses/ activity hall and one pottery painting. Lunch was provided each day, with over 100 children attending. Great thanks go to Matthew Young for the grant application (£6070) and the staff who organised and attended these events.

Summer HAF – the school has submitted a £25,236 grant application for two weeks' swimming, two family day trips and two pottery workshops. The HAF days need to be allocated to PP children first.



## Residentials

The Headteacher updated Governors on the following residential trips:

Year 2 – Tattenhall Art Residential – this replaces Conwy as the Year 2 children are not able to access all the activities at Conwy due to their age.

Year 4 – Llandudno

Year 6 – London

Year 4-Year 6 June 2024 rescheduled Paris trip – this is planned to be 44 children and eight staff and all information has now been sent to parents so they can budget for the trip well in advance. Pupil Premium has also reduced the cost of the trip for some of the children.

**RESOLVED:** Governors received the Headteacher’s Report and Data Update.

## **9. POLICIES**

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

- Managing Allegations Against Adults.
- EYFS.
- Mobile Phone Policy.
- Behaviour Policy.
- Admissions Policy.

The Chair clarified the role of Governors in the policy review process. The Governors’ role was to oversee the review of the policies by checking, monitoring and supervising their approval, but this should not involve any detailed editing of the documents. Any observations or comments should be submitted prior to the approval of the policies.

Governors discussed the policies and Lyndsey Tasker noted that it would be very helpful if the policies were colour highlighted to direct Governors to additions, amendments and deletions without having to review the whole policy in detail.

**RESOLVED:** Governors approved the policies as presented at the meeting.

## **10. HEALTH AND SAFETY**

Hayley Rigby noted that she had not yet been able to visit the school for a review with the Site Officer, and this would hopefully now take place during Summer Term 2.

Helen Young is holding fortnightly meetings with site staff and chasing up on actions. Health and safety staff training will be undertaken on one of the upcoming Inset Days.

**RESOLVED:** Governors receive the Health and Safety Update.



## **11. GOVERNANCE**

Hayley Rigby stated that the Phonics training she had undertaken was very good, and the Chair had completed the Level 2 Safeguarding training. There was an increased emphasis in the training on Trauma Informed Practice which is a key focus across CWAC.

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

The Chair noted that Matthew Dunning was looking for support for school sports day which takes place on Friday 16<sup>th</sup> June from 1:30pm. Any Governors interested should please contact the school.

There were no further matters to bring to Governors' attention.

## **13. DECISION SUMMARY**

- Re-appointed Steph Crane as Co-Vice Chair.
- Received the Geography Deep Dive Monitoring Report.
- Noted the Budget Outturn for 22/23.
- Approved the 23/24 Budget and Three-Year Plan.
- Received the Finance Report and Review of Contracts.
- Received the Update on Pupil Numbers.
- Received and approved the Catch-Up Funding Final Report, the Sports Premium, Recovery Premium and Pupil Premium Report, and the Outcome of School Led Tutoring, Recovery Premium and Catch-Up Funding Audit.
- Received the Headteacher's Report and Data Update.
- Approved the policies presented to the meeting.
- Received the Health and Safety Update.
- Received the confidential Staffing Update.
- Approved the Staffing Plan Proposal.
- Received the Safeguarding Children in Education Team Record of Visit.
- Received the Safeguarding 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	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	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	