



MINUTES OF THE FULL GOVERNING BODY MEETING
DARNHALL PRIMARY SCHOOL
HELD ON THURSDAY 15th JUNE 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	Apologies
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	09/05/2027	Co Vice Chair May 24	✓
Mr Chris Bate	Co-opted	09/05/2027		✓
Mrs Hayley Rigby	Co-opted	19/10/2026		Apologies
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		✓
Mr Andrew Robinson	Co-opted	01/03/2027		✓
Also in Attendance				
Natasha Mulholland				
Stephen Ewell	Clerk to Governors			✓

Part One Non-Confidential Minutes

1. APOLOGIES FOR ABSENCE

Apologies had been received in advance of the meeting from Richard Strachan and Hayley Rigby. In the absence of the Chair, Steph Crane Co Vice Chair indicated that she would chair the meeting.

RESOLVED:

- That the apologies received from Richard Strachan and Hayley Rigby be accepted.
- That Steph Crane would chair the meeting.
- That the meeting was deemed quorate.



2. MEMBERSHIP

There were no membership matters for Governors to consider.

3. DECLARATION OF PECUNIARY INTEREST

The Headteacher updated Governors that the school had employed the sons of the Chair on a casual basis.

Richard Mault informed Governors that he was now elected as a local councillor for Gravel Ward.

RESOLVED: Governors noted the declarations of pecuniary interest in relation to the Chair and Richard Mault made at the meeting.

4. MINUTES OF PREVIOUS MEETING

Governors considered the non-confidential minutes of the meeting held on 18th May 2023, which had been circulated in advance of the meeting.

RESOLVED: That the non-confidential minutes of the previous meeting held on 18th May 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	Richard Mault to attend the SFVS training course.	RM	Completed.
30 MAR 23 Item 11	SBM to compile a list of Governor Safeguarding training.	SBM	Completed. #1

#1 The summary is now included in the training records.



6. CURRICULUM TEACHING AND LEARNING

Music Deep Dive Report

The Headteacher updated Governors that the Music Deep Dive had been undertaken by James Marsh from ECM on 7th June 23.

The report was positive, and it was noted that teacher confidence had increased and that the scheme of work Music Express supporting the curriculum was useful. The new Music Subject Lead had shadowed the Deep Dive. It was recognised that some extra work on curriculum was required, and that some teachers were unsure how many units of teaching were required.

A number of recommendations had been made:

- Leaders to ensure that curriculum documentation reflects the early years curriculum linked to music.
- Subject leaders to ensure that they can pin-point and articulate examples of progression in different aspects of music.
- Leaders to ensure that the long-term plan for music is finalised and that the expectations for how often music is delivered is clear.
- Leaders to confirm assessment approaches so that teachers and leaders fully understand the impact of the music curriculum.
- Subject leader to introduce floor books to record learning in music. These books will then follow the children through the school and support the progression of learning.

It was also evident that the children were really enjoying Music and were happy that the amount of Music teaching had been increased. The report had been uploaded to SharePoint for Governors to review.

RESOLVED: Governors received the Music Deep Dive Monitoring Report.

7. FINANCE

Finance Update

The Headteacher updated Governors that there had been no change since the Budget was signed off, and an updated report would be presented to the Autumn meeting.

The school had been randomly selected for an Audit of the SFVS Action Plan by CWAC. They also undertook a sample of financial transactions and approvals and had reviewed the MIFP. All documents have been provided to CWAC and they will revert to the school once the review has been completed.



A review of the current SFVS Action Plan will be scheduled for the September meeting.

Pupil Premium Strategy Statement

The Pupil Premium Strategy Presentation to Governors was shared on screen.

Natasha Mulholland guided Governors through the presentation. The school currently receives the following:

- £1,345 for every primary age pupil who claims free school meals, or who has claimed free school meals in the last 6 years.
- £2,345 for every pupil who has left Local Authority care through adoption, a special guardianship order or child arrangements order.
- £310 for every pupil with a parent who is serving in HM Forces or has retired on a pension from the Ministry of Defence. This funding is to help with pastoral support.

All schools that are eligible for Pupil Premium are also eligible for Recovery Premium, which will be allocated on the same basis as for Pupil Premium.

The DfE outlined a new format for Pupil Premium from 2021, and the school was required to produce a three-year plan for utilising the funding. Governors reviewed the Statement of Intent 21-24, and the school's key objective: *"for all disadvantaged pupils in school to meet or exceed their national expected progress rates in order to reach age related expectation at the end of Year 6."*

Eight specific challenges had been identified, although the 8th challenge will now be removed as this relates to the effects of Covid. The Intended Outcomes and Success Criteria were detailed, which will be reviewed at the end of the 23/24 year, which represents the end of the Three-Year period.

The EEF guide to Pupil Premium is a practical guide to support schools to develop their Pupil Premium strategy based on the best evidence, and to meet current DfE requirements. The EEF toolkit supports three areas of focus:

- High Quality Teaching – Quality First Teaching is the most important factor.
- Targeted Academic Support.
- Wider Strategies.

The Pupil Premium Strategy Statement was reviewed which detailed the specific funding the school receives.



Detail	Amount
Pupil premium funding allocation this academic year	£188,575 (2021-22) £215,980 (2022-23) £261,810 (2023-24)
Recovery premium funding allocation this academic year	£ 20,628 to be allocated over 2 years. £10,314 (2021-22) £10,314 (2022-23)
	£19,466 (2023-24)

Page 10 detailed the Pupil Premium strategy outcomes for the academic year 2021/2022. A similar review will be undertaken at the end of the year for 22/23, highlighting the areas where the funding had been spent and detailing the impact for the children. The greatest area of expenditure will be on teaching, with a lesser amount spent on the Wider Strategies.

The planned spending for 23/24 was reviewed with the following strategies to be implemented:

- One additional KS2 teacher.
- 1 additional KS one nurture teacher.
- Phonics – RW Inc to support.
- White Rose scheme membership.
- Ongoing CPD to support Quality First Teaching.
- CPD – Staff to work alongside ECM consultant James Marsh.
- Additional Samsung tablets.
- Targeted academic support.
- My Happy Minds programme membership.
- Contribution towards the Shine Grant to employ a SALT.
- A number of Wider Strategies related to attendance, behaviour and wellbeing. Subsidising Residential trips is recognised as a very important part of the strategy.
- £30k has been set aside for the purchase of resources throughout the year to support wider opportunities, music lessons and therapy resources.

The overall budgeted cost for 23/24 is £281,276.

RESOLVED: Governors received the Pupil Premium presentation, and approved the Pupil Premium Strategy Statement



Q. *Is Recovery Premium related to the Tutoring Grant?*

A. *No, the School Led Tutoring Grant is separate, and the school is required to make a contribution when accessing this funding.*

Governors discussed the School Led Tutoring Grant, and the Headteacher noted that the school would have to provide £30k of funding to receive an additional £10k of Tutoring funding. In the past the school has provided tutoring after school and the children have often not turned up. In addition, it is very hard to source tutors to teach at these times. On this basis Darnhall have no plans to provide these additional tutoring sessions.

Q. *Can it be fed back that the requirement for the school to provide so much of the funding is financially challenging?*

A. *Many schools are not accessing the programme, so the DfE are aware.*

Q. *Is it a specific programme?*

A. *Yes, the National Tutoring Programme.*

Governors considered that the time of tutoring after the school day may not be suitable for the children, and that the quality of tutors was an issue. The Headteacher added that the school does still provide booster sessions for the children.

Q. *Is there a report following the SEND review by Hebden Green?*

A. *No report. The school has requested some feedback, but as it is a WEP project the feedback will go to all schools in WEP. Verbal positive feedback was provided relating to Darnhall.*

8. HEADTEACHERS REPORT

Self-Evaluation Summary

The Headteacher informed Governors that the latest version of the School Self-Evaluation Summary had been uploaded to the SharePoint. The Summary was shared on screen.

All the supporting documents and reports are now embedded within the summary, including all the curriculum deep dive reports, and detail is provided explaining how the documents relate to the Self-Evaluation Summary. The recent Music Deep Dive report will be included, and the Subject on a Page will be embedded once it has been updated.

The revised SES now provides all the relevant documents for Governors available in one place. The SES will continue to be a dynamic document which is constantly being updated. The file will be uploaded to the Key Documents for Governance folder.

RESOLVED: Governors received the Self-Evaluation Summary Update.



Natasha Mulholland left the meeting at 19:20pm.

9. POLICIES

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

- Intimate Care Policy
- Register of Pupil Admissions
- Toileting Policy
- Whistleblowing Policy

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

10. HEALTH AND SAFETY

The Health & Safety Review of Action Plan Report had been circulated in advance of the meeting. The report detailed the series of actions highlighted in the previous Health & Safety inspection which had taken place on 14th February 2023. The report had been updated with the progress made against these actions, with completed actions being highlighted in yellow.

Governors reviewed the completed actions highlighting the following:

- Training was being arranged for all first aiders in the use of AEDs.
- The Glazing Survey had been completed.
- The Register of Work Equipment had been completed.
- Ladder Safety Inspection had taken place in April 2023.
- An appropriate company to undertake the Fire Risk Assessment is currently being sourced.

Q. *Has the issue of whether it should be names or roles detailed on the Fire Policy been resolved yet?*

A. *The school is still seeking clarification on this matter.*

RESOLVED: Governors received the Health and Safety Update.

11. GOVERNANCE

There were no Governance matters to be discussed at the meeting.



12. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

There were no Chair's actions or communications to be brought to Governors' attention.

13. DECISION SUMMARY

- Received the Music Deep Dive Monitoring Report.
- Received the Finance Update.
- Received the Pupil Premium presentation.
- Approved the Pupil Premium Strategy Statement.
- Received the Self-Evaluation Summary Update.
- Approved the policies presented to the meeting.
- Received the Health and Safety Update.
- Received the Confidential Staffing Update.
- Received the Safeguarding Update.

14. AOB

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

15. DATE AND TIME OF NEXT MEETING

The next meeting would be scheduled in the Autumn Term.

Signed: **Date:**

ACTION PLAN

AGENDA ITEM NO.	ACTION	BY WHOM	UPDATE