



MINUTES OF THE FULL GOVERNING BODY MEETING
DARNHALL PRIMARY SCHOOL
HELD ON THURSDAY 21st SEPTEMBER 2023 AT 17.30pm

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 25	✓
Ms Jackie Stringer	Co-opted	20/05/2025	Co Vice Chair Jan 24	Apologies
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		✓
Mr Andrew Robinson	Co-opted	01/03/2027		✓
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		✓
Vacancy	Co-opted			
Also in Attendance				
Stephen Ewell	Clerk to Governors			✓

Part One Non-Confidential Minutes

1. ELECTION OF CHAIR

Governors discussed the appointment of a Chair. The Clerk confirmed that he had not received any nominations or expressions of interest, excepting Richard Strachan who had indicated that he would wish to continue as Chair. Mr Strachan left the room whilst Governors discussed the appointment of Chair, and Governors resolved unanimously to re-appoint Richard Strachan as Chair for a further two-year term of office.

RESOLVED: That Richard Strachan be appointed as Chair for a term of office of two years.

2. APOLOGIES FOR ABSENCE

Apologies had been received in advance of the meeting from Jackie Stringer.



RESOLVED:

- That the apologies received from Jackie Stringer be accepted.
- That the meeting was deemed quorate.

3. MEMBERSHIP OF THE FGB

The Headteacher updated Governors that over the summer Angela Holden had resigned from her position of Co-opted Governor. The Headteacher thanked Angela for her commendable service to the school over a period of 38 years, which was endorsed by the FGB. An appropriate gift recognising Angela's commitment and service to the school would be arranged.

Governors noted that there was now a Co-opted Governor vacancy.

4. MEMBERSHIP/CONSTITUTION

Governor Assigned Roles

The following Governors were appointed as responsible for:

- Safeguarding - Richard Strachan supported by Steph Crane.
- Looked after Children - Richard Strachan
- SEND - Chris Bate supported by Colin Meachin.

The Clerk stated he would circulate the latest Governor Code of Conduct, and Governors were asked to confirm that they have read the updated Code of Conduct before the next meeting. The Chair will sign the Code of Conduct on behalf of the FGB.

All Governors to confirm to the Clerk that they have read the updated statutory guidance, Keeping Children Safe in Education (KCSIE), 1 September 2023. The link to the updated document would be circulated following the meeting.

Governors discussed the updated document and noted the increased focus on internet filtering and monitoring systems within schools. The Headteacher confirmed that staff had received training in this area.

Q. *Do the filters capture certain undesirable words used in searches?*

A. *Yes, the School uses the CWAC/Cheshire East ITC Support filter system.*

Q. *Does the system flag up if certain words are being searched for?*

A. *Yes, it will be monitored by ICT support, and it is also possible to request a report.*

Andrew Robinson added that the college where he works had implemented a higher level of review. Governors further discussed the matter and noted that there were



different levels of control available on tablets in terms of filtering.

The Headteacher confirmed the school website had recently been reviewed by the LA and was compliant with current requirements and up to date.

5. DECLARATION OF PECUNIARY INTEREST

There were no additional declarations of pecuniary interest for this meeting. The Clerk stated that he would circulate the annual declaration form, which should be completed and forwarded to Helen Young in the School Office.

RESOLVED: that there were no additional declarations of pecuniary interest for this meeting.

6. MINUTES OF PREVIOUS MEETING

Governors considered the non-confidential minutes of the previous meeting held on 15th June 2023, which had been circulated in advance of the meeting.

RESOLVED: That the non-confidential minutes of the previous meeting held on 15th June 2023 were confirmed to be a true record.

The minutes would be signed electronically.

7. MATTERS ARISING

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

AGENDA ITEM NO.	ACTION	BY WHOM	UPDATE

8. FINANCE

The Headteacher provided an update as follows:

A full budget review meeting will be booked with Kristy Gomery from CWAC, and full budget papers sent to the SBM week commencing 25th September 2023. The SBM will then present the updated Budget Monitoring Report at the October meeting.

The review of the SFVS Action Plan will be scheduled for the November meeting.



School Fund Audit for 22/23

The Audit has been completed and the papers, including a detailed income and expenditure analysis, had been uploaded to the SharePoint for Governors to review. The closing balance in the School Fund was £2,821.60.

RESOLVED: Governors received the School Fund Audit for 22/23.

Grants Update

The HAF (Holiday Activities and Food Programme) funded a number of events over summer which were a huge success. The school believes it is now the largest provider of activities for HAF in CWAC, with the grant for summer being over £25,000 and over 2000 activity places being offered to the children. The HAF grants for the Christmas break are now being applied for.

Q. *Were all the activity places taken up?*

A. *The only disappointing area was with the swimming activities, where take up was a little mixed and on some occasions the children did not turn up, so the school tried to fill the places with other children.*

There are lots of other grant applications currently being worked on across school by various subject leaders and Matthew Young. The main grant being considered at present is the proposal to either have a converted double decker bus or a temporary mobile classroom unit to provide intervention and meeting space for the school. The double decker bus option is now looking more unlikely due to rising costs and the alternative of a temporary mobile classroom may be the solution going forward.

RESOLVED: Governors received the Finance and Grants Update.

9. HEADTEACHER'S REPORT

The latest version of the Self-Evaluation Summary had been updated and will be uploaded to SharePoint following the meeting.

The following Data headlines is detailed within the Quality of Education section.

Overall, the GLD in Reception 2022/23 was 46%. Literacy was weaker, but results were stronger in all other areas.

Phonics screening for Year 1 illustrated a 65% pass rate. The implementation of the Read, Write Inc. programme has seen an improvement in reading and writing in KS1.



Key Stage 1 Data was as follows:

Reading	63%
Maths	53%
Writing	45%
RWM Combined	42%

The Key Stage 1 data was positive when compared to schools with similar demographic profiles.

Key Stage 2 Summary Data

The Key Stage 2 Summary Data had been circulated in advance of the meeting. The Headteacher went through the report and highlighted the following:

Number of pupils eligible for KS2 assessment. 61

Progress Measures KS1 to KS2

The progress measures were very positive with the Reading progress score at 2.2 (0.6 to 3.8), Writing TA progress score 0.9 (-0.7 to 2.4), and Maths progress score at 2.6 (1.2 to 4.1).

Individual Subject Attainment

Percentage of pupils achieving expected standard at KS2

Reading	74%
Writing	66%
Maths	70%
RWM Combined	54%

The Reading Writing Maths combined score at 54% is a good result for the school.

Q. *Is the combined result pulled down by the Writing result?*

A. *Yes, but also in Maths there were some children who were just one mark off.*

The Headteacher informed governors that she had met up with Ann Gill, the LA ASIA (Associate School Improvement Adviser) last week. The feedback was very positive highlighting that the school was in a very strong position in advance of the next Ofsted inspection, with strong results and consistency of teaching throughout the school.

Ann Gill had also commented positively that the level of curriculum detail on the school website was comprehensive.

There have been some staffing changes in Reception which will provide some challenges, but overall, the school believes the Foundation Stage is good.



James Marsh from ECM had visited the school to undertake a deep dive on 14th September 23. It involved visiting all areas of the school speaking to both staff and children, and the positive feedback received was that the school is engaged and focused. It was highlighted that further expertise has been invested into Resource Provision where two SENCOs now share the role of SEND and both also teach in this area. The report had been received earlier in the day and was now uploaded to SharePoint for further review by Governors.

Jason Bangbala had visited the school during a September Inset Day to review behaviour at the school and provide some training for staff. The next stage will be a further visit to the school to undertake a "Learning Walk", and there will also be a review of the children's behaviour when interacting with the MDAs, which has been the area where behaviour has been more challenging.

In terms of behaviour challenges, the school had implemented a couple of short-term suspensions recently and the school was trying to communicate and engage more positively with parents.

The Chair highlighted that it was good that all the staff had recently received behaviour training.

The SLT has now identified the new areas of development for the school, and these will be reflected in the SDP and uploaded this week.

Q. Will there be one session for Governors to be involved in during the Ofsted inspection?

A. Possibly more than this if the school receives a full inspection which will take place over 2 days.

The Headteacher summarised stating that the Self-Evaluation Summary was a very important document for Governors to review, with a wealth of information provided in the embedded documents, together with reviewing the latest James Marsh Visit Report.

RESOLVED: Governors received the Self-Evaluation Summary and James Marsh Visit Report.

10. CURRICULUM, TEACHING AND LEARNING

This item had been covered earlier in the meeting during the review of the data embedded within the Self-Evaluation Summary.



11. POLICIES

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

- Code of Conduct for Parents and Visitors
- Fire Procedures
- Premises Management
- Social Media
- Lone Working
- Lettings Policy
- Near Miss Policy
- Whistleblowing Policy

The Chair noted that there was now increased focus on the Whistleblowing Policy following the recent case at the Countess of Chester hospital.

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

12. GOVERNANCE

The Headteacher updated Governors that the school was still considering the provision of additional teaching space through either the bus or a mobile classroom but demand for mobile classrooms had increased dramatically following the RAAC issues identified nationally, and this would now be reviewed later in the academic year.

Q. *Has there been a RAAC inspection at the school?*

A. *Yes, the report was all green, so no RAAC had been identified.*

Parent Survey

The Headteacher provided an update, stating that 100 survey responses had been received so far and all were happy except for one parent who had an issue with Parent Pay which had now been resolved. 100% of responses said that the school was a good place for children to learn.

The survey responses were shared on screen for Governors to review and the Headteacher highlighted a number of the encouraging positive responses. Some parents had indicated that they would like further information on what the children are learning, and it was noted that this information is on the website and also available through Class Dojo. The school will also hold an open session for parents to attend and discuss their children's learning.

RESOLVED: Governors received the update on RAAC and the Parent Survey.



13. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

The Chair informed Governors that he had been updated on a few Safeguarding issues and also undertaken a Stage Two Escalation Challenge of a case that had recently been stepped down.

The LA Safeguarding review had been completed in June 23 and the report shared.

The school is also working with a social worker who will visit the school and review the Safeguarding caseload and provide additional Safeguarding support to the school.

The Headteacher added that the school is planning to undertake a trial security lockdown with the children which will be undertaken in a sensitive way. The staff have already been briefed.

Governors discussed the matter and agreed it was important to undertake the trial in a sensitive way that did not frighten the children too much.

Q. Has the school undertaken a fire drill recently?

A. Yes, planned drills have taken place as well as some unplanned drills when a child pressed the fire alarm button.

14. DECISION SUMMARY

- Appointed the Chair for a two-year term of office.
- Appointed the Statutory Link Governors responsible for Safeguarding, Looked after Children and SEND.
- Received the School Fund Audit for 22/23.
- Received the Finance and Grants Update.
- Received the Self-Evaluation Summary and James Marsh Visit Report.
- Approved the policies presented to the meeting.
- Received the update on RAAC and the Parent Survey.
- Received the update on communications to the Chair.
- Received the Confidential Staffing Update.
- Received the Safeguarding Report.

15. AOB

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



16. DATE AND TIME OF NEXT MEETING

The 23/24 meeting schedule is detailed below. Governors discussed the proposed revised meeting time and resolved that going forward all meetings would commence at 17:30pm.

FGB	Thursday	19/10/2023	17:30
FGB	Thursday	30/11/2023	17:30
FGB	Thursday	25/01/2024	17:30
FGB	Thursday	29/02/2024	17:30
FGB	Thursday	28/03/2024	17:30
FGB	Thursday	16/05/2024	17:30
FGB	Thursday	13/06/2024	17:30
FGB	Thursday	11/07/2024	17:30

Signed:Date:

There were no actions to carry forward to the next meeting.

ACTION PLAN

AGENDA ITEM NO.	ACTION	BY WHOM	UPDATE