



MINUTES OF THE FULL GOVERNING BODY MEETING
DARNHALL PRIMARY SCHOOL
HELD ON THURSDAY 19th OCTOBER 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	19/05/2028	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		Apologies
Mrs Lyndsey Tasker	Parent	25/03/2025		Apologies
Mr Colin Meachin	LA	09/07/2024		✓
Vacancy	Co-opted			
Also in Attendance				
Stephen Ewell	Clerk to Governors			✓

Part One Non-Confidential Minutes

1. APOLOGIES FOR ABSENCE

Apologies had been received in advance of the meeting from Jackie Stringer, Richard Mault and Lyndsey Tasker.

RESOLVED:

- That the apologies received from Jackie Stringer, Richard Mault and Lyndsey Tasker be accepted.
- That the meeting was deemed quorate.



2. DECLARATION OF PECUNIARY INTEREST

There were no additional declarations of pecuniary interest for this meeting. The Clerk stated that he would forward the annual declaration forms he had received to Helen Young in the School Office following the meeting. Some Governors completed the forms at the meeting and passed to the Headteacher.

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

3. MEMBERSHIP OF THE FGB

Governors considered the Co-opted Governor vacancy, and the Headteacher stated that she had been in discussions with a potential Governor who works for the Town Council. The Chair will contact the potential Governor and assess her skills and also consider whether there would be any conflict of interest if appointed.

Governors were asked to consider the re-appointment of Richard Strachan as Co-opted Governor, whose term of office was ending in the near future. Following a discussion Governors approved the re-appointment of Richard Strachan as Co-opted Governor.

RESOLVED: Governors approved the re-appointment of Richard Strachan as Co-opted Governor.

Governor Code of Conduct - all Governors confirmed they had read the updated Code of Conduct. The Chair will sign on behalf of the FGB.

KCSiE - all Governors confirmed that they had read the updated statutory guidance, Keeping Children Safe in Education (KCSiE), 1 September 2023.

4. MINUTES OF PREVIOUS MEETING

Governors considered the non-confidential minutes of the previous meeting held on 21st September 2023, which had been circulated in advance of the meeting.

RESOLVED: That the non-confidential minutes of the previous meeting held on 21st September 2023 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. FINANCE

Finance Committee

The Headteacher informed Governors that the school had been assessing the review and monitoring of Finance and identified that there was a requirement for increased focus in this area. The school has established a separate Finance Committee with a view to monitoring Finance on a half termly basis.

The minutes of the recent Finance Committee meeting which took place on 16th October 2023 were shared on screen for Governors to review. Governors reviewed the minutes and noted that the date of each action identified should be added into the action table, and that the action table should be included on the Agenda of the FGB that follows each meeting.

Governors considered the membership of the Finance Committee, and it was agreed as follows:

Headteacher
Richard Strachan
Lyndsey Tasker
Jackie Stringer

RESOLVED: Governors received the Finance Committee minutes 16th October 2023.

Governors discussed the signing of minutes in general, and the Clerk indicated that a PDF version of the final approved minutes was currently created and then this was stored in the school SharePoint where it can be signed off by the Chair and would then be marked as *Approved* within SharePoint. The FGB would review whether there was a statutory requirement to retain signed paper copies within the school.

Governors also considered the circulation of the Part 2 minutes and were in agreement that these should only be for the attention of the FGB and not available to other members of staff within the school.



Finance Report

The SBM had produced the Finance Report which had been circulated the night before meeting. The SBM gave apologies the night before the meeting so was not present as expected to present.

A summary of Governor training records had been provided from November 2022 to October 23.

Budget Monitoring.

The details of relevant budget changes had been discussed at the Finance Committee meeting as reviewed earlier. The revised forecast and Medium-Term Plan are as detailed below.

SECTION 1 - SUMMARY MEDIUM TERM PLAN	Actual	Forecast	Forecast	Forecast
	2022-23	2023-24	2024-25	2025-26
(A) Balance Brought Forward (previous E)	-48,515	13,402	11,127	-42,159
(B) Projected Income (From F)	2,712,482	2,976,294	3,069,083	3,124,195
(C) Projected Expenditure (from D)	2,650,565	2,978,570	3,122,369	3,236,526
(D) In year surplus/-deficit (B-C)	61,917	-2,275	-53,286	-112,331
(E) Projected Carry Forward (A+D)	13,402	11,127	-42,159	-154,490

A number of budget changes were highlighted as follows:

- Provision of money for the educational psychologist time was £5,500
- The SENDCO has requested an additional £4,500 for further assessments and for specialist dyslexia teachers.
- Upgrades to the phone system including replacing the daughter board (£1,300) – and replacing all the handsets £3,888 for the year.
- Reflecting the gap in the cost of providing Free School Meals, which equated to £900 in September.

Governors reviewed the numbers and noted the forecast deficit at the end of 24/25. There will be a requirement to review this in subsequent finance reports and monitor on an ongoing basis.



In terms of Pupil Numbers, there is an increase of children in Reception to 52, with the October 23 census recording 373 children which is an increase of 23 children over the previous year.

There are twelve SEND children in school that require an Educational Psychologist assessment which will cost money in the short term but should secure additional funding in the longer term. Once this additional funding is secured it can be reflected in the budget and should reduce the projected shortfall in 24/25 of £42,159.

Catch-Up Funding Audit Update

Governors reviewed a number of action points that had arisen from the recent Catch-Up Funding Audit.

- In future the Deputy Headteacher (SJ) will produce a report for the FGB detailing any DFE funding grants the school receives and the plan of how these funds will be spent, and what benefit will accrue for the children involved. The Report and any discussions resulting from it will be clearly detailed in the FGB minutes.
- The school is not accessing any Government funding at present for Catch Up or School Led Tutoring.
- The SBM will record any expenditure relating to grant funding and will report this to FGB meetings within the Finance Report.
- The IT subject leader to report to FGB in November 2023 with the full impact of having the Samsung tablets within school.

CWAC Finance Audit

The CWAC Finance Audit with Megan Brown and Helen Peters is scheduled to take place on 3rd November 2023.

A summary of the items to be covered during the audit were provided for Governors to review. A number of areas were discussed including the requirement for an Asset Register and evidence of the independent review of the Asset Register.

Governors also noted the requirement to approve the appointment of the Auditor of the School Fund on an annual basis.

Purchasing Cards

Governors discussed in detail the process for the use of Purchasing Cards within school. The Headteacher informed Governors that the proposal was to reduce the number of purchasing cards in use to two, and to reduce the transaction limit to £500.



Governors made the following recommendations:

- that the time frame for making all requested purchases be reduced to three working days.
- that the SBM should be reviewing the Purchase Card printed statement and confirming that all transactions are correct and compliant with the current policy.
- that the processes within the Finance Department be reviewed to confirm there is appropriate segregation of duties.
- that the Headteacher should not be required to check and confirm individual Purchase Card transactions and that this responsibility should be delegated.

Grants Update

The summary document had been circulated in advance of the meeting summarising the grants obtained by the school since April 2021, which in total amounted to £184,314.

RESOLVED: Governors received the Finance Report and Grants Update

7. HEADTEACHER'S REPORT

Ofsted Feedback - October 2023

The Headteacher had prepared a PowerPoint presentation for briefing staff following the recent Ofsted Inspection, which was shared with Governors for review. The presentation had been distributed to all staff but did not include the indicated grades as these remain confidential at this time.

The following observations were highlighted:

- Feedback had been provided – *it was a very rigorous and thorough inspection - The HMI thanked us all for our openness.*
- Deep Dives had been undertaken in the following areas:
 - Maths
 - English
 - Phonics and Early Reading
 - History
 - SEND
 - Personal Development
 - Behaviour and Attitudes
 - EYFS



- Shallow Dives were undertaken in:
 - *RE*
 - *Art*

Governors reviewed the feedback that had been provided for the Deep Dives and Shallow Dives.

Governors noted the feedback provided in relation to SEND provision at the school. The SEND Lead Governor had attended as there was a lot of focus in this area. One observation was that the Resource Provision outdoor area needed further development to be more like the other outdoor areas, but the Headteacher had responded that it was important to have a controlled environment.

Q. *Did the Inspectors have a background in SEND?*

A. *One was a lecturer, and one did have some background in SEND children.*

Governors reviewed the Summary of Behaviour and Attitudes and noted that Pastoral Support had been identified as an absolute strength of the school.

The Headteacher added that some development areas had been identified, including some challenges in Early Years Provision, which the school was completely open to and was already putting in place actions to attend to these areas of improvement identified.

The school had already identified a requirement to employ an Early Years consultant to work alongside the Foundation Stage 2 Team, and the first visit from Elizabeth Hulse of EMH Consultancy took place this week. Staff provided positive feedback and reported that the action plans implemented are already starting to take effect.

The full Ofsted Report will be provided in due course, and once received the school will ask Ann Gill, the LA ASIA, to review the report and provide the school with feedback.

The Chair informed Governors that the Inspectors had noted there was a strong culture of openness at the school, and during the inspection they had talked with over one hundred children.

The Chair thanked the SLT and all the staff at the school for their hard work during the Ofsted inspection, and that the school was committed to continuous improvement and only wanted what was best for the children.



Governors noted that it was a very positive report, and it was important not to focus too much on the few development areas identified which were already being addressed.

The Chair also thanked Governors for their input and support during the Inspection process.

RESOLVED: Governors received the Ofsted Feedback - October 2023.

8. CURRICULUM, TEACHING AND LEARNING

These matters had been considered as part of Item 7 Headteacher Report.

9. POLICIES

The Chair discussed the current process for improving policies and noted that the process was still not working effectively. To hopefully improve matters, the School Admin team would be taking over responsibility for administration of the policy review process. Sarah , and the SLT will review the requirements of the process and clarify staff responsibilities in this area.going forward.

ACTION: Helen Young to email the current Policy Approval Process to the Headteacher, which can then be shared with the Chair.

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

- Code of Conduct for Employee
- Safeguarding Policy
- Low Level Concerns Policy
- Complaints Procedure
- SEN Policy
- Staff Discipline and Grievance policy
- Charging and Remissions Policy

The Chair noted that there was a requirement to add the appropriate front sheet to the Safeguarding Policy and the Low Level Concerns Policy.

RESOLVED: Governors approved the policies as presented at the meeting subject to the amendments identified.



10. HEALTH AND SAFETY

The following update was provided as part of the Finance Report:

The Lockdown Procedure has been put in place. The school is currently arranging for an upgrade to the telephone system to allow for the alarm to be sounded via telephone handsets to all classrooms.

The Headteacher thanked the SLT for all their support in implementing the Lockdown Procedure, which still needs to be fully evaluated.

The Health and Safety Link Governor noted that there was still a requirement to receive an update on the Health and Safety Action Plan which will be carried forward to the next meeting.

RESOLVED: Governors received the Health and Safety Update.

11. GOVERNANCE

Governors considered that it would be an appropriate time to undertake a Governors' walk round of the school estate which could be scheduled in advance of the next FGB meeting. Governors resolved that the walk round would commence at 1:30pm on 30th November 2023.

Chris Bate and Richard Strachan would meet with Davie Kindon to discuss SEND and LAC children on 29th November 2023 at 9:00am.

The Chair noted that the annual Governors Development session had originally been scheduled to take place in November but due to other commitments the proposal was now to hold this session in January. A date was agreed as Thursday 11th January 2024 - 3:30pm to 5:30pm. Governors agreed that it would be good to hold the meeting off site and an appropriate venue will be determined in due course.

The Headteacher HTPM will take place on 1st November 2023 at 2:00pm supported by James Marsh from ECM. The Pay Panel / Committee Governors will be Richard Strachan, Hayley Rigby and Steph Crane.

12. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

The Chair informed Governors that the school had received a large Subject Access Request which will be time consuming for the school to respond to.



13. DECISION SUMMARY

- Re-appointed Richard Strachan as Co-opted Governor.
- Received the Finance Committee minutes 16th October 2023.
- Received the Catch-Up Funding Audit Update.
- Received notification of the upcoming CWAC Finance Audit.
- Reviewed the Purchasing Cards process and made a series of recommendations.
- Received the Finance Report and Grants Update.
- Received the Ofsted Feedback - October 2023.
- Approved the Policies presented to the meeting.
- Received the Health and Safety Update.
- Set the dates for the Governors School Walk Around and the annual Governors Development Session.
- Received the update on communications to the Chair.
- Received the Confidential Staffing Update and approved the proposed teacher pay wards.
- 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 23/24 meeting schedule is detailed below.

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:

The following actions to be carried forward to the next meeting.

ACTION PLAN

AGENDA ITEM NO.	ACTION	BY WHOM	UPDATE
19 OCT 23 Item 9	Helen Young to email the current Policy Approval Process to the Headteacher, which can then be shared with the Chair and Lynn holden.	HY	