



MINUTES OF THE FULL GOVERNING BODY MEETING
DARNHALL PRIMARY SCHOOL
HELD ON THURSDAY 30th NOVEMBER 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	Apologies
Mr Richard Strachan	Co-opted	19/05/2028	Chair SEP 25	✓
Ms Jackie Stringer	Co-opted	20/05/2025	Co Vice Chair Jan 24	Virtual
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		✓
Mr Colin Meachin	LA	09/07/2024		✓
Vacancy	Co-opted			
Also in Attendance				
Lauren Berry	Teacher			✓
Sarah Jardine	Deputy Headteacher			✓
Stephen Ewell	Clerk to Governors			✓

Part One Non-Confidential Minutes

1. APOLOGIES FOR ABSENCE

Apologies had been received in advance of the meeting from Sarah Tomlinson and Richard Mault. Sarah Jardine was attending the meeting to represent the school in Sarah Tomlinson's absence.

RESOLVED:

- That the apologies received from Sarah Tomlinson and Richard Mault be accepted.
- That the meeting was deemed quorate.

Darnhall Primary School FGB

30th November 2023

Part 1 Minutes



2. DECLARATION OF PECUNIARY INTEREST

There were no additional declarations of pecuniary interest for this meeting.

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 Chair stated that the vacancy would be considered at the Governors Development Session to be held in January 24.

4. MINUTES OF PREVIOUS MEETING

Governors considered the non-confidential minutes of the previous meeting held on 19th October 2023, which had been circulated in advance of the meeting.

RESOLVED: That the non-confidential minutes of the previous meeting held on 19th October 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
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	Completed.



6. PRESENTATION – LAUREN BERRY IT LEAD

Lauren Berry had attended the meeting to provide Governors with a presentation on the full impact of the acquisition of Samsung Tablets in the school.

The PowerPoint was shared on screen.

The school has been able to provide Samsung tablets for every child in school from Reception class upwards. As part of the analysis of the impact of providing the tablets a survey of staff was undertaken which indicated that 100% of staff feel that the tablets support their teaching.

A number of applications are utilised by the children, including Times Table Rock Stars which has supported the children's progress in mastering their times tables. The Multiplication Tables Check (MTC) is a Key Stage 2 assessment to be taken by pupils at the end of Year 4 (in June). The MTC is statutory for primary schools, and Governors noted that the Year 4 Multiplication check results have improved at the school year on year.

A number of other applications are utilised including in Computing for coding activities, Utilising voice recordings and exploring websites. Kahoot provides quizzes in different topics, and for Humanities research, Google Maps and Geography Passport Days are used.

The tablets also help support SEND children with Voice recording for any writing activities, and positive reinforcement and educational games.

Governors noted that the presentation was as a result of a recent action arising from the LA Audit. Governors discussed the use of tablets and noted that the children would be using tablets at home, and it was good for the school to be highlighting the positive learning opportunities available from the tablets.

Governors agreed that the acquisition of the tablets had been important in supporting the children's learning at the school. Lauren Berry was thanked for her comprehensive presentation.

RESOLVED: Governors received the presentation on the full impact of the acquisition of Samsung Tablets in the school.

Lauren Berry left the meeting at 17:47pm.



7. FINANCE

CWAC Finance Audit 3rd November 2023

The School Finance Action Plan 23/24 had been circulated in advance of the meeting. The plan had been updated with the comments arising from the Audit which took place on the 3rd November 23. The Chair updated Governors that a Finance Committee meeting had taken place earlier in the week, but unfortunately only the Chair was able to attend. The Action Plan with audit comments will be reviewed by the Finance Committee over the next two meetings, and then presented to the FGB at the January 24 meeting.

Pay Policy

The Chair informed Governors that there was a requirement for the FGB to ratify the Pay Policy. The policy is a standard CWAC policy with some minor amendments that Governors needed to be aware of.

The amendments were highlighted as follows:

- In the **Recruitment and retention incentives and benefits** section, the FGB would be able to agree any retention payment made.
- In terms of **Unqualified Teacher Allowance**, a mechanism was included for the circumstances when an Unqualified Teacher takes on additional responsibilities.
- The Headteacher has applied to undertake some work outside of the school supporting Ofsted and/or providing consultancy support to other schools. In this instance, provision has been made to increase the pay of a Deputy Headteacher who would be acting as Headteacher for a period of time.

Q. What sort of period of time would be considered as providing cover for the Headteacher?

A. It would be for a prolonged period of time, perhaps half a term or similar.

Q. Will the school receive compensation if the Headteacher is working away from the school?

A. Yes, the school will receive payment directly.

Q. Did the school Group Size increase recently?

A. Yes, the school went from Group 2 to Group 3.



- The Pay Panel will comprise of:
 - Richard Strachan.
 - Steph Crane.
 - Lyndsey Tasker.
 - Hayley Rigby.

This leaves Jackie Stringer free if there is a requirement to Chair any appeals.

Q. *In terms of succession planning would it be useful for the Deputy Headteachers to be completing the National Professional Qualification for Headship (NPQH)?*

A. *It is not a statutory requirement to have the qualification, and the primary requirement is experience and good on the job training. It would also be a significant cost and time commitment for the school if the Deputy Headteachers were to undertake the NPQH qualification.*

Governors further discussed the Pay Policy and the amendments highlighted during the meeting.

RESOLVED: Governors approved the Pay Policy 2023.

8. HEADTEACHER'S REPORT

There was no Headteacher's Report to be reviewed at this meeting.

9. CURRICULUM, TEACHING AND LEARNING

Sarah Jardine Presentation – Update on EYFS at Darnhall.

Sarah Jardine provided Governors with some background stating that the quality of EYFS provision at Darnhall had been highlighted by Ofsted. A summary document had been circulated in advance of the meeting.

Ofsted had noted that the intent for the curriculum was in place, but there were some inconsistencies in the implementation of the curriculum and some misconceptions amongst the teaching staff. Elizabeth Hulse (EMH Consultancy) had been supporting the school visiting two days a week recently, which has now reduced to one day a week.

An Action Plan has now been developed with additional input from Sarah Jardine and James Marsh (ECM.) Key elements of the Action Plan were highlighted as follows:



- The daily routine has been amended.
- A new timetable has been organised removing some unstructured and wasted time.
- The new timetable will be further developed over time to prepare the children for Year 1, with any adaptations required being identified.
- Snack Time has been reviewed, developing Class Snack and Outdoor Snack, which are more structured.
- Staff deployment has been reviewed, with a TA with Early Years experience being moved into Reception class.
- One child is now receiving 1:1 support, and there is a further child moving into Resource Provision, so that staffing within Early Years is now much more positive.
- The Staffing Plan for September 24 will be reviewed based on how effective it has been this year.

Q. *If there are concerns over staff performance, how will this be assessed?*

A. *There will be general monitoring and planning on a weekly basis and if there are concerns then a staff member could be moved onto an Action Plan.*

- There has been a significant overhaul of the environment with the room now looking amazing and providing a much more calming atmosphere for the children. Sarah Jardine added that she had been checking in on the room on a daily basis.
- Ofsted had indicated that they were happy with the curriculum but had some concerns over implementation within the classroom. The curriculum has been reviewed in depth with all seven areas of learning being assessed.
- There is also plenty of support in place from schemes such as White Rose and the PE scheme.
- Staff CPD has also been supported with Twilight Sessions being provided by Elizabeth Hulse.
- There will also be a review of the outdoor areas.



In summary, it is WIP but it is evident that lots of progress is being made. The school also needs to complete the curriculum planning and understand what progress the children need to make before the end of the Academic Year.

Governors discussed the presentation.

Q. *How will success be evaluated?*

A. *By looking at the outcomes for the children and determining whether they are making progress, as well as monitoring the teaching and the interactions taking place with the children.*

Q. *Is there any merit in splitting the room into two separate areas?*

A. *No, the children need to be able to access the resources in all of the seven areas of the room.*

Q. *Is there a plan to introduce rows into Year 2?*

A. *This is under discussion and will be reviewed in the Summer Term before the children move up to Year 3.*

Governors thanked Sarah Jardine for her comprehensive presentation.

RESOLVED: Governors received the EYFS Update.

10. POLICIES

The Pay Policy had been reviewed and approved earlier in the meeting.

The following policy had been circulated in advance of the meeting.

- Administration of Medicines Policy.

The policy had been reviewed by the Chair and Hayley Rigby who recommended it to Governors for approval.

RESOLVED: Governors approved the Administration of Medicines Policy.

11. HEALTH AND SAFETY

The Health & Safety Action Plan had been circulated in advance of the meeting. There were a number of actions highlighted including the glazing in some Infant Site classrooms may not be Safety Glazing. It was recommended that a plastic film be applied to reduce any immediate risk.



Hayley Rigby stated that she would review the Action Plan further and notify Governors of any matters requiring their attention.

RESOLVED: Governors received the Health and Safety Action Plan.

12. GOVERNANCE

The Chair informed the Board that himself, Steph Crane and Andrew Robinson had undertaken a Walk Around of the school earlier in the day, which had been very positive. Governors thanked Chloe Lupton for her assistance. In addition, Chris Bate had undertaken a review of SEND.

The Governors Development Sessions is scheduled for 11th January at 3:00pm. The main focus will be to review the effectiveness of the Governing Board and undertake a review of the Strategic Development Plan.

13. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

There were no communications to be brought to Governors' attention.

14. DECISION SUMMARY

- Received the presentation on the full impact of the acquisition of Samsung Tablets in the school.
- Received the School Finance Action Plan 23/24.
- Approved the Pay Policy 2023.
- Received the EYFS Update.
- Approved the Administration of Medicines Policy.
- Received the Health and Safety Action Plan.
- Received the Governors School Walk Around and the SEND Review.
- Received the date for the Governors Development Session.
- Received the Confidential Staffing Update.
- Received the Safeguarding Update.

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.

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 be carried forward to the next meeting.

ACTION PLAN

AGENDA ITEM NO.	ACTION	BY WHOM	UPDATE