



MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON THURSDAY 21<sup>ST</sup> JANUARY 2021 AT 6.00pm DUE TO EXCEPTIONAL CIRCUMSTANCES WITH CORONAVIRUS

### HELD VIA TEAMS

#### Members of the Governing Body

Name	Category of Governor	Date of end of tenure	Designated Role	Attended
Mrs Sarah Tomlinson	H/T		Headteacher	✓
Mr Richard Strachan	Co-opted	19/05/2024	Chair	✓
Mrs Angela Holden	Co-opted	13/05/2021		Apols
Mr Rob Burrows	Co-opted	23/11/2021		✓
Ms Jackie Stringer	Co-opted	13/05/2021		✓
Mrs Jen Hughes	Parent	08/03/2021		✓
Mrs Joan Bailey	Staff	15/10/2021		✓
Mrs Steph Crane	Co opted	09/05/2023		✓
Mr Chris Bate	Co-opted	09/05/2023		✓
Mrs Hayley Rigby	Parent	13/02/2024		Apols
Mr Colin Meachin	LA	09/07/2024		✓
Vacancy	Co-opted			
<b>Also in Attendance</b>				
Natasha Mulholland	Assistant HT			✓
Jane Barry	Locum Clerk			✓

### Non-Confidential

#### **1. APOLOGIES**

Apologies for absence were received from Hayley Rigby and Angela Holden.

**RESOLVED:** That the apologies for absence received from Hayley Rigby and Angela Holden were accepted

#### **2. DECLARATION OF PECUNIARY INTEREST**

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

#### **3. MEMBERSHIP/CONSTITUTION**

Governors received the following notifications:

- There was 1 co-opted vacancy

Governors discussed looking at a skills audit before recruiting a candidate.

- Vice-Chair vacancy.

The Chair had previously discussed the benefits of a Co-Vice Chair model.

**RESOLVED:-** Governors agreed a Co-Vice Chair model.

There had been four strong nominees standing for Co-Vice Chair.

'Google Survey' was the platform used to host a secret ballot. This was administered by the deputy headteacher rather than a governor.



The two successful nominees were J Stringer and J Hughes.  
**RESOLVED:** Governors ratified the appointment of J Stringer and J Hughes as Co-Vice Chair. The Co-Vice Chair model would be reviewed after 12 months.

**Action:** The Headteacher to update the email addresses for J Stringer and J Hughes as new Co-Vice Chair.

#### 4. MINUTES OF LAST MEETING

Governors considered the non-confidential minutes of the meeting of 26<sup>th</sup> November 2020, which had been circulated in advance of the meeting.

**RESOLVED:** That the non-confidential minutes of the last meeting held on 26<sup>th</sup> November 2020 were confirmed to be a true record.

The minutes would be signed electronically.

#### 5. MATTERS ARISING

Governors reviewed the matters arising/action log items. The updates are detailed below:

Work Stream	Agenda No	Date Opened	Action Manager	Action	Action Update	Target Date	Status
Gov	11	12.09.19	SBM	Clerk to check if it is compulsory for the gifts & hospitality register/Pecuniary Interests are to be displayed on website. Yes, it is compulsory for the P.Ints. Chair to create table for website – SBM is to complete this. Chair has spoken to SBM.	To be finalised by Helen	Sept 2020	Closed
Gov	9	21.11.19	HT	Headteacher to reschedule Learning Visits with Mrs J Hughes & Mrs A Holden. To be rescheduled. Initial meeting held. Future dates to be confirmed when school re-opens. Core subject leaders to contact Jen Hughes to have Team meetings. Staff presentation will be virtual. Each of the 4 Acting Assistant Headteachers will present at future FGB's.	Virtual programme being arranged.		Ongoing

Pres	1	16.01.20	HT	Steph had sent videos to Mr Baxendale to upload.	HT to check this had been done.	Sept 2020	Ongoing
P.Int	2	24.09.20	Chair	Chair to review Pecuniary Interest Forms when all received in school and arrangements made for website to be updated. 4 or 5 received and placed on Teams in draft mins.	All forms had been received		Closed
Election	5		Govs	Governors to put forward nominations for Vice Chair.	Done		Closed
Mins	4	29.10.20	Clerk	Clerk to email minutes from FGB2 24 <sup>th</sup> September to Chair for signing by email.	Done		Closed
L&M	7		Mrs Rigby	Mrs Rigby to share screen shots of Dojo at the next meeting and further explain its capabilities.	On Agenda		Closed
L&M	7		H/T	Headteacher to add Year groups to data reports as well as the names of classes.	HT to Note		Closed
Admin	9		H/T	Headteacher to update website with Colin Meachin and Steph Crane. Also, to add the latest Safeguarding & Behaviour Policies.	HT to follow through		Ongoing
Comm to Chair	13		Chair	Chair to get advice from ECM Advisor to ISR ranges of DHT and other staff to fit in with group 3 status.	Done		Closed
Comm to Chair	13		Chair	Chair to email Code of Conduct to Governors to electronically sign by return email	Done		Closed

## 6. FINANCE

### Pupil Premium Update

*Natasha Mulholland updated as follows:-*

- Each pupil premium child represented an allocation of £1,345. There was an additional £1K allocation for children who were adopted from local authority care or who had left care under a special guardianship. Out of four children who had been in care, the two children who were no longer in care received this premium.
- There was a forces premium of £310.
- 38% of the children at Darnhall were eligible for PP. The Pupil Premium ran from April 2020 to March 2021 and updated from the January census. It currently stood at £185,540.



#### *Pupil Premium Expenditure Overview:-*

- PP funding to cover the costs of two additional teachers, full time SENDCO, and family support.
- The SENDCO's hours were costed to facilitate an overlap between children on the SEND list and PP children as there was an overlap. There were currently 44 children who were PP but also SEND.
- PP expenditure to cover the cost of a TA helping deliver the ELSA interventions, staffing for breakfast club, school uniform and outreach work.
- PP to fund '*Pathways to Reading*', literacy intervention programme together with training.
- PP funding would also provide a tablet for every PP child, though this expense would be shared from the Covid Catch-up fund.

#### *Assessment and Desired Outcomes:-*

- N Mullholland outlined the desired outcomes from the PP allocations. The school's disadvantaged children should have the same if not better experiences than the advantaged children.
- 'Insight' was a newly bought in assessment system costing £1,600 which could help compare the progress and attainment of PP children against non PP children. Pupils had been assessed in September to identify gaps in learning and lost learning. SATS this year had been cancelled because of Covid and would be replaced by teacher assessment.
- N Mullholland identified barriers to learning as poor language attainment and limited life experiences. The school was using language interventions, school trips and residential to address this. (NB School trips not going ahead currently because of Covid.)
- Extended providers were being used in school where possible to enrich children's experiences, though this too at the moment was frustrated by Covid.
- Leaders were doing what they could to move the curriculum forward. N Mullholland stressed that if the 'evidence column' was realised then the impacts would follow. Curriculum engagement was encouraged by phone calls to families who weren't engaging. However, leaders were mindful that some families, already struggling, were suffering additional hardship.
- Leaders had hosted 'careers days' to boost children's aspirations.
- ELSA support was in place. The demand for this was higher than normal.
- Challenging behaviour was tracked via the Class Dojo. Leaders were signposting parents to different online resources.
- Mental health was a huge issue at the moment and leaders were directing families to the best sources of help.
- Children's access to technology was all in place and leaders would monitor the impact of this.
- There had been good feedback on the remote learning. Teacher feedback always aimed to boost children's esteem.

***The full PP report could be accessed on the school's website.***



*Q. The Chair referenced that the PP additional £1K allocation for children who were adopted from local authority care or who had left care for a special guardianship. Did this additional funding not also apply to children still in care?*

*A. N Mulholland responded that it was her understanding that the PP funding was for children who had left care, but she would check on this for the next meeting.*

**Action:** N Mulholland to check on the ruling for additional funding for children who had left or were still in care.

*Q. The Headteacher queried the percentage of PP children that had been quoted as 38%.*

**Action:** Headteacher to check this figure.

*Q:- C Bate remembered that he and another governor had previously expressed interest in following a course in PP, but hadn't heard any more.*

**Action:** The Headteacher to look into PP training for C Bate and C Meachin.

Governors highly commended N Mulholland's comprehensive report. The number of different ways in which the PP funding was spent, reflected the diverse needs of the school's PP children.

*N Mulholland left the meeting at 18.46pm*

### **Budget update and SFVS process update and a debt update**

- The Headteacher expressed that she did not feel the projected figures in the latest version of the budget were accurate. She had challenged this and requested updated figures from the finance officer, but they had not been sent over as yet.
- The £30K deficit for the end of the current year would be approximately correct.
- £9K sport premium yet to spend by the end of March. The school had earmarked this money for an all-weather track but there had been a communication from Chris Storey who had said that this wasn't a good idea. Headteacher to follow this up.
- There was a small amount to come back on staff absence insurance
- Helen was arranging a meeting with J Stringer and S Tomlinson to work on the SFVS.

*Q:- The Chair asked for any reassurances on pupil numbers.*

*A:- The Headteacher responded that pupil numbers were healthier at 365 and with two new children to join this would be soon 367. The deadline for admissions had passed, and it looked as though the school was going to meet its PAN of 45. This presented a healthy picture for future investment.*

*Q: R Burrows asked why it had not been deemed a good idea to allocate sports premium to an all-weather track.*

*A: The Headteacher had a meeting on this the following day to discuss and would invite R Burrows to join the meeting.*

**Action:** Headteacher to invite R Burrows to the meeting regarding the all-weather track.



#### *Tablet Procurement:-*

- Tablets had been purchased for Years 2 to 5. The school was liaising with families and supporting children with the IT. So far there had been positive feedback.
- The children who were in school could also access tablets.
- An article had been published on 'High Street' and on the back of that 'The Guardian' was publishing a follow up article on the school's partnership work.

*Q:- The Chair referenced that the school's broadband was not robust. He asked how the school could address this.*

*A:- The Headteacher responded that they had given notice to their current provider and there were plans to use 'Schools Broadband'. The school would opt for a five year package costing £5K. There was currently a site survey in hand to support this. Darnhall would be eligible for a discount.*

**Action:-** Headteacher to circulate dates for next Finance Committee.

## **7. LEADERSHIP AND MANAGEMENT**

### **Covid-19 measures update – Community support & Staff Well-being**

- The Headteacher explained that there was a constant issue of government guidance for leaders to keep up with. The latest was that staff members were now requested to have lateral flow tests starting from 26th January. Staff could opt for the test on Monday morning before the 'bubbles' opened. The testing would be twice weekly. The Headteacher had shared the information on guidance via Teams.
- Leaders were keeping up to date with risk assessment and staff members who weren't feeling well were encouraged to take a Covid test.
- The Headteacher was mindful of teachers' wellbeing. Teachers were receiving treats, eg pick-me-up packs and afternoon teas. The Headteacher was mindful of teachers' own domestic arrangements, and had done her best to accommodate staff requests for patterns of work.
- The Headteacher had challenged the LA because the staff in special schools had been prioritised for the vaccine. The Headteacher had challenged that staff working in nursery and resource provisions were just as vulnerable.
- Staff members were increasingly anxious because of the steep increase in Covid rates. Two members of staff to date had tested Covid-positive, and other members of staff had lost family.

The Chair highly commended how much thought the Headteacher had put into staff wellbeing.

*Q:- The Chair asked for any updates on community involvement and support on the estate.*

*A:- R Burrows responded that there had been a couple of phone campaigns aimed at the elderly. Because of Covid, Rob's time on the estate was restricted to fortnightly visits, and visits around emergencies or safeguarding.*



### Attendance update – KH

This item was deferred.

## 8. POLICIES

**Action:** Policies to be presented at the next FGB meeting on 25<sup>th</sup> February 2021

## 9. Governance

### Skills Audit update:-

- J Hughes shared the skills update on screen. She explained that it was colour coded and that the dark green showed where experience was strongest. The majority of the audit was shaded dark green indicating a well-rounded and experienced governing board.
- J Hughes expressed that the area needing greater strength was in financial efficiency. This could be addressed by filling the existing co-opted vacancy with a governor from a finance background. This could also be addressed by existing governors signing up for courses on finance via governor services.
- The skills audit had also flagged that only a few governors had had experience of serving as a Chair on different boards or had experience of serving on charity committees etc.
- The skills audit was on the meeting file on Teams for governors' information.

## 10. CURRICULUM, TEACHING AND LEARNING

### Remote learning update including level of engagement

- The school continued to use Class Dojo.
- Recorded lessons were working better than live streamed lessons for Darnhall's children. Live lessons would be harder technology-wise and would therefore put some children at a disadvantage. Live lessons would raise the stress levels of families, particularly working families. Pre-recorded lessons on the other hand could be replayed and also be used by the children who were in school. To date, feedback on the remote learning had been good. The Headteacher shared on screen an overview of the pre-recorded lessons.
- Leaders were also producing basic skills packs to use with the younger children.
- Leaders were mindful not to include too many printable worksheets for the online resources which would be problematic for families who did not have printers.
- Children had been supplied with exercise books and stationery.
- Staff had been supplied with white boards for use whilst teaching from home.
- Pupil engagement had been low in the first week, but this was a fast improving picture, and teachers were phoning parents to encourage better engagement weekly.
- Staff could be commended for the imaginative quality of resources and teaching, but engagement was not 100%.

*Q: The Chair asked if there was a disparity between the engagement of PP and non-PP children. This would be helpful in analysing future data.*



A: The Headteacher agreed that this would be useful to look at.

**Action:** The Headteacher to breakdown the remote learning engagement of PP children next to non PP children. She would share this at the next meeting.

Governors commended the work that had gone into the blended learning. J Hughes added that some schools had children sitting in front of live lessons for five hours a day. Darnhall's more flexible approach was preferable particularly for primary school children. She could see how it facilitated independent learning. The Chair added that staff were going 'above and beyond' and on behalf of governors, would like to thank them for impressive work undertaken in challenging circumstances.

### **SEND Update – DK**

DK had prepared the update which would be uploaded for governors' information after this meeting. Governors were encouraged to give feedback.

C Bate noted that he had been in contact with DK to work on the SEND updates and this had been very productive.

**Action:** Headteacher to upload the SEND update for governors' information.

## **11. HEALTH AND SAFETY**

All the Covid related Health and Safety items were addressed.

The Chair would be looking at health and safety training for governors.

**Action:** The Headteacher to facilitate Health and Safety training for H Rigby

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

- The Chair was regularly in touch with the school and was overseeing all health and wellbeing including the health and the wellbeing of the Headteacher. He was mindful of the additional hours and days that staff members were currently putting in.
- The Chair had also been involved in the configuration of tablets.
- A senior leader was going on maternity leave and Chair would be closely monitoring the impact of this on the school's leadership team.

## **13. DECISION SUMMMARY**

- Adopted the model for Co-Vice Chair
- Ratified appointment of J Stringer and J Hughes as Co-Vice Chair
- Received comprehensive PP Report which would enable governors to monitor PP at Darnhall.
- Received updates on Covid measures and staff wellbeing.
- J Hughes had updated the governor skills audit and highlighted areas needing greater focus.

## **14. DATE AND TIME OF NEXT MEETING**

**The next meeting will be on Thursday 25<sup>th</sup> February at 6.00pm**

**Signed:** .....**Date:** .....





## ACTION PLAN

Work Stream	Agenda No	Date Opened	Action Manager	Action	Action Update	Target Date	Status
Gov	9	21.11.19	HT	Headteacher to reschedule Learning Visits with Mrs J Hughes & Mrs A Holden. To be rescheduled. Initial meeting held. Future dates to be confirmed when school re-opens. Core subject leaders to contact Jen Hughes to have Team meetings. Staff presentation will be virtual. Each of the 4 Acting Assistant Headteachers will present at future FGB's.	Virtual programme being arranged.		Ongoing
Pres	1	16.01.20	HT	Steph had sent videos to Mr Baxendale to upload.	HT to check this had been done.	Sept 2020	Ongoing
Admin	9	21/01/21	H/T	H/T to update website with C Meachin and S Crane. Also, to add the latest Safeguarding & Behaviour Policies.	HT to follow through	Feb 2021	Ongoing
Membership Constitution	3	21/01/21	HT	S Tomlinson to update the email addresses for J Stringer and J Hughes as new Co-Vice Chair.		Feb 2021	
Finance	6	21/01/21	N Mulholland	N Mulholland to check on the ruling for additional funding for		Feb 2021	

				children who had left or were still in care.			
Finance	6	21/01/21	H/T	Headteacher to check the percentage of PP children for inclusion in PP Report.		Feb 2021	
Finance	6	21/01/21	H/T	Headteacher to look into PP training for C Meachin (PP link governor) and for C Bate.		Feb 2021	
Finance	6	21/01/21	H/T	Headteacher to circulate dates for next Finance Committee.		Feb 2021	
Finance	6	21/01/21	H/T	Headteacher to invite R Burrows to the meeting regarding the all-weather track.		Feb 2021	
Policies	8	21/01/21	H/T	Policies To be presented at the next FGB meeting on 25 <sup>th</sup> February 2021		Feb 2021	
Teaching and Learning	10	21/01/21	H/T	Headteacher to break down the remote learning engagement of PP children next to non PP children. She would share this at the next meeting.		Feb 2021	
Teaching and Learning	10	21/01/21	H/T	Headteacher to upload the SEND update for governors' information.		Feb 2021	
Health and Safety	11	21/01/21	H/T	Headteacher to facilitate Health and Safety training for H Rigby		Feb 2021	

