



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON THURSDAY 20th
MAY 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	20/05/2025		✓
Mr Rob Burrows	Co-opted	23/11/2021		✓
Ms Jackie Stringer	Co-opted	20/05/2025	Vice Chair	✓
Mrs Jen Hughes	Co-opted	08/03/2025	Vice Chair	✓
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		✓
Mr Colin Meachin	LA	09/07/2024		Joined 18:19pm.
Mrs Lindsey Tasker	Parent	25/03/2025		✓
Also in Attendance				
Helen Young	Business Manager			✓
Kelly Davies				✓
Natasha Mulholland				✓
Stephen Ewell	Clerk to Governors			✓
Kara Newton	Clerk to Governors			✓

Part One Non-Confidential Minutes

1. APOLOGIES

All members were in attendance.

RESOLVED: That the meeting was deemed quorate.

2. DECLARATION OF PECUNIARY INTEREST

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

3. MEMBERSHIP/CONSTITUTION



The Chair introduced Governors to Lindsey Tasker who was joining the meeting for the first time, following her appointment as Parent Governor. .

Governors noted that the term of office of Jackie Stringer and Angela Holden had expired prior to the current meeting. Both members were seeking re-election to the Board. The Clerk moved Jackie Stringer and Angela Holden into a virtual meeting room to enable Governors to consider their re-election. There was unanimous agreement that both Governors should be re-appointed for a further term of four years.

RESOLVED:- The appointment of Jackie Stringer and Angela Holden to the post of Co-opted Governors be approved for a term of office of four years.

4. MINUTES OF LAST MEETING

Governors considered the non-confidential minutes of the meeting of 25th March 2021, which had been circulated in advance of the meeting.

RESOLVED: That the non-confidential minutes of the last meeting held on 25th March 2021 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
Finance	6	25.03.21	Chair/ Clerk	Chair and Clerk to schedule FGB meetings for Summer 21 and academic year 21/22.	Summer 21 meetings are scheduled. Chair to propose meeting dates for academic year 2021/22.	Next Meeting.	Open
Policies	9	25.03.21	Clerk	Clerk to advise governors which policies require FGB approval, and which can be delegated.	Clerk provided spreadsheet to Chair for review.	Next Meeting.	Closed
Curriculum	11	25.03.21	Mrs Hughes	Mrs Hughes to check in with Kelly Evans in four weeks' time to determine progress on phonics.	Jen Hughes and Kelly Evans had had an update call prior to the meeting. Kelly Evans will provide	w/c 26 April.	Closed



					an update in the meeting.		
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The Chair discussed with Governors whether Thursday evenings remained suitable for Governor's attendance, which was confirmed by Governors. The Chair would propose a series of meeting dates for the academic year 2021/22 at the next meeting.

Mr Meachin joined the meeting at 18:19pm.

6. FINANCE

Helen Young the School Business Manager joined the meeting at 18:21pm.

Helen Young presented the Finance Report which had been shared with Governors prior to the meeting.

The actions that had been generated from completing the Schools Financial Value Statement (SFVS) were reviewed as follows:

- **New governors to be added to competency matrix.**
Chair and Clerk to progress.
- **Governors to access relevant training for their roles.**
A summary of the training booked and future training to be booked was provided.
- **Governors to Benchmark SLT.**
Chair and Jackie Stringer to progress.
- **Business Continuity plan to be updated.**
SBM to complete by September 2021.
- **Review Manual for Financial Procedures.**
SBM to complete by June 2021 for ratification by FGB in September 2021.
- **SBM to continue to add to step by step instructions for Admin team.**
Ongoing as training needs are identified.
- **Governor and SBM to review RAG ratings and report findings to Governors.**
SBM and Jackie Stringer to review and complete by December 2021.

Q:- A governor asked for clarity regarding the benchmarking of the SLT?



A:- This action requires a comparison against the SLT in another school. The limitation with this is that Darnhall is quite different from other schools in terms of the split site and high proportion of SEN children in school. The only comparable school is Willow Wood.

Q:- Which Governors will be undertaking the benchmarking exercise of the SLT?

A:- This will be the Finance leads – the Chair and Jackie Stringer. If Martin Bell the Headteacher at Willow Wood will agree to share data than this will be utilised in the benchmarking exercise.

Budget Report

The latest Budget Report was reviewed by Governors. The projected carry forward figure has increased from £361 to £40,319, predominantly resulting from additional Early Years (“EY”) Block Funding of £36,652. The Headteacher indicated that this will allow a review of the proposed staffing structure going forward.

Q:- A governor asked for further background regarding the additional EY funding that had been received?

A:- The EY funding figures originally utilised were based on LA estimates of previous year’s figures and then adjusted at the end of the financial year. It is proposed to contact the LA at the start of each term to confirm EY children numbers, so that the Early Years Block Funding figures will be more accurate in future.

Governors were informed that a deficit budget for 2021/2022 had been set at £5,906 by utilising some of the carry forward now available. This will still leave a positive carry forward of £34,413 at the end of 2022/2023.

There should also be additional funding for Placed children equating to £30,000. The LA records reported that there were 7 Placed children in the school, but there were in fact 13 which is additional funding of £6,000 per child which can be claimed, after taking into account the additional £6,000 we already receive for an extra place. Further work is required to ensure LA records are accurate and up to date.

Q:- Do we need to put procedures in place to notify the LA of the number of Placed children?

A:- We do currently for Top Up Funding, but in future if there are additional Placed Children then the school will pro-actively contact the LA to secure the funding.

Pupil Numbers and Admissions Report

There are four in-year applications to join the school that have been made.

The current Reception intake for September is based on 45 places which have been offered. There are potentially 8 more applications, all of which the school will accept. This would increase the intake to 53 children. The numbers in nursery are also looking very strong.



Q:- If we accept more children than the 45 currently indicated, will we still get funding for each additional child?

A:- Yes that is correct.

Grants

Current approved grants total £32,293 spread across 17 grants. The success rate for grant applications is currently 94.4%. Grant resubmitted to Ocado today and if successful it will take us back up to 100 %. There are 9 further grants totalling £8,850 which have been applied for, plus 14 grants totalling £158,500 in progress of which 100k should be submitted this term. This includes the grant for the Daily Mile track and outdoor improvements on both sites.

The Headteacher informed Governors that a book vending machine had also been installed, and that Matthew Young had held a meeting with staff to ascertain what requirements there are in school, and he would then use this information to look into any additional grants that might be available.

Governors thanked Matthew Young for all his hard work in accessing grants for the school.

7. ADMINISTRATION

There were no administration matters to be raised at the meeting.

The Chair discussed with Governors as to when future FGB meetings should be held in person again. The Clerk stated that he would investigate the latest guidance on in person Governor meetings and forward this guidance to the Chair for his consideration.

ACTION:- Clerk to forward latest guidance on in person meetings to the Chair.

8. LEADERSHIP AND MANAGEMENT

Kelly Evans and Natasha Mulholland joined the meeting at 19:00pm.

The Data Analysis Report for Reading Writing and Maths Assessments Spring Term 2 was shared on the screen. An update was provided as follows:

- The report illustrates the percentage of children at age related expectations or above.
- As a result of the covid lockdowns the percentages are lower than normal levels.
- The success of RWI in EY and KS1 is evidenced in the data.
- The data has been reviewed with teachers, and teachers have been set targets for improvements.



- On the whole, non-Pupil Premium children outperform Pupil Premium children in reading, writing and maths.
- The vast majority of SEND children are working below that of their peers in reading, writing and maths.
- Writing is always a target, and it is low in Year 3 at 24% and below 50% in all other Year Groups except for Year 6.
- Writing has been difficult to assess during the Spring Term as it depends on the experience during remote learning. Even some good writers have shown slowed progress during remote learning.
- Maths was disappointing, as normally it is in line with Reading but for Years 4 and 5 it was quite low. It is possible that Teacher assessments have been over cautious.

The Headteacher informed Governors that children had picked up some bad habits during remote learning. The lack of teacher observation has had a massive impact.

Q:- Will there be a report created for Summer Term 1?

A:- Yes that will be the next set of data to be collated.

Mrs Mulholland noted that it is imperative that children make accelerated progress, and the school is ascertaining where interventions are required to ensure accelerated progress is achieved.

A Governors stated that the Nuffield Trust are carrying out some work in this area focussing on Primary Schools, and this may be worth investigating.

Q:- Year 3 have gone backwards in Reading, Writing and Maths – why is this?

A:- There are some children with behavioural challenges, and they have struggled to settle back into the classroom discipline. Currently they are acting as if they are Year 2 children. The school is looking into the best way to manage the situation, including utilising RWI for support. Also an additional TA has been provided in the afternoons to provide support.

Additional strategies to support children were highlighted as follows:

- Potentially children will be put into classes according to their learning needs. There may be some issues with this, but it will form part of the catch-up discussions with the SLT.
- Possibly keep children with the teachers they are already familiar with.
- Change the use of TAs next year to target interventions.
- Potentially move children into their new classes with their new teachers before term ends to familiarise them for next year.

Q:- Is there also an opportunity for Year 6 children to have an opportunity to support their transition into Year 7?



A:- The Academy is providing some transition support, but it is limited. There is also the potential for a summer school to be provided.

Natasha Mulholland also provided Governors with a summary of the Pupil Premium and Non-Pupil Premium data within the report.

- There is a whole school trend in pupil premium girls outperforming pupil premium boys in the majority of year groups in both reading and writing. The exception being in Year 5 – where PP boys outperform PP girls in all subjects - and in Year 3 where boys outperform girls in reading.
- Pupil premium girls in Key Stage 1 outperform pupil premium girls in maths.
- Pupil premium boys in Key Stage 2 outperform pupil premium girls in maths (with the exception of Year 6).

ACTION:- Natasha Mulholland and Jen Hughes to hold a meeting to review the Summer Term 1 data, once it has been collated.

Q:- Would it be possible to append to the data the combined data for Year 6?

A:- Yes this can be added to the data in an additional column. The report for Spring Term 2 will be updated and then added to the Sharepoint.

ACTION:- Kelly Davies to add a Combined Data column to the Spring 2 Report and for the amended report to be uploaded to the Sharepoint.

Natasha Mulholland left the meeting at 19:30pm.

An update provided to Governors by the Headteacher during this agenda item is detailed in the Part-Two Confidential Minutes.

The Report on Read Write Inc (“RWI”) and Fast Tack Phonics was shared on the screen and Kelly Davies provided an update as follows:

- **Nursery** – RWI being delivered daily to children ready to access it as a small group. Children’s progress will be assessed w/c 24th June 2021.
- **Reception** – RWI is being delivered in cohorts each day for twenty minutes, and children are grouped according to their ability. The lowest 20% of the cohort are receiving 1:1 Fast Track Phonics in the afternoon with the TA.
- **Year 1 / 2** – RWI is accessed each morning for forty minutes. In the afternoon all children have a reading session.
- **Year 3 / 4** – As some children in Lower Key Stage Two skill need phonics support, they are accessing RWI daily. These sessions are delivered by a teaching assistant.
- **Owls** – RWI sessions are delivered daily and assessing them half termly. A weekly book bag book is going home and they’re changing their paper book every three days.



- Overall Fast Track is having a significant impact on the lowest 20% of children after only three weeks, and the children are making progress. Teachers and TAs have been receiving training in Fast Track.

Q:- What is the school doing to further assess the Year 3 children?

A:- RWI is being utilised in the mornings, and the school is looking to ensure there is support in their home environment.

The Headteacher added that two volunteers had now started in school to support children with their reading. After July reading diaries will no longer be used, and an APP has been purchased for only £1 per child per year, which will provide much clearer data on children's reading progress.

Q:- Does the school need any more volunteers for reading to children from students with childcare experience?

A:- Yes, they would be useful provided they are committed and of good quality.

Kelly Davies left the meeting at 20:18pm.

9. POLICIES

Helen Young provided an update to governors on the new procedure for approving policies as follows:

- SBM has diary system in place to email individual Governors responsible for subject with policies to review.
- Policies added to folder on TEAMS for all Governors to read and review prior to Full Governing Body Meeting for ratification.
- When ratified Policies added to school website if appropriate and stored in Governors TEAM folder and on school server.

If there are any changes to a policy to be made, then the Governor should email the SBM. The comments will be added to the Policy and then there will be two versions of the policy saved. One version with the comments added, and a clean version which will be uploaded onto the school's website.

Q:- When emailing comments, would it be helpful to copy all the FGB in to avoid any duplication of effort?

A:- Yes that would be a good solution going forward.

Q:- When looking at the Admissions Policy some of the data appeared out of date. Is this the most up to date version?

A:- Yes this is the most up to date version.



The following policies had been reviewed by Governors prior to the meeting.

- Admissions Policy.
- Behaviour Policy.
- Equality Information and objectives Policy.
- EYFS Policy.
- Health and Safety Policy.
- Managing Allegations Against Adults in School Policy.
- Register of Pupils Admission to School Policy.
- Register of Pupils Attendance Policy.

RESOLVED:- That the policies presented to the meeting be approved.

Helen Young left the meeting at 6:55pm after presenting the Health and Safety update which is detailed in The Part-Two Confidential minutes.

10. GOVERNANCE

Governors discussed the fact that there were now no vacancies on the FGB.

11. CURRICULUM, TEACHING AND LEARNING

The latest updates for Governors had been received as part of Agenda Item 8 of the meeting.

12. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

There were no actions or communications to be reported to governors during Part 1 Non-Confidential of the meeting.

13. DECISION SUMMARY

- That Jackie Stringer and Angela Holden are appointed as Co-opted Governors for a further term of office of four years.
- The Chair would propose a series of meeting dates for the academic year 2021/22 at the next meeting.
- Received the actions that had been generated from completing the Schools Financial Value Statement (SFVS).
- The Chair and Jackie Stringer to progress the benchmarking of the SLT.
- Received the School Budget Report.
- Received the Pupil Numbers and Admissions Report.
- Received an update on Grants.



- Received the Data Analysis Report for Reading Writing and Maths Assessments Spring Term 2.
- Received the ECM Visit Report.
- Received the Read Write Inc and Fast Track Phonics update.
- Received an update on the new procedure for approving policies and ratified eight policies.

13. DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 24th June 2021 at 6.30pm

Signed:Date:

ACTION PLAN

Work Stream	Agenda No	Date Opened	Action Manager	Action	Action Update	Target Date	Status
Finance	6	25.03.21	Chair/ Clerk	Chair and Clerk to schedule FGB meetings for Summer 21 and academic year 21/22.	Summer 21 meetings are scheduled. Chair to propose meeting dates for academic year 2021/22.	Next Meeting.	Open
Admin	7	20/5/21	Clerk	Clerk to forward latest guidance on in person meetings to the Chair.			Open
L & M	8	20/5/21	NM & JH	Natasha Mulholland and Jen Hughes to hold a meeting to review the Summer Term 1 data, once it has been collated.			Open



L & M	8	20/5/21	Kelly Davies	Kelly Davies to add a Combined Data column to the Spring 2 Report and for the amended report to be uploaded to the Sharepoint.	Completed during meeting.		Closed
Staffing	17	20/5/21	FGB	Governors to consider any potential Educational Psychologists that could support the school.			Open