



**MINUTES OF THE FULL GOVERNING BODY MEETING**  
**DARNHALL PRIMARY SCHOOL**  
**HELD ON THURSDAY 24<sup>th</sup> JUNE 2021 AT 6.30pm**  
**VIRTUAL MEETING 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	Apologies
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	Apologies
Mrs Joan Bailey	Staff	15/10/2021		✓
Mrs Steph Crane	Co-opted	09/05/2023		✓
Mr Chris Bate	Co-opted	09/05/2023		Apologies
Mrs Hayley Rigby	Parent	13/02/2024		✓
Mr Colin Meachin	LA	09/07/2024		✓
Mrs Lindsey Tasker	Parent	25/03/2025		✓
<b>Also in Attendance</b>				
Helen Young	Business Manager			✓
Charlotte Chappell				✓
Natasha Mulholland				✓
Matthew Dunning				✓
Matthew Young				✓
Stephen Ewell	Clerk to Governors			✓

**Part One Non-Confidential Minutes**

**1. APOLOGIES**

Apologies had been received in advance of the meeting from Richard Strachan, Jen Hughes and Chris Bate.

**RESOLVED:**

- That the apologies received be accepted.
- That the meeting was deemed quorate.
- That Jackie Stringer Co Vice-Chair would chair the meeting.



## 2. DECLARATION OF PECUNIARY INTEREST

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

## 3. MEMBERSHIP/CONSTITUTION

**RESOLVED:-** That no changes had been made to the membership or constitution of the Governing Board since the previous meeting.

## 4. MINUTES OF LAST MEETING

Governors considered the non-confidential minutes of the meeting of 20<sup>th</sup> May 2021, which had been circulated in advance of the meeting.

**RESOLVED:** That the non-confidential minutes of the previous meeting held on 20<sup>th</sup> May 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.	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.	Update sent by Clerk to Chair.		Closed
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.	Meeting held and data to be presented at today's meeting.		Closed
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	Completed during previous meeting.		Closed



				report to be uploaded to the Sharepoint.			
Staffing	17	20/5/21	FGB	Governors to consider any potential Educational Psychologists that could support the school.	There has been an Educational Psychologist appointed to support the school.		Closed

### **Summer Term 1 School Data Analysis.**

Natasha Mulholland joined the meeting to present the Summer Term 1 School Data Analysis. The report was shared on the screen for Governors to review.

- Previously there had been a concern in Key Stage 2 performance, and a TA had been redeployed for targeted interventions.
- The report detailed assessments for the percentage of children working at or above Age Related Expectations (ARE) in Reading, Writing and Maths with improvements highlighted.
- **Reading** – There had been a reduction of 4% in Reception. Years 1 and 2 had remained the same, and there had been improvements in Years 3 – 6.
- **Writing** – Year 2 and 6 had remained static, and there had been improvements in Reception and Years 1, 3 and 4. There was a concern over a 13% reduction in Year 5 and this may be caused by confidence in assessing writing. There had been a meeting held with Haydn who is now undertaking some moderation and book sampling. Advice had also been sought from the Literacy Company.

*Q:- Was this the confidence of the teacher or the children?*

*A:- It was the confidence of the teacher in making the assessment.*

- **Writing** – There were positive improvements in Years 1, 4, 5 and 6, with Year 3 remaining stable. There were small 3% reductions in Reception and Year 2. The Year 2 reduction related to one pupil who had joined the class and was working at below ARE.
- The combined Reading, Writing and Maths data was reviewed which was presented in the form of Venn diagrams for each school year.
  - Reception had 38% of children working at or above ARE in all three areas.
  - Year 1 53% combined, an increase of 4%.
  - Year 2 32% combined, a reduction of 3%.
  - Year 3 28% combined, an increase of 4%.



- Year 4 39% combined, an increase of 17%.
- Year 5 24% combined, an increase of 6%.
- Year 6 52% combined.

Year 5 is low at 24%, and work continues to improve this. Year 6 have 52% working at or above ARE, and 14% of children working at above ARE.

The Headteacher informed Governors that Jen Hughes had been very pleased with the data when reviewed at the recent meeting with Natasha Mulholland, and that Kelly and Haydn for Maths and English had also received a copy of the data.

### **SEND Update**

Charlotte Chappell joined the meeting to present the SEND update. The report was shared on the screen for Governors to review as follows:

- SEN Numbers: Children on SEN Register: 24.8%  
Children with EHC: 5.9%
- EHC updates: This academic year:
  - FS1: 2 x new EHCs – One remaining with us in Reception, one moving to specialist provision.
  - FS2: 1 x new EHC – child will remain with us in Year 1.
  - Year 2: 3 x new EHCs – likely to remain with us in Year 3.
  - Year 3: 1 x new EHC – child now named against our Resourced Provision. 1 x assessment in progress.
  - Year 5: 1 x new EHC - child now named against our Resourced Provision.
  - Year 6: 2 x new EHC
- Top Up Funding this academic year. There was one Year 5 pupil where the decision was pending, and one Year 2 pupil where funding had been agreed today.
- The school is introducing tracking of children with SEN by using objective tracking in the Year group they are assessed as 'Working within'. This will allow staff to demonstrate the progress of children who are significantly below ARE and are unlikely to achieve ARE.
- There are currently 15 children accessing the resources provision, with 14 children named on the provision.
- In terms of staff recruitment, a Welfare Assistant and a supply TA have been recruited to support SEN provision.
- There are a wide range of interventions available and accessed by the team.



- There are 8 LAC children which is 2.1% of the population, and 2 PLAC children (0.6%). There is a LAC child accessing resourced provision following an escalation in behaviours due to disruption.
- The school is meeting with NHS Speech and Language therapists to commission additional support for the school. Also, the school is commissioning a private Educational Psychologist to carry out initial consultations. 10 consultations are booked before the end of the Summer Term.
- 33% of children with SEN attended school during the January – March national lockdown 2021.

Governors discussed the report and thanked Charlotte Chappell for her presentation. The Headteacher informed Governors that Chris Bate had held a very informative meeting with Charlotte recently and had found the meeting very useful.

### **PE Update**

Matthew Dunning joined the meeting to present the PE update. The report was shared on the screen for Governors to review as follows:

- Matthew had held a meeting with Chris Storey from the Vale Royal Sports Association, who had recommended an introduction with Dave Brock from Complete PE. They provide an interactive online resource that enables teachers to plan and implement high quality teaching within physical education.
- Governors reviewed the Complete PE home screen which provides PE lesson plans from Reception through to Key Stage 3.
- The application had been chosen as it provided clarity in planning for teachers, as well as focussing on vocabulary. Planning for progression is clear for teachers and well scaffolded for LA and HA children. It is OFSTED approved and outcomes from the primary curriculum are in the lesson plans.
- A short snippet of one of the over 300 available videos was shown to governors. Teachers can make assessments of children on a tablet at the time of the activity.
- The application is already being utilised by Barnton Primary School, and it has been highly recommended.
- There can be up to 16 users registered on the software, and there has been really good feedback so far from other teachers.

*Q:- What is the cost of the application?*

*A:- The original quote was £2,000, but this has been negotiated down to £800, with an annual renewal of £150.*



*Q:- Will the suite of videos get updated?*

*A:- Yes, there will be updates of videos and notes for children will carry forward into the following year.*

*Q:- What has the children's reaction been so far?*

*A:- The children have really enjoyed watching the videos prior to activities, and it has provided a real impetus for them.*

*Q:- How detailed is the lesson planning?*

*A:- Lesson plans are really detailed, and lesson cards can be added to Class Dojo.*

Steph Crane stated that she would be keen to have a more detailed look at the software, and it was suggested that a meeting take place with Matthew Dunning in this regard.

**ACTION:-** Steph Crane and Matthew Dunning to hold a meeting to review the Complete PE Application.

Governors thanked Matthew Dunning for his presentation.

## **Grants**

Matthew Young joined the meeting to present the grants Presentation. The report was shared on the screen for Governors to review as follows:

### **Minibus**

- A Minibus would be a great addition to the school. Staff would not need a specific licence and can drive using their own licence once they have completed a short course. Risk is limited and can be mitigated with weekly checks on the van and completing a check form before each journey.
- The annual costs for maintaining a minibus is £1,700, which is only £250 greater than current expenditure of £1,450. There are plenty of sponsors available who will be able to provide 100% funding for a minibus. The minibus would also be able to be used to accommodate the overflow from a 50-seater coach, rather than the additional expense of hiring a 70-seater coach.

Governors discussed the proposal in detail.

*Q:- In terms of costings what about the depreciation over time?*

*A:- The lifespan of the bus would be seven years, and there is a requirement to keep the bus for three years. There is no risk as there will be no initial capital cost for the bus and when it is deemed no longer required it will still have some value when sold.*



*Q:- Can staff drive around sixteen children on their own insurance?*

*A:- Staff will drive on the school insurance, and not their own. Their only risk is from penalty points from driving indiscretions.*

*Q:- Does the annual cost of the bus include additional staffing requirements?*

*A:- No, but the driver will count towards staff ratio except for nursery or resource provision trips.*

The Headteacher commented that for sports trips it would require less staff than walking to the venue. Governors stated that it was a fantastic opportunity for children, with the potential for opening up for sports, music and concert trips.

**RESOLVED:-** Governors were in favour of the acquisition of the minibus through grant funding.

Angela holden left the meeting at 7:40pm.

### **Outdoors Improvements**

- The summary of quotes was reviewed for the list of improvements required for the outdoor areas.
- It was recommended that artificial grass was utilised. Independent checks had been carried out and they had been positive.
- The most cost-effective quote for each of the proposals was £68,592. This would be funded by Sports Premium £10,000, Handley Hill £7,500, planters to be made in house £1,200 and grant funding from the National Lottery £49,892.
- The key risk is the need to demonstrate community involvement to the National lottery.
- The benefits are that the Daily Mile track will be in situ with resultant health and fitness benefits. The KS1 outdoor areas and amphitheatre are able to be accessed all year round. There will be an additional outdoor teaching space and improved conditions for parents collecting from KS2. The result will be an improved outdoor aesthetic across both sites and significantly improved display facilities.

Governors discussed the proposals.

*Q:- Will there be a challenge in managing community access during the evening. This can sometimes be an issue?*

*A:- The site maintenance team has been restructured so that there is a constant presence on site and school facilities are not locked up until 7:00pm at night. The facilities could be rented out for up to three hours.*

**RESOLVED:-** Governors were in favour of proceeding with the proposed improvements to the outdoor areas.





## Onsite Swimming Pool

- Pool proposed to be on site 21st March 2022 to 15th April 2022. Based upon current covid regulations this would provide 12-hour half sessions a day. Each session would cover 12 children under current Covid rules but could rise to 15. This would cover up to 360 children if 15 per session. It would also be possible to explore wellbeing sessions for staff, possibly with evening usage.
- Current swimming provision cost is £5,600. The pool hire cost would equate to £7,000. There is also the potential to fund two holiday weeks via HAF Funding.
- The current regime takes approx. 75 mins out of school day per child per lesson. The proposal would take 45 mins, but this would be across the full school day. To mitigate disruption, it is proposed to operate two weeks of the pool during the Easter Holidays.

Governors discussed the proposals.

The Headteacher informed Governors that the view of staff was that the proposal would be less disruptive for children.

*Q:- How will the security of the pool be managed?*

*A:- The pool will be sited on the small yard and not visible from outside the school. Also, additional CCTV will be installed.*

*Q:- Will the school be insured?*

*A:- The pool supplier is insured and carries all the risk.*

A Governor stated that they would be in favour, provided another primary school that has previously hired the pool can provide a positive reference.

**RESOLVED:-** Governors were in favour of proceeding with the proposed swimming pool hire on the proviso that a positive reference is received before entering into contracts.

Matthew Young concluded the presentation by summarising the position for grant applications.

- Approved 19 grants £ 39,509
- Applied 12 grants £23,550
- In course 16 grants £100,350

Governors were unanimous in providing thanks to Matthew Young for all his efforts in supporting the school in applying for grants.





## 6. FINANCE

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

A summary was provided of the Schools Financial Value Statement (SFVS) actions and the progress of these actions.

### **Budget Report**

The latest Budget Report was reviewed by Governors. The projected carry forward figure remains at £40,319.

The deficit budget for 21/22 of £33,554 will utilise some of the carry forward available. This will still leave a positive carry forward of £6,765 at the end of 21/22.

The school is proposing employing an additional teacher to provide an additional class in either KS1 or KS2. This results in a requirement for an additional teaching room. The library is not viable, and so options being considered are to put nursery classes back together, put Year 6 in the room over the road or look to provide a portacabin style classroom.

An update can be provided once a response has been received from the LA.

### **Pupil Numbers and Admissions Report**

Children on roll as at 21<sup>st</sup> June 2021 is as follows:

NURSERY	74
RECEPTION	47
KS1	87
KS2	174
TOTAL	382

There is one Year 2 In-Year application pending and a further reception application for September.

Reception September 2021 – 44 places have been accepted. Following discussions with County admissions all children currently on the waiting list will be offered a place for September. This could then increase numbers to 51.



The Grants presentation had taken place earlier in the meeting.

## 7. ADMINISTRATION

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

## 8. LEADERSHIP AND MANAGEMENT

The following presentations had taken place earlier in the meeting.

- The Summer Term 1 School Data Analysis.
- SEND Update.
- PE Presentation.

Governors were informed that the latest KS1 report was completed and available to be reviewed in Sharepoint.

## 9. POLICIES

The following policies had been reviewed by Governors prior to the meeting and were approved:

- Mobile Phone.
- Maths.

**RESOLVED:-** That the policies reviewed prior to the meeting be approved.

The following policies were still to be reviewed by Governors:

- Toileting during Lesson time. (SC)
- Whistleblowing (Chair)
- Jewellery (SC)
- Intimate Care (SC)

**ACTION:-** The Chair and Steph Crane to review the policies indicated above and confirm approval and any amendments by e-mail.

## 10. GOVERNANCE

There were no governance matters to be reported to governors.

## 11. CURRICULUM, TEACHING AND LEARNING



There were no additional matters to be reported to governors.

## **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**

- Received the Summer Term 1 School Data Analysis.
- Received the SEND update.
- Received the PE Update.
- Received the grants Update.
- Approved the acquisition of the minibus through grant funding.
- Approved the proposed improvements to the outdoor areas.
- Approved the hire of a on-site swimming pool, subject to a satisfactory reference being obtained.
- Received the Finance Report.
- Approved the Maths and Mobile Phone Policies.

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

**The next meeting will be held on Thursday 15<sup>th</sup> July 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.	Chair to propose meeting dates for academic year 2021/22.	Next Meeting.	Open
LEADERSHIP AND MANAGEMENT	8	24/6/21	Chair/SC	Steph Crane and Matthew Dunning to hold a meeting to review the Complete PE Application.			
Policies	9	24/6/21	Chair/SC	The Chair and Steph Crane to review the policies allocated to them and confirm approval and any amendments by e-mail.			