



MINUTES OF THE FULL GOVERNING BODY MEETING
DARNHALL PRIMARY SCHOOL
HELD ON THURSDAY 15th JULY 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 | ✓ |
| 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 | Apologies |
| 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 | | Apologies |
| Mr Chris Bate | Co-opted | 09/05/2023 | | ✓ |
| Mrs Hayley Rigby | Parent | 13/02/2024 | | ✓ |
| Mr Colin Meachin | LA | 09/07/2024 | | Apologies |
| Mrs Lyndsey Tasker | Parent | 25/03/2025 | | ✓ |
| Also in Attendance | | | | |
| Stephen Ewell | Clerk to Governors | | | ✓ |

Part One Non-Confidential Minutes

1. APOLOGIES

Apologies had been received in advance of the meeting from Jen Hughes, Jackie Stringer, Steph Crane and Colin Meachin. Angela Holden joined the meeting late at 18:45pm after being delayed.

RESOLVED:

- That the apologies received be accepted.
- 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

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 24th June 2021, which had been circulated in advance of the meeting.

RESOLVED: That the non-confidential minutes of the previous meeting held on 24th June 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 | A | 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. | Dates now saved in Teams. | | Closed. |
| LEADERSHIP AND MANAGEMENT | 8 | 24/6/21 | Chair/SC | Steph Crane and Matthew Dunning to hold a meeting to review the Complete PE Application. | New PE teacher will pick this up. Defer to Autumn Term. | Autumn. | Carry Forward. |
| Policies | 9 | 24/6/21 | Chair/SC /Clerk | The Chair and Steph Crane to review the policies allocated to them and confirm approval and any amendments by e-mail. | These policies have now been ratified. | | Closed |

6. FINANCE

The Headteacher presented the Finance Report which had been shared with Governors prior to the meeting.

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 £6,734 will utilise some of the carry forward available. This will still leave a positive carry forward of £33,585 at the end of 21/22. The budget now reflects the staffing structure for September, which includes one additional teacher. There is an additional £5,600 from the Virtual School which has been provided to support a child with specific needs in Resource Provision. There are also 2 months of absence insurance claims to be received. There remain some invoices still to be processed, but no material change to the carry forward figure is anticipated.

| | 20/21 | 21/22 | 22/23 | 23/24 |
|---------------|---------|----------|----------|----------|
| In Year | £49,000 | - £6,734 | £171,824 | £228,714 |
| Carry Forward | £40,319 | £33,585 | £205,409 | £434,123 |

The school is due to receive £90 per free school meal child over the summer break. The plan is to send families a £45 voucher per child, as there is already other support for these families in place. The remaining £45 will be retained for targeted interventions in the Autumn Term for free school meal children.

Pupil Numbers and Admissions Report

Children on roll as at 14th July 2021 is as follows:

| | |
|-----------|-----|
| NURSERY | 74 |
| RECEPTION | 47 |
| KS1 | 86 |
| KS2 | 175 |
| TOTAL | 382 |

The school has exceeded PAN in Reception for next year, as following discussions with County admissions all children on the waiting list have been offered a place for September. This number could increase to 51. Total children numbers for September will be 386, and this will then increase to over 400 with further nursery school intakes in January and Easter.

There is now almost 200 more children at the school than there was in 2011. The Chair noted that this was a very positive show of confidence from the local community for the school.

7. ADMINISTRATION

The Headteacher provided an update on grant applications.



There is now over £75,000 of grants either approved or applied for, and Matthew Young was confident this figure would exceed £100,000. There had been only one rejection from OCADO for £1,000. An application is also being prepared for £100,000 of building works with Persimmon, and there is a meeting with Natasha Mulholland this week to progress this application.

The minibus design is underway and should be completed by the end of July 21. A timeline of grant applications commencing from September has also been produced.

The Chair and Governors were unanimous in their thanks to Matthew Young for all his efforts in securing grants for the school.

Angela Holden joined the meeting at 18:45pm.

8. LEADERSHIP AND MANAGEMENT

The Headteacher updated Governors on the ECM visit which had taken place on 1st July 21. The report prepared by Julie Downing had been loaded onto the SharePoint for Governors to review.

- The review had focussed on KS2 and reported a very positive picture, with only a couple of minor issues with consistency of teaching. This was related to new staff joining and the limitations on mentoring during covid social distancing.
- Hayden accompanied and observed Julie during the visit to support his CPD.
- Julie had identified from her observations that one of the children was new to class, which illustrates how the school is successful in producing consistent behaviour from the children.
- Julie also observed Resource Provision and noted the great positive response from staff, and how resilient the staff were.
- Monitoring for the school is now completed, and this was the last scheduled visit.

Governors were really impressed and stated that it was a very encouraging report and very well balanced.

Q. One of the recommendations mentions sequential lessons. What does this relate to?

A. Sequential teaching is particularly utilised in English and Maths. The aim is to ensure progress is not fragmented and to provide a clear sequence in learning. The school will look to reinforce this in History and Geography as recommended in the report.

Q. The report mentions less experienced staff not providing HA children with appropriate challenge?

A. This is in relation to higher ability children. The school will ensure new staff are clear on this going forward.



9. POLICIES

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

- Fire Procedures KS1
- Fire Procedures KS2
- Premises Management Policy
- SEND Policy 20/21
- Sex and Relationships Education Policy
- Social Media Policy
- Supporting Pupils with Medical Conditions and Administration of Medicine Policy
- Use of Force and Restraint Policy

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

It was confirmed that the following policies tabled at the previous FGB had now been ratified.

- Toileting during Lesson time
- Whistleblowing
- Jewellery
- Intimate Care

There was also a SEND Information Report and a Child Protection Crib Sheet available for Governors to review.

10. GOVERNANCE

There were no governance matters to be reported to governors.

11. CURRICULUM, TEACHING AND LEARNING

The update on the ECM visit had been discussed earlier in 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



- Received the Budget Report and noted the year end carry forward position.
- Received the grants Update.
- Received the ECM visit Update.
- Approved eight policies and noted the SEND Information Report and a Child Protection Crib Sheet.

14. DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 23rd September 2021 at 6.30pm.

Signed:Date:

ACTION PLAN

| Work Stream | Agenda No | Date Opened | Action Manager | Action | Action Update | Target Date | Status |
|---------------------------|-----------|-------------|----------------|--|---|-------------|----------------|
| LEADERSHIP AND MANAGEMENT | 8 | 24/6/21 | Chair/SC | Steph Crane and Matthew Dunning to hold a meeting to review the Complete PE Application. | New PE teacher will pick this up. Defer to Autumn Term. | Autumn. | Carry Forward. |