



MINUTES OF THE FULL GOVERNING BODY MEETING
DARNHALL PRIMARY SCHOOL
HELD ON THURSDAY 23rd SEPTEMBER 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	✓
Mrs Jen Hughes	Co-opted	08/03/2025	Vice Chair	✓
Mrs Joan Bailey	Staff	15/10/2022		✓
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		✓
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 Steph Crane.

RESOLVED:

- That the apologies received from Steph Crane 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.

The Annual Declarations Form relating to the relevant business interests and any relationships with staff members had been circulated prior to the meeting. Governors to sign the completed form electronically and return to the Clerk.

ACTION: Governors to return the Pecuniary Interest Form to the Clerk.



3. MEMBERSHIP/CONSTITUTION

Governors were informed that the proposal was to extend Joan Bailey's term of office for a period of one year.

RESOLVED:- that Joan Bailey's term of office be extended for a period of one year.

Rob Burrows informed Governors that he was intending to step down at the end of his current term of office. The forthcoming October meeting would be his final meeting.

Governors were unanimous in thanking Rob Burrows for his support and input.

4. ELECTION OF CHAIR OF GOVERNORS

The clerk reported that no nominations had been received prior to the meeting. At the meeting Mr. Strachan was nominated by governors. Mr. Strachan left the room whilst Governors took a vote, which was unanimous in favour of Mr. Strachan being appointed as Chair.

RESOLVED: that Mr. Strachan be elected as Chair of Governors for one year.

5. MINUTES OF LAST MEETING

Governors considered the non-confidential minutes of the meeting of 15th July 2021, which had been circulated in advance of the meeting.

RESOLVED: That the non-confidential minutes of the previous meeting held on 15th July 2021 were confirmed to be a true record.

The minutes would be signed electronically.

6. 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
LEADERSHIP AND MANAGEMENT	8	24/6/21	Chair/SCo	Steph Crane and Matthew Dunning to hold a meeting to review the Complete PE Application.	Matthew Dunning had emailed Steph Crane. Treat now under BAU.	Autumn	Closed.



7. FINANCE

Pupil Premium

This report is still being worked on and will be available for the next meeting.

School Sports Funding

The paper on sports funding had been circulated in advance of the meeting.

The analysis of the sports funding of £18,400 for 2021/22 was reviewed by Governors. The £10,000 allocation of funds from 2020/21 towards the Daily Mile Track was also noted by Governors.

Catch Up Funding

Governors reviewed the report summarised as follows:

Catch Up Funding £80 per child

March 2021 – 298 children	£24,960
COVID Winter Scheme grant	£5,075
COVID Local Support – June 21	£3,120
COVID Local Support – July 21	£14,220
Recovery Premium – Sept 2021	£20,155 #

The latest Recovery Premium figure was still to be confirmed, and it is anticipated the funds will be received during October. Additional Recovery Premium funds will be received in December, April and June.

Q. How is it anticipated this latest funding will be utilised?

A. The school would really like a dedicated member of staff that can have a measurable impact for the children. There are discussions ongoing with the SLT, but it is very difficult currently to secure supply staff. There will be a definitive plan formalised for October.

The Chair requested an update at the October meeting.

ACTION: Clerk to add Catch Up Recovery Plan to the October meeting Agenda.

8. LEADERSHIP AND MANAGEMENT

The Headteacher shared on screen the latest Report which had been circulated prior to the meeting.



Inset Day

The inset Day held on 1st September had focused on teamwork. Staff from both buildings were encouraged to mix with colleagues they did not know and foster a culture of teamwork. There were sessions focussing on SEND, Safeguarding and Behaviour, plus each subject lead provided an update on priorities for the forthcoming academic year.

The seven essential teamwork factors were identified as follows:

1. Communication
2. Time management
3. Problem-solving
4. Listening
5. Critical thinking
6. Collaboration
7. Leadership

There was also a focus on revisiting the OFSTD report from 2018 when the school was rated GOOD. Most of the staff at the INSET Day had not been at the school at the time of the previous inspection, so it was important to challenge the previous statements and determine if they were still applicable and consider whether the school had improved and identify any areas where improvement was required.

The Chair commented that the INSET Day was really strong leadership practice and was a good way to start the year and provide the FGB with a flavour for where the school is positioned.

Parentview

There was also a review of the outcomes from the 2020/21 ParentView. The link was provided for Governors to review, if they had not already done so.

The range of factors and behaviours that an outstanding school will display was reviewed as follows:

- A rich curriculum
- Positive attitudes towards the school by everyone
- Adding value
- Focus on the school improvement agenda
- Identify and prioritise underperforming groups
- Improving the teaching of these groups
- Prioritise target groups in the SIP



Data

The latest Reading, Writing and Maths data was reviewed by Governors.

The Data headlines were:

- Attainment in Reception is low in reading, writing and maths.
- Attainment in Years 3, 4 and 5 is particularly low. Rapid progress needs to be made in these year groups in autumn 1 in particular, as well as in all year groups where attainment needs to be moved to be closely in line with national expectations.

For Reception children remote learning has been particularly challenging, and there has also been a member of staff absent through long term sickness. Years 3,4,5 will be a focal point for applying catchup funding as well as intervention from TAs and the use of ReadWriteInc.

The Headteacher updated Governors that Tash had held a meeting with Jen Hughes on data last week, and a full presentation would be provided to Governors at the next meeting.

The school priorities for the forthcoming academic year were highlighted as follows:

Key Priority 1

Continue to raise attainment and accelerate progress in reading, writing and maths, so that it is in line with National attainment.

Key Priority 2

To continue to implement a robust curriculum which focuses on reducing the attainment gap following the COVID-19 lockdowns.

Key Priority 3

Refine assessment of both reading and writing - including peer coaching and internal moderation - to ensure accuracy of all assessments.

Key Priority 4

Continue to embed the teaching of the ReadWriteInc. programme to raise attainment in reading, writing and phonics in the EYFS, Key Stage 1 and identified pupils in Key Stage 2.

Key Priority 5

To implement across the school and the community the 'No Outsiders' approach

Key Priority 6

To ensure SRE is being delivered

Key Priority 7

To develop the pupil leadership team through the School Council, Well-being Workers, Safety Officers and WEP Pupil Forum so that pupils' voice impacts on school improvement



Key Priority 8

To continue to embed the new EYFS revised framework as an early adopter school – ensuring that all pupils make appropriate levels of progress in relation to their starting points and raise the percentage of children achieving a GLD in the EYFS.

Key Priority 9

To continue to implement the government funded NELI programme to improve spoken language and oracy at Foundation Stage 2.

Key Priority 10

To continue to develop and refine school's assessment practices, including the efficiency and accuracy of the school's assessment procedures and tracking systems, and the assessment of the EYFS under the new assessment framework, to ensure that high quality teaching leads to success.

Key Priority 11

To develop a strategic plan to ensure that the suitability of the sites meets the needs of our learners, staff team, community and long-term vision.

Governors thanked the Headteacher for the comprehensive presentation and noted that it was very encouraging that all staff were on board.

The Chair stated that it was very positive that parents were now choosing the school on reputation, and this would lead to some challenges because of parent expectations.

The remaining discussions under this item are transcribed in the Part Two Minutes.

9. ADMINISTRATION

There were no administration matters to be discussed.

The Headteacher left the meeting at 19:40pm.

10. POLICIES

There were three policies due to be tabled at the meeting for approval per the policy matrix timetable.

- Safeguarding and Child Protection
- Staff Discipline and Grievance Policy
- Charging and Remissions Policy



ACTION: Chair to liaise with Helen Young to establish the status of the three policies.

The Critical Incident Plan will be reviewed at the October meeting.

11. SFVS

The SFVS Actions Summary will be reviewed in October.

12. CURRICULUM, TEACHING AND LEARNING

Governors discussed the Alternative Spaces Project. The Chair suggested that this item should be picked up in school building resources within the priority plan. A meeting had taken place with the Local Authority (LA) Educational Infrastructure Team which covers all of CWAC. They had stated that there is unlikely to be any capital expenditure funds available to the school for the project. They had visited site recently, and the potential to move to one site is unlikely to be supported by the LA.

It is recognised that the school requires an updated Strategic Plan for School Premises. There is a Development Meeting planned for November, and a further update will be available following this.

13. GOVERNANCE

Governors discussed the Code of Conduct form.

ACTION: Clerk to compare the latest NGA recommended form against the Darnhall version, to ascertain if there are any differences.

14. COMMUNICATIONS TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

- School open day will be held on 4th October.
- The Chair and Headteacher had held a meeting with Matthew Young on Grants, to ensure the focus on securing grants is aligned with the overall school development strategy.
- The Chair will be supporting Years 3 and 4 undertaking a litter pick at school on 13th October 21.

15. DECISION SUMMARY

- that Joan Bailey's term of office be extended for a period of one year.
- that Mr. Strachan be elected as Chair of Governors for one year.
- to receive the Sports Premium Report.
- to receive the Catchup Premium Report.
- to receive the Headteachers Report.



16. DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 21st October 2021 at 6.30pm.

Signed:Date:

ACTION PLAN

Work Stream	Agenda No	Date Opened	Action Manager	Action	Target Date	Status
Pecuniary Interest	2	23/9/21	Governors	Governors to return the Pecuniary Interest Form to the Clerk.	ASAP	
Finance	7	23/9/21	Clerk	Clerk to add Catch Up Recovery Plan to the October meeting Agenda.	October Meeting	
Policies	10	23/9/21	Chair	Chair to liaise with Helen Young to establish the status of the three policies.	October Meeting	
Governance	13	23/9/21	Clerk	Clerk to compare the latest NGA recommended form against the Darnhall version, to ascertain if there are any differences.	ASAP	