



MINUTES OF THE FULL GOVERNING BODY MEETING
DARNHALL PRIMARY SCHOOL
HELD ON THURSDAY 25th NOVEMBER 2021 AT 6.30pm

Members of the Governing Body

Name	Category of Governor	Date of end of tenure	Designated Role	Attended
Mrs Sarah Tomlinson	Headteacher		Headteacher	✓
Mr Richard Strachan	Co-opted	19/05/2024	Chair	✓
Mrs Angela Holden	Co-opted	20/05/2025		✓
Ms Jackie Stringer	Co-opted	20/05/2025	Vice Chair	✓
Mrs Jen Hughes	Co-opted	08/03/2025	Vice Chair	✓
Ms Chloe Lupton	Staff	21/10/2025		✓
Mrs Steph Moody	Co-opted	09/05/2023		Apologies
Mr Chris Bate	Co-opted	09/05/2023		Apologies
Mrs Hayley Rigby	Parent	13/02/2024		✓
Mr Colin Meachin	LA	09/07/2024		✓
Mrs Lyndsey Tasker	Parent	25/03/2025		✓
Vacancy	Co-opted			
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 Moody and Chris Bate.

RESOLVED:

- That the apologies received from Steph Moody and Chris Bate are 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



There were no changes in membership since the previous meeting. Governors considered the Co-opted vacancy, and the Chair requested that if governors knew of any interested candidates, then please forward the details to the Chair.

4. MINUTES OF PREVIOUS MEETING

Governors considered the non-confidential minutes of the meeting of 21st October 2021, which had been circulated in advance of the meeting.

RESOLVED: That the non-confidential minutes of the previous meeting held on 21st October 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		Date Opened	Action Manager	Action	Action Update	Status
Pecuniary Interest	2	23/9/21	Governors	Governors to return the Pecuniary Interest Form to the Clerk.	ASAP	Completed
Policies	10	23/9/21	Chair	Chair to liaise with Helen Young to establish the status of the three policies.	October Meeting	Headteacher to liaise with Helen Young. Completed.

6. FINANCE/BUSINESS SUPPORT MATTERS

Benchmarking

The benchmarking exercise had been discussed at the Governors Development meeting, and the headteacher has a meeting scheduled this week with Jackie Stringer to discuss progress.

Health and Safety

The comprehensive Health and Safety Review document prepared by Helen Young had been circulated in advance of the meeting. The report had been prepared on 9th November 2021 in conjunction with Jon Siddorn, the Health and Safety Adviser.



Governors reviewed the report and noted that a series of actions had been identified, but no major issues had been highlighted. There was a requirement identified to acquire separate water stations for providing drinking water, and the School Business Manager had been asked to secure some quotes for providing these. There were no issues identified with the paperwork and processes.

Q. *Is the outdoor play equipment overdue for a service?*

A. *Yes, there is a backlog resulting from covid. It has been inspected, but the school is trying to arrange an official service.*

RESOLVED: Governors received the Health and Safety Review Report.

7. TEACHING AND LEARNING

Autumn Term Attendance Report

The latest Attendance Report prepared by Katie Harrop was reviewed by Governors.

Whole school attendance from September to date is 93.6%. Katie Harrop has met with the Education Welfare Officer twice to review children with attendance below 90%. Feedback from meetings has been positive.

Last academic year children awaiting results for Covid tests were recorded on school registers as an X code. This code did not affect the child's attendance and therefore did not affect the overall school percentage attendance. From September, new guidance from the Department for Education stated children awaiting results for a PCR test should still be coded an X, however if Covid is confirmed, the absence is now recorded as an I code. The I code now impacts on the child's attendance and the whole school attendance. This has pushed school attendance down to 93.6%.

The school continues to contact parents to ensure they get their children back in school as quickly as possible.

58 children on roll are currently classed as a persistent absentee, which is 20% of school compulsory aged children. Of those 58 below is a breakdown.

- Three of these children have now gone to another school, and one parent has moved to home schooling.
- One child is currently not in education until a SEN school is identified, and one is under monitoring.
- There are also fourteen covid related absentees that have tripped over to persistent absence this term.
- There remain two children who have shown no improvement in attendance despite school support.

Jen Hughes will meet up with Katie next week to discuss attendance.

Q. *How many days off school does 10% absence equate to?*



A. Around half a day a week. When term time holidays are taken this causes a big problem with attendance figures.

The Chair noted that as well as the children, the parents often have a big influence on attendance.

Exclusions

The latest Exclusions Report was reviewed by Governors.

The Headteacher updated Governors that the school was currently recording a high level of exclusions. The children have had difficulty in some cases in settling back into a routine.

There is a difficult Year 4 class with three children who have exhibited behaviour issues, and the Deputy Headteacher is now teaching the class in the mornings and the exclusions have gone down. One child is no longer in school, and a second child is now at risk of permanent exclusion, which is always a last resort.

There is a child due to join the school who is fostered currently. The school will receive £15k of funding to support the transition into school, and this will enable the school to provide all the support required. There is also the potential for the child to be awarded an EHCP.

The Chair noted that it was important that children were given every possible chance in the school, and also as a Governing Board we need to support the interventions from the school. The school has very strong behaviour management skills.

Equality and Diversity

The Headteacher provided Governors with an update on Equality and Diversity, which is covered within the Self Evaluation Summary. The school is promoting *No Outsiders*, and it is anticipated that the School Council can present on this subject to the February FGB meeting.

There have been some low level racial incidents which the school is managing and has logged on the CPOMS system.

RESOLVED: Governors received the Autumn Term Attendance Report, the Exclusions Report and the Equality and Diversity update.

8. POLICIES

The following policies have been circulated prior to the meeting for Governors to review.

- SEND Policy 21-22



- SEND Information Report 21-22
- Child Protection Crib Sheet
- Social Media Policy
- Fire Procedures KS1
- Fire Procedures KS2
- Premises Management Policy
- Supporting Pupils with Medical Conditions Policy.
- Use of Force and Restraint Policy

Steph Moody had reviewed the Social Media Policy and indicated a small change was required. The Fire Procedures will be changed so the policies incorporate roles of individuals rather than the names of individuals. In terms of the Force and Restraint Policy it was confirmed that training records are kept for all trained staff and were up to date.

RESOLVED: Governors approved the above policies on the basis of incorporation of the changes identified at the meeting.

The following policies had also been reviewed by Governors.

The Pay Policy was a generic policy which had been reviewed by Jen Hughes. There were some additional amendments to be made and the policy should be ready in the next few days.

The Sex and Relationships Education Policy still requires further review from Jen Hughes.

9. GOVERNANCE

Governors discussed the outputs from the Governors Development Discussion which had taken place face to face on the 11th November 21. The output notes from the discussion had been prepared by the chair and Jackie Stringer, and circulated prior to the meeting.

- Edward Timpson MP is to visit the school on 18th February 22.
- In addition, the Chair had spoken with Malcolm Gaskell CWAC Councillor.
- The Headteacher had held a conversation with Ann Gill (ASIA) and two local schools had recently had an Ofsted inspection. There is a trend for schools whose data in 2019 was not strong to receive an Ofsted inspection, so it was important the school was Ofsted ready. There has been no update from the two recent Ofsted inspections as yet.
- The ASIA visit is due to take place in January, and some areas of subject leadership do require development.
- The school priorities have been recorded on a laminated card to keep staff focused.



The Headteacher noted that there was a requirement to hold a Leadership Meeting with Governors, where Governors can work with the Leadership Team to ensure the school is Ofsted ready. The meeting would need to take place in January 22.

Following the discussion, the meeting was set for Tuesday 25th January from 5:00pm to 7:00pm.

The key objectives of the 5 Year Strategic Plan were reviewed by governors.

- Robust Accountability
- Financial Probity - Governors Responsibility
- Setting Strategic Direction.

The long-term view would be that Darnhall should be a single site mainstream school with a special needs provision on the KS1 site, however, in the context of a 5 year plan the two key requirements identified are to improve functionality of the existing site and review the administration to reflect the growing school.

Further items of focus from the Development Discussion were as follows:

1. Administration

To ensure the school administration function is robust enough to support the increase in student numbers and complexities of the school.

2. Building and Infrastructure

The buildings are currently not fit for purpose and there are no capital reserves in the budget as these have been used for teaching and learning. Therefore, capital investment is required urgently.

The main issue is a lack of break out rooms and spaces for small group work and individual interventions. A survey will take place to determine demand for break out spaces and whether the current provision is fit for purpose.

3. Wrap Around School Provision

The school is facing increasing need for holiday provision, pre- and post-school provision and additional 30-hour places as parents return to the workplace. There is a need to develop the home hub to accommodate more children.

Jackie Stringer will lead on redrafting the Governors Strategic Plan following the discussions at the meeting, to create a more formal document.



10. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

The Chair informed Governors that he had given approval for the survey of breakout spaces in school to go ahead.

11. DECISION SUMMARY

- to receive Health and Safety Review
- to receive the Autumn Term Attendance Report
- to receive the Exclusions Report
- to receive the Equality and Diversity update.
- to approve the nine policies presented to the meeting.
- to receive the outputs from the Governors Development Discussion.

12. DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 20th January 2021 at 6.30pm.

Signed:Date:

ACTION PLAN

Work Stream	Agenda No	Date Opened	Action Manager	Action	Target Date	Status