

**MINUTES OF A MEETING OF THE GOVERNING BODY OF DARNHALL PRIMARY SCHOOL HELD AT THE SCHOOL ON THE 21<sup>ST</sup> SEPTEMBER 2016.**

**Present:**                    **Mr R Strachan**                    **Chair**  
                                     **Mrs J Bailey**  
                                     **Mrs S Tomlinson**                **Headteacher**  
                                     **Mrs A Holden**  
                                     **Mr A Woods**

**In attendance:**        **Mrs A Broome**                    **Clerk to the Governors**

**PART ONE**

**1. APOLOGIES**

RESOLVED: that

Apologies were received and accepted from Mr Greenway-Jones, Mrs Robinson and Mrs Stringer.

There was not any apologies received from Mr Cooke.

**2. CONFLICT OF INTEREST**

RESOLVED: that

No conflicts of interest were declared.

**3. MINUTES**

RESOLVED: that

The part one minutes of the meeting held on the 13<sup>th</sup> July 2016 be confirmed as a correct record and signed by the Chair.

**4. MATTERS ARISING**

The Action Tracker Part One has been updated as necessary.

**5. SCHOOL PERFORMANCE**

**Overview/Update**

**Headline results & analysis**

Governors were given a document which shows the Early Years Good Level of Development and the upward trend from 2012-2016. The School reported this year as 72.2% with the LA showing as 71% and the National level not confirmed yet, it is expected at the end of October.

The document also showed Key Stage 1 data with good results, the national have not been released yet.

Key Stage 2 shows the School is at national level for Maths, above national in SPaG, slightly under national for Reading and considerably lower than national in Writing although this is across the board in many other Schools as it was teacher assessed and many believe this was too harshly marked.

Early Years Good Level of Development (GLD) Data Summary 2016							
	National		Local Authority		School		
GLD	?		71.0%		72.2%		

Key Stage 1 Data Summary 2016							
	Below Expected (School inc SEND)	At Expected (School inc SEND)	At or Above Expected (School inc SEND)	At or Above Expected (School exc SEND)	Above Expected (School inc SEND)	At or Above Expected (National)	SEND within Cohort
Maths	38% (10 children)	46% (12 children)	62% (16 children)	93% (13 children)	15% (4 children)	73%	46% (12 children)
Reading	27% (7 children)	50% (13 children)	73% (19 children)	100% (14 children)	23% (6 children)	74%	
Writing	42% (11 children)	50% (13 children)	58% (15 children)	93% (13 children)	8% (2 children)	66%	

Key Stage 2 Data Summary 2016						
	Below Expected (School inc SEND)	At Expected (School inc SEND)	At Expected (School exc SEND)	More Able Scaled Score 110+ (School)	At Expected (National)	SEND within Cohort
Maths	30% (11 children)	70% (26 children)	80% (19 children)	5% (2 children)	70%	38% (14 children)
Reading	38% (14 children)	62% (23 children)	84% (20 children)	14% (5 children)	66%	
Writing	46% (17 children)	54% (20 children)	67% (16 children)	0% (0 children) *	74%	
SPaG	24% (9 children)	76% (28 children)	92% (22 children)	19% (7 children)	72%	

\* Attainment Score

# 2016

RESOLVED; that

The above information is now on the School website.

**ACTION;**

HT will compile a comparable SATs data document for the last three years.

### Setting & agreeing pupil targets

Governors were given a Primary accountability document from the DfE which will be considered in more detail at the Lead Inspector training and the next FGB meeting.

**ACTION;**

The above to be added to the next FGB meeting agenda.

### Agree Key Performance Indicators(KPI)/baseline data

#### Pupil attainment

Governors were given an end of KS2 predication school leavers' 2016/17 document from Target Tracker.

It was acknowledged that Writing is an area that must be improved.

**GQ; does the School have a Writing Strategy? HT advised that she and Mrs Dilnot are working on this currently and a new spelling scheme is being introduced. Writing is a focus in the SDP and teacher appraisal.**

**GQ; do children see the relevance of writing and how important this remains, particularly as nowadays much is completed digitally?**

**HT acknowledged the question and believes it is crucial to capture the children's interests to inspire them to want to write. This is a whole school focus.**

HT advised that Writing historically has been lower across the School and whilst other local schools have introduced Talk for Writing, this school has not and cannot consider this due to the high costs involved at present. Staff have had access to high quality CPD last year and the Subject Leader has planned and delivered in-house training too.

HT plans to link up with a local School, St Johns and to do writing moderation regularly. This was undertaken last year but it was with many schools across Winsford and didn't work well due to the number of schools involved. HT is determined to raise the level of attainment in writing this year.

### Quality of Teaching & Learning

Governors were given a School Monitoring Schedule for the Autumn term 2016/17 which included two learning walks which involves Governors.

### Absence (pupil & staff)

HT acknowledged that there have been some Staff issues with absence and she advised that CWAC HR will be visiting the School next week to speak to the Staff about the process. Absences have been mainly due to major operations.

### Behaviour

HT advised that there has been analysis completed in School of the DoJo behaviour toolkit which has proved very useful and worthwhile. The Lead Behaviour Professional is using this information to track children.

### Leadership

All Staff have Performance Management interviews and this included HT.

### Parent participation/satisfaction

All parents are asked to complete the parent survey whilst they are at parents evening and this works well. This will be repeated in November.

### Pupil Voice/satisfaction

The School has collated much evidence of this as discussed at a previous meeting. Chair is also involved with the School Council.

### *ACTION;*

*Chair will email Jenny Rowland to arrange to attend a School Council meeting which take place on Monday 17<sup>th</sup> Oct and every second Monday (unless a school holiday)*

### Partnership activities

The School has much evidence of the CPD that has taken place within the WEP.

### **Pupil NOR**

Governors were given a document which shows there are now 286 pupils at the School which includes the Resource Provision. This is an increase from last year from 269.

**GQ; As the document shows numbers of children in each year why has there been such an increase in FS2 year group? HT advised that the Nursery numbers continue to increase and this means children are continuing to stay with the School.**

**Governors challenged that there are some difficult numbers of children in many classes and this is why it continues to cost the School so much in Staffing costs as 36 children in one-year group means two classes of 18. HT acknowledged this and advised that this information will be included in the Strategic space and response planning document.**



## **Attendance**

This currently stands at 95.9% at the end of the school year. HT advised that due to safeguarding demand on the Family Support Worker attendance process will now be managed by TA Tina Brittain for twelve months who has taken an internal career development opportunity to lead on this and nurture work.

## **6. SCHOOL DEVELOPMENT**

### **Current Focus**

Chair spoke to Governors about the meeting that he and HT had attended with Jan Hewitt (CWAC) when she had visited the School today. It is unfortunate that the School is not on any long term plan with CWAC as the PAN stands at 65 and they are only concerned with Schools that are breaking their PAN and cannot meet parental preference.

Going forward, HT and Chair will prepare a Strategic space and response planning document which will include details about the problems being faced by the School having a split site. Details will include that the School has no professional meeting space, inadequate office space, very limited scope for classroom expansion and inadequate storage space. Also to be identified; are health and safety issues in the Early Years building with regard to space for school lunches and the area that is used to serve them with a trolley left in the hall that is very hot and a potential danger to children.

HT is keen to invite Mark Parkinson to the School so that he can see the School in action on both sites on a daily basis. Chair suggested a visit by Steven Burns, the local Councillor for the area may assist in raising awareness of the school's achievements and challenges.

#### **ACTION;**

*HT will endeavour to arrange for Mark Parkinson to visit the School.*

## **7. CURRICULUM**

### **Overview/Update**

Mrs Holden gave Governors an overview of the Maths Learning Walk that she had completed with Chair on the 12<sup>th</sup> September. It was acknowledged that at this visit it was difficult to make a good analysis as it was so early in the term, although the children were very engaged in class and the colour coding throughout the School is very good. Therefore, it was judged more as a Benchmarking exercise and another visit will be completed later in the year. Both have given feedback to HT of their visit.

#### **RESOLVED; that**

The next Maths Learning walk will take place on Wednesday 25<sup>th</sup> January at 9.30am.  
The next Learning Walk, Rile of the TA, will take place on the 30<sup>th</sup> November at 9.30am.

#### **ACTION;**

*All Governors are encouraged to contact HT regarding their availability for the above Learning Walks which enables Governors to fulfil their statutory duties and responsibilities.*

**ACTION;**

*The Clerk sent some useful information to the HT and Chair regarding Governor visits. HT will send out some guidance and information regarding the above to Governors.*

**8. BEHAVIOUR**

There was nothing to report under this item.

**9. HEALTH & SAFETY**

There was nothing to report under this item.

**10. FINANCE**

There was nothing to report under this item.

**11. PREMISES**

There was nothing to report under this item.

**12. GOVERNANCE**

**Election of Chair**

Governors agreed that the term of office for the Chair of Governors would be one year.

Mr Strachan self-nominated for the position of Chair. There were no other nominations forthcoming.

RESOLVED; that

Governors approved that Mr Strachan will be Chair of Governors for a one-year term.

**Election of Vice Chair**

Governors agreed that the term of office for the Vice Chair of Governors would be one year.

Mr Woods self-nominated for the position of Chair. There were no other nominations forthcoming.

RESOLVED; that

Governors approved that Mr Woods will be Chair of Governors for a one-year term.

Named Governors for the following are:

Child Protection/Safeguarding/CIC – Mr Strachan, Deputy Mr Greenway-Jones

SEND – Mrs Stringer

Pupil Premium – Mr Cooke

Health & Safety – Mr Woods

It was acknowledged that there are two Co-opted Governor and one LA Governor vacancies.

**ACTION;**

*HT will approach a suitable candidate to ask if they would be prepared to take on one of the roles.*

Details of the vacancies will also be added to the School Facebook page.

A Staff election will take place this term as Mrs Bailey's term expires on the 16<sup>th</sup> October.

HT reminded Governors that the Meet the Lead Inspector training will take place on Thursday 29<sup>th</sup> September.

HT advised Governors that a document has been prepared which will be added to the School webpage about What is the role of our School Governors? This will also include any pecuniary interest details for Governors that are a statutory requirement. HT reminded Governors about providing their up to date photograph to be included as well.

**13. TOPICAL**

**ACTION;**

*HT, Chair and Vice Chair will meet on the 24<sup>th</sup> October at 9.30am to review the agenda items for the forthcoming year and feedback the information to the Clerk.*

**14. PERIODICAL**

**ACTION;**

*Governors were given the Critical Incident Management Plan which includes personal telephone numbers of Staff and Governors. This should be checked immediately and any issues or wrong details must be reported to the School Admin by Monday 26<sup>th</sup> September at the latest.*


**RESOLVED;** that

Governors will be given a final copy of this document by email, but it will be password protected.

**15. DATE, TIME AND PLACE OF THE NEXT MEETING**

To confirm that the next Full Governing Body meeting will be held on:

**Thursday 27<sup>th</sup> October at 6.30pm at the School, Early Years building.**

----- Chair

27/10/2016----- Dated



## ACTION MATRIX

Work Stream	Action No.	Date opened	Action Manager	Action	Action Update	Target Date	Status
Health & Safety overview for Staff	1	15/10/15	HT & Vice Chair	To arrange for the Vice Chair to come into school to give Staff an overview on health and safety	The date was confirmed as Thursday 20 <sup>th</sup> October.		Closed
Split Site	2	25.2.16	HT, Chair VChair	To engage with CWAC about the ongoing difficulties with the split site of the Schools and how building maintenance and improvement is becoming increasingly difficult to manage within budget	Chair advised that he and the HT had met with Jan Hewitt CWAC on the 21 <sup>st</sup> September and as a result of their discussions the School will be putting together a Strategic space and response planning document and the split site issues will be part of this work.	Ongoing	Open
Arrange Learning Walk for Maths	3	12.5.16	HT	To arrange a date for the Maths Learning Walk	This was completed by Mrs Holden and Chair.		Closed
SDP	4	12.5.16	HT,DHT Chair	A meeting will be arranged to add further information regarding the Community	HT and Chair will meet on the 22/9 and 21/10 to work on this document. HT will ensure that an overview document will be on the School website at the latest Tuesday 27 <sup>th</sup> September.	27.10.16	Open
Darnhall Trust	5	13.7.16	Chair	HT will make enquiries to see if the School could qualify for some funding for School trips	HT will check with School Admin that the application has been sent to Robin Wood and not the Chairman's Trust.	27.10.16	Open
Safer Recruitment	6	13.7.16	Chair	Chair and Mrs Robinson will forward their Safer Recruitment certificates to HT	HT will ask School Admin to contact ECM for copies of the certificates.		Closed
Governance	7	13.7.16	Chair & HT	Chair will try to make enquiries with the local Chamber of Commerce to attract two Governors with the skills required.	Regarding the LA & Co-opted Governor vacancies, HT will approach a suitable candidate to ask if they would be prepared to take on the role. Details will also be added to the School Facebook page A Staff election will be held as Mrs Baileys term will expire on the 16/10/16.	27.10.16	Open
Meet the Lead Inspector training	8	13.7.16	All	Governors are invited to attend this training on the 29 <sup>th</sup> September	HT advised that there are 8 or 9 definite Governors attending but it would be advantageous to have more to break even on the cost.		Closed
Agenda setting	9	13.7.16	HT, Chair, V Chair	To meet to review the Governing Body agendas for new academic year.	HT, Chair and Vice Chair will meet on the 24/10/16 at 9.30am to discuss this.	27.10.16	Open
Outdoor Pursuits	10	21.9.16	HT	Governors considered this are of learning and believe it would be useful for HT to pursue this.	HT will make enquires with Broomheath Planation and Dairy House Farm.	27.10.16	Open

SATS	11	21.9.16	HT	HT will compile a SATs data document for last 3 years.		27.10.16	Open
Setting & agreeing pupil targets	12	21.9.16	HT	To add this information to the agenda for the FGB Meeting on 27.10.16.		27.10.16	Open
School Council	13	21.9.16	Chair	Chair to email Jenny Rowland to arrange a date to meet with the School Council.		27.10.16	Open
Mark Parkinson visit	14	21.9.16	HT	To liaise with CWAC regarding Mark Parkinson visiting the School.		27.10.16	Open
Learning Walks	15	21.9.16	HT Govs.	HT will send out some information to Governors regarding Governor visit protocol.  To contact HT to arrange to take part in a Learning Walk at the school.		27.10.16	Open