



**MINUTES OF A MEETING OF THE GOVERNING BODY OF DARNHALL PRIMARY SCHOOL HELD AT THE SCHOOL ON THE 29<sup>TH</sup> NOVEMBER 2016.**

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

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

**PART ONE**

**1. APOLOGIES**

RESOLVED: that  
There were not any apologies received from Mr Greenway-Jones and Mr Cooke at the time of the meeting.

**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 27<sup>th</sup> October 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**

There was nothing to report under this item.

**6. SCHOOL DEVELOPMENT**

HT gave Governors paper copies of the Staff Meeting power point demonstration that had taken place prior to this meeting. She highlighted that discussion had centred around the school evaluation process, the Raise on Line 2016, the school data, the SES outcomes and the SDP.

To help Governors understand the process better, HT also provided Governors with paper copies of the Raise on Line summary, School priorities for 2016/17, and the SDP 2016/17. She reiterated that the SDP will also go onto the school website.

*GQ; how have the Staff reacted to the documents and priorities? HT advised that Staff have been briefed and fully understand what is required from them over 2016/17.*

*GQ; how is this being addressed? HT advised that the school are embarking on a Writing development project across the curriculum with an 18-month programme starting on Thursday 1<sup>st</sup> December with small groups of staff.*



*GQ; will this just be writing? HT advised not just comprehension, it will cover all aspects of handwriting, and the content of writing and using correct grammar as well as incorporating SPAG.*

*GQ; it can sometimes be difficult for a non-teaching professional to understand how children can complete SPAG, phonics, good letter formation etc. and then find it difficult to not be able to pull this all together to perform well as a whole.*

*HT acknowledged this point and thanked the Governor for their observation, however all teachers need to be consistent with the whole school approach to improve writing. There will also be a phonics overview training event for parents early next year as this is needed to encourage parents to help their children.*

*GQ: is there a CPD gap in teacher's knowledge? HT advised that all this will be covered as part of the writing development programme.*

## **Discussion moved to Part Two**

### **7. CURRICULUM**

There was nothing to report under this item.

### **8. BEHAVIOUR**

There was nothing to report under this item.

### **9. HEALTH & SAFETY**

There was nothing to report under this item.

### **10. FINANCE**

Governors were given a paper copy of the up to date budget overview at the School. This clearly shows a projected carry forward of a deficit of nearly £8.5k for 2016/17, showing further deficit into future years as well.

HT advised Governors that to raise the attainment in some year groups she needs to recruit more staff. Her proposal was 1 TA for 23 hours per week to focus on phonics in year 1, a HLTA in year 6 to work with small groups of pupils and a TA for 33.5 hours in years 5 & 6 to help pupil premium children and the more able pupils and these are needed from January 2017 if they are to have impact in a short period of time.

*The Vice Chair voiced concern at taking on more staff whilst the budget shows a deficit at the same time as acknowledging the valid reasons for this. He is particularly concerned that if the financial position continues, Governors will be asked to set a deficit budget in April 2017. Other Governors had some reservations and believe more advice should be sought.*

*Vice Chair also questioned whether when the budget setting is being considered could the staffing costs only be included for 18 months as this is the projected time frame for when the staff are required.*



**ACTION;**

HT will need to speak to CWAC Finance about how likely it is that a deficit budget could be set in April 2017 and about staffing costs for a future period being apportioned accordingly.

If HT can complete the above action she will then email the Governing Body with the financial projection for the next three years.

Governors agreed that when Chair and Vice Chair have seen the figures in detail they will then be in position to approve any staffing recruitment as discussed previously.

**11. PREMISES**

There was nothing to report under this item.

**12. GOVERNANCE**

RESOLVED; that

Ms S Williams was approved by Governors as the Staff Co-opted Governor for a four-year term.

There remain vacancies for another Co-opted Governor and a LA Governor.

Chair raised the issue that two Governors still do not have valid DBS checks in place and this is putting the school in a possible vulnerable position if they had a visit from Ofsted imminently. Both Governors have been chased up many times to provide the information to the School Bursar but to no avail.

Chair believes that as this is a statutory requirement there is no other alternative at this point other than to suspend the two Governors. He reiterated that both had been spoken to and are aware that this discussion will be taking place at the meeting tonight.

**ACTION;**

Following discussion and unanimous decision from Governors, Chair will email and send a recorded delivery letter to both Governors advising them of the discussion that has taken place at the meeting tonight. He will offer them 10 working days from tomorrow to complete the DBS process, this will be the 14<sup>th</sup> December 2016, otherwise both Governors will be suspended from the Governing Body.

**13. TOPICAL**

There was nothing to report under this item.

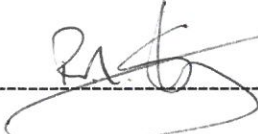
**14. PERIODICAL**

There was nothing to report under this item.

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

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

**Thursday 19<sup>th</sup> January 2017 at 6.30pm. Venue TBA.**

  
----- Chair

19/01/2017  
----- 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.  The above meeting was cancelled and will now be rearranged. Date will be in the spring term and Mr Woods will liaise with the Bursar.	Spring term 17	Open
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.  HT, Chair and Vice Chair have met to discuss options and a plan will be drafted by in the early spring term.	19-01.17	Open
Governance	3	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  Sarah Williams was co-opted as a Governor at the meeting.  Chair has been in discussion with a member of the local community who may be interested in the Co-opted Governor role. There remains a LA vacancy.	Spring term 17	Ongoing
School Council	4	21.9.16	Chair	Chair to email Jenny Rowland to arrange a date to meet with the School Council.  HT suggested a School values presentation from the School Council	HT advised that now Jenny Rowland has resigned, this responsibility will be held by Alison Robinson again.  A date will be arranged for later in the spring term.	Spring term 17	Open
Mark Parkinson visit	5	21.9.16	HT	To liaise with CWAC regarding Mark Parkinson visiting the School.	Chair advised that a visit to the school is important so that he can be presented with the strategic review for the school.  HT will endeavour to arrange a visit to the school in early March and before the FGB meeting on the 22 <sup>nd</sup> March 2017.	Early March 2017	Open
Learning Walks	6	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.	Governors should advise HT if they can attend the learning walk - 'Maths' on the 25 <sup>th</sup> January at 9.15am.  Chair will send a reminder to Governors about these dates.	19.01.17	Open