



MINUTES OF A MEETING OF THE GOVERNING BODY OF DARNHALL PRIMARY SCHOOL HELD AT THE SCHOOL ON THE 19TH JANUARY 2017.

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:	Ms J Stringer	
	Mrs A Broome	Clerk to the Governors
	Mr D Kindon	Year 1 Teacher

PART ONE

1. APOLOGIES

RESOLVED: that
All Governors were present.

2. DECLARATION OF PECUNIARY INTEREST

Governors were asked to declare any conflicts of interest in connection with the business to be discussed at this meeting or any changes in their circumstances.

RESOLVED: that
There were no declarations of interest declared.

3. MINUTES

RESOLVED: that
The part one minutes of the meeting held on the 29th November 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.

The agenda was altered slightly so that Mr Kindon could present to Governors the Live Computing presentation linked to the SDP listed under Curriculum of the agenda.

Governors were also given a paper copy of the presentation for reference purposes.

GQ; what does the school use for programming? Mr Kindon advised that in KS1 it is lots of unplugged activities, where as in KS2 the school uses the Scratch programme.

The school uses the I Pads for learning as much as possible, however they only have one set of IPads for the Sandyhill Road site , (none in EYFS) and they are stored very covertly as the risk of them getting stolen is great and it would cost in excess of £10k to replace them.

Mr Woods arrived at 6.45pm.



Governors used the iPads to look at the videos that the children had made which gives information about what is available on the school website and this is linked to Writing in the SDP, with plans to link it to other areas in literacy and numeracy.

GQ; are the iPads leased or purchased? And is there a plan in place for replacing them as necessary? Mr Kindon advised they had been purchased and HT advised that this is something that needs to be raised at the budget meeting as currently there is not a plan in place.

A Governor also advised that there needs to be consideration given as to whether the school continue to use Apple equipment or whether Android devices could be considered in the future as their performance is similar.

A Governor advised that the BETT (British Educational Training and Technology) show is taking place in London next week and it may be useful if Mr Kindon could attend.

ACTION;

HT advised that this would be discussed further and she is hopeful that he can attend.

Mrs Holden arrived at 6.50pm.

Mr Kindon is very pleased with the progress made in E Safety at the school as they were the first school in Winsford that the PSCO attended an event with all KS1 and KS2 children. An E Safety day is also due to take place on the 7th February and the children have recently entered an E Safety video into a national competition.

GQ; has the E Safety message been rolled out to parents again recently? Mr Kindon and HT agreed that this does need to be considered again and it would be useful if the event could be shared with other schools so their parents could get involved as well.

ACTION;

To plan an E Safety evening for parents with participation from other schools as well.

Chair will speak to the E Safety junior officers at the school. This will be documented as it is good evidence for Ofsted.

Mr Kindon asked Governors to use the iPads to access the new School website that is using School spider. This has proved to be very useful and is easy to update. HT noted that not all Staff have iPads to be able to take photographs that can easily be uploaded to the website which is regrettable but again due to financial implications.

Going forward it is planned that all parents/ children/governors will have log ins to the school website as this will mean that homework can be set this way and Governors could have access to passworded documents.

GQ; is there a visitor counter on the school website? Mr Kindon will look into this.

GQ; are policies stored on the school website? HT advised yes, public documents and the Bursar updates as necessary.

Governors gave thanks to Mr Kindon and he left the meeting at 7.20pm

5. SCHOOL PERFORMANCE

Overview/Update – Pupil Progress Sept – Dec 2016 with focus on vulnerable groups

HT will present this data at the February Governor meeting as the report prepared was not fit for purpose.

Discussion moved to Part Two.

Attendance

Governors were presented with a document which details that attendance has fallen by 0.9% on the same period as last year. There were also points to consider why some significant issues have affected the attendance figures.

GQ; can Governors do anything to help? HT advised that the responsibility for attendance has recently been taken over by Tina Brittain and takes a considerable time to manage. She has detailed how she plans to move forward with managing attendance in the future.

Governor observation: Whilst it is imperative to continue to strive for 100% attendance, it is realistic to expect some children to have long term medical conditions which will affect overall attendance. HT advised that the main idea is that this information is presented to Governors in an accurate method and isolated incidents can be identified and again presented as good evidence for Ofsted.

Pupil Numbers

Governors were presented with pupil numbers covering September 2016, January and April 2017 as well as predicted figures for September 2017.

Numbers have increased overall from 281 to 302 expected by April 2017 as nursery figures continue to increase. The number in September 2017 is 285, however it should be noted that there are still three children in the current nursery cohort that their parents haven't applied for a school place for September 2017.

6. SCHOOL DEVELOPMENT

Current Focus

Governors were presented with a written copy of the School priorities for 2016/17 so this can be kept close for reference.

There was not a single site plan presented at the meeting.

Actions towards targets

Governors were also given written copies of reports from the subject leaders of Science, English and Maths.

*GQ; could these reports be written in a standard format for continuity in future?
HT noted this comment.*

Future focus

Governors were reminded that the Governor Learning Walk focusing on Maths will take place on Wednesday 25th January at 9.15am.

RESOLVED: that
Mr Strachan and Mrs Holden will attend this event.

7. CURRICULUM

Overview/Update

It was noted that the Quiet Place presentation by Penny Moon linked to the SDP will now take place at the February Governor meeting.

Extra-Curricular

Governors were given full written details of all the After School clubs that are available for children to participate in.

Residential, Trips and Visits

Governors were given a copy of the email that has been sent to HT as the school admin officer has prepared information and feedback from Staff regarding forthcoming residential for this year.

HT advised that a different approach has been taken this year with regard to residential with waivers not being considered for any children regardless of their circumstances. She is finding this difficult as the School has not received any money from the Darnhall Trust which had been promised in the past. Consideration must be given to Pupil premium money and its creativity and the fact that some children will not be able to participate in school trips due to financial constraints at home.

HT believes that this process must be considered when the school budget is being discussed for next year. Chair believes that the HT and the teachers will need to use their professional judgement to determine the right outcome.

GQ; could there could be a formal application process for parents who are in genuine need?

HT believes this could be considered and a reasonable contribution could be asked from parents if the trips were planned well in advance and paid weekly.

HT advised that from next year it is proposed that only Years 2, 4 and 6 are taken on a residential visit.

ACTION;

More information on the residential visits will be brought to the February Governor meeting.

8. BEHAVIOUR

Overview/Update

Governors were given a written statement from Tina Brittain who is the ELSA (Emotional Literacy Support Assistant) at the School. HT advised that she is hopeful the School will be able to get another member of Staff ELSA trained in the future.

9. HEALTH & SAFETY

Overview/Update

Governors were given a detailed list which shows any accidents/incidents in the autumn term for children and staff and the necessary action.

A Governor identified one of the incidents which is when someone's head hit the light in the low level ceiling in the boiler room and it details that they were not wearing a hard hat, why is this?

This list of accidents/incidents needs a follow up section of 'so what happened next' and the outcome to ensure it doesn't happen again.

Other Governors acknowledged that whilst this list is useful in identifying incidents, it does not tell the full picture or detail which children/staff are involved, in particular the Resource provision class.

HT acknowledged the points and advised that this will be discussed in more detail in Part Two.

Governors were given an update on the work to repair the canopy and lighting in KS2 kitchen following an update from Rob Jones from Quest.

10. FINANCE

Sports Premium Update

Governors were given a full breakdown of all items included in the Sports funding and a comparison between 2016/17 and 2017/18.

GQ; why is there an increase of £250 between the equipment service and maintenance between 2016/17 and 2017/18?

ACTION

Assistant HT will make enquiries with the School bursar about this amount and feedback as necessary.

Chair is pleased to see that Staff are feeling comfortable to challenge decisions regarding finances and actions within the school. HT advised that this has been very evident in all their involvement with the SDP.

11. PREMISES

There was nothing to report under this item.

12. GOVERNANCE

Chair advised that following on from the last meeting when it had been raised that two Governors do not have valid DBS checks in place and this could put the school in a vulnerable position if they had a visit from Ofsted. Following the meeting, Chair emailed and sent a recorded delivery letter to both Governors advising them of the discussion that has taken place at the meeting. He offered them 10 working days to complete the DBS process. Chair confirmed that Mr Greenway Jones had offered his resignation immediately from the Governing Body and he has not heard anything further from Mr Cooke.

ACTION;

Chair advised that he believes the Governors do not have an alternative but to disqualify Mr Cooke from the Governing Body with immediate effect. The Clerk will make enquiries with School Governance regarding the procedure that follows to disqualify a Governor and will advise Chair henceforth.

Post Meeting

The Clerk sent a disqualification letter by post and an email to Mr Cooke to confirm the details as detailed above on the 26th January 2017.

RESOLVED; that

Governors were unanimous with the above proposal.

There is currently a Parent election taking place which has an end date of the 27th January so the outcome will be advised at the next meeting on the 16th February.

There remain vacancies for two Co-opted Governors, one Parent and a LA Governor. Chair advised Governors that if they are aware of a person who may possess the necessary skills to become a Governor at the School to please advise him accordingly.

13. TOPICAL

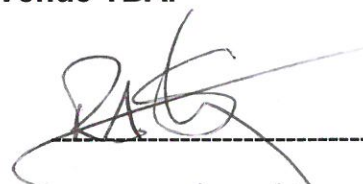
There was nothing to report under this item.

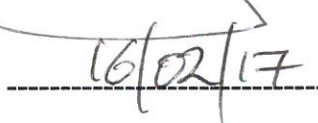
14. PERIODICAL

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 16th February 2017 at 6.30pm. Venue TBA.


----- Chair


----- 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	<p>The date was confirmed as Thursday 20th October.</p> <p>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.</p> <p>Please see Action no. 7</p>	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	<p>Chair advised that he and the HT had met with Jan Hewitt CWAC on the 21st 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.</p> <p>HT, Chair and Vice Chair have met to discuss options and a plan will be drafted by in the early spring term.</p>	16.02.17	Ongoing
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.	<p>Regarding the LA, Parent & Co-opted Governor vacancies</p> <p>A Parent election is currently underway with the end date of 27th January. More discussions after this date with regard to vacancies</p> <p>Clerk will make enquiries regarding the disqualification of a Governor.</p>	<p>Spring term 17</p> <p>16.02.17</p>	Ongoing
School Council	4	21.9.16	Chair	<p>Chair to email Jenny Rowland to arrange a date to meet with the School Council.</p> <p>HT suggested a School values presentation from the School Council</p>	<p>HT advised that now Jenny Rowland has resigned, this responsibility will be held by Alison Robinson again. Unfortunately she has been off work sick so this will be arranged for later in the spring term.</p>	Spring term March 17	Open
Mark Parkinson visit	5	21.9.16	HT	To liaise with CWAC regarding Mark Parkinson visiting the School.	<p>Chair advised that a visit to the school is important so that he can be presented with the strategic review for the school.</p> <p>HT will endeavour to arrange a visit to the school in early March and before the FGB meeting on the 22nd March 2017.</p> <p>HT is waiting to confirm if the LA can visit the school on either the 15th or 16th February.</p>	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 th January at 9.15am. Chair and Mrs Holden confirmed they will be attending the above event.		Closed
Accident Reporting	7	19.1.17	HT, V Chair	To ensure that the accident/incident log is updated to show the outcome.	Vice Chair will arrange to come into school to ensure the procedure is improved.	Spring term 17	Open
E Safety event for parents/wider community	8	19.1.17	HT Staff	To plan an event for parents/ to include other local primary schools		16.2.17	Open
Residentials	9	19.1.17	HT, Staff, Bursar	To finalise plans for the residential visits for 2017.		16.2.17	Open
Sports funding	10	19.1.17	Ass. HT	To make enquiries with the bursar regarding the service and maintenance of equipment and increased costs		16.2.17	Open