



**MINUTES OF A MEETING OF THE GOVERNING BODY OF DARNHALL PRIMARY SCHOOL HELD AT THE SCHOOL ON THE 16<sup>TH</sup> FEBRUARY 2017.**

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

**In attendance:**        **Mrs A Broome**                    **Clerk to the Governors**  
                                 **Mrs H Tolley**                    **SBM**  
                                 **Ms A Robinson**                **Teacher**  
                                 **Ms P Moon**                    **'A Quiet Place'**  
                                 **Mr P Arnold**                    **'A Quiet Place'**

**PART ONE**

**1. APOLOGIES**

RESOLVED: that  
Apologies were received and accepted by Governors for Mrs Robinson and Ms Stringer.

**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 19<sup>th</sup> January 2017 be confirmed as a correct record and signed by the Chair.

**4. MATTERS ARISING**

The Action Tracker Part One has been updated as necessary.

HT advised that the discussion under Part two regarding the Resource Provision could now be conversed in Part One and Mrs Robinson was present at the beginning of the meeting as well.

HT advised that she had met with Mrs Robinson and she had confirmed that the breaks for staff were being timetabled in and obligatory to be taken.

*GQ; Mrs Robinson was asked, do you take the required breaks as well? Mrs Robinson advised that she tries as much as possible, however she is not full contact with the pupils all the time. She believes that getting all staff together to at the end of the day is the most difficult task to arrange for supervision but she is trying her best and is advising Staff that this is not her decision, it is a requirement brought in by the Governing Body.*



HT advised that she has made contact with a wellbeing person but has not managed to make any firm arrangements yet.

The agenda was altered slightly so that the presentation from 'A Quiet Place' could take place first and then an overview on Finance which Mrs Tolley presented. Other items followed as planned.

## 5. SCHOOL PERFORMANCE

### Discussion moved to Part Two

#### Overview/Update

Governors were given paper copies of the very in-depth data for all year groups from Nursery to year 6 in Reading, Writing and Maths from September to December 2016. HT reiterated that pupils should make two steps per term, six in a full year. She acknowledged that it was regrettable this information in its current form had been given to her at 3.45pm today which has meant she has not had time to consider the data as much as she would have liked. Governors agreed the huge detail was excellent, particularly if they were challenged by Ofsted.

*GQ; Chair asked how are children performing in Writing as this has previously been an area of concern? HT advised that all pupils are doing better than expected.*

It was noted that the many areas that information can be 'drilled down' is very useful as this included Boy/Girl, SEND/non SEND, Disadvantaged/Non Disadvantaged and With/Without Resource Provision.

#### **ACTION;**

**In the March meeting, Governors will look in greater detail at the Year groups 2, 3 and 6 in all subjects.**

**The Science Coordinator will give Governors an overview at the March meeting. These items should be added as agenda items.**

**In the May meeting, HT will ensure that data results from September 2016 to Easter 2017 are produced so that progress can be tracked by Governors. There will also be spring data available so that any areas of concern i.e. groups of pupils that are not making two points of progress can be flagged.**

**HT asked Governors to bring the data produced from tonight's meeting to the May meeting so that a comparison can be made.**

## 6. SCHOOL DEVELOPMENT

#### Current Focus

The Maths Learning Walk took place on the 25<sup>th</sup> January, this was attended by the Chair, Mrs Holden and Ms Mulholland, the Maths subject lead.

Mrs Holden gave a good overview to Governors and reported that overall there is good use of the learning walls in most classrooms, good use of staff and children are confident in their learning. Areas of improvement are better learning walls in some areas and children's methodology and supervision. These have been discussed with the subject leads and the HT and standards have improved.

Thanks were given to Ms Mulholland for all her assistance.



## 7. CURRICULUM

### Overview/Update

Ms Moon gave Governors a presentation about 'A Quiet Place and explained how this concept is linked to mental health and wellbeing, she also explained her background in teaching and as a psychotherapist. She went on to explain the different tiers available for the service and how one or two members of staff will need to be trained to deliver for the programme to be effective.

*GQ; how many schools are involved with this programme? Ms Moon explained that Quiet Place has been operating over 20 years and has 60-70 schools where they are involved.*

*GQ; is it important to involve parents in the programme? And how does this work? Ms Moon advised that when the programme first started this was taken to many single mums in Liverpool and a non-judgemental approach was used to take small steps which develop a parenting course over three terms.*

*GQ; how does the programme adjust to suit every school environment? Ms Moon advised that discussion would be undertaken with the person responsible for Inclusion and then it would be adapted to suit.*

*GQ; does Quiet Place have expertise in a Resource Provision unit? Ms Moon advised there has been much best practise and her previous experience has helped to make this a simple concept. Chair added that this may be useful for the staff engagement in the Resource provision.*

*GQ; HT asked how much time it will take to train a member of staff? Ms Moon advised that it would depend of the package tier taken, she also stated that it does not have to be SLT trained, this can be rolled out to TA's. She believes that it would be useful for the School to visit Middlefield School in Speke as this will give them a better understanding of the service.*

*GQ; HT advised that the current ELSA in school was initially employed for 15 hours which has now increased to 37 hours due to demand. Ms Moon acknowledged this but advised that this is an intervention programme, whereas Quiet Place is an Educational model which helps children to learn coping strategies and give them the tools to manage their anxieties better which is very empowering.*

*GQ; who are the schools involved locally that would like to engage in this programme? Ms Moon advised that Winsford High Street and Over Hall schools have both expressed an interest in this programme, it would be useful to work together with the local community.*

*GQ; how is the programme funded? Ms Moon passed over to Mr Arnold who advised that each school must apply to the lottery for a grant of £10k as a start-up. The money isn't guaranteed, however Mr Arnold puts together the bid and this usually takes about 10 weeks. After the initial funding, another 'Reaching Communities' grant should be applied for which will be for £220k to ensure the programme can run for three years.*

*GQ; HT asked whether other schools in Winsford can get involved or will it be exclusive to the three schools already mentioned? Ms Moon advised that it will just be the three schools and as part of the reaching communities grant all three schools should apply together as a network in Winsford.*



*GQ; the school is very tight on finances currently, how can we ensure that there will be enough money given as part of a grant to run the programme? Ms Moon has already been into the school and met with the HT and has seen the proposed area for the Quiet Place. The bid includes much detail and Mr Arnold will help Governors to ensure this is as complete as possible with community involvement as well to address social impacts.*

RESOLVED; that

Governors believe this is a great opportunity for the school to get involved with a wellbeing programme to help children, families and staff in Winsford. They gave thanks to Ms Moon and Mr Arnold for all their input tonight.

**ACTION;**

**A meeting should be organised between the three HT's of the schools and Governors from all schools should be involved as well. A date will be decided that is suitable to all.**

**Ms Moon, Mr Arnold and Ms Robinson left the meeting at 7.30pm.**

#### 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

RESOLVED; that

Next year residential trips will be for Years 2, 4 and 6 only.

Governors were given a good report back from Mr Kindon about his attendance at the Bett Exhibition in their Governor paperwork. Mr Kindon is now making bids for some Binary bots which can be used to program with the iPads.

Thanks were given to the Muir Group for their donation of iPads for use on the KS1 site.

### **8. BEHAVIOUR**

There was nothing to report under this item.

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

#### Overview/Update

Governors were given an up to date report of accidents on the CWAC Prime system. It was noted that this now includes a column to detail if the injured person is a member of staff from Kaleidoscope.

*GQ; do staff routinely have the hepatitis B injection? HT advised that she can flag this as an advisory, particularly for staff in the Resource provision but she can't enforce it.*

**ACTION;**

**HT will seek advice as part of staff wellbeing about injections.**



## **10. FINANCE**

### Overview/Update

Governors were given a good overview of the Finance meeting which had taken place on the 2<sup>nd</sup> February. There is a projected shortfall of £6.7k in 2016/17 which is mainly due to increased long term staff illness cover being required. Governors had a detailed discussion regarding supply costs and absence insurance which last year there had not been any budget for either of these items. It had been agreed at last year's budget meeting that any staff illness or cover would be covered by the DHT, however this had not worked out over the year.

Whilst acknowledging that in the last year £17k had been spent on supply costs, it was decided that £10k will be budgeted for this year as the school cannot afford to spend any more. It was also confirmed by Governors that the school will continue to not take out absence insurance as the process of claiming and getting the necessary proof from GPs meant that most claims were not successful.

*GQ; do we have statistics to show the average sickness period for staff? Mrs Tolley advised that the average absence time for a member of staff is three days.*

Governors were also advised that the CPD budget will be set again at £4k, although last year this was exceeded and £13k was spent, this cannot happen again and there will be a vast reduction in the amount of training courses.

It was noted that the school continues to apply to the Darnhall Trust for funding for residential trips but to no avail. Chair advised that he had not received any response to his enquiries either.

RESOLVED; that  
Governors approved the budget as detailed in the paperwork provided.

**Mrs Tolley left the meeting.**

## **11. PREMISES**

There was nothing to report under this item.

## **12. GOVERNANCE**

RESOLVED; that  
Chair reported that there had been three expressions of interest for the vacancies, although one of them had been from a parent in the nursery. It is envisaged that two of the vacancies will be confirmed at the next meeting and Chair may also have an interested party for the LA position.

## **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:  
**Wednesday 22<sup>nd</sup> March 2017 at 6.30pm. Venue TBA.**

*Michael Vice* Chair  
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 22/3/17 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	After discussion it was decided that this is better to be organised to take place outside of school hours so that SLT can be included as well. Mr Woods will supply HT with some suitable dates.	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	HT confirmed that CWAC representatives will be attending the school on the 16 <sup>th</sup> March, this will not include Mark Parkinson.		Closed
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, Parent & Co-opted Governor vacancies  Chair reported that there had been three expressions of interest for the vacancies, although one of them had been from a parent in the nursery. It is envisaged that two of the vacancies will be confirmed at the next meeting and Chair may also have an interested party for the LA position.	Spring term 17  22.3.17	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. Unfortunately she has been off work sick so this will be arranged for later in the spring term.	Spring term	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 22<sup>nd</sup> March 2017.</p> <p>HT advised that Mark Parkinson will not now attend the school.</p>	Early March 2017	Closed
Accident Reporting	6	19.1.17	HT,V Chair	To ensure that the accident/incident log is updated to show the outcome.	<p>Vice Chair will arrange to come into school to ensure the procedure is improved.</p> <p>This is covered under action 1.</p>	Spring term 17	Closed
E Safety event for parents/wider community	7	19.1.17	HT Staff	To plan an event for parents/ to include other local primary schools	Mr Kindon has been in contact with the local police officer to arrange this, to date there are no further details.	22.3.17	Ongoing
Residential	8	19.1.17	HT, Staff, Bursar	To finalise plans for the residential visits for 2017.	These are now confirmed.	16.2.17	Closed
Sports funding	9	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
Data	10	16.2.17	HT	To provide data for Governors.	<p>In the March meeting, Governors will look in greater detail at the Year groups 2, 3 and 6 in all subjects. The Science Coordinator will give Governors an overview at the March meeting. These items should be added as agenda items.</p> <p>In the May meeting, HT will ensure that data results from September 2016 to Easter 2017 are produced so that progress can be tracked by Governors. There will also be spring data available so that any areas of concern i.e. groups of pupils that are not making two points of progress can be flagged. HT asked Governors to bring the data produced from tonight's meeting to the May meeting so that a comparison can be made.</p>	22.3.17  11.5.17	Open

