



MINUTES OF A MEETING OF THE GOVERNING BODY OF DARNHALL PRIMARY SCHOOL HELD AT THE SCHOOL ON THE 11TH MAY 2017.

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

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

PART ONE

1. APOLOGIES

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

2. DECLARATION OF PECUINARY INTEREST

Governors were asked to declare any conflicts of interest about 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 22nd March 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.

Mrs Holden arrived at 6.45pm.

5. SCHOOL PERFORMANCE

Overview/Update

Governors were given a very comprehensive document which detailed the whole school progress data which is taken from summer term 2 (2015/2016) to spring term 2 (2016-2017). (Two full terms) It was noted that across these terms expectation is that children should make four steps progress. HT noted that this document would be presented to Ofsted in the event of a visit.

Regarding Nursery and Reception pupils, Governors were given an overview of the descriptors and areas of learning. There are 17 aspects in seven areas



HT advised that the school had a visit last week from Pauline Latchford, an early year's consultant from CWAC who met with the EYFS staff and she was very pleased to see there is not a gap between pupil premium children and non-pupil premium children. Results last year at the school were 72.2%, nationally it was 72% and based on predicted information it is expected the school will be between 73%- 78% this year.

In Nursery, in Reading the progress by four, five and six steps score is 93%, Writing 73% and Numeracy 93%. It was agreed there is some accelerated progress and it is very encouraging data in these areas considering the low starting point of most children. However, some other areas did not score as well and this formed a detailed discussion amongst Governors.

GQ; what is the missing data? HT advised that this is being addressed in all year groups as it is new pupils who have recently joined the school and the school does not have any data for them.

GQ; is this the full age range of pupils in Nursery? HT advised it is data for the three and four year olds.

GQ; are there any indicators that are worrying i.e. development areas? Ms Williams believes this is around the listening and speaking as they came into the school from a very low starting point.

GQ; what is being done about this? WellComm programme has been introduced in the nursery and this is the complete Speech and Language toolkit.

GQ; what are we doing to engage with parents? The school sends out a booklet named School Readiness, produced by CWAC Early Years which details the parent's responsibilities.

GQ; could we engage earlier with parents? HT advised that parents are spoken to at the parents evening and the school will touch on this at the school induction meeting.

Chair challenged how can this apathy by some parents be addressed? It was agreed that some parents do not want to engage and they are hard to reach, however there is a need to reinforce their responsibility for their children and to look at how engagement could be done better, with more emphasis on the difficult to reach parents.

HT believes that being proactive in the community is important and the school Facebook page is very useful for doing this. Getting parents into school to engage with their children whilst in a learning environment would be a great step forward. Chair agreed that it is important for parents to understand that they should be proud of their children when they are achieving.

ACTION;

Ms Williams will email Governors with full details of the key areas in Nursery for future reference.

Ms Williams will discuss the issues raised at this meeting with the EYFS team.

In Year 1, the data shows that progress is good and this has been moderated across the town when in fact it was agreed that three steps progress should be included in the final figures as well. Data shows that pupils have achieved 89% in all three subjects and this includes Inclusion children, Kaleidoscope, SEN and PP children.



In Year 2, the emphasis is on the SATs taking place currently. However, HT highlighted that the teacher in this class has not updated target tracker which has affected the figures. HT acknowledged that she is new to Year 2, however she has spoken to her and asked her to complete this task as soon as possible as this is not acceptable.

In Year 3, HT believes the transition from KS1 to KS2 has affected the progress, however the teacher is also being very cautious with assessment. An exercise was recently carried out in school where teachers had to moderate writing across year groups and decide where the piece of work should fit. This was very pleasing and she believes the data needs amending.

In Year 4, HT acknowledged that this data is concerning as per target tracker, however 50% of the cohort are SEND and the progress of the pupils can be seen in books and she believes that the RQT is being too cautious when assessing. This is an area that needs attention.

In Year 5, HT believes there may be some slight over confidence with some pupils and she is considering this, overall results are pleasing.

In Year 6, progress is good and data shows the progress by 4, 5 or 6 steps in Reading is 90%, Writing is 69% and Maths is 90%, this gives an average score of 82.8%.

RESOLVED; that

HT has also completed another lengthy document which details the breakdown of all pupil groups and she would like Governors to take this information away to study and welcomes any feedback or questions.

HT gave Governors a paper copy of a Pre-inspection visit by Ann Gill which overall is positive. There is confidence that the trend of improvement in phonics in Year 1 and 2 will continue this year. Teachers are teaching writing skills better and more impact will be seen next year. Currently the staffing is more stable, although changes could happen at any time.

Attendance

HT provided Governors with a report from Tina Brittain which details the attendance which currently stands at 95.4%. She acknowledged that this is slightly down from last year when it was 95.7%, however there are three main incidents which have had an impact on the overall attendance (HT briefed Governors about these) and it is hoped that now these are starting to be addressed figures will rise.

6. SCHOOL DEVELOPMENT

Chair gave Governors an overview about the visits to both school sites by two CWAC Officers regarding the challenges that both sites face. They were told that many other schools are in the same situation and the biggest problem at Darnhall is the PAN which stands at 65 which is too high for the disposable space that the school has. It was agreed that this could be reduced but CWAC would not be in a hurry to do this as the maintenance fund for CWAC is now down to three million and in the past it has been thirty million. Under current criteria the school would not be considered for building work and there is not a quick fix. Chair asked if there were any further questions from Governors, there were none.



Overall, it was a positive meeting and the Officers advised that it is imperative that the Strategic Building Review is kept up to date. Regarding the parking situation, the car park at the Pinewood centre is mainly empty so plans are being explored to have some restricted access to this.

ACTION;

Chair is planning to engage with the local councillor and invite him into school so that good relationships can be formed.

7. CURRICULUM

Overview/Update –E Safety update

A written report had been completed for Governors regarding the E Safety Breakfast meeting which took place on Thursday 4th May. This was very successful with 17 families attending and the message from the police officer was strong and sometimes uncompromising to parents and their responsibility to keep their children safe. Feedback from parents on Facebook was great and the police officer was impressed with the turnout in comparison to other local schools.

ACTION;

Another similar event will be organised in the future and the area of discussion will be phonics with children giving a presentation to parents.

8. BEHAVIOUR

There was nothing to report under this item.

9. HEALTH & SAFETY

Overview/Update -Fire Report

Governors were given an up to date paper report on the fire safety audit report dated 26th April. There was some general discussion about the findings as well as the recommendations, however, overall as the school has an official CWAC Fire Risk Assessment completed yearly and this is in conjunction with the regular monthly checks that are undertaken by the HT and the Caretaker all is in order.

ACTION;

The Vice Chair is visiting school on the 8th June for the Finance meeting and during this time he will look at the possibility of fitting self-closing devices on each corridor door which then activates a loud noise. This would cost £95 per door so a total of approximately £500.

10. FINANCE

RESOLVED; that

The next Finance Budget meeting is taking place on the 8th June at 9.30am.

11. PREMISES

There was nothing to report under this item.



12. GOVERNANCE

RESOLVED: that

There remain vacancies for one Co-opted Governor and one LA Governor.

Chair asked for Governors opinions about the Governing Body becoming known as a Governing Board going forward.

Chair also challenged Governors about the strategic development of the Governing Body and believes it would be sensible to 'ask questions and challenge ourselves' to help Governors evaluate strengths and weaknesses in supporting school improvement.

Chair believes it would be useful to organise a Development session for Governors again possibly on a Saturday morning which happened last year and then further discussion can take place.

ACTION;

Governors discussed being known as a Body/Board briefly and a final decision will be made at the next meeting of the FGB in June.

Chair will send out the NGA 20 key questions for Governors by email and asked that Governors identify their top two question numbers which are the greatest vulnerability or those where it is felt there is the least knowledge or visibility of the issue. These can then be added to the Governance development action plan and actions to explore & improve at the next meeting.

Chair will send out some suitable dates for a Development day and await Governors responses.

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 15th June 2017 at 6.30pm. Venue TBA.

Proposed dates for meetings in 2017/18 which are all Thursdays at 6.30pm;

Autumn term - 21/9/17, 25/10/17 and 23/11/17

Spring term – 18/1/18, 15/2/18 and 22/3/18

Summer term – 10/5/18, 14/6/18 and 12/7/18


----- Chair
15/06/17
----- 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	<p>Following further discussion, it was decided that a suitable day would be Monday and it should take place between 3pm -5pm. This meeting will involve the SLT and the caretakers.</p> <p>Mr Woods will supply HT with some suitable dates by email and then this can be finalised.</p>	Summer term	Open
Governance	2	13.7.16	Chair	There remain vacancies for 1 x Co-opted Governor and 1x LA Governor	<p>Chair challenged that Governors need to think strategically about the Governing Body going forward and consider succession planning as he has now been on the Governing body for 20 years and been the Chair for 10 years.</p> <p>Chair also asked Governors for their thoughts on the Governing Body being known as a Governing Board. A decision will be made at the June meeting.</p> <p>Chair will email Governors with the NGA 20 questions to ask themselves document and ask Governors to reply with their top two question numbers which each considers to be the greatest vulnerability or those where it is felt there is least knowledge or visibility of the issue.</p>	Summer term	Open
School Council	3	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>	There will be a presentation from the School Council at the June Meeting.	Summer term	Open
E Safety event for parents/wider community	4	19.1.17	HT Staff	To plan an event for parents/ to include other local primary schools	HT advised that the breakfast meeting for E Safety was a great success as it was very informative with over 17 families attending and it enabled the correct message to be delivered to some of the most vulnerable families. It is hoped a similar event for phonics can be planned soon with a presentation from the children.		Closed
Sports funding	5	19.1.17	Ass. HT	To make enquiries with the bursar regarding the service and maintenance of equipment and increased costs	This is still ongoing and the quotes will be presented at the next Finance meeting.	Summer term	Open
Data	6	16.2.17	HT	To provide data for Governors.	Ms Williams will email Governors with full details of the key areas in Nursery for future reference. Ms Williams will discuss the issues raised at this meeting with the EYFS team.		Open



Strategic building review	7	11.5.17	HT & Chair/ Vice Chair	To continue discussion about the single site planning.	Two CWAC officers visited both school sites and could see the many challenges this presents. It was confirmed that there will not be any criteria for building work unless the PAN is reduced from 65 as this is much too high. It was a positive meeting, however there is not a quick fix. The strategic building review will be updated as necessary. Chair will make plans to engage with the local councillor and invite him into school.		Open
Subject Lead Presentation	8	11.5.17		To deliver a Maths presentation to Governors at the June meeting.		Summer term	Open
Phonics event for Parents	9	11.5.17		To plan an event for parents so they can gain more knowledge about phonics.			Open
Health & Safety	10	11.5.17		To ensure ongoing issues with regard to H & S are addressed.	The Vice Chair is visiting school on the 8 th June for the Finance meeting and during this time he will look at the possibility of fitting self-closing devices on each corridor door which then activates a loud noise. This would cost £95 per door so a total of approximately £500.	Summer term	Open

