



**MINUTES OF A MEETING OF THE GOVERNING BODY OF DARNHALL PRIMARY SCHOOL HELD AT THE SCHOOL ON THE 15<sup>TH</sup> JUNE 2017.**

<b>Present:</b>	<b>Mr R Strachan</b>	
	<b>Mrs J Bailey</b>	
	<b>Mrs S Tomlinson</b>	<b>Headteacher</b>
	<b>Mrs A Holden</b>	
	<b>Mrs L Robertson</b>	
	<b>Ms S Williams</b>	
	<b>Mrs J Hughes</b>	
	<b>Ms J Stringer</b>	
<b>In attendance:</b>	<b>Mrs A Broome</b>	<b>Clerk to the Governors</b>
	<b>Ms H Young</b>	<b>Bursar – Observer</b>
	<b>Ms N Mulholland</b>	<b>Year 6 Teacher – Observer</b>

**PART ONE**

***The order of the agenda was altered slightly so that a presentation about Equality and Diversity from some pupils from the School Council could take place.***

*Governors gave thanks for the wonderful presentation.*

*Chair asked what was the best thing about the artist coming into school?  
The children believe it was fun and it helped them to learn.*

*Chair asked is there anything more that could be done to help them? The children believe they will continue to help each other whoever they are.*

*Chair asked whether there were any questions that they wished to ask the Governing Body? The response was that they will be having a meeting very soon and they will report back to Governors very soon with any questions.*

*HT gave thanks for the fabulous demonstration in the School Hall and this is also highlighted on the school Facebook page and the school website.*

**1. APOLOGIES**

RESOLVED: that  
Apologies were received and accepted by Governors for Mr Woods and Mrs Robinson.

**2. DECLARATION OF PECUNIARY 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 11<sup>th</sup> May 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.

#### 5. SCHOOL PERFORMANCE

##### Overview/Update

HT looked at pupil progress via the school website secure pages for Governors which is password protected. She gave Governors a demonstration of how to access the Leadership folder information which means it is no longer necessary to have huge amounts of paperwork at each meeting and Governors can access this portal at any time.

*GQ; could Ofsted look at this information before visiting? HT explained that they will look in detail at the school website but they can't access this information without the correct password.*

Data being considered was from September 2016 to the end of May 2017. In general, progress is good, although the Year 2 teacher is slightly cautious and HT knows this group are secure as they have been moderated by the SLT. HT has completed a breakdown of groups of pupils which included PP and SEND pupils.

*Chair asked one of the new Governors who has only attended one meeting if she is familiar with the many acronyms? She advised that some help would be useful.*

##### **ACTION;**

**HT will send out the acronyms list to Mrs Robertson by email.**

HT advised that writing is still a whole school issue and she challenged Governors to remember which priority this area is under. It was decided this came under School Priorities 1 & 3, however it should be celebrated that it is looking much better than last year's overall. There has been some challenge from the SLT to teachers in the school and the literacy company have also supported the SLT with their judgements when moderating.

HT believes that Maths in Year 4 may need some moderation as well as overcoming some lack of confidence in some Staff when using Target Tracker. Much work is being completed in progress meetings regarding data.

HT demonstrated the Teacher-on-a-Page section which showed anonymous information used in Performance Management of Staff to show triangulation, this being moderation, lesson observations and learning walks. This amount of information is very useful for appraisal purposes and holding staff to account.

HT demonstrated the area that covers the Pupil Premium meetings and the subsequent minutes, however this again was anonymised for confidentiality purposes. It was noted that there is only data for the spring and summer term as this information was not collected in the autumn term as the DHT was off work sick. This work has now been picked up by the AHT and Mrs Mulholland and HT gave thanks to them for doing this extra work.

Overall, HT has received some very good feedback from Staff about the training and resources being used in the school and Staff morale remains positive.



RESOLVED; that

Chair asked Governors if they had any further questions about this information, there were none.

HT gave thanks to Mrs Hughes for the good feedback about the school website.

### Attendance

HT advised Governors that attendance currently stands at 95.2%. She acknowledged that this is slightly down again from the last meeting and the EWO is monitoring this. However, it has now been established that during the same period this year in comparison to last year the 'in term holidays' have increased by 239%! This is a direct result of the 'no fining' policy that CWAC applied whilst a case went to the High Court from the Isle of Wight and although the caselaw has been proven, CWAC have advised that the fining system will not start again until September 2017.

HT has tried her best to discourage parents/grandparents taking children out of school during term time but to no avail. Chair believes this is a case of grown ups not thinking clearly about the possible implications this will have on the children's education. It is hoped an improved picture will be seen from the autumn term.

## **6. SCHOOL DEVELOPMENT**

RESOLVED; that

This was the Equality and Diversity presentation at the beginning of the meeting.

## **7. CURRICULUM**

### Overview/Update –Maths Live Presentation – Natasha Mulholland

This was identified as Priority two and three and Ms Mulholland gave Governors an overview of 2016 Maths results.

In KS1, the school was 11% behind national figures.

In KS2, the school was at the same level as national figures.

To be able to address this issue a guided reasoning session was collated for Staff in January 2017.

*GQ; what is a guided reasoning? Ms Mulholland gave a very good overview to Governors which had the following rationale:*

- It is not possible to teach children the answers to all mathematical questions, we can however teach them the skills set which will make this possible. Children need to be given the opportunity to further develop mathematical ideas and concepts in open ended tasks. By doing so a child will deepen their understanding of maths and begin to make the very important links between concepts and apply these links in a range of situations.*

*The question is: How has the School worked towards improving children's attainment in Maths? Ms Mulholland advised that a document from the National Centre for Excellence in the teaching of Maths, called Teaching for Mastery had been worked through by teachers. Governors have been given an example of this in the paperwork provided tonight for Year 4 and this gives a flavour of the type of work being completed.*

Ms Mulholland believes that the Maths vocabulary is developing but this is still not fully embedded yet and she is constantly encouraging children to talk more about maths and not to be afraid to get things wrong.

Timetables are included in learning at every opportunity be it singing, reciting, rehearsing, with rhythmic patterns being explored as well.

GQ; *why did this disappear from the learning in schools? Ms Mulholland advised that the national numeracy strategy did not include this, but all classes now make full use of every available minute to embed these into children's learning.*

Ms Mulholland also shared an example of NCETM reasoning and the support materials being used by the teachers.

GQ; *can more information be given about this? Ms Mulholland explained it is reasoning algebraically to solve problems. The three aims of the new curriculum are: fluency, reasoning and problem solving. To consider how fluency in arithmetic supports the children's reasoning and problem solving.*

Ms Mulholland advised that expected progress is five steps, the school has moved forward, however there are still some reservations in two classes with RQTs, (Recently Qualified Teachers) to try to address their confidence in their judgements.

Results/Predictions are;

<u>KS1</u>	<u>2016</u>	62%
	<u>2017</u>	70% - this has been achieved because it has been moderated by CWAC, this is an 8% increase year on year. 73% - National figure last year.
<u>KS2</u>	<u>2016</u>	70%
	<u>2017</u>	69-72% predicted - one child is borderline, official results will be available first week in July and they are expected to be around the National figure.

RESOLVED; that

Governors gave thanks for the very comprehensive Maths overview and it was acknowledged that the children have made fabulous progress from their starting point

HT gave thanks to Ms Mulholland as she has worked very hard this year as she is the Maths Subject Lead as well as taking on some of the DHT duties.

*Chair challenged that the Learning Walks in school are very useful for Governors to complete and he would like to think that plans are being made for another one in the summer term.*

HT believes the focus should be on the Priorities identified at the school.

RESOLVED; that

Emotional Wellbeing will be the subject of the next Learning walk.

**ACTION;**

**HT will send out some suitable dates for the next Learning Walk to Governors by email.**

**Ms Mulholland left the meeting at 7.45pm.**



## 8. BEHAVIOUR

There was nothing to report under this item.

## 9. HEALTH & SAFETY

There was nothing to report under this item.

## 10. FINANCE

The Bursar gave an overview of the budget meeting that took place on the 8<sup>th</sup> June in school and Governors had been provided with the latest budget information from that meeting.

The final carry forward from 2016/17 was £12k following the meeting with a projected carry forward in 2017/18 of £515. The following years are very fluid figures and it was agreed that a balanced budget is what is trying to be achieved year on year.

It was agreed that the Ladybird Nursery still has very high numbers and the school does not wish to be in a position to turn away prospective parents as they want to be able to offer the 30hours provision as much as possible. It was also acknowledged that the 30 hours can be split amongst providers.

*GQ; Chair raised an issue that is discussed in the June School Bulletin about schools following the correct procedures when they open Nurseries at the School. The Bursar advised that all the paperwork has been completed satisfactorily for CWAC and they were involved with this process from the beginning.*

The school will be registering with the new child care tax credit scheme very soon.

*GQ; is this the new way forward instead of vouchers? The Bursar advised she believes this is correct, but will know more when she has registered for the scheme.*

The Bursar advised that she and Mr Woods have gone through the SBSA carefully and there are no changes to services from next year.

There will be 33 new children joining Reception from September 2017. This is slightly lower than in other years but it is a trend in the town generally.

From the Reception intake, there could be four children who may need additional support. Two of the children are in the Nursery with one in particular needing one to one supervision and there is currently no funding allocated to cover this.

*GQ; is this school the right environment for the child? HT advised that this has been raised in the SLT meeting today. The parents of the child do not believe their child has significant SEND.*

### **ACTION;**

**This will be considered as a priority and appropriate plans will be made which could include a phased introduction to school as he/she is not five until the summer term 2018.**



RESOLVED; that

HT gave thanks to the Bursar for all her methodical, hard work this year and she believes it has been advantageous that the Staff are fully aware of the tight budget constraints when they are trying to source items and this has helped to keep the school on track.

The Single Central Record document was signed by the Chair and HT.  
The School fund document was signed by the Chair and HT.

**Ms Young left the meeting at 8.05pm.**

#### **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.

#### **ACTION;**

**Chair asked that this action is moved over to the next FGB Meeting due to time constraints. He also noted that he recently attending a WEP Meeting and he is currently enquiring how other Governing Bodies are being known as he believes there should be consistency within the town of Winsford.**

#### **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 12<sup>th</sup> July 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, <sup>26</sup>~~23~~/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  
  
----- 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  Bursar	To arrange for the Vice Chair to come into school to give Staff an overview on health and safety	Mr Woods will supply HT with some suitable dates by email and then this can be finalised.  It has proved difficult to arrange a suitable date/time for both the school and Mr Woods, therefore HT suggested that John Siddom from CWAC could be asked to come to the school to complete this task.  The Bursar will contact CWAC to arrange the above this term if possible.	Summer term	Open
Governance	2	13.7.16	Chair	There remain vacancies for 1 x Co-opted Governor and 1x LA Governor	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.  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.  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.	Summer term	Ongoing
School Council	3	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	There will be a presentation from the School Council at the June Meeting.	Summer term	Closed
Sports funding	4	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.  Bursar advised that there has not been an increase in cost.	Summer term	Closed
Data	5	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.		Closed
Strategic building review	6	11.5.17	HT & 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	July 17 meeting	Open



			Vice Chair		<p>any criteria for building work unless the PAN is reduced from 65 as this is much too high.</p> <p>It was a positive meeting, however there is not a quick fix. The strategic building review will be updated as necessary.</p> <p>Chair will make plans to engage with the local councillor and invite him into school.</p>		
Subject Lead Presentation	7	11.5.17		To deliver a Maths presentation to Governors at the June meeting.		Summer term	Closed
Phonics event for Parents	8	11.5.17		To plan an event for parents so they can gain more knowledge about phonics.		Autumn term	Open
Health & Safety	9	11.5.17		To ensure ongoing issues regarding H & S are addressed.	<p>The Vice Chair is visiting school on the 8<sup>th</sup> 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.</p> <p>The bursar advised that the school are currently trialling some of the above fittings and have ordered another six as well.</p>	Summer term	Ongoing