



MINUTES OF A MEETING OF THE GOVERNING BODY OF DARNHALL PRIMARY SCHOOL HELD AT THE SCHOOL ON THE 21ST SEPTEMBER 2017.

Present:

Mr R Strachan	
Mrs J Bailey	
Mrs S Tomlinson	Headteacher
Mr A Woods	
Mrs E Robinson	
Mrs J Hughes	
Ms J Stringer	
Mrs A Holden	
Ms S Williams	

In attendance:

Mrs A Broome	Clerk to the Governors
Ms J Miranda	Safeguarding Officer
Ms T Brittain	Family Support Worker
Mr R Burrows	Observer

PART ONE

Governors welcomed Mr Burrows to the meeting, he is a work colleague of Mrs Robinsons' and the plan is that he observes a Governor meeting and then he will meet with the Chair and HT as well as the completion of a skills audit with an aim to him becoming a Co-opted Governor.

The order of the agenda was altered slightly so that a presentation by the Safeguarding Officer and the Family Support Worker could take place.

Governors were given detailed information in paper form regarding Safeguarding and the Continuum of Need, the Level of Demand, Processes undertaken and the Impact. Governors were given a very good overview of how this school operates with the agencies that it works in partnership with as well as Family support. They were also given some anonymous case studies and how these have been dealt with to help them understand the complexities.

Ms Stringer arrived at 6.40pm.

GQ; are there overlaps between the two roles, e.g. attendance issues? Both staff advised that they were members of the WEP attendance group.

GQ; regarding level of demand, clarity was asked for about the number of children this involves? It was confirmed that when a school led TAF (Team Around the Family) is held other children within that family are included even if they are not Darnhall pupils. Around 25% of the NOR at the school are part of the level of demand.

GQ; what is the SCIE team? This is the Safeguarding Children in Education team.

GQ; the dedication and professionalism of the Staff is very evident, is there anything else that Governors could do to help the processes? Both Staff believe the ELSA (Emotional Literacy Support Assistant) does an excellent job but the School really does need this to be a full-time role to be able to help more children. It was acknowledged this again is down to financial resources.



Chair advised that there is a joint targeted inspection focusing on neglect within CWAC taking place and wonders if the picture is changing in this? Staff believe that CPOMS does help to identify cases of neglect as it builds up a picture, although cases do appear to be on the rise.

Governors gave thanks to both Staff for the very informative and enlightening overview of the Safeguarding provision at the School.

Ms Miranda and Ms Brittain left at 7.20pm.

1. APOLOGIES

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

2. DECLARATION OF PECUNIARY INTEREST

Governors were given a new Declaration of Interest form and were reminded of the statutory requirements regarding pecuniary and/or conflicts of interest and the necessity to publish Governor Information on the school website.
Governors were also asked to declare any conflicts of interest about the business to be discussed at this meeting.

RESOLVED: that
There were no declarations of interest declared.

ACTION;

The Clerk will send a Pecuniary Interest form for completion to Mrs Robertson.

3. MINUTES

RESOLVED: that
The part one minutes of the meeting held on the 12th July 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

Data

Governors were given a Darnhall data update with notes relating to key priorities. HT advised that the data is not validated yet as the new system, ASP replacing Raise on Line is being rolled out following training. Staff are attending on the 4th October and Ms Stringer will attend the event in the evening. If other Governors wish to attend they should advise HT so that other training places can be booked.



Early Years Good Level of Development (GLD)

School 73% - this is up 1% from 2016 - national result will be published on the 19th October, HT is hopeful that the school will be in line or slightly above based on last year's figures. This means 95% of the cohort made good or better progress.

Phonics Screening

Year One	76% up 9% on last year's figure
Year two cumulative	87% up 2% on last year's figure

These are very positive results.

KS1 Data

Reading- 67% at or above expected standard
 Writing - 63% at or above expected standard
 Maths - 70% at or above expected standard

The gap has narrowed between school and national in both Writing and Maths from 2016, however it has widened in Reading. HT can explain this information and she has evidence to back this up if it is challenged by Ofsted.

Governors were reminded that the key priorities are to raise standards in KS1 in reading by improved teaching and learning and to continue to raise attainment in other subjects in line with National.

HT has recently attended a WEP Meeting when other school results in Winsford were compared, however the national results remain unvalidated. This produced the following information:

Reading	in line with other Winsford Schools
Writing	above other Winsford Schools
Maths	above other Winsford Schools
Combined RWM	above other Winsford Schools.

KS2 Data

Reading-	79% at or above expected standard
Writing -	62% at or above expected standard
Maths -	76% at or above expected standard
SPAG	79% at or above expected standard
Combined RWM	59% at or above expected standard

The gap has narrowed between school and national in all subjects from 2016.

Governors were reminded that the key priorities are to raise attainment in English and Maths in line with National, to continue to raise standards in Writing whole school and to raise standards in reading so that more able pupils achieve greater depth.

Reading	above other Winsford Schools
Writing	below other Winsford Schools
Maths	above other Winsford Schools
SPAG	above other Winsford Schools
Combined RWM	above other Winsford Schools.

Scaled scores at the school overall are good, and in the progress measures the school performed well.

GQ; can an explanation be given again about progress measures? HT advised that it is showing that the school is meeting floor standards.

GQ; what do the numbers represent? This is the confidence interval and the information is prepared by the DfE.

Report from Ann Gill

Governors were given a copy of the draft report from Ann Gill, the ASIA who has supported the school for the past two years and first worked with the school in 2007. Her overall view is that the school is Good in all areas, with Behaviour being a big strength. She is hopeful that the next Ofsted will be a one-day inspection only.

HT is very pleased with this positive report.

Attendance

This currently stands at 97.4%.

HT advised that CWAC have now reintroduced fining for parents that continue to take their children out of school in term time unauthorised, however she is still receiving requests.

GQ; did the letter go out to parents informing them of the change? HT advised that this was sent out at the end of last term.

6. SCHOOL DEVELOPMENT

HT presented the Summary Evaluation of School Priorities 2016/17 and this will be evaluated by Governors at the Saturday School training morning for Governors.

GQ; has this been updated yet? HT advised that the EYFS has been updated although they have had to use unvalidated data now, more areas will be completed next week. HT is very pleased that the document shows Good in all areas with some outstanding practise.

Chair prompted Governors that the outcome of the SES (School Evaluation Summary) will inform the SDP (School Development Plan) and he continued to challenge HT by asking what have the SLT added to the SES so that Governors are assured that a robust analysis has taken place? HT advised that subject leaders and SLT have evaluated the school priorities.

Chair acknowledged this point, but reiterated that Governor assurance that the process has been vigorous is paramount. HT advised that this process is continuing to happen as it is a working document, she has also shown the document to the SIP for assurance.

ACTION;

**HT will send Governors the details of how to access the secure documents on the website again which will enable them to see the up to date documents.
More 'drilling down' of Pupil Premium information will be completed at the October FGB Meeting.**



7. CURRICULUM

HT confirmed that all actions set by the PE subject leader at the last meeting following the presentation have been completed with the school website fully up to date.

The Governor Science Learning Walk will take place on Monday 16th October at 1.15pm which will include Mrs Hughes and Chair and maybe other Governors if they can make it.

8. BEHAVIOUR

There was nothing to report under this item.

9. HEALTH & SAFETY

There was nothing to report under this item.

10. FINANCE

HT advised that the next Finance Meeting with CWAC has been set for Wednesday 8th November at 9am. Chair can attend, but Mr Woods advised that this date would be difficult for him. *GQ; Could this date be changed; Monday or Fridays are better?*

ACTION;

HT will consider this, although she is not sure how much flexibility CWAC Finance have with changing dates. She will report back accordingly.

11. PREMISES

The Health & Safety Review will take place in School on the 16th October at 1.30pm with Mr Woods in attendance.

12. GOVERNANCE

Election of Chair

Governors agreed that the term of office for the Chair of Governors would be one year.

Mr Strachan self-nominated for the position of Chair. There were no other nominations forthcoming.

RESOLVED; that

Governors approved that Mr Strachan will be Chair of Governors for a one-year term.

Election of Vice Chair

Governors agreed that the term of office for the Vice Chair of Governors would be one year.

Mr Woods self-nominated for the position of Chair. There were no other nominations forthcoming.

RESOLVED; that

Governors approved that Mr Woods will be Chair of Governors for a one-year term.



Chair challenged Governors that succession planning within the Governing Body is very important and he asked Governors to give this some thought and if there are interested people they should contact Chair for more information.

ACTION;

Mrs Robinson advised that in the future she would be interested in becoming Chair/Vice Chair, however at this point she does not feel she is suitable experienced. Chair thanked her for her interest and advised that further plans should be made to provide training/shadowing to enable her to gain knowledge.

Named Governors for the following are:

Child Protection/Safeguarding/CIC – Mr Strachan
Deputy Safeguarding -Mrs Robinson
SEND – Mrs Stringer
Pupil Outcomes – Ms Williams
Health & Safety – Mr Woods
Curriculum – Mrs Hughes
Pupil Premium - TBA

RESOLVED: that

There remains a vacancy for one LA Governor. It is hoped that Mr Burrows will fill the Co-opted position.

ACTION;

HT reminded all Governors about the Saturday Governor School event on the 11th November between 08.30am – 12.30pm, she would like to see all Governors in attendance.

13. TOPICAL

HT advised that a Code of Conduct for Parents is long overdue, and she would like to get this completed as soon as possible as well as acknowledging that it can be very difficult to enforce.

GQ; could this be considered by the School Council? HT believes this is a good idea, but accepts that it would delay the process too much and thinks taking it to the Year 6 would be a compromise.

ACTION;

HT will ask Year 6 to consider this as part of their studies tomorrow and then the completed version will go out to parents on Monday 25th September.

GQ; how will this be communicated to parents knowing that this could be seen as a negative? HT advised that she will send out a positive letter to parents in line with what other schools locally have done.

GQ; could a Home-School Agreement be considered? HT advised that there is one for pupils already in place and the School Council are considering this for parents.

Governors had been sent the following policies for review;

Marking and Feedback for Assessment, Pay, Presentation, Safeguarding, Curriculum and Classroom Observation and Monitoring.



RESOLVED;

Governors ratified the above policies, other than Pay which will be discussed under Part Two.

GQ; some Governors discussed that having version control on the policies would be prudent? HT acknowledged this, Chair advised that this should be work in process.

GQ; where can the up to date policies be viewed? HT advised they will be added to the school website.

GQ; is there a matrix of policies? HT advised that this is currently being considered by the School Bursar.

ACTION;

Following advise form the Clerk, HT will add the Code of Conduct for Governors to the policy cycle for renewal at the next meeting.

14. PERIODICAL

There was nothing to report under this item.

15. DATES, TIME AND PLACE OF THE NEXT MEETINGS

Meetings in 2017/18 which are all Thursdays at 6.30pm at the School;


Autumn term - 26/10/17 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

Governors gave thanks to Mr Burrows for partaking in a Governor meeting.

Mr Burrows left at 8.35pm.


 ----- Chair
 26/10/17
 ----- 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 Bursar	To arrange for the Vice Chair to come into school to give Staff an overview on health and safety	It has proved difficult to arrange a suitable date/time for both the school and Mr Woods, therefore HT suggested that John Siddorn 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.	Autumn term	Open



Governance	2	13.7.16	Chair	There remain vacancies for 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.	Autumn term	Ongoing
Strategic building review	3	11.5.17	HT & Chair/ Vice Chair	To continue discussion about the single site planning.	HT advised that she is meeting with Jan Hewitt on Friday 22 nd September to consider both buildings and the space required for the current PAN. Plans are still underway to reduce the Pan from 65 as this is much too high. HT will feedback any changes at the next meeting.	Autumn term	Ongoing
Phonics event for Parents	4	11.5.17		To plan an event for parents so they can gain more knowledge about phonics.	No date has been confirmed for this event yet.	Autumn term	Open
Health & Safety	5	11.5.17		To ensure ongoing issues regarding H & S are addressed.	HT advised that some work has not been completed during the summer term. She will endeavour to find out if the Mag locks have been fitted and will report back to the Chair as soon as possible. The Vice Chair will undertake the Health & Safety Review on the 16.10.17	Autumn term	Ongoing
Governor Involvement Day	6	12.7.17		Governors will meet to discuss how they can be more actively involved in school life.	Governor Saturday school on the 11 th November between 8.30am and 12.30pm	Autumn term	Ongoing
Governor roles and Responsibilities	7	12.7.17		Governor roles and responsibilities will be reviewed at the October FGB Meeting	This has been addressed	October FGB	Closed
Associate Member	8	12.7.17		Mrs Robinson to report back whether Mr Burrows is interested in becoming an Associate Member on the Governing Body.	This has been addressed	Autumn term	Closed
Pupil Premium	9	21.9.17	HT	HT will add this subject to the agenda		October FGB	Open
Code of Conduct for Parents	10	21.9.17	HT	HT will speak to the Year 6 group to produce a suitable document for parents			Open
Code of Conduct for Governors	11	21.9.17	HT	HT will add this document to the agenda for this meeting.		October FGB	Open