



MINUTES OF A MEETING OF THE GOVERNING BODY OF DARNHALL PRIMARY SCHOOL HELD AT THE SCHOOL ON THE 26TH OCTOBER 2017.

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

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

PART ONE

1. APOLOGIES

RESOLVED: that

Apologies were received and accepted by Governors for Mr Woods, Mrs Robinson, Mrs Hughes and Mrs Robertson.

2. DECLARATION OF PECUNIARY INTEREST

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.

3. MINUTES

RESOLVED: that

The part one minutes of the meeting held on the 21st September 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.

Chair challenged whether the school website was compliant. HT advised that the Pupil Premium statement has been updated and the financial breakdown of the PP spend has also been added.

5. SCHOOL PERFORMANCE

Overview/Update

Pupil Premium – Governors were given a document which showed performance of all children and the PP children and how it compares.

GQ; what is the plan to address these figures? HT reminded them that these are the results of the Year 6 cohort which left the school in July.

Governors found the information a little confusing as it had been sourced directly from Government information. HT advised that it will be clearer when ASP can be presented with the correct information.



ACTION;

HT and DHT will present the Pupil Premium information as part of the ASP introduction to Governors at the Governor Saturday school.

It was acknowledged that the School are looking at the current Year 6 cohort and are putting plans into place to raise attainment and progress of all children.

Governors were given the information in poster form of the Phonics shows that are being held in school and this is being promoted as an event.

The dates are Monday 20th November for Year 1, Tuesday 21st November Year 2 and Thursday 23rd November for Reception.

GQ; how would a parent know from this information what to expect? The school are selling this as a show when children will be 'performing their skills in phonics'.

Governors agreed this is a great marketing tool and are happy it is detailed on the school website. It is hoped that there will be good attendance and parents get involved with the event.

ASP- this system is not fully available yet and HT intends to cover this item in detail at the Governor Saturday school on the 11th November.

6. SCHOOL DEVELOPMENT

There was nothing to report under this item.

7. CURRICULUM

HT advised that the Governor Learning walk in Science had been led by Emma Lightfoot and was attended by Mrs Hughes, Mrs Holden and the Chair of Governors. Feedback from the Governors has been favourable with them feeling this was an enjoyable experience and very valid in their role. They saw examples of good teaching, good use of resources and much engagement in great activities. They looked at the children's books, the marking and feedback.

A Governor who was present at the event challenged a child to evaluate some learning and this was very successful. Another Governor who is a science teacher was very impressed with the high standards at the school.

8. BEHAVIOUR

There was nothing to report under this item.

9. HEALTH & SAFETY

There was nothing to report under this item.

10. FINANCE

There was nothing to report under this item.



11. PREMISES

HT reported to Governors about the recent Health & Safety review undertaken by CWAC. Governors were given a copy of the Action plan.

There are seven points to address on this action plan, but all are considered medium risk.

HT advised about the maintenance issues that have arisen at the school and the actions that are necessary to rectify them. Governors were given full details of the costs which total over £40k.

GQ; regarding the Library roof leaks and the fact that the school is on the CWAC list for roof repairs, is there a timeframe for this? HT advised not, and the school remains on the list.

GQ; the amount to repair/replace guttering on KS1 seems expensive? HT advised that CWAC have explained that they will not help with these costs and the School must ask the contractor to return to address this. It was noted this cost would probably include scaffolding costs.

ACTION;

HT will ask the Bursar about these costs and how they are calculated.

GQ; can more detail be given about the security door system that is faulty? HT advised that two quotes have been received, both are between £15k - £20k. HT has raised this issue with Jan Hewitt at her recent visit and the school are applying to CWAC for assistance on safeguarding grounds.

HT shared an email with Governors that she has received from Jan Hewitt regarding the next steps at the school and potential PAN reduction. This confirms that existing accommodation is not fit for purpose in terms of admission to 65 pupils per year group, largely due to increased space requirements associated with schools' resource provision.

GQ; what happens next? HT advised that it is very important that a meeting is held to look to reduce the PAN to 45, this is now in the hands of senior Managers. HT acknowledged that a PAN of 45 is not ideal as this will mean mixed age classes but much better than 65. The school is too big to only accommodate 30 pupils per year group.

ACTION;

When HT knows anymore regarding the PAN reduction meeting, she will feed back to Governors.

12. GOVERNANCE

ACTION;

The Clerk will send the NGA Code of Conduct to the HT for ratification at the November meeting.

13. TOPICAL

Chair advised that under this item he would like Governors in future to consider the impact their actions have had on the school and its pupils.



Impact identified was:

- Put actions in place for Pupil Premium on the school website.
- Looked at the breakdown in costs of the Health & Safety/Maintenance issues.
- Celebrated good practise at the Science Learning Walk.

14. PERIODICAL

HT reminded Governors about the Governor Saturday School on the 11th November at 8.30am to 12.30pm in the KS2 building.

ACTION;

HT will send out an agenda for this event and will also email all relevant documents in advance to Governors.

Items for discussion will be:

- ASP
- Community Engagement
- Effectiveness of Governing Body
- Performance Review

Chair advised that he has been completing some work with ECM and he would like to discuss this in more detail at the Saturday school and pose the question/challenge to Governors – ‘How do we know that we are doing a good job?’

ACTION;

Governors to consider the above question and be prepared to challenge how this is happening when Governors meet on the 11th November.


15. DATES, TIME AND PLACE OF THE NEXT MEETINGS

Meetings in 2018 which are all Thursdays at 6.30pm at the School:

Autumn term – 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
23/11/17
----- Dated



ACTION MATRIX

| Work Stream | Action No. | Date opened | Action Manager | Action | Action Update | Target Date | Status |
|------------------------------------|------------|-------------|-------------------------------|--|---|-------------|---------|
| Health & Safety overview for Staff | 1 | 15/10/16 | 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. This has been actioned as part of this year's H & S review on the 16 th October with Jon Siddorn. Relevant staff are to attend training and Governors were advised of the items that need attention as part of this report | Autumn term | Closed |
| Governance | 2 | 13.7.16 | Chair | There remains a vacancy for 1x LA Governor. | It is expected that the Co-opted Governor position will be filled by Mr Burrows. Chair will meet with him regarding the skills audit and he will become the Co-opted Governor at the next meeting in the autumn term | Autumn term | Closed |
| 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 highlighted all the maintenance issues raised with Jan Hewitt and costings. | 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. | This event will take place on 20/11 Year 1, 21/11 Year 2 and 23/11 Reception. | Autumn term | Closed |
| Health & Safety | 5 | 11.5.17 | | To ensure ongoing issues regarding H & S are addressed. | As No 1 action | Autumn term | Closed |
| 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 HT will send out an agenda for this event and will also email all relevant documents in advance to Governors | Autumn term | Closed |
| Governor Code of Conduct | 7 | 26.10.17 | | | Clerk to send the NGA Code of Conduct to the HT for ratification at the November meeting | Autumn term | Open |

