



MINUTES OF A MEETING OF THE GOVERNING BODY OF DARNHALL PRIMARY SCHOOL HELD AT THE SCHOOL ON THE 14th JUNE 2018 AT 6.30PM.

Name	A/P/U	Category of Governor	Date of end of tenure	Designated Role
Mrs S Tomlinson	Y	H/T		Headteacher
Mr R Strachan	Y	Co-opted		Chair
Mr A Woods	Y	Parent		Vice Chair
Mrs A Holden	A	Co-opted		
Mr R Burrows	Y	Co-opted		
Ms L Robertson	A	Co-opted		
Ms J Stringer	A	Co-opted		
Mrs E Robinson	Y	Co-opted		
Mrs J Hughes	A	Parent		
Mrs J Bailey	Y	Staff		
Vacant		Co opted		
Vacant		LA		
In Attendance				
Mr M Aspden				Clerk to Governors
Mrs C Chappell				
Mr D Kindon				
Mrs H Young				

PART ONE

1. APOLOGIES

Apologies were received from Ms Robertson, Mrs Holden, Mrs Hughes and Ms Stringer.

RESOLVED: that the apologies be accepted by Governors

2. DECLARATION OF PECUINARY INTEREST

Governors were 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 10th May 2018 be confirmed as a correct record and signed by the Chair.

4. MATTERS ARISING

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Work Stream	Action No.	Date opened	Action Manager	Action	Action Update	Target Date	Status
Governance	1	13.7.16	Chair/ Govs	There remains a vacancy for 1x LA Governor and 1 x Co-opted Governor. The results from the Governor skills audit and Governing Body effectiveness will be further considered.		Ongoing	Ongoing
Strategic building review	2	11.5.17	HT/ Chair/ Vice Chair	Plans are still underway to reduce the Pan from 65 as this is too high. The next step is that the Chair of Governors can instruct the LA to reduce the PAN to 45 and it is hoped this will take effect from September 2019. Meeting with Mark Parkinson to discuss the single site ACTION to email		Ongoing	Ongoing
Governor Strategic Plan	4	15.2.18	Govs	ACTION: find a date for a development session in which to support this action.	There is an amended version which need to be finalised. Combine with item 9	10.5.18	Open
School Budget	5	15.2.18	HT and Finance	School Budget to be approved by Governors at the meeting in March.	On agenda	22.3.18	Open
Governor skills audit/Governor effectiveness	6	15.2.18	Mr Woods	This was looked at. This could be covered on the development day. It would help us identify new governors		22.3.18	Open
LGBTQI/Stonewall policy	7	15.2.18	HT & Chair	We need to respect differences and be tolerant while appreciating the vulnerabilities of the children. The Headteacher informed governors that they had a staff meeting that supports this view and what children should be taught about healthy relationships and how to keep themselves safe. Q: have we got a policy in place? A: Yes. It is the Stonewall policy. Q: Does this need modifying? Can we modify it? I think it raises a level of expectation.		22.3.18	Open

				A: We can do this. ACTION: The Headteacher to review the policy.			
School Performance	8	22.3.18	HT	Early Years Data to be presented at the next FGB	The data has not been finalised. ACTION: to review the data at the July Meeting	12.7.18	Ongoing
School Development	9	22.3.18	Chair	The Governor Strategic Plan and Action Plan to be carried forward and added to the next FGB agenda	ACTION: add to the July meeting and combine with item 4	10.5.18	Ongoing
Governance	10	22.3.18	Mr Woods	Demonstrate the Governor Intranet at the next FGB or the development day	Mr Strachan and Mr Woods to meet. Guidance will be provided ACTION: Mrs Young to ask IT Technician for proxy settings to enable use of Governor devices on wifi	10.5.18	Closed
Governance	12	10.5.18	HT	Headteacher to add the Governor Code of Conduct to the website and upload to SharePoint.		14.6.18	Closed
Governance	13	10.5.18	HT	Headteacher to ask Mr Woods how to access Office 365		14.6.18	Closed

5. FINANCE

ACTION: Finance to be an agenda item each month.

Mrs Young presented a finance report which was tabled. Governors were informed that the deficit was currently set at £59399. A Notice of Concern has been signed in agreement with Mark Parkinson, Director of Education. Governors noted that there is criteria to be followed if the budget plans need to be changed but there is some flexibility if savings can be made. Significant variance, either way, needs to be notified to the LA.

Governors were informed that pupils numbers are expected to be 276 for Oct 2018. There are currently 277 on roll. There are another 5 in year admissions pending. These would have a positive impact on the 19/20 financial year.

Q: If they are in the wrong classes this could impact us this year?

A: No. We have 28 in rec and we can grow in Reception and Year 1. We have spaces in Year 2.

ACTION: Head to write to Mark Parkinson requesting an update on the PAN.

Governors were informed that the school had signed a 3 year contract to Parent Pay through Edsential which will provide the school with an online banking system. Parent Pay has a texting facility which will replace the current system which expires at the end of June.

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Governors were informed that parents needed to register with Parent Pay in order to receive texts and that there was a concern that some parents may choose not to register for Parent Pay because they may think that this will avoid them receiving the welfare texts regarding attendance. The Headteacher highlighted that the new work phones would be used to send these texts in future.

Governors noted that additional flexibility that Parent Pay offered in terms of text and email and that texts were bought in bundles. They also noted that Edsential covered the set-up costs and that the office staff expected its introduction to have a significant impact in terms of saving time.

Governors were informed that Grounds Maintenance has changed to Mid Cheshire Grounds Maintenance with a saving of nearly a £1000. The expectation is that the service will improve over that provided by Sodexo.

Q: How did you manage with Sodexo?

A: We didn't because it was based through the LA traded service.

Q: Will you be managing Cheshire Grounds maintenance directly?

A: Yes. Sodexo were in with the LA and they were doing what they wanted.

Governors were informed that the SBSA was £41360 which was over what was budgeted for. This is due to general increases in charges and the purchase of the Data Protection Officer service. Teacher absence insurance has also been purchased from Cheshire West.

Governors were informed that an electronic signing in system was being quoted for.

An Automatic Pupil Premium Checking system is being explored as a way to increase uptake in notifying school of children entitled to Pupil Premium. The system uses Parents date of birth and National Insurance number to conduct a weekly check that would enable school to contact parents if their children qualified for Pupil Premium. The cost of the system is £700per annum but currently has a 20% reduction. Governors noted the challenge would be to get parents to share the information in the first place.

Q: How are you going to promote and get parents to engage?

A: We think the new parents will be fine and will complete the consent when they join the school. The issue will for existing parents. The data collection form can be updated with a notice

Q: Is that carry forward number the most up to date?

A: Yes. However there is TA buy out and adjustments over any TA hours to include. HR are currently working on this.

Governors noted that school had received a quote for the SENDCO office window.

Q: This is a lot of money for this?

A: We could get quotes for alternatives. However, we looked at the type of windows we currently have.

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ACTION: Mrs Young to request a quote for a wooden window.

Governors discussed the fencing around KS2 needs to be moved into the longer term.

Q: We have talked about looking at Grant funding

A: I am going to approach the Darnhall Trust. I have also downloaded a pack for looking for Grants for schools. Miss Lightfoot has applied for £900 from Ford Motor Company for science equipment.

Mr Burrows offered to help with applying for grant funding.

ACTION: Governors requested that progress on grant funding be included in the monthly financial update.

Governors noted that the admin team were short staffed and that this term is a busy with the number of visits. The Headteacher highlighted the difficulties the team experienced around debt collecting and the expectation that Parent Pay would help improve the workload in the office. It was noted that a member of the team is giving an hour a day to support the updating of CPOMS. She is also taking minutes for TAFs.

Governors noted that the school is running at capacity due to the challenges because of the changes to attendance.

Q: What is the uniform shop?

A: It is a way of selling uniform on line. We could do without that if you want us to.

Governors discussed the benefits of the uniform shop and felt that they should let staff make those decisions.

RESOLVED: that the budget be approved, and that financial budget management will be a standing item on the management meetings.

6. SEND

Mr Kindon presented a SEND report highlighting the following points:

- We currently have 35% of our children on our SEND register compared to the national average of 14%. 34% equates to 116 children.
- Needs are primarily cognition and learning, but also a high number with SEMH, communication and interaction needs
- Expectations before applying for additional funding
- Demands on staff

Q: Is there nothing we can access because of the differential from the norm?

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A: We do get a higher allowance than most schools. SEND Children entitled to 1740 hrs per week. If we had 12 TA's it would be equivalent of 360 hours which is clearly a lot less.

Q: Are we happy that the higher needs block is accurate?

A: It is based on the census which is based on our SEND register.

Q: That will take into account our actual numbers of SEND?

A: Yes. We are getting what we are entitled to. We are quite inclusive.

There has been a significant influx of children who needed 1:1

Q: Are we recording the resource impact of this.

A: Yes, we do. We have parents who are determined to admit their children here. We can't easily reject mainstream children because of the PAN.

- Our provision is SMEH. We are getting requests that are too extreme. We are successful in meeting their needs. The children are quite bright and are quite high functioning

Q: Have the SEND team not been here?

A: No, they have not been here. They have not got the capacity to come. Mr Kindon has invited them to all his reviews.

Q: There are not that many Resource provision schools? I cannot believe that someone cannot come out and see what our provision is.

A: No there are not many.

Q: Is there any advantage in talking to the SEND team manager?

A: Debbie Steele knows us.

- We are hosting the SENDCO cluster meeting. We have had some issues with transition.

Q: Our local councillors need to understand our position. We were unable to meet with David Armstrong. We also need to meet with Stephen Burns.

A: We have been asked for dates.

The Headteacher highlighted to Governors the amazing job that Mr Kindon had done and Governors thanked him for his time and efforts.

Mrs Chappell presented a report on Behaviour highlighting the following points.

- Class Dojo
- Strengths and Difficulties Questionnaires
- The outcomes of the Learning Walk
- Interventions that are available
- Moving forward:
 - Behaviour blue print
 - Look at policy- reduce length and make changes
 - Inset with Paul Dix from Pivotal Education
 - Recognition boards
 - Visual consistency- shake hands on the door

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- Change of school rules- x3 words
- Recognise positive behaviour
- PIP and RIP (praise in public/ reprimand in private)

Q: *Can we have visibility of the policy matrix?*

A: *Yes, we can put it on share point.*

Mrs Chappell was thanked for her presentation.

Mr Kindon and Mrs Chappell were excused from the meeting at 7:56 pm

7. AOB


Governors were informed that school data will be presented at the next meeting. The SEF is up to date and on the SharePoint site.

ACTION: Headteacher and Chair to meet regarding the month plan.

Mr Woods was excused from the meeting at 8pm

8. DATES, TIME AND PLACE OF THE NEXT MEETING

The next meeting will take place at the school on Thursday 12th July 2018 at 6.30pm.


----- Chair

12/07/18
----- Dated

ACTION PLANNER

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Finance	14	14.6.18	HT	Finance to be an agenda item each month		Ongoing	Ongoing
Finance	15	14.6.18	Bursar	Mrs Young to request a quote for a wooden window.			
Finance	16	14.6.18	Bursar	That progress on grant funding be included in the monthly financial update.		Ongoing	Ongoing
Governance	17	14.6.18	HT & Chair	Headteacher and Chair to meet regarding the month plan.		12.7.18	Open