



**MINUTES OF A MEETING OF THE GOVERNING BODY OF DARNHALL PRIMARY SCHOOL HELD AT THE SCHOOL ON THE 20<sup>th</sup> SEPTEMBER 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		
Mrs A Holden	A	Co-opted		
Mr R Burrows	Y	Co-opted		
Vacancy		Co-opted		
Ms J Stringer	Y	Co-opted		
Mrs E Robinson	Y	Co-opted		Vice Chair
Mrs J Hughes	Y	Parent		
Mrs J Bailey	Y	Staff		
Vacant		Co opted		
Vacant		LA		
In Attendance				
Mr M Aspden				Clerk to Governors

**PART ONE**

**APOLOGIES**

Apologies were received from Mrs Holden.

RESOLVED: that the apologies be accepted by Governors.

Governors note the resignation of Mrs Robertson on the 30/08/2018

**DECLARATION OF PECUNIARY 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.

**MINUTES**

RESOLVED: that the part one minutes of the meeting held on the 12<sup>th</sup> July 2018 be confirmed as a correct record and signed by the Chair.

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*RUS*



## MATTERS ARISING

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.	The Headteacher has spoken to Helen Ashley who is considering whether she can take a governance role on. Mr Strachan has spoken to Christopher Bate and sent a prospective skills audit to him. <b>ACTION: Mr Strachan to arrange to meet Mr Bate.</b>  Governors noted that there are 3 governor vacancies: 1 LA 2 Co-opted  Governors discussed possibly linking in with local businesses.	Ongoing	Ongoing
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.  <i>Q: have we got a policy in place?</i> <i>A: Yes. It is the Stonewall policy.</i> <i>Q: Does this need modifying? Can we modify it? I think it raises a level of expectation.</i> <i>A: We can do this.</i> <b>ACTION: The Headteacher to review the policy.</b>	<b>ACTION: Circulate the policy to Governors. Governors to respond by email.</b>	22.3.18	Open
School Performance	8	22.3.18	HT	Early Years Data to be presented at the next FGB	On the agenda	12.7.18	Ongoing
Finance	14	14.6.18	HT	Finance to be an agenda item each month	On the agenda	Ongoing	Ongoing



Finance	15	14.6.18	Bursar	Mrs Young to request a quote for a wooden window.	<b>ACTION: Mr Woods to check whether it is a requirement to fit a window.</b>		Ongoing	
Finance	16	14.6.18	Bursar	That progress on grant funding be included in the monthly financial update.	On the Agenda	Ongoing	Ongoing	
Governance	17	14.6.18	HT & Chair	Headteacher and Chair to meet regarding the month plan.	Date set for the 10 <sup>th</sup> October 2018	12.7.18	Open	
Governance	18	12.7.18	HT	Head to circulate WEP Governor Training.		September 18	Closed	
Governance	19	12.7.18	HT / Chair	Circulate dates via What's App and agree with the Clerking Service	The Headteacher informed Governors of the upcoming WEP training on Recording Attendance and Improving Absence on the 15 <sup>th</sup> October. There is further training on the 6 <sup>th</sup> February and the 11 <sup>th</sup> June, topics to be confirmed. There is Governor training on the Sports Premium on the 25 <sup>th</sup> September at the school.	September 18	Closed	

## 1. SCHOOL PERFORMANCE

The headteacher presented the school priorities for 2018-19.

### Outcomes for Pupils

#### Key Priority 1:

To continue to raise attainment and accelerate progress in reading, writing, maths and phonics in line with National. Focusing on:

- Writing: KS1 and KS2
- Reading: at greater depth in KS1
- Phonics: pitch and challenge

#### Key Priority 2:

To continue to ensure that the progress of disadvantaged pupils is in line with or greater than non-disadvantaged pupils through the implementation the 'Achievement for All' program.

### The Quality of Teaching, Learning & Assessment

#### Key Priority 3:

To continue to raise standards in KS1 and KS2 in writing by improved teaching and learning. To increase the number of pupils achieving the higher standard in writing at the end of KS2.

#### Key Priority 4:

To ensure that expectations are consistently high for the most able pupils across all subjects.

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**Key Priority 5:**

Science – to continue to work towards and achieve the Primary Science Quality Mark (PSQM)

**Personal Development, Behaviour and Welfare**

**Key Priority 7:**

To continue to work closely with families to increase attendance so that it is in line with National, reducing levels of persistent absence.

**The Effectiveness of the Early Years Provision: the quality and standards**

**Key Priority 8:**

To encourage and support parents in developing their children's learning at home.

**Effectiveness of Leadership and Management**

**Key Priority 6:**

To refine the monitoring and evaluation of provision for pupils who have SEN and/or disabilities to provide a more detailed picture of their progress.

Governors were informed that the priorities had been shared with the School Improvement Partner. It was explained that Science was a priority because of the continued work on the Science Quality Mark and it was a line of enquiry for the inspection.

*Q: Is Emma still leading on science?*

*A: Yes she is.*

Governors noted that the priorities would be fed into the school development plan.

The Headteacher presented Outcomes data for the Winsford Education Partnership which had been presented by the Local Authority Advisor. She made the following points to Governors:

- Only one school met the KS2 floor standard
- Winsford schools average 65% Good Level of Development and Darnhall is above this
- Phonics results

Governors discussed the Phonics results and the administration of the check and whether this had an impact on the result. They noted the number of in year transfers which had had a negative impact on the results.

*Q: What is the re-check?*

*A: Where those children have been retested in Year 2 because they did not meet the standard in Year 1.*

- KS1 reading was in line with CWAC and broadly in line with National
- KS1 Maths above CWAC and in line with National
- Combined Reading, Writing and Maths was 57%
- Greater depth outcomes were good

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Q: Are we doing better than other Winsford schools at KS1?

A: Generally, yes.

Governors were informed that the progress measures had very positive numbers at KS2.

Q: Our reading is alright. Our maths is alright but the combined is low?

A: This is because individual children excel at individual subjects.

Governors noted the consistency and improvement that the school had achieved and that there were 5 children with Education Health Care Plans in the cohort.

Q: Do these results have an impact on our priorities?

A: No. We already knew the data.

## 2. ATTENDANCE

The Headteacher presented a report prepared by Emma Hawcroft.

Period : 01/09/2018 to 19/09/2018

Whole School

Pupils in DOB Range 01/09/2002 - 31/08/2013

Group	Total No of Pupils	Authorised Absences			Unauthorised Absences		
		No of Pupils	% of Pupils	% of Sessions	No of Pupils	% of Pupils	% of Sessions
Totals	241	44	18.3	2.2	31	12.9	2.1

Overall Attendance as of 20/9/18: 95.7%

The Headteacher informed Governors of the impact of families taking holidays at the beginning of the school year and how this might be addressed in future.

Governors discussed how families could be realistically supported where they cannot attend school due to the distance they live away from school.

Q: Is there nothing the Local Authority can do?

A: It is the family's choice which school they attend. If we have spaces, we have to accept the children.

Q: Of the 3 children affecting attendance will they get fixed penalty notices?

A: Yes.

Q: How much will they be charged?

A: £60.

Q: Is this per session?

A: No. It is for the period of absence.

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### 3. SCHOOL DEVELOPMENT

The Headteacher presented the SEND report. She proposed that Governors would receive a termly report. There are 22% children on the SEND register. We have had 14 new starters in school with 5 children who have needs.

*Q: Mr Kindon has made a statement about the difficulty of monitor the effectiveness? Is this because of time or resource?*

*A: It has been difficult because he has taken over. He is communicating with teachers and teaching assistants which has not happened in the past.*

### 4. ACTIONS TOWARDS TARGETS

Governors were informed that there is a meeting planned to discuss Pupil Admission Numbers (PAN) on the 1<sup>st</sup> October. Governors discussed how the PAN affected SEND in the school. Governors noted the purpose of this meeting was to discuss what needed to be done to change the PAN.

### 13. FINANCE

Governors noted work that had been done by Kelly Evans and Hayden in achieving the sports award.

The Headteacher presented the Finance report highlighting the following points:

- Interactive whiteboards need updating.

RESOLVED: that the Bursar be asked to renew the boards.

**ACTION: The Bursar to get comparative quotes for replacing the boards**

- the admin team are currently under staffed due to ill health.

RESOLVED: that a member of staff be recruited to support the admin team and this would be reviewed at half term.

**ACTION: Admin support to be reviewed at the next meeting.**

### 15. PREMISES

Governors were informed that:

- CWAC had paid for the car park to be repaired
- Foundation Stage and a classroom had been painted
- New storage had been built by the site maintenance officer.
- The new Grounds Maintenance company is working well.

### 17. GOVERNORS

Governors were asked to elect a chair for the next year. They were informed that nominations were received for Mr Richard Strachan. Mr Strachan was invited to leave the room for a short while, whilst a vote was conducted.

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RESOLVED: that Mr Richard Strachan be elected as Chair for the period of one year.

Mr Strachan was invited to re-join the meeting. He thanked Governors and reminded them to consider succession planning.

The Chair asked Governors to elect a Vice Chair. The Clerk informed Governors that nominations had been received for Mrs Emma Robinson. Mrs Robinson was invited to leave the room for a short while, whilst a vote was conducted.

RESOLVED: that Mrs Emma Robinson be elected as Vice Chair for the period of one year.

Governors noted that the members of the Headteacher's Performance Management Panel were:

- Mr R Strachan
- Mrs A Holden
- Mr A Woods
- Mrs E Robinson

The Headteacher Performance Management requested that the date of the meeting be rearranged.

Governors discussed the planning of a Governor development day.

RESOLVED: that governors continue their core responsibilities and that this is an agenda item on the next meeting

**ACTION: Clerk to add Governor responsibilities to the October meeting.**

#### 19. TOPICAL

Governors discussed the Pay Policy which is to be reviewed by Mr Wood and Mr Strachan.

**ACTION: To review the Pay Policy at the next FGB meeting**

Governors discussed adding the WhatsApp group to the contacts in the Critical Incident Plan. Governors checked that their contact details were correct.

RESOLVED: that the Critical Incident Plan be approved.

#### 20. DATES, TIME AND PLACE OF THE NEXT MEETING

25<sup>th</sup> October 2018 at 6:30pm



*[Handwritten signature]*

----- Chair

*22/11/2018*

----- Dated





## ACTION PLANNER

Work Stream	Action No.	Date opened	Action Manager	Action	Action Update	Target Date	Status
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Finance	19	20.9.18	Clerk / Chair / HT	Admin support to be reviewed at the next meeting.				
Governors	20	20.9.18	Clerk / Chair / HT	Clerk to add Governor responsibilities to the October meeting.				
Finance	21	20.9.18	Clerk / Chair / HT	To review the Pay Policy at the next FGB meeting				