



Mr Mark Aspden  
 Clerk to Governors  
[Mark.aspden@edsential.co.uk](mailto:Mark.aspden@edsential.co.uk)  
 07879 113367

**MINUTES OF THE FULL GOVERNING BODY MEETING OF DARNHALL PRIMARY SCHOOL HELD ON THE 25<sup>TH</sup> OCTOBER 2018 AT 6:30PM**

**Members of the Governing Body**

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	13/05/2020	Chair
Mr A Woods	Y	Parent	15/07/2019	
Mrs A Holden	Y	Co-opted	13/05/2019	
Mr R Burrows	Y	Co-opted	23/11/2021	
Vacancy		Co-opted		
Ms J Stringer	Y	Co-opted	13/05/2019	
Mrs E Robinson	A	Co-opted	13/05/2019	Vice Chair
Mrs J Hughes	Y	Parent	8/03/2021	
Mrs J Bailey	Y	Staff	15/10/2020	
Vacant		Co opted		
Vacant		LA		
In Attendance				
Mr M Aspden	Y			Clerk to Governors
Mrs L Giansante	Y			Clerk to Governors

**Non -Confidential Items**

**1. APOLOGIES**

Apologies were presented from Mrs Robinson.

RESOVLED: that the apologies from Mrs Robinson be accepted.

**2. DECLARATION OF PECUNIARY INTEREST AND CODE OF CONDUCT**

Governors were invited to declare any potential pecuniary interest or conflict of interest between an individual Governor and the Governing Board as a whole.

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RESOLVED: that no pecuniary interests or conflicts of interest were declared.

RESOLVED: that the code of conduct be accepted and was signed by each Governor.

### 3. MEMBERSHIP/CONSTITUTION

To receive any changes to the Governing Board since the last meeting.

To note:

- there is one LA vacancy
- there are two co-opted vacancies.

Governors noted that there were no changes to the Governing body since the last meeting. Mr Strachan as spoken to Chris Bate. He has agreed to a meeting with the Head and Chair to show him around the school.

The Headteacher has spoken to another prospective governor who was not able to make a commitment at this time. The Headteacher has spoken to Pat Johnson who may be interested in taking a role on.

**ACTION: That the Headteacher follow up with Mrs Johnson as to whether she would like to be co-opted to the Governing Body.**

### 4. MINUTES OF LAST MEETING

RESOLVED: that the non-confidential minutes of the full governing body meeting held on the 20<sup>th</sup> September 2018 be confirmed as an accurate record.

### 5. 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	The Headteacher has spoken to Helen Ashley who is	Ongoing	Open	<i>Q: Do we need an action on linking</i>



				<p>Co-opted Governor. The results from the Governor skills audit and Governing Body effectiveness will be further considered.</p>	<p>considering whether she can take a governance role on. Mr Strachan has spoken to Christopher Bate and sent a prospective skills audit to him.</p> <p><b>ACTION: Mr Strachan to arrange to meet Mr Bate.</b></p> <p>Governors noted that there are 3 governor vacancies: 1 LA 2 Co-opted</p> <p>Governors discussed possibly linking in with local businesses.</p>			<p><i>with local businesses.</i> <i>A: I have spoken to Dave Snadll. They have already been approached by the Academy, so they are open to this. We want somebody linked into the local business network.</i></p> <p><b>ACTION: Mr Strachan to follow up with Winsford Business Park.</b></p> <p>The Headteacher has been approached by Liam Bains who has joined the volunteers list.</p> <p>Graham from Roberts Bakery could be approached.</p> <p><b>ACTION: Headteacher to follow up with Liam Bain, Roberts Bakery and Pat Johnson.</b></p>
LGBTQI/stonewall policy	7	15.2.18	HT & Chair	<p>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.</p>	<p><b>ACTION: Circulate the policy to Governors. Governors to respond by email.</b></p>	22.3.18	Closed	<p>On the agenda for discussion.</p> <p>Governors noted that they should have a sub group for LGBT.</p> <p><b>RESOLVED:</b> that there will a link governor with responsibility for LGBT.</p> <p><i>Q: Who is the designated member of staff</i> <i>A: Cat Cernik</i></p>



				<p>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.  A: We can do this.  <b>ACTION: The Headteacher to review the policy.</b></p>				RESOLVED that Mrs J Bailey will be the LGBT Governor.
School Performance	8	22.3.18	HT	Early Years Data to be presented at the next FGB	On the agenda	12.7.18	Closed	
Finance	14	14.6.18	HT	Finance to be an agenda item each month	On the agenda	Ongoing	Open	Waiting for information to come from CWAC finance. We have set a date for Early November.
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>		Open	Ongoing
Finance	16	14.6.18	Bursar	That progress on grant funding be included in the monthly financial update.	On the Agenda	Ongoing	Open	<p>Pat Johnson has informed HT that we can apply for a £1000 from the Town Council.</p> <p>Governors discussed applying for the High Sheriff grant for Aspirations.</p> <p>Mr Burrows highlighted a few potential funding streams.</p> <p>Mrs Young has attended briefing on grants. Governors discussed the time to explore grants and the impact that the nursery had on the workload in the office.</p>



								<p><b>ACTION: Mr Burrows to explore grant funding for a minibus.</b></p> <p>Governors noted that funding may be needed for the nursery when they are split between 2 year old and 3 year olds. An application for the town council grant could be used on this.</p>
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	Closed	<p><b>ACTION: Clerk to upload the planner spreadsheet.</b></p>
Finance	18	20.9.18	Bursar	The Bursar to get comparative quotes for replacing the boards			Open	Governors discussed the need for quotes for the cost of replacing the interactive whiteboards. The Headteacher informed Governors that the request for quotes had been followed each week since the last meeting.
Finance	19	20.9.18	Clerk / Chair / HT	Admin support to be reviewed at the next meeting.			Closed	
Governors	20	20.9.18	Clerk / Chair / HT	Clerk to add Governor responsibilities to the October meeting.			Closed	
Finance	21	20.9.18	Clerk / Chair / HT	To review the Pay Policy at the next FGB meeting			Closed	

## 6. SCHOOL WEBSITE

The Headteacher confirmed that the website was up to date and compliant. The Headteacher informed Governors that she and Mr Kindon had checked through the website.

*Q: Is the website as accessible as it should be. It is hard to navigate and there are some missing links.*

*A: We could look at tidying it up.*

*Q: Has anybody compared it with other WEP sites?*

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*A: The same platform is used by other schools in Winsford and by the WEP itself.*

**ACTION: The website needs the navigation tidying up and some links for the red Ofsted link needs changing.**

**ACTION: Mr Hughes to do an audit of the website from a security perspective and present back to Governors.**

Governors discussed how the website was being used. Governors considered that the analytics could be reviewed. Governors discussed the use of an alternative provider which might be cheaper. There was acknowledgement that Governors were happy with the website when it was set up twelve months ago and the amount of work that had gone into its development. They noted that the mobile version was accessible.

## **7. PUPIL PREMIUM AND SPORTS PREMIUM**

Governors were informed that the reports have been uploaded on to the website and the Sports Premium spending included the purchase of a sports coach.

## **8. BUDGET REPORT**

Governors were informed that school was awaiting an update from the CWAC Finance team. This item is to be carried to the next meeting.

## **9. PAY POLICY**

To review and approve the school Pay Policy

Governors reviewed the pay policy and were informed that the amendments that had been made were in line with the Local Authority Pay Policy. The Chair highlighted:

- The governance and administration of the governor refers to a Pay Panel.
- It was proposed that the Pay Panel be the Finance group.
- The non-staff governors would bring the recommendation to the Governing body.

**RESOLVED:** that the Headteacher Performance Management committee would be the Pay Panel.

The Finance group recommend to Governors that the Pay Policy be ratified.

**RESOLVED:** that the Pay Policy be approved by the Governing Body.

## **10. CODE OF CONDUCT**



Governors noted that this item had been covered under item 2.

### 11. REVIEW THE ROLES AND RESPONSIBILITIES OF GOVERNORS

To agree the roles and responsibilities of individual governors

RESOLVED: that the following roles and responsibilities of Governors were approved:

Safeguarding	Mr Strachan
Curriculum	Mrs Hughes
SEND	Mrs Stringer
Pupil Premium	Mrs Robinson
Finance	Mr Strachan, Mr Woods and Mrs Robinson
Health and Safety	Mr Woods
Grants	Mr Burrows
Prevent and Promoting British Values	Mrs Bailey
LGBT	Mrs Bailey

Governors discussed agreeing a programme of Governor visits and noted that:

- Safeguarding visit planned.
- Maths planned for a learning walk for the next half term on the 26<sup>th</sup> November 9:15 am starting in KS2. This is available for any governors. Mrs Hughes and Mrs Stringer expressed an intention to attend.

**ACTION: Chair / Headteacher to programme visits for the remaining areas with advance dates.**

Governors noted that there no Governor visits had yet occurred.

### 12. GOVERNOR OBJECTIVES

RESOLVED: that the development day to work on the governor action plan will be held on the 17<sup>th</sup> January starting at 5pm.

### 13. GOVERNOR TRAINING

RESOLVED: that the Governor Skills audit would be reviewed on the Governors development day and consideration of training would be made at that point.

### 14. HEALTH AND SAFETY



The Headteacher presented a health and safety report conducted by Jon Siddon on the 3<sup>rd</sup> October which had been circulated prior to the meeting. The Head teacher informed governors that she was not trained on asbestos and this needed to be done.

**ACTION: The headteacher to arrange Asbestos Training for herself.**

Governors were informed that there is a question in relation to the reporting of accidents on Prime. It may be that staff are not reporting enough in relation to children reports.

**ACTION: The headteacher to provide advice and support to Staff on reporting accidents.**

Governors were advised that RAMPS have been reviewed and that staff have seen them and signed them. The headteacher advised that the detail was in the Health and Safety Paper.

## **15. PERFORMANCE MANAGEMENT**

The headteacher provided a short update on staff performance management and governors were assured that all teaching staff performance management had occurred.

Governors were informed that non-teaching staff performance management is scheduled for the spring term.

The Headteacher's Performance Management arrangements were discussed in the confidential part of the meeting.

## **16. CURRICULUM, TEACHING AND LEARNING**

The Headteacher presented a maths curriculum report to Governors. The following points were made:

- The Subject Leader has attended WEP moderation meetings
- The Subject Leader is becoming an LA moderator
- There has been a times table evening. A free learning school trip was offered to encourage attendance.

*Q: What is a pick and flick?*

*A: Picking up books to provide a quick monitoring of books.*

*Q: Did you say something about floor standards?*





*A: Floor standards are going. There was an exit meeting with the LA and the LA would want to use me support other schools.*

**17. DATE AND TIME OF NEXT MEETING**

The next meeting will be held on the 22<sup>nd</sup> November at 6:30pm at the school.

There being no further business the meeting closed at 8:38 pm

  
----- Chair

  
----- Dated



## ACTION LOG

Work Stream	Action No.	Date opened	Action Manager	Action	Action Update	Target Date	Status
Governance	1	13.7.16	Chair/ Govs	<p>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.</p>	<p>Q: Do we need an action on linking with local businesses. A: I have spoken to Dave Snasdll. They have already been approached by the Academy, so they are open to this. We want somebody linked into the local business network.</p> <p><b>ACTION: Mr Strachan to follow up with Winsford Business Park.</b></p> <p>The Headteacher has been approached by Liam Bains who has joined the volunteers list.</p> <p>Graham from Roberts Bakery could be approached.</p> <p><b>ACTION: Headteacher to follow up with Liam Bain, Roberts Bakery and Pat Johnson.</b></p>	Ongoing	Open



Finance	14	14.6.18	HT	Finance to be an agenda item each month	Waiting for information to come from CWAC finance. We have set a date for Early November.	Ongoing	Open	
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>		Open	
Finance	16	14.6.18	Bursar	That progress on grant funding be included in the monthly financial update.	<p>Pat Johnson has informed HT that we can apply for a £1000 from the Town Council.</p> <p>Governors discussed applying for the High Sheriff grant for Aspirations.</p> <p>Mr Burrows highlighted a few potential funding streams.</p> <p>Mrs Young has attended briefing on grants. Governors discussed the time to explore grants and the impact that the nursery had on the workload in the office.</p> <p><b>ACTION: Mr Burrows to explore grant funding for a minibus.</b></p> <p>Governors noted that funding may be needed for the nursery when they are split between 2 year old and 3 year olds. An application for the town council grant could be used on this.</p>	Ongoing	Open	



Finance	18	20.9.18	Bursar	The Bursar to get comparative quotes for replacing the boards	Governors discussed the need for quotes for the cost of replacing the interactive whiteboards. The Headteacher informed Governors that the request for quotes had been followed each week since the last meeting.			Open
School Performance	22	22.10.18	HT	The website needs the navigation tidying up and some links for the red Ofsted link needs changing.  Mr Hughes to do an audit of the website from a security perspective and present back to Governors.				
Governors	23		Chair / HT	To programme Governor visits for the remaining areas with advance dates.				
Health and Safety	24		HT	Arrange Headteacher Asbestos Training.				
Health and Safety	25		HT	Provide advice and support to Staff on reporting accidents.				