



**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF
DARNHALL PRIMARY SCHOOL
HELD 17TH JANUARY 2018 AT 6.30PM AT THE SCHOOL**

NAME	Y/N/A Yes/No/Apologies	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	A	Parent	15/07/2019	
Mrs A Holden	Y	Co-opted	13/05/2019	
Mr R Burrows	Y	Co-opted	23/11/2021	
Mrs J Stringer	Y	Co-opted	13/05/2019	
Ms E Robinson	Y	Co-opted	13/05/2019	Vice Chair
Mrs J Hughes	Y	Parent	08/03/2021	
Mrs J Bailey	Y	Staff	15/10/2020	
Vacant		Co-opted		
Vacant		LA		
In Attendance				
Mrs L Giansante	Y			Governor's Clerk
Mrs S Knight	Y			Clerk Observer

NONE CONFIDENTIAL

The meeting opened at 6.30pm.

1. APOLOGIES

Governors noted that apologies were received from Mr A Woods

RESOLVED: That the apologies received were accepted. Mr Woods had attended the earlier Governors' Development meeting.

2. DECLARATION OF PECUNIARY INTEREST AND CODE OF CONDUCT

RESOLVED: That there were no further declarations of interest.

3. MEMBERSHIP/CONSTITUTION

There is 1 LA vacancy & 2 co-opted vacancies.

4. MINUTES OF LAST MEETING

Governors received the minutes of the meeting held on 22nd November 2018.

RL



RESOLVED: That the non-confidential minutes of the Full Governing Body held on 22nd November 2018 be confirmed as a true and accurate record and were signed by the chair.

5. MATTERS ARISING

ACTION LOG

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.	Dave Snasdall needs following up. ACTION: Mr Strachan to follow up with Winsford Business Park. The Headteacher has been approached by Liam Bains who has joined the volunteers list.	Ongoing	Open	There has been interest in Governor posts from Chris Bate and also Steph, a manager from the college. The Chair is to meet with Chris at 9.15 on 29 th Jan and Steph at 9.15 on 12 th Feb.
Finance	14	14.6.18	HT	Finance to be an agenda item each month	Governors noted that a new meeting has been scheduled for 30 th November.	Ongoing	Open	Governors noted that there has been a problem setting a budget review meeting. The next one is 9am 11 th February 2019.
Finance	15	14.6.18	Bursar	Mrs Young to request a quote for a wooden window.	ACTION: Mr Woods to check whether it is a requirement to fit a window.	Ongoing	Open	No quotes received. Governors suggested to take this item off the Action Plan in February if no further forward. The staff member doesn't want the window particularly and is happy with the room as it is.

DAK



Finance	16	14.6.18	Bursar	<p>That progress on grant funding be included in the monthly financial update.</p>	<p>The Town council funding is no longer available.</p> <p>The Headteacher informed Governors that a form for Forest schools is going to be submitted.</p> <p>There is a Crime Beat grant being submitted through the ASP.</p> <p>The Colours Trust application for minibus has been submitted with the help of Mr Burrows.</p> <p>The Chair has spoken to Robin Wood at Darnhall Trust & informed Governors that the school did not understand the criteria in their previous application and proposed that the Headteacher and Mr Burrows meet with Robin Wood to discuss the criteria.</p> <p>Governors noted that Mrs Young has not been able to follow up on grant funding.</p>	Ongoing	Open	<p>ACTION: Headteacher to email Robin Wood of Darnhall Trust to discuss criteria for the application. Meeting with Mr Woods, ST & RS arranged for 06.02.19</p>
Finance	18	20.9.18	Bursar	<p>The Bursar to get comparative quotes for replacing the boards</p>	<p>Governors were informed that the Interactive Whiteboards would be replaced around Easter.</p> <p>Governors asked what the financial impact would be on the budget.</p>	Ongoing	Open	<p>Governors have now been supplied with accurate and correct information.</p> <p>They have sufficient warranty left, it expires Aug 2022. Governors & Headteacher have made the</p>

RS



				<p>Q. Why have we not a quote from the current provider? A. We have discussed how the work is being managed in the team and how there will be a review of the office.</p> <p>Governors noted that this has an impact on the finances. Q. When did/will the interactive whiteboard contract come to an end? A. It has. We are now paying extension charges.</p> <p>Governors were informed that this item has been an item on the weekly strategic meeting since September. Governors noted that the technician has sent the recommended list of suppliers and that there is the list from the last time the school was quoted.</p>			<p>decision to buy them.</p> <p>ACTION: A plan for what to do after Aug 2022 needs to be arranged in the future.</p> <p>ACTION: The Headteacher to commission the purchase.</p>
Governance	27	22.11.18	Clerk	To add to Review the Terms of Reference and the Scheme of delegation agenda for January and to agree annually.		Ongoing	ACTION: Clerk to add to Agenda.
Governance	28	22.11.18	Clerk	The Website is to be a termly item on the Agenda. The clerk to add to the planner and to add the next update in February.		Ongoing	ACTION: Mark Aspden to add to the planner & Clerk to add to February agenda.



Health and Safety	29	22.11.18	Headteacher	A copy of the work breakdown for the water heater is to be send to Mr Woods before spending is approved.			Closed	This has been done. Mr Woods approved.
Governance	30	22.11.18	Clerk	Provide the Headteacher and Chair with guidance on a Policy Scheme of Delegation.			Ongoing	Headteacher had a meeting with Mark Aspden to look at policy to see where they go from here.
Staffing	31	22.11.18	Chair & Mr Woods	Mr Woods and Mr Strachan insert the updates in the Pay Policy and Mr Strachan to move file to the ratified folder.			Closed	Done. Needs formatting with the standard policy footer information. Ratified in October meeting.
	32	22.11.18	Clerk	To add subject leader check in to the agenda at the end of each term and update annual planner.			Ongoing	ACTION: March and July. Mark Aspden to add into planner.
	33	22.11.18	Link Governors	To arrange learning visits as a result of the check-in			Closed	Dates done. To be forwarded.
	34	22.11.18	Chair and Governors	Create a training record on the annual planner, Governors to record date and title of training. Certificate date for the last 12months.			Ongoing	ACTION: Page to be added by Mark Aspden - Training
	35	22.11.18	School Business Manager	To send out training records.			Ongoing	Still to be done.

6. COMMITTEE TERMS OF REFERENCE AND SCHEME OF DELEGATION



Governors discussed to carry forward the Scheme of Delegation to the Finance Budget Review Meeting on 11th February 2019.

ACTION: Vice Chair to update Governors about the Scheme of Delegation at next meeting.

7. BUDGET REPORT

The budget report was circulated via teams. There have been no further purchasing decisions.

ACTION: SFVS – The Governors to look at last years copy, highlight anything that should updated. Pass comments to School Business Manager.

8. LEADERSHIP & MANAGEMENT

School development plan was circulated to Governors. The Headteacher presented the school Three Year Key Improvement Priorities Overview.

Q. A Governor asked how often is it evaluated?

A. The headteacher advised half termly by leaders at all levels – subject leaders and SLT.

Q. A Governors asked what areas within the report are at risk?

A. The Headteacher explained that the predicted Key Stage 2 Data is a concern and booster sessions are being held already.

ACTION: The Headteacher will upload the Three-Year Key Improvement Priorities Overview onto Teams.

9. CURRICULUM, TEACHING AND LEARNING

Governors discussed the need for a book scrutiny this term.

ACTION: A book scrutiny to be organised in the Spring term.

Governors advised that they had the development session prior to the meeting and the Governor Strategic Action Plan was discussed.

Governors discussed the possibility of using a matrix with the key Governor link responsibilities & an action log to evaluate Governor input.

10. GOVERNANCE

The Chair informed the Headteacher that last year, individuals were reviewed. Governor observations were fed back from learning walk to the Headteacher governors – one example is Are children taught to say times tables out loud? And it wasn't being done as frequently, it has been done since and the children have enjoyed it.



The Ofsted inspection June 2018 reported a good review of governors. It is agreed they may have a small number, but all have relevant skills and experience & are engaged in the life of and outcomes of the school.

The Governors noted that the Headteacher's and Subject Leader's presentations have helped Governors to understand the running of the school.

The Governors have helped reduce the paper mountain, share minutes on Teams, electronically & securely. Early indications are that this will be a more effective and efficient way to communicate and manage information.

The governors have provided challenges to the Headteacher and undergone training; governors understand the role and the staff's expectations of them. The Governors have a strategic plan and know where they want to be in support of the school.

On 9th May governors are invited to a presentation from the School Council titled 'Healthy Schools'.

Link Governor learning walks continue to have a positive influence on the school.

Mrs Holden presented to the Governors her findings on the Early Years Foundation Stage Focus learning walk, which took place this week.

She concluded that there were limitations to the walk as the 'Ladybirds' had only had a couple of weeks in their new room in the new term, therefore not fair to comment on learning as so early in the term.

The general atmosphere was calm & productive. It is a good functional space making playing independently a priority, it also has a good cooking space. Children were engaged and responding to staff and to one another. Overall it is very impressive. A happy learning environment.

The reception was vibrant, with good space for interventions.

Q. A Governor asked if the nappy changing space is being made a priority?

A. Yes, it is scheduled for the Site Maintenance Officer to do in February half term.

The Governors discussed plans for the outside area, wet play, sand, outdoor play etc. They agreed that there is loads of potential for this area. The impression of outside is that it looks a 'little tired'.

Q. A Governor asked if the signs could be re-laminated. Could more permanent fixed wall markings be considered?

A. It would be cost effective in the long run. If money were no object it would be one of the first things to be considered, along with more t/a's.



The Governors agreed that although there were minor things to be considered, on the whole it is positive and compared to other schools, our outdoor play area is good.

Q. *Are there any grants available?*

A. *Hanley Hill money [not yet received] must be spent outside.*

The Governors discussed the possibility of having a small fence built around the outside play area, therefore utilising the t/a's better?

Q. *Could the Site Maintenance Officer build a fence?*

A. *This is a possibility.*

ACTION: The Headteacher to enquire with Site Maintenance Officer about erecting a small fence around outside play area.

Governors also discussed it is advantageous to have more than 1 governor on a learning walk as discussions between them would improve the feedback.

The Headteacher would like to thank Ms Stringer for all the help in setting up the room over the Christmas period.

The Chair would like to pass on the Governors thanks to the staff for making Mrs Holden welcome and feel comfortable, the staff are really accommodating, and the Governors appreciate this.

The Chair thanked Mrs Holden for her detailed and insightful report.

11. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

The Chair informed Governors that there were no communications or Chair actions to report.


12. DATE & TIME OF NEXT MEETING

The next meeting will be held on Tuesday 12th February 2019 at 6.30pm.
Apologies have been received from Ms Stringer.

Meetings are scheduled for:

Spring term: 21st March

Summer term: 9th May, 13th June, 11th July

Chair of Governors 

Date 05/03/2019



ACTION LOG

Work Stream	Action No.	Date opened	Action Manager	Action	Action Update	Target Date	Status
Scheme of Delegation	6	17.01.19	Vice Chair	Vice Chair to update Governors about the Scheme of Delegation at next meeting.			
Budget Report	7	17.01.19	Governors	SFVS – The Governors to look at last years copy, highlight anything that should updated. Pass comments to School Business Manager.			
Leadership & Management	8	17.01.19	Headteacher	The Headteacher will upload the Three-Year Key Improvement Priorities Overview onto Teams.			
Curriculum, Teaching & Learning	9	17.01.19	Headteacher	A book scrutiny to be organised in the Spring term. Outcome to be reported to governors.			
Governance	10	17.01.19	Headteacher	The Headteacher to enquire with Site Maintenance Officer about erecting a small fence around outside play area.			

BTG

