



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON THE
11th JULY 2019 AT THE SCHOOL 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	13/05/2021	
Mr R Burrows	Y	Co-opted	23/11/2021	
Ms J Stringer	Y	Co-opted	13/05/2021	
Mrs E Robinson	A	Co-opted	13/05/2021	Vice Chair
Mrs J Hughes	Y	Parent	08/03/2021	
Mrs J Bailey	Y	Staff	15/10/2020	
Mrs S Crane	A	Co opted	09/05/2023	
Mr C Bate	Y	Co-opted	09/05/2023	
Vacancy		LA		
Linda Giansante	Y	Governor Clerk		

Non-Confidential

1. APOLOGIES

The Governors received apologies from Mrs S Crane and Mrs E Robinson.

RESOLVED: That the apologies be accepted.

2. DECLARATION OF PECUNIARY INTEREST AND CODE OF CONDUCT

The Governors were asked to declare any potential conflict of interest or pecuniary interest with the business to be discussed during the meeting.

RESOLVED: That no declarations were made.

3. MEMBERSHIP/CONSTITUTION

The Governors noted that:

- There is one LA vacancy
- That there is a parent's election to take place when Mr Woods term of office comes to an end. 15/07/2019. Mr Woods was thanked for his dedicated work to the board and the support he has given to the Headteacher especially with



Health and Safety and Finance. Mr Woods mentioned that he felt happy leaving as Darnhall has a strong governing body which offer good support. Governors discussed what they are looking for in respect of a Governor.

ACTION: The Headteacher to discuss with the Chair the attributes needed to fill the skills gap on the board.

RESOLVED: That there were no changes to membership since the previous meeting.

4. MINUTES OF LAST MEETING

The non-confidential minutes of the last Full Governing Body Meeting on the 13th June 2019, which had been circulated prior to the meeting, were presented.

RESOLVED: That the non-confidential minutes of the last Full Governing Body Meeting on the 13th June 2019 be brought to the next meeting with the amendments given by the Headteacher to be confirmed as a correct record and be executed on behalf of the governing body by the Chair.

5. MATTERS ARISING

To Consider any matters arising from the last meeting and to review the Action Log.

ACTION LOG

Work Stream	Action No.	Date opened	Action Manager	Action	Action Update	Target Date	Status	
Website	8	21.03.19	Chair	Chair to remind Governors to provide a brief statement and photo to Davy to add to website.	Some Governors have not completed. ACTION: Governors to complete this task by next meeting. Pictures are not compulsory. Please email the statements to Richard.	By Sept Term	Open	Governors to look at what is already on the site for inspiration. If the statement is correct, then no need to change anything.
Governance	3		Headteacher	Headteacher to get Mrs J Hughes email address checked by Jodie.	Still not working	ASAP	Open	Helen has forwarded to IT Dept, it is being looked into.



Governors	8		Mr A Woods	Mr A Woods to format the Governor visit pro-forma form from PowerPoint to word and place a blank one in Teams.	Unknown as Mr Woods not at meeting.		By Next Meeting	Done. Closed.
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6. FINANCE

SBM entered the meeting to discuss this agenda item only.

The updated budget report has been shared with Governors in Teams.

The SBM explained that at the last Governing body meeting the end position was a deficit figure was -£3410, the end of year position for 2019/20 is a deficit of -£9515. In addition to the budget position is £13394 of SBSA buyback costs, which includes TA insurance £5000, Extra Governors Meetings £1500, contract buy out for TA's reduced hours £6894. The true end of year deficit will be -£22909.

Q. Governors asked what has happened since June to alter the figures?

A. Educational support staff have increased by 10 hrs per week. From April to August due to staff absence we have needed a 0.5 teacher. The staffing has impacted the figures. We are claiming against our staff absence policy so will recoup some towards this cost.

The Headteacher explained that going forward Educational support staff hours will be reduced because the children are leaving. The PAN number being wrong has meant that the staff structure has needed to be changed again. We have 3 large classes of 34. The building is not big enough to hold large classes. Going forward class sizes are going to be a problem. We need to generate an income of £22k to cover the deficit. The nursery for 2year olds doesn't break even, the funding doesn't cover staffing. In hindsight it might have been the wrong decision. We have also had a lot of special needs children; which we didn't know we were getting. The standard consultation process for PAN is over. The Governor day in November will be a change to speak about the extra Governor meetings.

Q. Governors asked if we involve Mark Parkinson?

A. Probably not, his job is reducing to 3 days.



Q. Does the staff insurance cover a pre-existing condition?

A. Yes, it is non-restrictive.

Q. Governors asked if we were on top of Free School Meals?

A. Yes, there will only be the odd one to add. A data collection form is automatically issued to parents for all nursery starters. Clip boards and forms could be used next week so data can be collected extra early. The NI number is needed to fully complete the application so this may present a problem for some parents.

The Governors AGREED more income generated is a priority. There are no funds to refurbish the school. Possible links to grant applications need to be considered. The electric checks will take place in the summer holidays

ACTION: The Headteacher to contact Kristy Gomery (school finance) to check if a budget review is needed in early September for budget setting.

Mr Woods left the meeting offering his support in the future if needed.

7. WEBSITE

Governors discussed how often this item would need to be reviewed.

RESOLVED: That the website would only require an annual review in the future.

8. LEADERSHIP AND MANAGEMENT

A Hygiene audit was carried out on 25th June and the report is has been shared with Governors in Teams. No issues were raised from this.

A SIP visit took place on 9th July by Julie Downing and the report has been shared with Governors in Teams. The Leadership partner met with the Headteacher, deputy head, assistant literacy and maths lead to review the curriculum plan so far and discuss and plan for reading focus for next year. The focus of meetings next year was set, the intent statement was discussed and the class/age groupings for next year.

The Reception admissions and destinations of leavers has been shared with Governors in Teams. 36 admissions have been accepted. There are 2 children in nursery still to apply. The pan is 45, so we are still 7 away, although in-year admissions will come in also. The class sizes are very up and down. The nursery is full in September for the first time. We will need to ringfence places in 3 yr old nursery for those children.



Governors discussed the destination of leavers. Winsford Academy have reduced the PAN because of class sizes. It was discussed that Middlewich High School ask for a £30 donation through parent pay to cover material costs. Cheshire East was hit harder than Cheshire West for funding cuts and quite a few schools have had to open on 4 and half days only.

*Q. Governors asked if it is right none have gone to Leftwich?
A. Yes, they have all been rejected.*

*Q. Do we have transition programmes for all those schools?
A. We know all the admin dates for the transition dates, we ask the children and make links. Welcome assemblies are attended.*

An exclusion report from September 2018 to July 2019 was shared with Governors in Teams prior to the meeting. It includes 3 girls and 5 boys.

*Q. What is Kaleidoscope?
A. It is the Resource Provision and specialist provision for children with EHCP's. One session is half a day. The numbers are relatively low for this provision.*

*Q. What does a fixed term exclusion involve?
A. Exclusion, re-integration meeting with parents, a plan is discussed and signed. The child must go through the 3 sorry's, feel it, say it and show it.*

*Q. Are parents supportive?
A. All but 1.*

RESOLVED: That no further action is required.

9. POLICIES

RESOLVED: That there were none to review.

10. GOVERNANCE

To be tabled to be discussed in November FGB.

11. CURRICULUM, TEACHING AND LEARNING

The class structure for the Autumn Term was shared with Governors in Teams. Governors discussed the structure. The Headteacher explained that Mrs Jardine is Sarah Williams married name.



Joan Bailey explained that the children in nursery have a speech and language benchmark of 10 assessments. They are assessed into Green, Amber and Red and building blocks are put in place.

There will be phonics and reading interventions in Years 1/2 as data results have dropped. Year5 is a massive class and will be very challenging.

The Headteacher gave a curriculum update and highlighted the following:

- It has been suggested that we separate the books so that Projects are in a separate book.
- The Headteacher shared with the Governors a communication that has been shared with staff this morning 'What's Happening at Our School'
- The school faces many challenges.
- In September 2020 our reception year group will be allocated to a PAN of 45. Then in subsequent years each reception year group will be allocated to a PAN of 45. Therefore, going forward the PAN will reduce to 45 in each year group over a period of 7 years.
- This means that for our current reception to Year6 we have to continue to allocate places up to or current PAN of 65 for each year group. This will continue with these year groups until they leave Darnhall in Year6.
- This is different from how we have been looking at the numbers going forward.

Q. Governors asked if the school had an action plan for the future?

A. Yes, rapid improvement plan starts now. Training is going ahead with the shared reading approach. The pupils have had a voice in contributing to the new curriculum. Summer Learning Loss which has been shared in Teams will be given to pupils before the summer holidays to prevent the 'summer slide'. Facebook will be kept going throughout the holidays.

- EYFS Data shows 71% reaching a good level of development.
- Phonics Data is down. 55% is a large drop on 70% the year before.
- Yr2. There is 54 in the cohort including 1 EAL (English additional language). Pupil Premium children do better in Maths, than non-pupil premium. Boys reading stands out as low at 37%.
- Yr6. There is 45 in the cohort, 69% are Pupil Premium. The combined score is 36% which is disappointing. 8 children missed the mark by 1 point in reading which has dragged the score down. There has been an expression in the press of harsh marking. The staff have done a fabulous job, it has just not shown in the results.

Q. Governors asked if we consistent pulling data in year by year?

A. Yes, but the cohorts are different, it changes year on year depending on cohort. The same criteria to used to judge the data.



Q. Do we need to do anything different with in school admissions?

A. Sometimes it is a disadvantage and because of no funding it dilutes staffing. SEND could have been identified but not applied for.

Q. In-year admissions do they do less well than our own pupils?

A. We establish where they are when they arrive, take data from other school.

Q. Was the phonics hub used for external support?

A. It is used for Yr1 and Yr2. Yr3 is a concern, the Headteacher has spoken to the teacher about what they are going to do. Pupil groups need to be looked at.

Q. How do the results compare Nationally?

A. It is too soon; the results are not out yet.

The Headteacher advised that Yr5 have been given the chance to purchase 2020 SATs revision guides at a reduced rate so the children have them over the summer holidays. Boosters have been organised for September.

An attendance report was shared with Governors in Teams. Overall attendance as of 11th July is 95.7%. There is to be a reward for everyone who attends from Monday until the end of term in a last bid to get attendance to 96%.

ACTION: That the attendance figures to the end of term are shared with Governors on Teams and reviewed at the next meeting.

12. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

The doors have stopped working properly, new name badges and fobs are required to be issued. Governors **NOTED** a photographer will be in school Tues 5th Nov 8.30-3pm. The date will be put on Governors What's App group to remind. If Governors are happy with photograph then leave it, they are better with a white background.

The Chair would like to thank Mr Burrows for submitting the application for a grant for an all-weather path. Unfortunately, on this occasion it was not successful, it didn't meet criteria as other submissions were stronger. Not enough community involvement was cited as one of the reasons.

RESOLVED: That there were no further items to discuss.



13. DATE AND TIME OF NEXT MEETING

**The next meeting will be on the 12TH September 2019 at 6.30pm, with a Curriculum Learning session prior starting at 5.30pm.
Mr C Bate and Mrs J Stringer give apologies in advance.**

Signed:Date:



ACTION LOG

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Governance	3	13.06.19	Headteacher	Headteacher to get Mrs J Hughes email address checked by Jodie.	Still not working. Helen has forwarded to IT Dept, it is being looked into.	ASAP	Open
Membership	3	11.07.19	Headteacher	The Headteacher to discuss with the Chair the attributes needed to fill the skills gap on the board.			
Finance	6	11.07.19	Headteacher	The Headteacher to contact Kristy Gomery (school finance) to check if a budget review is needed in early September for budget setting.			
Curriculum	11	11.07.19	Headteacher	The Headteacher shares the attendance figures to the end of term are shared with Governors on Teams and reviewed at the next meeting.			

