



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON THE
17th OCTOBER 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
Mrs A Holden	Y	Co-opted	13/05/2021	
Mr R Burrows	Y	Co-opted	23/11/2021	
Ms J Stringer	A	Co-opted	13/05/2021	
Mrs E Robinson	Y	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	Y	Co opted	09/05/2023	
Mr C Bate	Y	Co-opted	09/05/2023	
Vacancy		LA		
Vacancy		Parent		
Linda Giansante	Y	Governor Clerk		

Non-Confidential

1. APOLOGIES

The Governors received apologies for non-attendance Ms J Stringer.

RESOLVED: That the apologies for non-attendance be accepted.

2. DECLARATION OF PECUNIARY INTEREST

The Governors were required to complete a standard Pecuniary Interest form on which they declared any pecuniary interests. The Clerk circulated blank forms which were completed and handed to the Headteacher.

ACTION: Clerk to remind all absent governors to Complete the annual pecuniary interest form and return to the Headteacher.

3. MEMBERSHIP/CONSTITUTION

The Governors noted that:

- There is one LA vacancy
- That there is a parent governor vacancy.



The Chair arranged to meet with an interested parent to potentially fill the parent governor vacancy, but they cancelled at short notice and have since not responded to communication.

The Chair has met with a representative of Aspiring Governance however the potential governors are too far out of the area to be considered.

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

ACTION: That the Headteacher is to arrange a parent governor election.

ACTION: Headteacher to contact Colin Meachin (past teacher and governor at other schools) to enquire if he would like to become part of the board.

4. MINUTES OF LAST MEETING

Governors considered the non-confidential minutes of the last meeting, which had been circulated in advance of the meeting.

RESOLVED: That the non-confidential minutes of the last meeting held on 12TH September 2019 were confirmed to be a true record and had been signed by the Chair.

5. MATTERS ARISING

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

Work Stream	Action No.	Date opened	Action Manager	Action	Action Update	Target	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. Governors to look at what is already on the site for inspiration. If the statement is correct, then no need to change	By Nov Term	Open



					anything. The photographer is in school 5 th November in the morning. Only Mrs Stringer to update now.			
Membership	3	11.07.19	Headteacher	The Headteacher to discuss with the Chair the attributes needed to fill the GB vacancies. .	This is an ongoing discussion.	Nov 2019	Open	
P.Int	2	12.09.19	Clerk	Clerk to email all absent governors to request a completed pecuniary interest form be returned to the Headteacher.	Clerk to email to remind Mrs Jackie Stringer to complete.	ASAP		
P.Int	2	12.09.19	Chair	That the Chair visit school to check the Annual Pecuniary Interest Forms.	Before Nov meeting.	Nov 2019		
Governance	11	12.09.19	Clerk	Clerk to check if it is compulsory for the gifts & hospitality register/Pecuniary Interests are to be displayed on website.	Yes it is compulsory for the P.Int to be displayed on website. Clerk to provide good practice format form another school	Nov 2019		

6. FINANCE

To be reported in Confidential part of the meeting.

7. LEADERSHIP AND MANAGEMENT

Health & Safety

The Headteacher had loaded the Health & Safety report to Teams prior to the meeting for Governors to review.

Actions include:

- Headteacher to remind staff responsible for checking certain areas of the school during fire drills and real fire situations to ensure that during the sweep of the building that fire doors are closed upon leaving the building.



- To check that the actions from the legionella risk assessment have been carried out and signed off.
- To ensure Ian Brough has attended refresher Site Maintenance Officer Safety Awareness training.
- Sarah Tomlinson and Helen Young to attend Health & Safety for School Leaders.
- To ensure Ian Brough attends Manual Handling Training.
- Vehicle and Pedestrian risk assessments are completed.
- That a CWAC tree survey is carried out every 3 years.
- To record any breakages i.e. roof light broke and sign off the school Glazing survey for 2019.

Leadership Partner Deep Dive into Reading & English Hub Report

The Leadership Partner (deep dive report on reading) & English Hub report shared on Teams. It shows that the lead is well informed, the school has already seen improvements in reading.

Accident Statistics/Trend Analysis

The Headteacher had loaded the Accident Statistics/Trend Analysis to Teams prior to the meeting for Governors to review.

Q. Governors asked if there are any trends?

A. The trend is in line with historic H&S incidents in Kaleidoscope with children injuring staff. Since the restructuring the incidents have gone down.

Q. Governors asked if near miss accidents are recorded?

A. This is a very good idea and will be useful to record in the future.

ACTION: Headteacher to discuss with staff the need to report on near miss accidents in the future.

Aims & Visions Statement

Governors agreed that it would be a good idea for the school council to look at it and what it means.

RESOLVED: The Governors agreed that there was no need to alter this at this time.

ACTION: Headteacher to suggest to School Council to review Aims & Vision statement and what it means.

Focus Priorities for the year/review SES

The Headteacher had loaded the SES and Key Priorities to Teams prior to the meeting for Governors to review.



The headteacher highlighted the following:

- The Headteacher advised that the IDSR figures are out in November so it will look different.
- Staff absence is now reported on the IDSR. We will have a chance to look at it at the development session.
- The policies matrix has had progress made on it, SBM continues to work on this.
- Unicef award is underway.
- The school improvement priorities have been put into child language by Yr6 children.
- The ratings have been given by Headteacher and Leadership Team based on Ofsted criteria.

Q. Governors asked if this link in with children's rights etc?

A. Yes, the Unicef Rights Respecting School award is the full title.

Q. Do the children understand what it means to be a master?

A. Yes, the staff talk to them in that language, they are used to the mastery keys. It will be shared with parents also.

Q. Boys do not do as well as girls generally, has the book 'Boys Don't Try' been seen by staff, it is a book about rethinking masculinity in schools?

A. Headteacher expressed an interest and will look into this.

ACTION: Headteacher to look into 'Boys Don't Try' book for staff.

ACTION: Chair to move SES into Key Docs for Governors on Teams.

ACTION: Governors to read SES before the development session.

ACTION: Clerk to email recent Ofsted questions to Chair.

Governors agreed that they were impressed with the World of Work week, the past pupils especially getting involved and presenting to pupils. They proved positive role models for the children. The photos on Facebook were enjoyed by everyone. The Headteacher and staff were praised for all the hard work.

A governor asked if some photos could be shared on the WhatsApp group for those who do not use Facebook. The Headteacher agreed to do this.



8. POLICIES

The following policies were to be reviewed:

Safeguarding Policy
Charging & Remissions
Sex and Relationships Education
SEND Policy
Health & Safety
Admissions
Complaints Procedure
Staff Discipline, Conduct and Grievance
Early Years Foundation Stage
Supporting Pupils with Medical Conditions
Lone Working
Mobile Phone
Whistle Blowing
Intimate Care Policy

Governors agreed what the process for ratification is to look like.

It was discussed that two weeks before FGB meeting Helen Young to notify Headteacher which policies are to be reviewed. Headteacher to email the list of policies to Governors to review. Policies to be watermarked 'DRAFT' until they are ratified.

TO NOTE: There has been a lot of work done on the policies matrix and we are moving forward thanks to Helen's help.

ACTION: Clerk to inform Headteacher list of new policies which were introduced in September 2019 by DfE.

ACTION: Chair to meet with Helen Young to run through new process.

ACTION: Outstanding policies to be prioritised and referred to November meeting for ratification.

9. GOVERNANCE

Code of Conduct

RESOLVED: Governors agreed to abide by the DfE Code of Conduct 2019.

ACTION: Chair to bring Code of Conduct for outstanding signatories to sign to November FGB.



Governor Visits

The day to observe different classes is 11th December.

RESOLVED: Governor visit/learning walk days have been organised except for the Science Learning Walk which clashes with the Chester Zoo visit, this is to be rescheduled.

Feedback on Gov Visits

The Chair has attended the Governors' Conference on 27th September. It was an excellent conference and very interesting. 3 main speakers including Sir John Timpson, Reenee Barnett & Andrew Moffitt. Chair to speak to staff next week regarding it and will share more information on the Governors development session in November. The conference presentations will be loaded into the Training & Development / Presentations & Reference file on Teams.

Governing Board effectiveness

A self-review of the Governing Board effectiveness will be done in Governors Development session on 14th November a week before the November FGB.

10. PUPIL PREMIUM AND SPORTS PREMIUM

The Headteacher had loaded the Pupil Premium & Sports Premium reports to Teams prior to the meeting for Governors to review.

The Headteacher highlighted:

- Number of Pupil Premium children on roll is 140.
- At present, 49.4% of children at Darnhall are in receipt of PP funding.
- A parent survey was undertaken and opening the Breakfast Club earlier would benefit 13 families.
- The decision has been made to open the Breakfast Club at 7.45am (it is 8am presently).

Governors agreed that opening the Breakfast Club earlier would help the professional parents to negotiate the traffic at that time.

Governors discussed that holding the parent's evenings over 2 nights with later appointments also appealed to working families and had a good turnout.

The Headteacher advised that the E-Safety Talk had a disappointing turn out of only 3 families, especially as Domino's Pizza had provided the light supper. The Police had let the school down and not turned up. The Headteacher has made a complaint.

It was discussed that if dads could be encouraged to participate in visits/trips that this may benefit the boys, especially when boys have lower data. The Headteacher reminded Governors that the football match was an excellent example of the dads being more involved.



11.CURRICULUM, TEACHING AND LEARNING

The Headteacher updated governors on the following:

- Read Write Inc Training is being undertaken.
- All training is shared with the other staff.
- The targets for CDP are set through the staff appraisals, now included in SES.

12.PERFORMANCE MANAGEMENT

RESOLVED: The date has been set for 7th November.

13.COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

RESOLVED: That there were none.

14.DECISION SUMMMERY

- Governors agreed the staffing scheme.
- Governors agreed a procedure for managing the policies.
- Governors agreed the reading scheme.

15.DATE AND TIME OF NEXT MEETING

**The next meeting will be on Thursday 21ST November 2019 at 6.00pm.
It was agreed that we would bring the meeting forward by half an hour from 6.30pm.**

Signed:Date:



ACTION LOG

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Governance	11	12.09.19	Clerk	Clerk to check if it is compulsory for the gifts & hospitality	Yes it is compulsory for the P.Ints. Chair to create table for website.	Nov 2019	



				register/Pecuniary Interests are to be displayed on website.				
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				run through new policy process.			
Policies	8	17.10.19	Clerk	All policies on October agenda to be deferred to Nov Agenda for ratification.		Nov 2019	Open
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