



**MINUTES OF THE FULL GOVERNING BODY MEETING**  
**HELD ON THE 9<sup>th</sup> JULY 2020 AT 4.00pm**  
**DUE TO EXCEPTIONAL CIRCUMSTANCES WITH CORONAVIRUS**  
**HELD VIA TEAMS**

Members of the Governing Body

Name	A/P/U	Category of Governor	Date of end of tenure	Designated Role
Mrs Sarah Tomlinson	Y	H/T		Headteacher
Mr Richard Strachan	A	Co-opted	19/05/2023	Chair
Mrs Angela Holden	Y	Co-opted	13/05/2021	
Mr Rob Burrows	Y	Co-opted	23/11/2021	
Ms Jackie Stringer	Y	Co-opted	13/05/2021	
Mrs Emma Robinson	Y	Co-opted	13/05/2021	Vice Chair
Mrs Jen Hughes	Y	Parent	08/03/2021	
Mrs Joan Bailey	Y	Staff	15/10/2020	
Mrs Stephanie Crane	Y	Co opted	09/05/2023	
Mr Chris Bate	Y	Co-opted	09/05/2023	
Mrs Hayley Rigby	Y	Parent	13/02/2024	
Vacancy		LA		
Linda Giansante	Y	Governor Clerk		

**Non-Confidential**

## 1. APOLOGIES

Apologies for non-attendance were received from Mr Richard Strachan.

**RESOLVED:** That the apologies received were duly accepted.



## 2. DECLARATION OF PECUNIARY INTEREST

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 further action be required.

## 3. MEMBERSHIP/CONSTITUTION

The Governors noted that:

- There is one LA vacancy

Mr Colin Meachin who observed in a previous meeting has applied to be the LA Governor. His application has now been accepted by the L.A.

**RESOLVED:** That Mr Colin Meachin was appointed as LA Governor to the board of Darnhall Primary School.

**ACTION:** Headteacher to set up a school email account for Mr Meachin.

## 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 11<sup>th</sup> June 2020 were confirmed to be a true record and had been signed by the Chair.

**ACTION:** Clerk to print minutes from FGB 11<sup>th</sup> June 2020 for signing by the Chair on behalf of the committee at the next meeting at the school.

## 5. MATTERS ARISING

To consider any matters arising from the last meeting.



### ACTION PLAN

Work Stream	Action No	Date Opened	Action Manager	Action	Action Update	Target Date	Status
Governance	11	12.09.19	SBM	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.Ints. Chair to create table for website – SBM is to complete this. Chair has spoken to SBM.		Sept 2020	Ongoing
Governance	9	21.11.19	Headteacher	Headteacher to reschedule Learning Visits with Mrs J Hughes & Mrs A Holden. To be rescheduled. Initial meeting held. Future dates to be confirmed when school re-opens.		Sept 2020	Ongoing
Presentation	1	16.01.20	Mr Baxendale	Mr Baxendale to video absent & new Governors at a later stage. Hayley Rigby, Ange Holden & Mr C Meachin to be videoed when school re-opens,		Sept 2020	Ongoing
Governance	8	16.01.20	DHT	Update from DHT at next meeting on Read Write Inc. Defer to when school re-opens.	Uploaded to Teams. Closed		
Governance	9	13.02.20	Headteacher	Headteacher to speak to Hayden Baxendale about a school Spyder, the website provider to link the calendar button to the parent tab. HB to enquire and progress. Contact has been made but no action yet	No answer as staff are furloughed at the moment.	Sept 2020	Ongoing
Governance	9	13.02.20	Headteacher	Headteacher to organise that the Attendance Thermometer resolution is to be checked so it is clearer. Defer to when school re-opens.	Not done as attendance is not compulsory at the moment.	Sept 2020	Ongoing



Minutes	4	07.05.20	Clerk	Clerk to print minutes from FGB 13 <sup>th</sup> February 2020 for signing by the Chair on behalf of the committee at the next meeting at the school.		Next meeting in school	Ongoing
Minutes	4	11.06.20	Clerk	Clerk to print minutes from FGB 7 <sup>th</sup> May 2020 for signing by the Chair on behalf of the committee at the next meeting at the school.		Next meeting in school	Ongoing
L&M	7	11.06.20	Governors	Governors are invited to share questions & concerns on the Governors questions on Teams by sending them to the Chair to add or by adding directly in Teams	Headteacher to look at the questions on Teams & update. Closed		

## 6. FINANCE

### Budget Update Report

The Headteacher highlighted the following:

- The budget report was shared with Governors prior to the meeting
- With regard to additional costs covered by the Government funding, the school opened over Easter but had no additional costs, utilities have been less than normal, staff worked on a rota and so additional hours were paid, no additional charge on our standard cleaning contract
- A claim for £2180 for WONDE vouchers has been submitted. This was support for free school meals for eligible children who were not attending school
- Additional cleaning supplies that were required cannot be claimed for as the school had no cases or suspected cases on site for Covid19
- The guidance is that schools will be able to cover the increases to routine cleaning within their existing resources
- PPE equipment purchased cannot be claimed for as guidance states staff do not need to wear PPE except when dealing with a child who is showing symptoms of the virus
- Home schooling packs would have been provided within our normal budget as it is an expectation for the school to provide. However, the school have obtained grants to cover the full costs of the packs, a total cost of £2093.71
- The parents have now been refunded for the residential visits that had been planned for the summer term



- The staffing model for September previously shared with Governors has more classes than planned for, therefore more teachers needed. A letter is to go to parents today, a copy of this is shared on Teams
- The further cost to the staffing structure is an additional £3K
- The school was owed funds for 2 children and has now redeemed this
- Further furniture is needed to set the classrooms up into bubbles

*Q. Governors asked why can't we claim for the Covid19 expenses?*

*A. The guidance from the Government came out and we didn't meet the criteria.*

The quotes for the photocopier renewal were shared with Governors in Teams.

*Q. Governors asked if it is more expensive than previously?*

*A. Yes, we cannot manage with 1 photocopier. They are the preferred supplier.*

**RESOLVED:** Governors agreed to lease the 2 photocopier machines from Konica Minolta on a 45 page per minute colour copier agreement, to include all services, parts, toner and staples & 4 hr service response time.

**RESOLVED:** Headteacher was thanked for her finance update.

## **7. ADMIN**

### Attendance Update

The Headteacher advised that no staff members have had sickness reported during the current term.

## **8. LEADERSHIP AND MANAGEMENT**

### Update on Current Provision

The Headteacher advised that:

- An attendance overview had been shared with Governors in Teams



Year Group	Number in Year group	Number in year group hub	Number in vulnerable/key worker	Total number of pupils in school
Reception	40	20	8	28
Year 1	38	16	11	27
Year 2	35	15	6	21
Year 3	56	20	8	28
Year 4	46	10	7	17
Year 5	27	18	5	23
Year 6	26	15	4	19
Kaleidoscope	11	9	-	9

- Every child will have the opportunity to return for some time before school closes for the summer holiday
- The staff that are shielding are finding it very difficult at home
- The Facebook pages have helped to reduce the anxiety for the parents returning with their children
- We are lucky to be split site, this enables us to have more classroom space
- No meeting room or home hub will operate while the bubbles are operating
- The school day will need to be extended for a 12mth period, this can be done within the designated teaching hours
- The teachers are in school at the moment preparing the school for more students in September
- All teachers are currently completing a curriculum deficit document so they can concentrate on planning into the curriculum what the children have missed due to the school closures
- There will be a strong focus on Phonics, English, Maths and Science. With themed days for other subjects. Double English & Maths will be taught. This is right for our children at this school
- There is a booking in system for Breakfast Club, giving vulnerable and key workers children priority
- 1 member of staff cannot return as she is over 28weeks pregnant, she offered to start her maternity leave early. This will not be necessary as she will work at home for 4weeks then start her maternity leave, her baby is due in October
- The exact destinations of school leavers have not been done yet, but the majority are leaving to the Winsford Academy



- The school is still taking new starters, 1 little boy from Thailand will join us in September

*Q. Governors asked if everyone would start at 8.30am?*

*A. They will be coming in from different gates, parents are to be advised of the process. We expect siblings to arrive slightly later than expected. This was considered better than staggering the start times for everyone.*

**RESOLVED:** That the Headteacher was thanked for her update.

## **8. POLICIES**

**RESOLVED:** That there were no policies to review.

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

The Headteacher advised the following:

- There has been a decrease in the engagement of the Home Learning
- There are now more pupils coming into school
- The Class DoJo will be kept up in September
- Staff CPD has been completed while working from home, various courses have been completed that teachers have had an individual interest in doing
- All staff have completed British Sign Language Level 1
- Socially distanced staff meetings have taken place
- All staff are working on the curriculum for September

## **10. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS**

**RESOLVED:** That there were none.

## **11. DECISION SUMMMARY**

- Governors approved Colin Meachin as L.A Governor to the Darnhall board



- Governors agreed to lease the 2 photocopier machines from Konica Minolta on a 45 page per minute colour copier agreement, to include all services, parts, toner and staples & 4 hr service response time
- Governors supported and challenged the leadership team by asking questions

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

**The next meeting will be on Thursday 24<sup>TH</sup> September 2020 at a time to be decided by the Chair.**

**Signed: .....Date: .....**





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