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MINUTES OF THE FULL GOVERNING BODY MEETING
HELD ON THE 24th SEPTEMBER AT 5.30pm
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	Y	Co-opted	19/05/2023	Chair
Mrs Angela Holden	Y	Co-opted	13/05/2021	
Mr Rob Burrows	A	Co-opted	23/11/2021	
Ms Jackie Stringer	Y	Co-opted	13/05/2021	
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	
Mr Colin Meachin	Y	LA	09/07/2024	
Vacancy		Co-opted		
Linda Giansante		Governor Clerk		

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Non-Confidential

1. APOLOGIES

Apologies for non-attendance were received from Mr Rob Burrows.

RESOLVED: That the apologies received were duly accepted.

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2. DECLARATION OF PECUNIARY INTEREST

The Governors were asked to complete their annual declaration of Pecuniary Interest which declares any potential conflict of interest or pecuniary interest with the business to be discussed.

ACTION: Chair to review Pecuniary Interest Forms when all received in school and arrangements made for website to be updated.

3. MEMBERSHIP/CONSTITUTION

The Governors noted that:

- Mrs J Bailey term of office expires on 15.10.20 as staff governor. There has been one nomination, this was discussed with the staff member and he is happy for Mrs Bailey to continue in the role, given her experience and balanced approach. It was discussed that if any other staff members would like to come to the board then Mrs J Bailey would be happy to be consulted when required to inform with EYFS
- Mrs Emma Robinson has resigned since the last meeting.
- There is 1 co-opted vacancy. The skills audit is being reviewed at the moment so that a candidate with the skills suited to the needs of the board can be sourced

RESOLVED: That Mrs J Bailey continues as staff governor until 15.10.2021.

ACTION: The Headteacher to clarify staff Governor appointments with staff further.

ACTION: Clerk to add Staff Governor appointment on next agenda.

4. ELECTION OF CHAIR OF GOVERNORS

Mr Richard Strachan was re-elected as Chair on 19.05.20, his term will expire Autumn 2021.

5. ELECTION OF VICE CHAIR OF GOVERNORS

Governors considered the appointment of Vice Chair. As no nominations were forthcoming the decision will be put back to November meeting. It was re-iterated

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that there is no presumption of long serving commitment or eventually moving to become Chair.

ACTION: Clerk to put Election of Vice Chair on November agenda.

ACTION: Governors to put forward nominations for Vice Chair.

Mr Colin Meachin joined the meeting prior to the next agenda item.

6. 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 9TH July 2020 were confirmed to be a true record and had been signed by the Chair.

ACTION: Clerk to email minutes from FGB 9th July to Chair for signing by email.

7. MATTERS ARISING

To consider any matters arising from the last meeting.

ACTION PLAN

Work Stream	Agenda No	Date Opened	Action Manager	Action	Action Update	Target Date	Status
Gov	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
Gov	9	21.11.19	HT	Headteacher to reschedule Learning Visits with Mrs J Hughes & Mrs A Holden. To be rescheduled. Initial		Sept 2020	Ongoing

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				meeting held. Future dates to be confirmed when school re-opens.			
Pres	1	16.01.20	Mr Baxendale	Mr Baxendale to video absent & new Governors at a later stage. Hayley Rigby, Ange Holden & Colin Meachin to be videoed when school re-opens.	All video's need doing again	Sept 2020	Ongoing
Gov	9	13.02.20	HT	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.		Sept 2020	Done. Closed
Gov	9	13.02.20	HT	Headteacher to organise that the Attendance Thermometer resolution is to be checked so it is clearer. Defer to when school re-opens. Attendance not compulsory at the moment		Sept 2020	Improved Closed
Minutes	4	07.05.20	Clerk	Clerk to print minutes from FGB 13 th February 2020 for signing by the Chair on behalf of the committee at the next meeting at the school.	Clerk to email Chair		Ongoing
Minutes	4	11.06.20	Clerk	Clerk to print minutes from FGB 7 th May 2020 for signing by the Chair on behalf of the committee at the next meeting at the school.	Clerk to email Chair		Ongoing
Minutes	4	09.07.20	Clerk	Clerk to print minutes from FGB 11 th June 2020 for signing by the Chair on behalf of the committee at the next meeting at the school.	Clerk to email Chair		Ongoing

Q. Governors asked if an archived video of the presentation would help Mr Baxendale?

A. It may do, but the quality may be poor. Headteacher advised that it is sent to Mr Baxendale for him to access.



8. FINANCE

Budget Update Report

The Headteacher highlighted the following:

- The budget overview report was shared with Governors prior to the meeting together with a 3yr budget update
- With current staffing structure the c/f for 2021/21 is £40,484, this is explained further in Part 2.
- The figures will alter when the census is confirmed
- All trips have now been refunded in full. Insurance payments were received for Burwardsley and Paris trips and we have had a full refund from the Llandudno Hostel
- We have been able to claim for the staff who were off work shielding from March to July 2020. This is for 2 x TA's and 2 Teachers. From my calculations the amounts to approx. £17400. I am waiting for confirmation that this is being paid. I think it is showing as being received in the budget papers as it shows £18602 already received. We did not actually pay any costs for covering these staff i.e. no supply costs. I will try to claim for the teacher we currently have off shielding, however this is due to Maternity reasons and she is working from home so we may not qualify.
- DFC from last year and this year = £19K to spend. Quotes are being obtained for the requirements in Resource Provision and Early Years
- We are now adding all pupils and parent's details to the Pupil Premium tracker system we have purchased when the children start in Nursery with us. This information will then continue to be checked throughout the child's time at Darnhall Primary. A member of the admin team is currently checking that all the children that the Pupil Premium tracker thinks qualifies are currently on out FSM list from CWAC. If they are not, we are then contacting parents to ask them to either apply themselves or for permission for us to apply online on their behalf. Hopefully this will now help to flag children up as they start in Reception with us going forward
- Building Plans – Library Roof KS2. There has been talks over the last few years regarding the roof, which currently leaks when it rains. CWAC have now been out and had contractors out to access the roof. They came back to say they had no funds left in this financial year but

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that we would be top of the list in the financial year 2021/2022. The Headteacher expressed her disappointment with this as previously she had been told we were at the top of the list for this year. They have now said if any additional funds become available sooner, we will be allocated them. From previous quotes I have had from contractors it would cost approx. £8000 to replace the current roof. Headteacher will keep in touch with CWAC regarding this matter.

- 3-year Building Plan. There is no current 3-year plan for the building as we have not had any available funds in the last few years to use for this. This is something that we could look at going forward if we start to build up a carry forward in the budget
- Sports Funding. A full breakdown of Sports funding was shared with Governors
- Catch up funding support. This funding is based on a per pupil basis. Darnhall is due approx. £29,680 paid in 3 tranches, with an initial part payment due in Autumn 2020. Nothing has come through yet, but the school is already thinking of ways that the funding can be utilised. This is due to be discussed again at the leadership meeting
- Covid Costs. A full breakdown was shared with Governors
- Kaleidoscope have now been renamed 'Owls'

Q. Governors asked if we had a date for the next finance meeting?

Y. Not yet, the SBM has requested one, it is normally just before the October meeting.

Q. Are the staff receiving the flu vaccination?

A. Yes, SBM has sent an email and vouchers are due to be received for Boots and Asda.

Q. Is it certain that any of the Covid Expenditure cannot be reclaimed?

A. As we didn't have an outbreak, we can't claim the funds for cleaning or signage.

Q. Has the Covid expenditure been included in the budget projection?

A. Yes.

Q. When will the 3-year building plan discussion take place?

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A. *Within the next finance meeting this will start to be discussed.*

RESOLVED: The Headteacher was thanked for her finance update.

9. LEADERSHIP AND MANAGEMENT

Update on Current Provision

The Headteacher advised that:

- An attendance overview had been shared with Governors in Teams
- Currently as of 18th September 24 children are off related to Covid, 9 of the 24 have symptoms, the others are siblings. So far, all tests have come back negative. 3 of the 24 have not returned to school at all.
- Current attendance is 95.5%
- Attendance is reported daily to DofE
- A letter has been sent out today from Public Health to advise all parents/carers to wear face coverings when dropping off/collecting children
- The Recovery Plan & Risk Assessment has been shared with Governors on Teams, it is a working 34-page document
- All the children have been re-assessed using Read Write Inc
- Phonics is up and running and the children's response has been positive
- Staff are aware that some children have regressed. Screening will begin week beginning 30th November.
- Yr-3 children who failed in Yr-1 and should have re-taken in Yr2 will be screened at the same time
- A re-connect report is being produced to show children that have done loads of work at home versus some who have done next to nothing
- The staggered (extended?) start times have meant that the children are ready to learn. It is a temporary change involving 10 minutes at the beginning of the day to do the register and sort out dinners. This is proving beneficial and is something that could be introduced permanently, it would need to go to consultation
- It is hoped to widen the curriculum by January. This will ensure a balanced and supported widening
- English, Maths & Science are the main focus at the moment

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- The daily mile needs to be up and running again, some of the children have gained weight in lockdown. Sports premium could be used for this
- There are changed to progress tracking, a training session has been uploaded onto Teams, this is valid for 30 days. We have moved away from Target Tracker, cost wise it is the same

Q. Governors asked how the staff were managing?

A. It is taking a lot of time to update the paperwork.

RESOLVED: That the Headteacher was thanked for her update.

10. POLICIES

Governors reviewed the following policies:

- Whole School Pay Policy. This has been loaded to Teams with amendments highlighted in yellow. This is a generic CWAC policy. Local living wage has had minimal impact

RESOLVED: That the Whole School Pay Policy is adopted with the amendments taken into consideration.

Mrs Angela Holden excused herself and left the meeting prior to the next agenda item.

11. ADMIN

GIAS – Get Information About Schools

The Headteacher advised Governors that Haydn is checking the GIAS details are correct.

12. GOVERNANCE

Governors Development Session

Governors discussed a date for the Governors development Session.

RESOLVED: The Governors Development Session will be 12th November 6pm on Teams.

Meeting Times

Governors discussed moving the time of the future meetings.

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RESOLVED: That the meeting times of future meetings would be 6.00pm

Code of Conduct

This had been shared with Governors on Teams prior to the meeting.

RESOLVED: That the Code of Conduct was adopted.

ACTION: Chair to chase up Code of Conduct with governors not present at meeting.

Headteacher Performance Management Review

Julie Dowling will meet with selected Governors on 4th November, it will be a mid-day Teams Meeting that will take approx. 2 hrs in total. Jacqueline Stringer volunteered to be part of the panel.

RESOLVED: That Julie Dowling will be the HTPM Advisor for 2020/21.

ACTION: Chair to invite Angela Holden to participate in HTPM.

Finance Team

Now Vice Chair has stepped down there is a vacancy.

RESOLVED: Governors will await the governor vacancy to be filled before deciding who will fill the place on the Finance Team.

Review Scheme of Delegation and Governor link responsibilities

ACTION: Clerk to move Scheme of Delegation and Governor link responsibilities to November meeting agenda.

KCSIE

Governors agreed that they had read the KCSIE Part 1 updated Sept 2020 document, which had been shared in Teams.

RESOLVED: That the Governors have read the KCSIE Part 1 updated Sept 2020.

ACTION: Chair to confirm with Governors not at the meeting that they have read the updated KCSIE.



13. CURRICULUM, TEACHING AND LEARNING

The Headteacher advised the following:

- A remote learning policy has been created and shared with Governors in Teams
- In light of the recent Covid-19 pandemic, the curriculum at Darnhall has been temporarily adjusted to ensure that all objectives in core subjects, which were unable to be taught in the summer term 2019-20, are taught first in the autumn term of 2020/21. On entry to each cohort from years 2-6, pupils will be taught the previous year group's summer term objectives in writing, maths and science.
- Children in year one are focusing on consolidation of writing outcomes for Reception in autumn term 1 but are introducing children to the year 1 objectives in maths. The rationale for doing this is the children need the basic skills to be able to access a wider curriculum and we wanted our young people to reconnect with the way we teach and learn.
- To ensure that children are taught the full curriculum content for their year group by the end of the academic year, we have increased the number of English, maths and science lessons taught weekly.
- Each year group will now receive eight English (7 writing lessons and one SPaG based lesson) and eight maths lessons weekly - in comparison to the five English and five maths lessons they would usually receive each week.
- Daily maths basics lessons have been introduced. These lessons last for 15 minutes and are opportunities for children to improve their mental arithmetic skills and rapid recall of their times tables.
- We have an aim that children will move back in line with their current year group's expected coverage by January 2021. At this point we will begin to introduce a more broad and balanced curriculum, beginning with re-introduction of the humanities.
- Although children are feeling positive and happy to be in school, class teachers have reported a reduction in stamina for writing, fatigue and general tiredness across all subjects. A lot of children are not producing the same level of work

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that they would have done prior to the national lockdown which was anticipated. All staff are working on developing children's resilience and stamina for learning in this autumn term.

14. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

RESOLVED: That there were none.

15. DECISION SUMMARY

- Pay policy was approved
- Budget update has been received and reviewed
- Living local wage was applied to 4 members of staff
- 3-year buildings plan was discussed and linked to Finance meetings
- Code of Conduct was adopted
- KCSIE was read by Governors
- GIAS is being updated
- Date of self-evaluation day has been set
- Julie Downing was approved as HTPM Advisor for 2020/21
- Governors supported and challenged the leadership team by asking questions

16. DATE AND TIME OF NEXT MEETING

The next meeting will be on Thursday 22nd October 2020 at 6.00pm.

Signed: **Date:**

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ACTION PLAN

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P.Int	2	24.09.20	Chair	Chair to review Pecuniary Interest Forms when all received in school and arrangements made for website to be updated.			

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Memb	3		H/T	The Headteacher to clarify staff Governor appointments with staff further.			
Memb	3		Clerk	Clerk to add Staff Governor appointment on next agenda.			
Election	5		Clerk	Clerk to put Election of Vice Chair on November agenda.			
Election	5		Govs	Governors to put forward nominations for Vice Chair.			
Mins	6		Clerk	Clerk to email minutes from FGB 9 th July to Chair for signing by email.			
Govs	12		Chair	Chair to chase up Code of Conduct with governors not present at meeting.			
Govs	12		Chair	Chair to invite Angela Holden to participate in HTPM.			
Govs	12		Clerk	Clerk to move Scheme of Delegation and Governor link responsibilities to November meeting agenda.			
Govs	12		Chair1	Chair to confirm with Governors not at the meeting that they have read the updated KCSIE.			