



MINUTES OF THE FULL GOVERNING BODY MEETING
HELD ON THE 26th NOVEMBER AT 6.00pm
DUE TO EXCEPTIONAL CIRCUMSTANCES WITH CORONAVIRUS
HELD VIA TEAMS

Members of the Governing Body

| Name | Category of Governor | Date of end of tenure | Designated Role |
|---------------------|----------------------|-----------------------|-----------------|
| Mrs Sarah Tomlinson | H/T | | Headteacher |
| Mr Richard Strachan | Co-opted | 19/05/2024 | Chair |
| Mrs Angela Holden | Co-opted | 13/05/2021 | |
| Mr Rob Burrows | Co-opted | 23/11/2021 | |
| Ms Jackie Stringer | Co-opted | 13/05/2021 | |
| Mrs Jen Hughes | Parent | 08/03/2021 | |
| Mrs Joan Bailey | Staff | 15/10/2021 | |
| Mrs Steph Crane | Co opted | 09/05/2023 | |
| Mr Chris Bate | Co-opted | 09/05/2023 | |
| Mrs Hayley Rigby | Parent | 13/02/2024 | |
| Mr Colin Meachin | LA | 09/07/2024 | |
| Vacancy | Co-opted | | |
| In Attendance | | | |
| Linda Giansante | Governor Clerk | | |

Non-Confidential

1. APOLOGIES

Apologies for non-attendance were received from Chris Bate & Steph Crane.

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. No such declarations were made.



RESOLVED: That all governors in attendance accepted the confidential nature of the discussions and no further action regarding pecuniary interests were required.

3. MEMBERSHIP/CONSTITUTION

Governors received the following notifications:

- There is 1 co-opted vacancy
- Vice-Chair vacancy. 2 Nominations have been received from other parties.

ACTION: Chair to speak to Vice-Chair nominated parties.

ACTION: Chair to clarify Vice-Chair role description.

RESOLVED: That no changes have been made since last meeting.

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 29th October 2020 were confirmed to be a true record.

ACTION: Clerk to email minutes from FGB2 29th October to Chair for signing by email.

5. MATTERS ARISING

Governors reviewed the matters arising/action log items. The updates are detailed below:



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. | ACTION: Chair to liaise with SBM regarding updating website. | 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 meeting held. Future dates to be confirmed when school re-opens. Core subject leaders to contact Jen Hughes to have Team meetings. Staff presentation will be virtual. Each of the 4 Acting Assistant Headteachers will present at differing FGB's. | Virtual programme being arranged. | | Closed |
| 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 going again. Steph sent the video to Mr Baxendale so only the outstanding Gov/s need to be videoed. Video to be sent to Gov's who have not seen it yet. | Haydn to upload to school u-tube for Govs to view. | Sept 2020 | Ongoing |
| 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. 4 or 5 received and placed on Teams in draft mins. | ACTION: Clerk to remind Govs who have not completed. | | Ongoing |



| | | | | | | | |
|---------------|----|----------|-----------|--|--|--|---------|
| Election | 5 | | Govs | Governors to put forward nominations for Vice Chair. | Done | | Closed |
| Mins | 4 | 29.10.20 | Clerk | Clerk to email minutes from FGB2 24 th September to Chair for signing by email. | Done | | Closed |
| L&M | 7 | | Mrs Rigby | Mrs Rigby to share screen shots of Dojo at the next meeting and further explain its capabilities. | On Agenda | | Closed |
| L&M | 7 | | H/T | Headteacher to add Year groups to data reports as well as the names of classes. | HT to Note | | Closed |
| Admin | 9 | | H/T | Headteacher to update website with Colin Meachin and Steph Crane. Also, to add the latest Safeguarding & Behaviour Policies. | HT has asked for this to be done. Not up to date yet | | Ongoing |
| Comm to Chair | 13 | | Chair | Chair to get advice from ECM Advisor to ISR ranges of DHT and other staff to fit in with group 3 status. | Done | | Closed |
| Comm to Chair | 13 | | Chair | Chair to email Code of Conduct to Governors to electronically sign by return email | Not all replies received | | Ongoing |

6. FINANCE

Tablet Proposal

Davey gave the following updated:

- The Headteacher has been advised that Mark Joule at Winsford High Street Primary is hoping to purchase a tablet for every child in the school
- The tablets would be Samsung Galaxy and would be used at home and in school, it would be used as a reading book, with the advantage that you would be able to monitor what they are reading
- A management system would be used alongside to download apps and give access to certain sites or not, if stolen the tablet would be disabled
- A trial has been held in Winsford High Street and it has shown progress has been made in Reading and Maths
- Our survey concluded that 23 pupils had sole access to a device, 8 families had no internet connection
- This is worrying, Davy has been asked to investigate further



- Tutors are not really an option for the school to help the pupils catch up as it is a struggle to find quality staff
- The school has £24K Catch up funding, we could use the rest of the DFC and provide tablets to Years 2-6 if we wanted to go down that route
- Today, 2 classes both needed the i-pads so this was a problem, our i-pads will shortly be obsolete as well, so this proposal could solve a few issues

Q. Governors asked how would we catch up for Year 1 without a tablet?

A. Extra tutoring would be used in Year1 where needed.

Q. How would we deal with the families with no internet access?

A. We would provide dongles for families with no internet access, we have managed to secure 50 free from Vodafone.

Q. Could we ask for a parental contribution for the tablet?

A. We could ask them to purchase a case, if we bought in bulk, they may be able to be personalised. It wouldn't be out of the question to ask parents for £25 so that they buy into the idea.

Q. What internet safety & security protection would we have for access?

A. A robust management system would be purchased to keep close control of the tablets. Mark Joule has done a lot of research into this and he is happy with what he has concluded. A strict code of use is needed. Insurance needs to be looked at also. The lifespan is probable to be around 4 years, we could look at grants to replace. A fully costed proposal is needed. There are some cost savings potentially for books.

RESOLVED: Davey was thanked for his update.

ACTION: Headteacher to upload a costed proposal for tablets to Governors Teams

7. LEADERSHIP AND MANAGEMENT

Class DoJo

Hayley Rigby presented screenshots from DoJO and advised that:



- The review gave Governors an update from the parent's point of view
- It has been used since March 2020
- Parents can download a free app which is easy to use and each student has their own profile
- The class teacher sets work on the class story board
- Since September the school continues to set homework tasks via Class DoJo
- Students can upload their completed work for their teacher to review and give feedback on
- Parents and students can like or comment on tasks as they do with other types of social media
- Pupils can upload their completed work
- Work is only seen by the parent and the teacher
- Screenshots were shared with Governors so they could see how it worked
- There is a reward system of earning Dojos for all sorts of positive behaviour such as teamwork, being a good friend and presentation. The points accumulate and then the student with the most points at the end of the week receives a certificate

RESOLVED: Hayley Rigby thanked for her information.

8. POLICIES

The Headteacher advised that the policies are being reviewed to look the same, all mirrored on the Safeguarding policy. Page numbering will be added to all. There will be 4 folders set up:

- Non-Statutory – have been ratified
- Non-Statutory – To ratify
- Statutory – have been ratified
- Statutory – To ratify

RESOLVED: That the Statutory Polices are being reviewed first, to include a control sheet and dates due.



9. ADMIN

WEP Attendance

WEP attendance Autumn 1 figures were shared with Governors. Pupil attendance is being monitored by the Winsford Education Partnership, every half term they will compare across the town, instead of National. Some children have not returned to school because of Covid. Persistent absentees are quite high in the area for various reasons, families are isolating after holidays etc. Willow Wood Community Primary School is a similar sized school with a Resource Provision and our attendance figures are similar.

10. CURRICULUM, TEACHING AND LEARNING

The Headteacher advised the following:

- Incidents & Exclusions report has been shared with Governors in Teams
- Data report has been shared with Governors in Teams
- The data shows a breakdown in the different attainment levels
- Reading has returned poor data figures
- The attainment in writing is also significantly lower
- The majority of pupils have lost writing stamina, it will be a challenge to get the momentum back

Q. Governors asked if the exclusions were short?

A. Yes. The pupil in Year 5 has now been moved to Resource provision because of behavioural issues. The pupil in Year2 came to us with no funding, they have suffered trauma and lashes out, he attacks another pupil in front of parents with no provocation whatsoever, an application for funding has now been submitted.

Q. Is there 3 children that have been excluded?

A. No, one in Year2 and one in Year5. They are new children to the school. They have since been moved to Resource provision or have a reduced day 9-2pm that is proving successful.

Q. Year 1 SEND data shows no pupils at or above AGE at Reading, Writing or Maths, do you have any ideas why this is?



A. No, it is an issue. We need to re-assess the children. It is detailed data and shows the challenges. We will have a better idea of where the children are at the end of this term.

12. HEALTH AND SAFETY

The Headteacher advised that we are still awaiting the L.A visit dates. Hayley Rigby as the H&S Link Governor maintains an overview.

13. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

The Chair highlighted the following:

- He had been involved in the staffing difficulties and the demanding Safeguarding issues. He has been impressed with how the staff have handled the situations
- The Chair has attended the Westminster Education Forum on Child Protection during the Covid 19 emergency where he had been invited to speak on Governance during Covid-19. A good presentation from Ofsted was given, when the delegate information is forwarded he will share with Governors. Overall, the points covered in the conference suggests that Darnhall has implemented much of the good practice.

14. DECISION SUMMMARY

- Governors received attendance & exclusion report
- Governors received data report
- Governors discussed staffing issues
- Governors received a short presentation on Class DoJo
- Governors supported and challenged the leadership team by asking questions

16. DATE AND TIME OF NEXT MEETING

The next meeting will be on Thursday 21ST January 2021 at 6.00pm.

Signed:Date:



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| Comm to Chair | 13 | | Chair | Chair to email Code of Conduct to Governors to electronically sign by return email | Not all replies received | | Ongoing |
| Membership | 3 | 26.11.20 | Chair | Chair to speak to Vice-Chair nominated parties. | | | |
| Membership | 3 | | Chair | Chair to clarify Vice-Chair role description. | | | |



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| Mins | 4 | | | Clerk to email minutes from FGB2 29 th October to Chair for signing by email. | | | |
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