



**MINUTES OF THE FULL GOVERNING BODY MEETING**  
**DARNHALL PRIMARY SCHOOL**  
**HELD ON THURSDAY 22<sup>nd</sup> SEPTEMBER 2022 AT 6.30pm**

Members of the Governing Body

Name	Category of Governor	Date of end of tenure	Designated Role	Attended
Mrs Sarah Tomlinson	Headteacher		Headteacher	✓
Mr Richard Strachan	Co-opted	19/05/2024	Chair SEP 23	✓
Mrs Angela Holden	Co-opted	20/05/2025		✓
Ms Jackie Stringer	Co-opted	20/05/2025	Co Vice Chair Jan 23	✓
Mrs Steph Crane-Moody	Co-opted	09/05/2023	Co Vice Chair Mar 23	✓
Mr Chris Bate	Co-opted	09/05/2023		Apologies
Ms Chloe Lupton	Staff	21/10/2025		✓
Mrs Hayley Rigby	Parent	13/02/2024		✓
Mrs Lyndsey Tasker	Parent	25/03/2025		✓
Mr Colin Meachin	LA	09/07/2024		✓
Vacancy	Co-opted			
Vacancy	Co-opted			
<b>Also in Attendance</b>				
				✓
Stephen Ewell	Clerk to Governors			✓

**Part One Non-Confidential Minutes**

**1. ELECTION OF CHAIR**

Governors discussed the appointment of a Chair for the forthcoming academic year. The Clerk confirmed that he had not received any nominations or expressions of interest, excepting Richard Strachan who had indicated that he would wish to continue as Chair for another year. Mr Strachan left the room whilst Governors discussed the appointment of Chair, and Governors resolved unanimously to re-appoint Richard Strachan as Chair for a further one-year term of office.

**RESOLVED:** That Richard Strachan be appointed as Chair for a term of office of one year.



## 2. MEMBERSHIP OF THE FGB

Governors considered the two Co-opted Governor vacancies, and the Chair and Headteacher reported that they had met earlier in the day with two prospective Governors. One was an Occupational Health Advisor, and one was a Senior Retail Manager, and both were promising candidates with interest in supporting their local community.

In addition, there had been two further expressions of interest in the Governor role vacancies, and the Chair would be contacting the additional two candidates to discuss the role in the near future.

Governors discussed the Parent Governor positions with regard to Hayley Rigby whose child had now left the school and the options for her continuing role as a valued Governor when her term of office expires in February 2024. A Number of options were considered and would be discussed further at future meetings.

## 3. APOLOGIES FOR ABSENCE

Apologies had been received in advance of the meeting from Chris Bate.

### RESOLVED:

- That the apologies received from Chris Bate be accepted.
- That the meeting was deemed quorate.

## 4. MEMBERSHIP

### Governor Assigned Roles

The following Governors were appointed as responsible for:

- |                |   |                               |
|----------------|---|-------------------------------|
| • Safeguarding | - | Richard Strachan.             |
| • SEND         | - | Colin Meachin and Chris Bate. |

Governor Code of Conduct. All Governors to confirm that they have read the updated Code of Conduct before the next meeting. The Chair will upload a Signing Sheet to SharePoint, and following confirmation sign the Code of Conduct on behalf of the FGB.

The Headteacher confirmed that a recent refresh of the school website had been undertaken and a compliance check was completed at the same time.

All Governors to confirm to the Clerk that they have read the updated statutory guidance, Keeping Children Safe in Education (KCSIE), 1 September 2022. The document is available on SharePoint, and Governors to provide confirmation that they



have read the document by the next meeting.

## 5. DECLARATION OF PECUNIARY INTEREST

There were no additional declarations of pecuniary interest for this meeting. The annual declaration form should be completed and forwarded to Helen young in the School Office.

**RESOLVED:** That there were no additional declarations of pecuniary interest for this meeting.

## 6. MINUTES OF PREVIOUS MEETING

Governors considered the non-confidential minutes of the meeting held on 16<sup>th</sup> June 2022, which had been circulated in advance of the meeting.

**RESOLVED:** That the non-confidential minutes of the previous meeting held on 16<sup>th</sup> June 2022 were confirmed to be a true record.

The minutes would be signed electronically.

## 7. MATTERS ARISING

Governors reviewed the matters arising/action log items.

AGENDA ITEM NO.	ACTION	BY WHOM	UPDATE
19 May 22 Item 6	Jackie Stringer and Helen Young to hold a meeting to finalise the current year SFVS Actions Schedule.	JS and HY	Meeting Held. <b>Completed</b>
16 June 22 Item 3	Chair and Headteacher to arrange to speak to the group of parents to identify potential Governor candidates.	Chair and HT	<b>Completed.</b>
16 June 22 Item 10	Clerk to propose a set of meeting dates for the 22/23 academic year.	Clerk	<b>Completed.</b>
16 June 22 Item 17	Hayley Rigby to meet with Caretaker to review H & S Action Plan.	HR	<b>Ongoing. #1</b>

**#1** Hayley Rigby to meet with Helen Young on 18<sup>th</sup> October 22 to review the H & S Action Plan, and an update will be provided at the forthcoming FGB meeting.



## 8. FINANCE

The Headteacher updated Governors that the next Budget Monitoring Report would be available for the October meeting. In terms of the SFVS Action Plan, Jackie Stringer was scheduled to meet up with Helen Young and an update would be provided at the October meeting.

## 9. HEADTEACHERS REPORT

### School Improvement Visit Report

The Headteacher updated Governors on the School Improvement Visit. Ann Gill had visited the school on 18<sup>th</sup> July 22, and her report was shared on screen.

The Year 6 data of 36% combined for Reading, Writing and Maths was investigated to understand the rationale behind the data. The School has been followed on social media and it was reported that there was a really strong community focus at the school.

Ann Gill stated that she fully supported the key priorities identified by the school, and overall, it was a very positive report.

The Headteacher added that the school had requested that a further meeting take place in the Autumn term.

**RESOLVED:** Governors received the School Improvement Visit update.

The Headteacher informed Governors that the school had received the school categorisation letter from the CWAC School Intervention Team. The letter confirmed that the school will continue to be classified as a Universal school. This was as a result of the school securing a 'good' judgement at the last Ofsted inspection and recommendation from the Associate School Improvement Adviser (ASIA).

As detailed earlier a further meeting with the school ASIA is scheduled to take place in the Autumn term.

**RESOLVED:** Governors received the School Categorisation Letter update.

**RESOLVED:** Governors received the Headteacher's update.

## 10. CURRICULUM TEACHING AND LEARNING

The Headteacher had prepared a Curriculum Update Report for Governors, which was shared on screen and discussed during the meeting.



On 14th July 2022, the school ECM Leadership Partner – James Marsh visited the school to conduct a ‘deep dive’ into Art and Computing. During the visit, James met with subject leaders to look at curriculum overviews, pupils’ workbooks, planning and monitoring documents. A learning walk was conducted, and some lessons were observed.

A series of recommendations had been made and significant progress has been made in a number of these recommendations, which were highlighted in blue on the report.

One of the key recommendations was that teachers set aside some longer periods of time to look into their subject area in more detail. This will allow teachers to build up more detailed analysis of their teaching activities, and the evidence that supports this.

**RESOLVED:** Governors received the Curriculum Update Report.

### Curriculum Yearly Overview

The Headteacher shared the school website on screen, to allow Governors to undertake a review of the Curriculum Yearly Overviews.

The Year 2 Curriculum Yearly Overview was reviewed by Governors in detail.

*Q. How does the school ensure that parents are looking at the curriculum overviews?*

*A. The curriculum overviews will be detailed in the school newsletter, and it will also be reinforced at parents evening.*

**RESOLVED:** Governors received the Curriculum Yearly Overview.

### Self-Evaluation Summary (SES)

The SES is a non-statutory document that a number of schools produce. It is a dynamic working document which will often be updated. The SES had been reviewed by James Marsh, and his observation was that the document was too large. Following this recommendation the school is now working on a slimline summary document, which is currently work in progress.

It is anticipated that an updated version will be available for review at the October meeting. Following this review the focus will then shift to the School Development Plan.

## **11. POLICIES**

A number of policies had been circulated for Governors to review in advance of the meeting. There were a number of minor amendments indicated including removing named personnel on policies and including job roles instead, so that the policies do not need amending when staff change positions or leave the school.



**Q.** *What is the process for tracking changes when reviewing policies?*

**A.** *Changes should be made to the policy and once they are all completed, the policy should be uploaded as final into the SharePoint.*

The following policies were ratified at the meeting:

- Premises management.
- Sex Education.
- Social Media.
- SEN.
- Supporting Pupils with Medical needs.
- Use of force and restraint.
- Code of Conduct for Parents.
- Lone Working.
- Near Miss Policy.

The Fire Procedures Policy was deferred for review until the October meeting.

**RESOLVED:** Governors approved the nine policies presented at the meeting.

## **12. GOVERNANCE**

The Chair informed Governors that it is a requirement that they all undertake safeguarding training, and details of the safeguarding training had been circulated in advance of the meeting.

The Chair asked Governors if there were any additional training requirements, and Governors responded that some additional training on the SFVS would be useful.

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

The Chair and Headteacher informed Governors that they had met with two representatives from the LA regarding the strategic position on admission numbers for the school PAN. The current PAN of 45 is limiting the school and potentially leading to requirements for mixed age classes. The school's proposition is that the PAN is increased to 50. This additional funding would provide cover for an extra teacher in the school.

The meeting had been a positive meeting, and the LA responded that they need to look at the overall strategic view of the town of Winsford where there are currently 40 spare places across the town. It is anticipated that they will revert to the school with a response in around three weeks.

**Q.** *Does the FGB need a separate meeting covering strategy and development?*

**A.** Yes, a meeting will be scheduled following the review of the SES.



## 14. DECISION SUMMARY

- Appointment of Chair for the forthcoming academic year.
- Agreed a process for appointing the prospective new Governors.
- Received the Headteacher's update.
- Received the Curriculum Update Report.
- Received the Curriculum Yearly Overview.
- Approved the nine policies presented at the meeting.
- Discussed the requirement for Governors to undergo Safeguarding Training.
- Updated Governors on the meeting with the LA to discuss the school PAN.

## 15. DATE AND TIME OF NEXT MEETING

### 2022/23 MEETING SCHEDULE

#### Autumn Term 22/23

FGB	Thursday	20/10/2022	18:30pm
FGB	Thursday	24/11/2022	18:30pm

#### Spring Term 22/23

FGB	Thursday	26/01/2023	18:30pm
FGB	Thursday	02/03/2023	18:30pm
FGB	Thursday	30/03/2023	18:30pm

#### Summer Term 22/23

FGB	Thursday	18/05/2023	18:30pm
FGB	Thursday	15/06/2023	18:30pm
FGB	Thursday	13/07/2023	18:30pm

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

## ACTION PLAN

AGENDA ITEM NO.	ACTION	BY WHOM	UPDATE
<b>16 June 22 Item 17</b>	Hayley Rigby to meet with Helen Young to review H & S Action Plan.	HR	