



MINUTES OF A MEETING OF THE GOVERNING BODY OF DARNHALL PRIMARY SCHOOL HELD AT THE SCHOOL ON THE 10TH MAY 2018 AT 6.30PM.

Name	A/P/ U	Category of Governor	Date of end of tenure	Designated Role
Mrs S Tomlinson	P	Headteacher	N/A	Headteacher
Mr R Strachan	P	Co-opted	13/05/2019	Chair
Mrs A Holden	A	Co-opted	13/05/2019	
Ms J Stringer	A	Co-opted	13/05/2019	
Mrs E Robinson	P	Co-opted	13/05/2019	
Mr R Burrows	P	Co-opted	22/11/2021	
Ms L Robertson	A	Co-opted	08/03/2021	
Mr A Woods	A	Parent	15/07/2019	Vice Chair
Mrs J Hughes	P	Parent	08/03/2021	
Mrs J Bailey	P	Staff	15/10/2020	
Vacancy		Co opted		
Vacancy		LA		
Mrs J Critchley				Clerk to Governors

PART ONE

The meeting opened at 6:35pm

APOLOGIES

Apologies were received from Mr Woods, Mrs Holden, Ms Robertson and Ms Stringer.

RESOLVED: that the apologies be accepted by Governors

DECLARATIONS OF INTEREST

Governors were asked to declare any conflicts of interest about the business to be discussed at this meeting.

RESOLVED: that there were no declarations of interest declared.

MINUTES

The draft minutes had been reviewed by the Headteacher and Chair and some amendments had been made. Unfortunately, the Clerk had not received the amended minutes, so these will be reviewed and confirmed at the meeting on 14th June.

The Chair noted that the last minutes had been difficult to open and governors discussed the distribution of documents and password protecting sensitive information.

MATTERS ARISING

There were no matters arising. Governors received an update on the previous actions as follows:

1	The Governor vacancies will be filled using the skills audit.	Ongoing
2	The PAN is still under discussion.	Ongoing

3	The Code of Conduct has been drafted.	Closed
4	The Governor Strategic Plan is work in progress.	Ongoing
8	Early Years Data will be shared prior to the next meeting.	Ongoing
9	The Governor Strategic Plan and Action Plan will be discussed at the June meeting	Ongoing
10	Demonstrate Governor Intranet to the FGB	Closed
11	Arrange for governors to have school email accounts	closed

ACTION: Headteacher to add the Governor Code of Conduct to the website and upload to SharePoint.

SCHOOL PERFORMANCE

1. Overview

Governors received an informative presentation on Pupil Progress from Sarah Williams and Natasha Mulholland.

It was reported that half termly meetings are held for 45 minutes to 1 hour with each class teacher and the following matters highlighted:

- a) Target Tracker assessments are used for the core subjects.
- b) Anonymised data was presented for Reading, Writing and Maths.
- c) Attainment in Reading, Writing and Maths was presented and split into groups for Gender, Pupil Premium, Non-Pupil Premium, SEND and Non-SEND.
- d) It was noted that extra provision for Years 4, 5 and 6 will not be in place next year due to funding restrictions.
- e) Progress from Autumn Term 1 to Spring Term 2 was discussed and it was noted that:
 - 1) Children with little or no progress per half term are targeted.
 - 2) A professional dialogue is held with each class teacher on each child. Any barriers to learning are identified and next steps are detailed on the document.
 - 3) Some children are affected by home circumstances and these are recorded to highlight their story.
 - 4) Data is challenged to ensure it is not inflated and a dialogue takes place to ensure judgements are secure.
 - 5) Children stay on Target Tracker and will be targeted until progress is made. If all pupils in a class have made progress, then those with slow progress will be targeted.
 - 6) The More Able pupils can also be targeted children.

A member of staff reported that teachers appreciate the work that SW and NH do and the time they give to all classes.

Governor Question: GD child – what is that?

Answer: This is a child who is working at Greater Depth.

Governor Question: Do you challenge the Greater Depth children too?

Answer: Yes, we want to ensure they reach their full potential. There may also be a child who was working at Greater Depth and has dropped down so we would need to know the reason for that.

Governor Question: How are Age Related Expectation (ARE) and Greater Depth(GD) translated into the scale scores?



Answer: The Year 6 standard is 100 (ARE) anything at 110 or above is GD.

Governor Question: Do you identify GD across Year 6 and do they get a scale score in school?

Answer: No, the scale score is provided on ASP (Analyse School Performance).

Governor Question: Does the score normally equate to the same as school?

Answer: Yes.

Governor Question: What is the trigger for parental engagement?

Answer: We expect all teachers to have a good relationship with their parents and speak to them either at the door or on the phone. We do not expect teachers to wait until parent's evening to speak to their parents. Parent engagement is added to the Log; however, a change of staff can affect the engagement so that is logged too.

Governor Question: At what stage would you expect parents to be told their child was not making progress?

Answer: As soon as it becomes apparent, as the earlier parents are involved the better. Teachers will speak to the parents or ask the Senior Leadership Team to do so. At the most, we would expect parents to be made aware within a half term of any issues. There are two parent's evenings per year plus parents receive a written report.

Governors thanked Sarah and Natasha for their informative presentation.

Governors noted the invitation for the Achievement for All (AFA) launch on 15th May at 3.30pm. All governors are invited to attend.

2. Attendance

The Headteacher reported that she has written to parents as this is the last year a trip will be arranged for those children with 100% attendance. However, an afternoon tea will be held for those pupils with the most improved attendance and all pupils with 96% attendance or above will be entered into a prize draw. Prizes include two bicycles and tickets for trips i.e. the zoo.

The Winsford Education Partnership (WEP) Attendance Policy has been written by the Headteacher as part of a working party and shared with the other schools. The policy has been written to cover Primary and High Schools and the draft will be available shortly.

SCHOOL DEVELOPMENT

3. Current Focus

The Governor Strategic Plan has been updated by the Headteacher and staff as requested and sent back to Ms Stringer.

4. Actions Towards Targets

No report received this time.

5. Future Focus

There was nothing to report under this item.

CURRICULUM

6. Overview/Update



Kelly Evans, Maths Lead, gave an informative presentation on Maths and distributed a document for governor information which outlined the Key Priorities for 2017/18.

It was reported that a large majority of pupils are in line with National Average (NA).

Nursery - 77% are working At or Above.

Reception - 70% are working At or Above – Priority is to ensure the pupils make good or better progress so ready to enter FS2 at a higher level.

Combined Year 1 (2 classes) - 70% are working At or Above – Priority to improve the attainment of Boys at ARE.

Combined Year 2 (2 classes) - 51% are working At or Above – Priority to improve the attainment of Boys at ARE.

Year 3 - 55% are working At or Above – Priorities are to increase the percentage of all pupils exceeding the expected standard, increase the % of boys achieving expected and increase progress of prior disadvantaged low attainers.

Year 4 – 50% are working At or Above – Priorities are as Year 3.

Year 5 – 38% are working At or Above – Priorities as per Year 3 and Year 4

Year 6 – 55% are working At or Above – Priorities as per Years 3, 4 and 5.

For Year 6 there are 7 school weeks left to move the pupils on before they leave for High School.

Impact and Progress documents are available for each year group. Due to the new curriculum there will be a massive focus on reasoning and problem solving and in 2020 all schools will be carrying out times tables testing from 2 times – 12 times. The tests are available online.

The School Improvement Partner, Julia Dowd, has suggested changes and teachers are now given time to walk around school and observe other lessons which is excellent CPD for them.

The Maths Policy has been updated and was included in the pack.

Class pages on the website have links to Maths and there is a Maths tab on the website to help parents support their children.

Governor Question: Are there any vulnerable groups that we need to focus on?

Answer: Yes, Year 2 and Year 4.

It was noted that staff find the Maths documents very useful and it follows through each year group. White Rose maths was trialled for one term and teachers loved it so that is in use across the school now. This gives greater depth questions, guided groups etc. Reasoning is becoming embedded this year.

Governors thanked Kelly for her informative presentation.

Sarah, Natasha and Kelly all left the meeting at this point.

7. Extra- Curricular

There was nothing to report under this item.

8. Residential, Trips and Visits

There was nothing to report under this item.

BEHAVIOUR

Darnhall Primary School
10th May 2018



9. Overview / Update

There was nothing to report under this item.

10. Focus

There was nothing to report under this item.

HEALTH & SAFETY

11. Overview / Update

There was nothing to report under this item.

12. Focus

There was nothing to report under this item.

FINANCE

13. Overview / Update

- a) A budget has not been set for 2018/19 yet as the school is in deficit and Mark Parkinson cannot agree a deficit budget until a 3-year recovery plan is in place.
- b) A meeting has been held with the Budget Officer, Kristy Gommery, to try and resolve the budget and put a 3-year plan in place.
- c) Some extra funding for Resource Provision that we should have received in 2016, 2017 and 2018 will be coming in and that amounts to £21k.
- d) For 2019/20 and for 2020/21 the budget will be in credit, so the revised budget and 3-year plan will now be emailed to Mark Parkinson for his approval.
- e) Pupil numbers were discussed, and it is hoped that there will be 339 children by the end of the year as 10 children have joined the school this week.
- f) The PAN (Pupil Admission Numbers) had been discussed with Mark Parkinson and he is asking someone to contact the Headteacher to discuss further.
Governor Question: What is the PAN?
Answer: Currently this is 65 and may go down to 45.
- g) The school will receive some money from the sale of Handley Hill eventually which will boost the budget.
- h) The next Finance meeting will be held on 25th May and a further update will be given to governors at the June meeting.

14. Focus

There was nothing to report under this item.

PREMISES

15. Overview / Update

There was nothing to report under this item.

16. Focus

There was nothing to report under this item.

GOVERNANCE

17. Governors

The following was reported:

- 1) The Chair of Governors had reviewed the Code of Conduct and the Induction Policy. The Skills Matrix has also been reviewed.



- 2) The school email addresses have been set up and these will go live in September.
- 3) WhatsApp Governors group has been set up.
- 4) The Governor 20 Questions had been sent out and the scores have been analysed.
- 5) Office 365 has been set up, although the Headteacher reported that she is unable to use it at present.

ACTION: Headteacher to ask Mr Woods how to access Office 365.

Governor Question: Where will the governor data be stored now?

Answer: In future On Office 365 / Sharepoint but for a temporary period we will also continue to use the Dropbox facility via the School Website . All governors have received an invitation to join SharePoint.

New Governors: The Headteacher has emailed Mr Story but he is already a governor at another school, however he will ask his contacts if anyone is interested.

18. Training

There was nothing to report under this item.

TOPICAL

19 There was nothing to report under this item.

20 There was nothing to report under this item.

PERIODICAL

21 There was nothing to report under this item.

22 There was nothing to report under this item.

DATES, TIME AND PLACE OF THE NEXT MEETING

The next meeting will take place at the school on Thursday 14th June 2018 at 6.30pm.

Apologies have been received from Mrs J Hughes


----- Chair

14/06/18
----- Dated

ACTION MATRIX

Work Stream	Action No.	Date opened	Action Manager	Action	Action Update	Target Date	Status
Governance	1	13.7.16	Chair/ Govs	There remains a vacancy for 1x LA Governor and 1 x Co-opted Governor.	The results from the Governor skills audit and Governing Body effectiveness will be further considered.	Ongoing	Ongoing
Strategic building review	2	11.5.17	HT/ Chair/ Vice Chair	To continue the discussion about the single site planning.	Plans are still underway to reduce the Pan from 65 as this is too high. The next step is that the Chair of Governors can instruct the LA to reduce the PAN to 45 and it is hoped this will take effect from September 2019. Meeting with Mark Parkinson to discuss the single site ACTION to email Q: Are we going to talk about this in the financial situation A: Yes. We are finalising the budget	Ongoing	Ongoing
Governor Code of Conduct	3	26.10.17			The Clerk will send the NGA Code of Conduct to Ms Stringer for updating, this was sent by the after the November FGB Meeting. This will be ratified by Governors at the March FGB Meeting ACTION: Chair to contact Jackie Stringer to see whether the Code of Conduct was sent	Spring 18	Closed
Governor Strategic Plan	4	15.2.18	Govs	Driving the school forward.	ACTION: find a date for a development session in which to support this action.	10.5.18	Open
School Budget	5	15.2.18	HT and Finance	School Budget to be approved by Governors at the meeting in March.	On agenda	22.3.18	Open
Governor skills audit/Governor effectiveness	6	15.2.18	Mr Woods	Mr Woods will speak to Mrs Robinson for a further update.	This was looked at. This could be covered on the development day. It would help us identify new governors	22.3.18	Open
LGBTQI/Stonewall policy	7	15.2.18	HT & Chair	HT and Chair to meet to discuss further.	We need to respect differences and be tolerant while appreciating the vulnerabilities of the children. The Headteacher informed governors that they had a staff meeting that supports this view	22.3.18	Open

					and what children should be taught about healthy relationships and how to keep themselves safe. <i>Q: have we got a policy in place?</i> <i>A: Yes. It is the Stonewall policy.</i> <i>Q: Does this need modifying? Can we modify it? I think it raises a level of expectation.</i> <i>A: We can do this.</i> ACTION: The Headteacher to review the policy.		
School Performance	8	22.3.18	HT	Early Years Data to be presented at the next FGB		10.5.18	Ongoing
School Development	9	22.3.18	Chair	The Governor Strategic Plan and Action Plan to be carried forward and added to the next FGB agenda		10.5.18	Ongoing
Governance	10	22.3.18	Mr Woods	Demonstrate the Governor Intranet at the next FGB or the development day		10.5.18	Closed
Governance	11	22.3.18	HT	To arrange for every governor to have a school email account.		10.5.18	Closed
Governance	12	10.5.18	HT	Headteacher to add the Governor Code of Conduct to the website and upload to SharePoint.		14.6.18	Open
Governance	13	10.5.18	HT	Headteacher to ask Mr Woods how to access Office 365		14.6.18	Open