



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON THE  
21ST MARCH 2019 AT THE SCHOOL 6.30pm  
PRECEDED BY FINANCE MEETING AT 5.00pm**

Members of the Governing Body

Name	A/P/ U	Category of Governor	Date of end of tenure	Designated Role
Mrs S Tomlinson	Y	H/T		Headteacher
Mr R Strachan	Y	Co-opted	13/05/2020	Chair
Mr A Woods	A	Parent	15/07/2019	
Mrs A Holden	Y	Co-opted	13/05/2019	
Mr R Burrows	Y	Co-opted	23/11/2021	
Ms J Stringer	Y	Co-opted	13/05/2019	
Mrs E Robinson	A	Co-opted	13/05/2019	Vice Chair
Mrs J Hughes	Y	Parent	08/03/2021	
Mrs J Bailey	Y	Staff	15/10/2020	
Vacancy		Co opted		
Vacancy		Co-opted		
Vacancy		LA		
Linda Giansante		Clerk		

**Non-Confidential**

**1. APOLOGIES**

The Governors received apologies from Mr Woods and Mrs Robinson.

**RESOLVED:** that the apologies for non-attendance were approved.

**2. DECLARATION OF PECUNIARY INTEREST AND CODE OF CONDUCT**

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





- There are two co-opted vacancies.

The Governors were informed that there have been no changes to the Governing Body since the last meeting. The Chair updated Governors on the progress being made to recruit new Governors, there are 2 interested potential governors. Visits to look around the school are due to take place on 8<sup>th</sup> May 9.30am for Stephanie Crane from Warrington College and Christopher Bate an ex educational psychologist.

#### 4. MINUTES OF LAST MEETING

The non-confidential minutes of the last Full Governing Body Meeting on the 5<sup>TH</sup> March 2019, which had been circulated prior to the meeting, were presented.

It was **NOTED** that the school logo used was not correct. The correct one has blue school font.

**RESOLVED:** That the non-confidential minutes of the last Full Governing Body Meeting on the 5<sup>th</sup> March 2019 be confirmed as a correct record and be executed on behalf of the governing body by the Chair.

#### 5. MATTERS ARISING

To Consider any matters arising from the last meeting and to review the Action Log.

#### ACTION LOG

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 1x Co-opted Governor. The results from the Governor skills audit and Governing Body effectiveness will be further considered.	Dave Snasdall needs following up. <b>ACTION: Mr Strachan to follow up with Winsford Business Park.</b> Still ongoing. Date to be arranged with Chris Bates. They have had to be rearranged.  Governors noted that Liam Baynes name had been spelt incorrectly.	Ongoing	Open



					Dates for prospective governors has been arranged for 8 <sup>th</sup> May.			
Finance	14	14.6.18	HT	Finance to be an agenda item each month	Governors noted that this meeting has been rescheduled for the 12 <sup>th</sup> March at 1:30pm with Kirsty Gormory, SBM, and the Headteacher		Closed	This has been done.
Finance	16	14.6.18	Bursar	That progress on grant funding be included in the monthly financial update.	The Head and Chair met with Robin Wood and Val Godfrey of the Darnhall Trust. The bid process was clarified, and a bid has been submitted for nursery resources. Joan has developed this. Feedback is that bid is good. The total bid will be for £900.  A second bid will be made for approximately a£1000 for the toilet and changing area.		Closed	First bid was granted for £914 for nursery equipment  Second bid was granted £714 for changing facilities.
Scheme of Delegation	36	17.01.19	Vice Chair	Vice Chair to update Governors about the Scheme of Delegation at next meeting.		Ongoing	9 <sup>th</sup> May	Mrs Robinson to confirm within the next meeting.
Budget Report	37	17.01.19	Governors	SFVS – The Governors to look at last years copy, highlight anything that should be updated. Pass comments to School Business Manager.	Mrs Robinson to arrange a date to meet with SBM		Closed	Completed. Chair signed off at this meeting.
Leadership and Management	38	17.01.19	HT	The Headteacher will upload the Three-Year Key Improvement Priorities Overview onto Teams.			Closed	Headteacher updated that there wasn't much required to change.
Curriculum, Teaching and Learning	39	17.01.19	HT	A book scrutiny to be organised in the Spring term.	A book scrutiny has been done in January and another is due. Clerk to add report on book scrutiny at the next meeting		Closed	Completed  This is within the March file.



Governance	40	17.01.19	HT	The Headteacher to enquire with Site Maintenance Officer about erecting a small fence around outside play area	There has been a quote from Maple Leaf.		Closed	This has been erected.
Finance	41	05.03.19	HT	SBM to request in writing from the Finance Team that an external audit of the School Fund is not required. The clerk to check the details and best practice on the school fund.			Closed	Dealt with in Finance Committee
Teaching and Learning	42	05.03.19	HT/Clerk	CPD Forms to be brought to the next meeting and added to the agenda.			Closed	HT gave example.
Teaching and Learning	43	05.03.19	HT/Mrs Hughes	Learning Walk proforma to be used on 27 <sup>th</sup> March. Mrs Hughes to upload the document in Governor Training and Development folder. Headteacher to brief staff on the use of the proforma.			Closed	HT uploaded
Admin	44	05.03.19	HT/Mrs Hughes	Mrs Hughes to raise website security with Davie Kindon. HT to update the group contact details with Mrs Hughes contact details		Ongoing	Open	Not heard from School Spyder about security.  <b>ACTION: Mrs Hughes to speak to Davie.</b>

## 6. FINANCE

**A Finance meeting was held prior to the meeting with all governor's present.**

The SBM gave the following budget presentation.



- Summary of the medium-term plan shows projected carry forward 2021-22 to be £59,568.
- It was noted that figure (D) ideally should be a positive figure showing the school setting a balanced budget each financial year.
- The main proportion of expenditure is spent on staffing, currently 78%.
- Last year, the school carried forward a deficit of £65,590 which increased due to 2 staff on long term sick.
- Staff absence has had a big impact across the whole school. It was noted 400+ days were lost due to staff absence.
- Pupil numbers declared from the census as at October each year show actual Oct 2018 figures as 278 pupils. Forecast census Oct 2019 figures is 271, 7 lower than same time last year. Numbers alter because of in-year admissions, at least 1 per month in-year admission is normal.
- Governor's discussed the projected income for the next 3 years. It was explained that the figure will alter going forward.
- Governor's discussed the staffing plan which shows the staffing structure for the current year and the projected plan for the next 3 years. A benchmarking exercise carried out shows Darnhall has more T/A's than Winsford High Street. Some schools choose to use T/A's when funding is available. Willow Wood is a school of similar size to Darnhall, it has similar figures.
- It was noted as the fund balance of the Unofficial School Fund is below £10K it is not necessary to have a qualified accountant to audit at the end of the year. It is suggested that a finance governor audits this account. It is agreed that it would be better to be someone un-related to the school, possibly swap with another local school.
- Through the re-structure of Teaching Assistants and also reduction in hours of the admin team the proposed surplus budget is £60086. This will recover the overall position to a deficit of £5504 at the end of the financial year. This has been a challenging situation for the school with less hands to attend to the children's everyday needs. Hopefully going forward as the pupil numbers increase and the financial position strengthens, we will be able to put back some of the staffing.
- A purchasing decision since the last FGB has been the new play equipment of the KS2 small yard. This has been funded from the DFC and Sports Funding.
- DFC funding shows £10,418.50 to spend. It can be carried forward; it is not necessary to spend this before the end of term. Governors discussed an all-weather track, which would help with the golden mile. St Monica's in Warrington have a good all-weather track. It would cost approx. £11K. A canopy is also needed as there is currently no shaded area in playground. Children and parents are constantly asking for this.
- It was discussed the PTA may need to appoint a treasurer to produce an income & Expenditure statement for their fundraising account. Guidance from the CWAC finance team has indicated this is very unusual and does not happen in most Local Authority Schools. It is not usual practice to hand over, as the funds are raised, they are normally spent.

*Q. How much do numbers in Resource Provision Place Led Funding fluctuate?*





*A. We have 10 places at the moment. The panel recommend us all the time, but there are no places, there is a constant need and a constant turnaround. Early Years Block Allocation is £155,993, this fluctuates also, nursery is full at the moment.*

*Q. Pupil Premium Funding is a quite substantial amount is this correct?*

*A. Yes, it is. Free school meal allocation is included and will be allocated to all pupils. Free school meals forms have been given out. It is important to get in touch with parents to check if they need help or reminding to complete the form. Early Years form has been given out as an indication for the future.*

*Q. Governor's asked if discount was asked for when purchasing the play equipment for the KS2 small yard?*

*A. Yes, it was.*

*Q. Governor's asked the Headteacher if she attended the PTA meetings?*

*A. No, but the Headteacher does liase with the staff. The Headteacher advised they would have minutes for their meetings going forward.*

Governor's thanked the SBM for the comprehensive update.

## **7. BUDGET REPORT**

Included in Agenda item 6 – Finance.

## **8. WEBSITE**

Governors discussed that the governor's photos and statements on the website need to be refreshed.

**ACTION: Chair to remind governors to provide a brief statement and photo to Davy to add to website.**

## **9. LEADERSHIP AND MANAGEMENT**

The Headteacher informed that the attendance report for Governors has been shared on teams.

The rag rated report of monitored pupils finds:

- Total number of pupils is 249.
- Overall attendance as of 11<sup>th</sup> March 2019 is 96.3%.
- It was found of the monitored lower attendance pupils:
  - 58 children were approved attendance
  - 35 children had declined attendance
  - 23 children with previous attendance issues are now at 96% or above.



- 7 children have dropped below 96% since the last report.

The Headteacher advised that guidance notes on the tummy bug have been shared on the website so parents can decide if the child needs to stay away from school and parents can understand the effect it has on attendance.

*Q. Governor's asked what period of time was the overall attendance percentage?*

*A. It was reported month on month. The cumulative figure for the year is 96%*

*Q. Governor's asked what is it actually telling us?*

*A. Cumulative attendance has remained the same for the last 3 months.*

*Q. With unauthorised absence, what is our first day absence protocol?*

*A. The school rings the parents, if they can't be gotten hold of, then a home visit, especially if there is any other reason to be worried. The admin staff have a list of who is on the watchlist.*

*Q. What about introducing an automated system?*

*A. They send text messages and do try to speak to the parents. On occasion they have had an abroad dialling tone. It can be good to speak to parents even just to reassure that after a dose of Calpol, the pupil will be OK to join us for dinner.*

The Governors agreed that the presentations from subject leaders is always helpful, it allows them to challenge and ask questions on high impact items.

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

The Headteacher updated the following:

- The possibility of re-structuring the classes from September was discussed. There would be 30 in each class, except for Years 3/4 which would have 32.
- Staff are anxious to retain pupils for 2 years to keep standards high.
- The Headteacher explained that next term every staff meeting is based on the curriculum, when planning the curriculum, the staff will be able to see what is expected.
- The English lead is going to contact literacy board for advice.
- The Leadership team are going to adopt the CPD form, an example has been uploaded to teams.
- Facebook remains a good way to communicate with pupils and parents, the views on book day were impressive, especially the views for the Mrs Twitt readings.
- The Headteacher also has managed to have the school in the local paper every week and hopes this will continue. Governor's agreed that this was impressive.

**ACTION: Headteacher to speak to staff regarding the re-structuring of classes.**



**ACTION: The Headteacher to arrange Governor visits to Malpas to look at a tried and tested curriculum.**

*Q. Would the spread of ability worry some parents?*

*A. It will probably be a mixed reaction, as it can be positive for some.*


**11. COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS**

The Chair informed Governors that it would be reported in the Confidential part of the meeting.

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

**The next meeting will be on the 9<sup>th</sup> May 2019 at 6.30pm.**

Meetings are scheduled for:  
Summer Term: 13<sup>th</sup> June 2019, 11<sup>th</sup> July 2019.

Signed:  ..... Date: 09/05/19





### ACTION LOG

Work Stream	Action No.	Date opened	Action Manager	Action	Action Update	Target Date	Status	
Governance	5	13.07.19	Chair/Govs	There remains a vacancy for 1xLA Gov and 1 x Co-opted Gov. The results from the Governor skills audit and Governing Body effectiveness will be further considered.	Dave Snasdall needs following up. ACTION: Mr Strachan to follow up with Winsford Business Park. Still ongoing. Date to be arranged with Chris Bates. They have had to be re-arranged. Govs noted that Liam Baynes name has been spelt incorrectly. Dates for prospective governors to be fixed.	Ongoing	Open	Date for prospective governors has been fixed at 9.30am on 8 <sup>th</sup> May 2019.
Scheme of Delegation	5	17.01.19	Vice Chair	Vice Chair to update Governors about the Scheme of Delegation at next meeting.		Ongoing	9 <sup>th</sup> May	Mrs Robinson to confirm within the next meeting.
Admin	5	05.03.19	HT/Mrs Hughes	Mrs Hughes to raise website security with Davie Kindon. HT to update the group contact details with Mrs Hughes contact details		Ongoing	Open	Not heard from School Spyder about security.  <b>ACTION: Mrs Hughes to speak to Davie.</b>
Website	8	21.03.19	Chair	Chair to remind governors to provide a brief statement				



				and photo to Davy to add to website.				
Curriculum, Teaching & Learning	10	21.03.19	Headteacher	Headteacher to speak to staff regarding the re-structuring of classes.				
Curriculum, Teaching & Learning	10	21.03.19	Headteacher	Headteacher to arrange Governor visits to Malpas to look at a tried and tested curriculum.				