



MINUTES OF THE FULL GOVERNING BODY MEETING
DARNHALL PRIMARY SCHOOL
HELD ON THURSDAY 21ST OCTOBER 2021 AT 6.30pm
VIRTUAL MEETING HELD VIA TEAMS

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	✓
Mrs Angela Holden	Co-opted	20/05/2025		Apologies
Mr Rob Burrows	Co-opted	23/11/2021		✓
Ms Jackie Stringer	Co-opted	20/05/2025	Vice Chair	✓
Mrs Jen Hughes	Co-opted	08/03/2025	Vice Chair	✓
Mrs Joan Bailey	Staff	15/10/2022		✓
Mrs Steph Crane	Co-opted	09/05/2023		✓
Mr Chris Bate	Co-opted	09/05/2023		✓
Mrs Hayley Rigby	Parent	13/02/2024		Apologies
Mr Colin Meachin	LA	09/07/2024		✓
Mrs Lyndsey Tasker	Parent	25/03/2025		✓
Also in Attendance				
Natasha Mulholland	Assistant Headteacher			✓
Helen Young	SBM			✓
Chloe Lupton	Observer			✓
Davie Kindon	SEND Coordinator			✓
Matthew Young	Presenter Grants			✓
Stephen Ewell	Clerk to Governors			✓

Part One Non-Confidential Minutes

1. APOLOGIES

Apologies had been received in advance of the meeting from Angela Holden and Hayley Rigby.

RESOLVED:

- That the apologies received from Angela Holden and Hayley Rigby are accepted.
- That the meeting was deemed quorate.



2. DECLARATION OF PECUNIARY INTEREST

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

3. GRANTS UPDATE

Matthew Young presented the grants update which had been circulated prior to the meeting.

The headline numbers were detailed as follows:

- Approved 30 Grants Totalling £52,000
- Applied For 16 Grants Totalling £64,000
- Key grants pending: £38,000 to the Moulding Foundation for a Minibus and £10,000 for Xmas HAF Funding.
- In course 29 Grants Totalling £100,000
- Key grants in course: Outdoor Space £40,000;
MUGA £15,000;

The Outdoor Space and MUGA Grants have been delayed due to ongoing negotiations with the LA. The success rate for grant applications remains high at 95%.

Q. *What sort of organisation is the Moulding Foundation?*

A. *It is run by the founder of the Hut group who has invested £150m into the foundation. They have only provided one grant so far to the Seashell Trust, so it is a good time to approach them for funding.*

The last three months highlights were reviewed, which illustrated a diverse range of grants received.

The Headteacher noted that swimming lessons were reliant on receiving the catch-up swimming grant. There is a high demand for the swimming lessons, so the receipt of this grant is really positive for the school. Also, the library is being restocked, and books will be arriving tomorrow.

The Headteacher thanked Matthew Young for his presentation and for all his hard work securing grants for the school. The process is generating lots of good ideas across the school.

The Chair informed governors that he had held a productive meeting with Matthew recently regarding increasing the efficiency of the grant application process. A proposal will be completed in due course.

4. BUS PROJECT – ALTERNATIVE SPACE

Davie Kindon shared on screen his presentation which was entitled - A Space to Dream, Believe, Learn and Achieve.

- School has a very strong reputation in Winsford which has resulted in a 65% growth in numbers.



- However, the school is outgrowing the existing space and having to utilise spaces that are not fit for purpose.
- Ongoing discussions with County colleagues has indicated that there will be no quick solutions or injection of funds from them.
- There are 30 children on the SEND register, plus additional children with autism and other conditions.
- Currently every available space in school is being used utilised and reconfiguration is not a viable option.
- A meeting was held with Chris Bate to look at the intervention areas. the conclusion was that they were always utilised by children, and the issues with the five intervention spaces within school were noted.
- One solution is to acquire a fully converted double decker bus providing 2 x 500 Sq Ft floorplates. Matthew has been in touch with three or four potential suppliers within the UK. One supplier in Blackpool seems very good, they can also provide acoustic dividers within the bus.
- There is no requirement for planning permission, and the bus would be located on some hardstanding in the school grounds.
- The main issue will be the maintenance of the bus going forward.

Q. *How would the bus be heated?*

A. *There would be power and water to the bus, and it would be fitted with insulation and air conditioning.*

Q. *There is clearly a requirement for this additional space, but what about acquiring a portacabin?*

A. *County will not permit the school to acquire a portacabin. The bus would not count as permanent classroom space. Also, because the bus is an unusual proposition it lends itself to grant funding, whereas a portacabin would need to be funded from the school budget.*

Governors Discussed the proposal further, following which the chair summarised that there were two issues to deal with:

- Is the proposal worth exploring further?
- If so, what additional questions do the governors need answering to make an informed decision.

Q. *If it goes ahead can County make us remove the bus?*

A. *If the bus was being used as a classroom, then it may be an issue, but if it is only used for interventions and meetings, it should be okay.*

Q. *Will it impact on other building plans for the school?*

A. *No, it is very unlikely that any additional building works will be approved anyway.*

RESOLVED: that a business case be developed for the acquisition of the bus to be presented to the FGB.

Governors considered the additional information they would require to make an informed decision as follows:

- Insurance.
- Security.
- Examples of other primary schools that have utilised a bus in this manner.
- Plans for how the space will be used.
- Support for the positive impact it is anticipated to have for children.
- Detailed financials supporting the acquisition and fit out of the bus.
- The cost of connection to electricity and water.
- Ongoing cleaning costs.
- Would a single decker bus be sufficient?
- Impact on the neighbours to the school.

Governors thanked Matthew Young and Davie Kindon for their presentations. Matthew Young and Davie Kindon left the meeting at 19:38pm.

5. FINANCE UPDATE

Helen Young shared on screen the latest Budget Monitoring report.

BUDGET REPORT

<u>SECTION 1 - SUMMARY MEDIUM TERM PLAN</u>	Actual	Forecast	Forecast	Forecast
	2020-21	2021-22	2022-23	2023-24
(A) Balance Brought Forward (previous E)	-8,681	40,319	24,856	318,603 (155,504)
(B) Projected Income (From F)	2,131,873	2,308,020	2,454,131	2,411,864
(C) Projected Expenditure (from D)	2,082,873	2,323,483	2,160,384 (2,323,483)	2,107,697 (2,323,483)
(D) In year surplus/-deficit (B-C)	49,000	-15,463	293,747 (130,648)	304,168 (88,381)
(E) Projected Carry Forward (A+D)	40,319	24,856 (7,220 allowing for £10k sports funding to be spent & DFC £7636)	318,603 (155,504)	622,771 (243,885)

The main difference between the agreed budget and the current projection is an increase in expenditure. This is mainly due to an increase of 144.25 hours per week for Teaching Assistant support hours. TAs are proving important, so the school has decided to retain them. The costs will be partially offset by an increase in SEND income.



An extra 39 children have been added from the October 2020 census to the October 2021 census. This will result in an extra £221k in School Blocks funding in the 2022/2023 financial year. This will increase further with in-year admissions.

The school is looking to schedule the following works for April 2022:

- Daily mile track at circa £20k.
- The canopy for the Nursery building. This will cost circa £40k.

Governors discussed the canopy, as well as the construction of the daily mile track.

Q. *Will the Handley Hill funds cover the cost of the canopy?*

A. *Yes, the cost is expected to be in the region of £40k.*

RESOLVED: Governors approved the proposal for Helen Young to short list quotes for the Nursery canopy and the daily mile track.

Q. *Does the school not currently have any capital reserves?*

A. *No, not currently.*

Q. *Should we put a capital reserve line into next year's budget, to start building up capital reserves?*

A. *Yes, that would be a good idea.*

Q. *Is the current maintenance schedule such as the library roof repair, all included within the budget?*

A. *Yes, the library roof is leaking but it is County responsibility to repair it. We continue to chase them for the repair.*

Governors thanked Helen Young for her presentation. Helen Young and Colin Meachin left the meeting at 20:00pm.

6. MEMBERSHIP/CONSTITUTION

Mr Rob Burrows term of office expires on 23rd November 2021. Mr Burrows had previously informed Governors of his intention to stand down after this date, which results in one Co-Opted Governor vacancy.

Governors were unanimous in thanking Rob Burrows for his support and input.

Joan Bailey informed governors that she was standing down as a staff Governor following this meeting.

Governors were unanimous in thanking Joan Bailey for her service to the FGB.

The Headteacher introduced Chloe Lupton who was attending the meeting as an Observer, and who was the new nomination to become staff Governor.

RESOLVED: That Chloe Lupton be appointed as Staff Governor.



The Chair updated governors with his thoughts regarding Matthew Young and a future role within the FGB. One consideration was to become a Co-Opted Governor. With his extensive work on securing grants for the school, there was the consequence of this that he will have involvement with spending the large amounts of money the school would receive, and with his wife being the School Business Manager, there exists a potential conflict of interest.

The alternative solution was to appoint Matthew as an Associate Member with responsibility for grant funding applications. Governors discussed the proposal and agreed Matthew should be appointed as an Associate Member.

RESOLVED: That Matthew Young be appointed as Associate Member with responsibility for grant funding applications.

7. PUPIL PREMIUM

The Headteacher shared on screen the pupil premium presentation which had been prepared by Natasha Mulholland.

Pupil Premium funding for 2021/22 is as follows:

• 138 pupils who receive the £1345 standard Pupil Premium	- £185610
• 1 pupil in receipt of the £2345 adopted from care funding	- £2345
• 2 pupils receiving £310 service children	- £620
TOTAL	- £188575

This is an increase of £9795 this year, which is 8 extra children.

All schools that are eligible for pupil premium are eligible for recovery premium. The recovery premium will be allocated using the same data as the pupil premium.

This means the following pupils will attract recovery premium funding to schools:

- o pupils who are eligible for free school meals (FSM)
- o pupils who have been eligible for free school meals at any point in the last 6 years
- o children looked after by local authorities and referred to as looked-after children (LAC)
- o post-looked after children (post-LAC).

Recovery Premium will be allocated in school as follows:

- **0.3 Teacher (SR)**
- **0.5 Deputy (SJ)**
- **7.5 hr a week S H (Teaching assistant)**
- **7.5hrs a week RM (Teaching assistant)**



All of the above adults will be planning and delivering bespoke Curriculum recovery sessions to identified pupils. The impact of these recovery intervention/tutoring sessions will be closely monitored and amended if necessary.

RESOLVED: Governors approved the proposed allocation of the Recovery Premium.

8. MINUTES OF LAST MEETING

Governors considered the non-confidential minutes of the meeting of 23rd September 2021, which had been circulated in advance of the meeting.

RESOLVED: That the non-confidential minutes of the previous meeting held on 23rd September 2021 were confirmed to be a true record.

The minutes would be signed electronically.

9. MATTERS ARISING

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

Work Stream		Date Opened	Action Manager	Action	Action Update	Status
Pecuniary Interest	2	23/9/21	Governors	Governors to return the Pecuniary Interest Form to the Clerk.	ASAP	Ongoing
Finance	7	23/9/21	Clerk	Clerk to add Catch Up Recovery Plan to the October meeting Agenda.	October Meeting	Completed
Policies	10	23/9/21	Chair	Chair to liaise with Helen Young to establish the status of the three policies.	October Meeting	Headteacher to liaise with Helen Young.
Governance	13	23/9/21	Clerk	Clerk to compare the latest NGA recommended form against the Darnhall version, to ascertain if there are any differences.	ASAP	#1 Completed.



#1 The Chair confirmed that the Darnhall version was a lift from the previous NGA version. The Chair to update the Darnhall version to reflect the latest NGA version and then sign off on behalf of the FGB.

10. ADMINISTRATION

There were no matters for Governors to consider.

11. POLICIES

There were two policies tabled at the meeting for approval by Governors.

- Safeguarding Policy
- Pay Policy.

The Safeguarding Policy follows CWAC guidance and contains a few minor changes.

The Pay Policy is scheduled to be reviewed at the next FGB.

RESOLVED: Governors approved the Safeguarding Policy.

12. GOVERNANCE

The Headteachers performance management meeting will take place on Monday 29th November at 11:00 am. The panel will comprise the Chair plus Jackie Stringer, and one other Governor was required. Steph Crane confirmed she would be able to join the panel. The Headteacher noted that the panel would take place in person.

The Self-evaluation Review Meeting will take place on the 11th of November at 6:30pm. This meeting will also take place in person at the school.

Q. Has this meeting been held off site in the past?

A. Yes, previously we have held it at the Aqueduct Marina.

The Headteacher added that it would be great if all Governors could attend. It would be good for Governors to visit the school again after such a long time. Governors confirmed the meeting should go ahead in person at the school.

13. COMMUNICATIONS TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

- Confirmed held meeting with Matthew Young to discuss grants.
- The Chair and Headteacher had met to discuss safeguarding issues and Governor challenges.
- The Chair was looking after the Headteachers welfare.



14. DECISION SUMMARY

- to receive the Grants Update.
- to receive the Bus Project – Alternative Space proposal, and to approve that a business case be developed.
- to receive the Finance Update and Budget Monitoring report.
- approved the proposal for Helen young to short list quotes for the Nursery canopy and the daily mile track.
- that Chloe Lupton be appointed as Staff Governor.
- that Matthew Young be appointed as Associate Member with responsibility for grant funding applications.
- to receive the Pupil Premium Update.
- approval of the Safeguarding Policy.

Chloe Lupton left the meeting at 20:43pm.

15. DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 25th November 2021 at 6.30pm.

Signed:Date:

ACTION PLAN

Work Stream	Agenda No	Date Opened	Action Manager	Action	Target Date	Status
Pecuniary Interest	2	23/9/21	Governors	Governors to return the Pecuniary Interest Form to the Clerk.	ASAP	Ongoing
Policies	10	23/9/21	Chair	Chair to liaise with Helen Young to establish the status of the three policies.	October Meeting	Headteacher to liaise with Helen Young.