

**DARESBURY PRIMARY SCHOOL**  
**MINUTES OF THE LOCAL GOVERNING BOARD AUTUMN TERM 2**  
**MEETING, HELD ON**  
**THURSDAY 18<sup>TH</sup> NOVEMBER 2021 AT 5:30PM**

<b>Present:</b> Mr P MacKenzie, Mr M Pocock (Chair), Mrs A Porritt, Mrs C Roberts (Principal), Mrs E Robinson, Mr M Sherwin (Vice Chair), Mrs Z Unsworth, Mrs H Watts, Mrs A Windridge, Mrs K Zuger.		<b>Apologies:</b> Mr J Lavery		<b>Non attenders:</b>	
				<b>Clerk:</b>	Becki Dale (Remote)
<b>Items</b>	<b>Discussion</b>	<b>Action</b>	<b>Who</b>	<b>When</b>	<b>Impact/ Outcome</b>
<b>1. WELCOME &amp; APOLOGIES</b>	The Chair opened the meeting and welcomed the FGB.  Apologies were received from Mr J Lavery  <b>RESOLVED:</b> Governors resolved to accept the apologies given by Mr Lavery				
<b>2. DECLARATION OF PECUNIARY INTEREST</b>	There were no conflicts of interest, pecuniary or otherwise, relating to this meeting.  <ul style="list-style-type: none"> <li>• Mr Pocock declared that he is the Director of Sutcliffe Projects, who are currently working with Halton Borough Council, and that he is married to the Manager of Moore Village Pre-school.</li> <li>• Mr Sherwin declared that a relative is the secretary of the school PTA</li> </ul>				
<b>3. GOVERNANCE MEMBERSHIP &amp; CONSTITUTION</b>	<ul style="list-style-type: none"> <li>• The Code of conduct was circulated by the Trust Clerk prior to the meeting.</li> <li>• There is currently a vacancy for a Trust governor. The Trust are chasing this as there was a candidate interested in taking on the role.</li> </ul>	1. Update required on the Trust Governor vacancy	Trust Clerk	ASAP	

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Targets have been set based upon the data from the Fischer Family Trust 20 (FFT20) and are at the lower end of the target range except for the EYFS. This is given the events of the last 12 months.

The Principal wished to draw the governors' attention to the positivity of the External Evaluation Partner (EEP) report from Dawn Farrant. This has also been shared with Staff. A Spring term visit has been booked in with Dawn to focus specifically on Maths.

The Local Authority School Status report was also very positive, with the school being awarded a school category rating of "A" (no concerns).

*Q) Do staff feel more comfortable now that they have received this feedback?*

*A) Yes, the Principal tried to structure the day in line with the Ofsted timetable to provide staff with the experience of an inspection.*


*Q) How was the student teacher after the EEP visit?*

*A) The Principal did explain to the EEP that the student teacher had only been with the school for 3 weeks and had also been attending university during this time, therefore hadn't received sufficient time to prepare for the visit.*

The Principal stated that they were happy with the minor points identified and would have been more concerned if there hadn't been any constructive points on the report. Governors agreed with this.

There are currently 184 pupils on roll, with years 4, 5 and 6 having less than 30 pupils each. A waiting list has been generated in the office for new intake into year groups that are full.

There will be 196 pupils on roll in September 2022

  
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**10. SELF EVALUATION FORM (SEF)**

As with the SDP, the updated SEF has now been uploaded to GovernorHub and have been reviewed at committee level previously.

**9. SCHOOL DEVELOPMENT PLAN (SDP)**

The updated SDP has now been uploaded to GovernorHub and have been reviewed at committee level previously. These are working documents so are subject to change but will be reviewed regularly.  
**RESOLVED:** Governors resolved to accept the SDP update

*Q) Is the number of children on the SEND register increasing?  
 A) Yes, the profile of SEND and PP children is on the increase, however this is to be expected given an increase in the number of pupils on roll.*

The Principal has received contact from Annette Williams, Daresbury's Link Trustee. Ms Williams will visit the school at least termly, and her first visit will be on 8<sup>th</sup> Dec 2021.

School premises.  
 The Principal was notified via email about a planning application for the removal of 3 trees on the school site, between the school and a nearby resident, that stated the Principal had agreed that the trees could be removed, but this was not the case. The Principal was then contacted by the local councillor and the tree protection office as a result. The Principal has made it clear that the conversations held with the resident agreed that they could remove any overhanging branches along with some of the lower branches. Both the school and house are in a conservation area therefore this should not have been done without permission. The trust legal team are now involved to put a protection order in place for the trees. A survey will now be undertaken to ensure that the trees are not a risk to the children or staff.  
**RESOLVED:** Governors resolved to accept the Principal's report

Chair's initials to record approval of minutes: .....

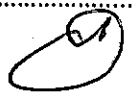
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*AB*


	<p>These are working documents so are subject to change but will be reviewed regularly</p> <p><b>RESOLVED:</b> Governors resolved to accept the SEF update.</p>				
<b>11. SAFEGUARDING REPORT</b>	<p>Safeguarding has now been delegated to the Teaching &amp; Learning Committee.</p> <p>The school has received a visit from the safeguarding link governor and training has been circulated.</p>				
<b>12. PUPIL PREMIUM (PP) &amp; SPORTS PREMIUM (SP)</b>	<p>The PP Strategy was circulated to governors prior to the meeting. The committees have reviewed this in detail. The school now has a better understanding of how to use the funding more effectively and has been able to engage an academic mentor for the year at a cost of £4,500 to the school (topped up by government funding) They are due to start before Christmas.</p> <p>A governor commented that they feel the pupil premium funding has been used effectively.</p> <p><b>RESOLVED:</b> Governors resolved to accept the Pupil Premium update</p>				
<b>13. SEND REPORT</b>	<p>The SEND report was circulated to governors prior to the meeting.</p> <p>A governor requested that the school needs to ensure that reports refer to SEND / SENDCo and not SEN/ SENCo as disabilities are also recognised under this area. The report also needs to be anonymised, using they/them instead of he/she.</p> <p><b>RESOLVED:</b> Governors resolved to accept the SEND update.</p>				
<b>14. FINANCE UPDATE</b>	<p>The updated documents are still with the Trust accountant, so they have provided a summary for the meeting.</p> <p>The summary shows that the school is currently sat at £2,000 under budget therefore have not spent as much as was initially anticipated at this point, however as experience shows this will have evened out by</p>	Trust to provide the updated budget report for Governors.	Trust Accountant	ASAP	

				<p>the end of the school year. The Trust are happy that everything is as expected at this point in the year.</p> <p><i>Q) Is there anything in the budget for the next couple of months that the school hadn't initially included.</i></p> <p><i>A) The school needs to be mindful of some possible staffing issues going forward.</i></p> <p><b>RESOLVED:</b> Governors resolved to accept the finance update.</p>	
			<p>Pay Policy to be received by the LGB once ratified by the union</p>	<ul style="list-style-type: none"> <li>• Safeguarding – MAT Policy approved by the Trust Board</li> <li>• Pay Policy – MAT Policy. The update has been to the Trust Board and is now subject to Union ratification. This is still pending.</li> <li>• Online Safety – MAT Policy for information only</li> <li>• Curriculum policy – requires an amendment to the literacy information. This will go to the Teaching and Learning Committee meeting in Spring for approval.</li> <li>• Assessment Policy</li> <li>• Marking &amp; Feedback Policy</li> </ul> <p><b>RESOLVED:</b> Governors resolved to approve the Assessment Policy and the Marking &amp; Feedback policy.</p> <p><i>Q) Do we need an Equality Lead Governor?</i></p> <p><i>A) Yes. Mrs Windridge volunteered to do this.</i></p> <p><b>RESOLVED:</b> Governors resolved to appoint Mrs Windridge as the Equality Lead Governor.</p>	<p><b>15. POLICIES FOR REVIEW</b></p>

Chair's initials to record approval of minutes:



Date:

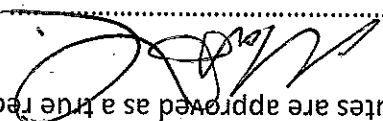
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<p><b>16. GOVERNOR TRAINING AND VISITS</b></p>	<p>Mrs Robinson is still to complete Prevent training.</p> <p>Mr Lavery has completed: Safeguarding Level 2 Training on 5<sup>th</sup> May 2021 Online SEND training</p> <p>Mrs Watts has completed: Judaism training course Safeguarding Training for Governors</p> <p>Ofsted update attended</p> <p>Edsential Governor induction training course Wed 1<sup>st</sup> December (£214.80) at Tattonhall.</p> <p>Governors commented that training during the day is difficult to attend as most are at work, The clerk will feed this back to Edsential.</p> <p><i>Q) I have done my Safer recruitment training. How long does this last for?</i> <i>A) 3 years</i></p> <p><i>Q) Do all governors have the minimum training required to be an effective governor?</i> <i>A) There are some gaps. CoG to review the matrix and look at courses. The Clerk recommended modern governance for some modules as these are included in the GovernorHub subscription.</i></p> <p>The Principal commented that the Level 2 Safeguarding training has been updated, however it is still heavily teacher centric. A version for governors will be released, and as soon as it is available governors will be notified.</p> <p>The GDPR link visited school recently to undertake an audit. Whilst the school did very well, there were some minor points identified such as a</p>	<p>1. Prevent training to be completed</p> <p>2. Feedback to Edsential that daytime training courses are difficult for governors to attend due to work commitments</p> <p>3. Skills Matrix to be updated</p>	<p>Mrs Robinson</p> <p>Clerk</p> <p>Mr Sherwin</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>	<p>Training has been moved back online with most courses starting at 5pm.</p>
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Meeting closed at 18:57

				<p>laptop not locked on a desk and a cupboard not locked but everything else was in place.</p> <p>Strategic Directors report – governors to familiarise themselves with it. It was noted that the reports tend to be out of date before they are circulated to Hatton schools. Also, because the school is part of the MAT not all actions in the report are relevant.</p>	
				<p>The next LGB meeting will be held on Thursday 17<sup>th</sup> February at 5:30pm</p>	<p><b>17. DATE AND TIME OF NEXT MEETING</b></p>
				<ul style="list-style-type: none"> <li>• Complaint with governance – training</li> <li>• Received the Link Governor and committee reports</li> <li>• Received, discussed and accepted the Principal's report</li> <li>• Received, discussed and accepted the SDP update</li> <li>• Received, discussed and accepted the SEF update</li> <li>• Received, discussed and accepted the PP report</li> <li>• Received, discussed and accepted the SEND report</li> <li>• Received, discussed and accepted the finance update</li> <li>• Approved the Assessment Policy</li> <li>• Approved the Marking &amp; Feedback policy</li> <li>• Discussed governor training</li> </ul> <p>Approved the minutes from the LGB meeting held on 10<sup>th</sup> June 2021</p>	<p><b>18. GOVERNOR IMPACT STATEMENT</b></p>

These minutes are approved as a true record of the meeting

Signed:  M Pocock  
 Date: [Insert Date] 07/03/2022

Chair's initials to record approval of minutes:  [Insert Date]

Date: [Insert Date]