



MER Term 2021

The Governing Board of Daresbury Primary School

Minutes of the Full Governing Board Meeting held remotely on Thursday, 10 June 2021 at 17.30.

Meeting commenced 17.31

Composition of Governing Board:

Present	Name	Category of Governor	Date of end of tenure	Designated Role
✓	Mr M Pocock	Trust	31 August 2020	Chair of Governors, Arts, Safer Recruitment Trained
✓	Mr J Lavery	Trust	7 June 2024	
	Mrs E Robinson	Trust	30 June 2023	Literacy
✓	Mr M Sherwin	Trust	26 March 2023	Vice Chair, Training and Support, ICT, Mathematics
✓	Mrs H Watts	Trust	31 August 2020	Children and Young People in Care, Child Protection and Safeguarding, Anti-Bullying champion, Educational visits, Safer recruitment trained
	Mrs A Windridge	Trust	31 August 2020	SEND, Science
✓	Mr P Mackenzie	Parent	2 May 2023	
✓	Mrs A Porritt	Parent	24 February 2025	
✓	Mrs Z Unsworth	Staff	10 July 2022	
✓	Mrs K Zuger	Staff	31 August 2020	SRE, Safer recruitment trained
✓	Mrs C Roberts			Principal, Safer recruitment trained, Child Protection, Children and Young People in Care
✓	Mrs A Dunabin			Clerk to Governors

Prior to the meeting all Governors present had agreed to meet remotely.

1. Apologies

Apologies had been received and were accepted from Mrs Robinson. No apologies had been received from Mrs Windridge. Mrs Porritt arrived at 18.04.

2. Declaration of pecuniary interests.

Mr Pocock declared his relationship to Mrs Pocock, manager of Moore pre-school.

Mr Sherwin's wife is a member of the PTA committee.

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3. Membership

There is a vacancy for a Trust Governor and there was no update on recruitment to this post.

4. Feedback from the MAT Board

The Principal advised Governors that the Trust board had undergone changes and there are six new members. The school has been assigned a new link trustee, Annette Williams who is an NLE and CEO of a small Trust. Her role is to gather information to share at Board level.

5. Minutes of the meeting held on 25 February 2021.

The minutes were **agreed** and will be signed by Mr Pocock (Chair of Governors).

6. Matters Arising

None to record

7. Chair's Action

None to record.

8. Committee meetings and/or reports from governor with special responsibilities

Teaching and Learning – Governors were advised that the new laptops are in use but the ipads are not. The point to note is that the school's IT equipment has improved significantly.

There were no matters requiring Governing board ratification from either of the other committees.

Governance Structure – the clerking costs will increase from September 2021.

The school has budgeted for a cost of £2.5k and the actual cost will be £2.8k rising the following September to £3.1k if the structure remains the same.

Governors agreed that the structure of the business should not be determined by price, however the Principal has looked at how the other schools across the Trust conduct governance business. Daresbury is the only Governing Board which has a separate committee for Safeguarding.

RESOLVED: that, safeguarding will be incorporated into the Teaching and Learning committee from September. The Governor responsible for Safeguarding will meet with the Principal termly to discuss safeguarding matters. Safeguarding will also be discussed at Local Governing Board meetings. The meetings between the Principal and the Governor responsible for Safeguarding will take place during school time.

9. School Status Report

The Principal referred to her previously circulated report and highlighted the following:

- 30 pupils will join reception in September 2021. One appeal has been lodged and this will be organised by the MAT.

Q: Do we have to take children of military personnel above our PAN?

A: If the LA instructs us we have to take the children but there is space in local schools. From September we will have 182 children and will be full.



- Kristie Rimmer, ECT, has been appointed from September. She will fall under the new ECT framework which is a two year induction for newly qualified teachers. The Deputy Principal has been working on a trial for this framework and outlined what the process will be. The school mentor will coach the new teacher. It will be an advantage to log everything that is discussed and there is a very clear focus for the two year period. This has been done to try and improve the retention rate of teachers within in their first two/three years following achievement of QTS. The school will be using the Ambition Institute as a recognised provider of this coaching.
- The caretaking and cleaning solution is now in place; the caretaker is on a temporary contract until the summer break. Up to now she has been focussing on cleaning, and the caretaking induction will start W/C 14 June including training and required checks to be carried out. The school looks different.

Q: Have all the risk assessments been put into place?

A: Yes she has all the correct equipment. There is a process in place to ensure that all these things are done properly.

Q: What about the staff and TUPE?

A: The cleaner resigned from Cleaning Force and she has secured a job at Palacefields.

Mrs Porritt arrived at 18.04

- The school has chosen to conduct the 2019 SATs tests with the children this term. These tests are not official and no prep has been done. The results will give the school a set of direct figures to work on. An assessment will take place in June and these will give staff a picture of the gaps. In Y2 some children have not met their targets but others have exceeded theirs and there is a similar picture in Y6. Some children are only one or two points below their targets and if booster classes and other SATs prep had taken place these children probably would have achieved their targets. Overall, as a school the indications are that the gaps are less than across the county.

Q: What about transition to high schools?

A: Most of the five high schools are expecting to be able to visit the children this term. They've not asked for any data and will discuss this when they come into school. One high school is offering summer school for Pupil Premium children and the children have been encouraged to participate.

- From September there will be a new statutory EYFS framework. There have been some minor changes, however, the overall learning and development aspects are unchanged. There are only three stages now. We will not necessarily see the achievement of the various changes and a lot of it will be based on teacher assessment. New terminology will be used and there will probably be a need for a Governor with special responsibility for EYFS, this will take place at the end of the autumn term.

The chair of Governors encouraged governors to visit the school next term.



- The school had Jo Knowles working with it as a SIP from the MAT. The MAT was concerned that there were no Reports of Visit. There have been a couple of changes and the Trust she works for has agreed not to charge for her time. The school will be assigned a new SIP.
- The formal complaint was resolved with no further action required.

10. Safeguarding

- i. All updates to the SCR have been completed.
- ii. The Principal has delivered two short burst training sessions at the start of staff meetings. Whole school safeguarding training has been booked for September.
- iii. There will be a new MAT safeguarding policy in September.

11. School Development Plan

The latest update was circulated prior to the meeting. A full review will be completed at the beginning of July and will be circulated. The MAT deadline for the SDP for 2021-22 is September.

SLT has completed quite a bit of work on the SEF and each section details what needs to be done for the school to become outstanding. Most of these actions have been carried forward into the SDP. The MAT has introduced a new template for the SEF. The Trust priorities have been included in the SDP. One priority is to have a settled staff team another is to include pupil voice. Playtimes and lunchtimes have been impacted by Covid and the school may continue with staggered lunchtimes and playtimes as the school will continue with the positive aspects of school management during the pandemic.

12. Pupil Premium and Sports Premium Reports

Governors noted that from September it is important to make decisions which have been informed from research. There is a new template for the reports. The school is able to retain any unspent funds from this year. The sports premium funding has been invested in giving all the children a club experience.

13. Director's Report

Received and noted.

14. Policies

- *Admissions*

RESOLVED: that, this policy was approved by the Governing board.

Governors also approved an extra day's holiday in 2022 for the new Bank Holiday.

15. General Data Protection Regulations

The GDPR officer will visit the school on 30 June and will deliver a staff meeting that evening. Governors are invited and the vice chairman agreed to attend.

16. Governor Training and Visits

Mrs Watts has completed a safeguarding course.
Mrs Porritt has undertaken an in school Induction.



17. Calendar of Dates for 2021-22

The dates and times of the Local Governing Board meetings for the next academic year are proposed as follows:

Autumn term	Thursday, 18 November 2021 at 17.30
Spring Term	Thursday, 17 February 2022 at 17.30
Summer term	Thursday, 14 July 2022 at 17.30

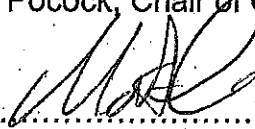
Governors noted that there is only one LGB meeting in the summer term. The annual planner will be amended to reflect the new structure.

18. Governor Impact

- The Chair of Governors will complete the annual impact statement before September 2021.
- Governance structure was considered under item 8.

Meeting closed 19.07 following discussion of confidential business

Mr M Pocock, Chair of Governors, Daresbury Primary School

 Signed Date 07/03/2022

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