



## LEES HILL CHURCH OF ENGLAND SCHOOL GOVERNORS MEETING

### MINUTES OF WEDNESDAY 28<sup>th</sup> JUNE 2017

---

#### 1. Apologies for Absence

Action

No apologies were received.

#### Present:

Mrs M Alston (MA - Chair), Ms A Kendrick (AK), Mrs J Dalglish (JD), Mr M Brown (MB), Mr M Dalglish (MD), Mrs F Stobbart (FS), Mrs F Ritson (FR) and Mrs T Mitchinson (Clerk).

#### 2. Declaration of Interest in an Agenda Item

No declarations of interest were given.

#### 3. Minutes of Meeting Held on Wednesday 3<sup>rd</sup> May 2017

The minutes of Wednesday 3<sup>rd</sup> May 2017 were signed as a true and correct record.

#### 4. a) Matters Arising from Wednesday 3<sup>rd</sup> May 2017

Item 4 (February 2017) – Matters Arising

It was confirmed that Mrs Alston had signed the form authorising the Headteachers 1% pay increase as previously agreed.

Health, Safety, Buildings and Premises Committee have reviewed and updated the Child Protection & Safeguarding Policy; see Item 15 of this agenda.

Item 9 (February 2017) – Headteachers Report

Mr Gordon has looked into being able to defer the Headteachers Jury Service but this is not possible in England; only Northern Ireland or Scotland.

Item 11 (February 2017) – Link Governor Report

Mrs Mitchinson confirmed that we are now subscribed to the National Governors Association e-Learning programme; if anyone is having trouble accessing this then please let her know.

The CASL Governor Roadshow was fully booked but Ms Kendrick did not get the message in time and did attend this which she found it to be very useful.

Mrs Mitchinson has spoken to Mr Gordon about joining the Governing Body; see Item 5 of this agenda.

Item 15 (February 2017) – SEND Info v Report

Ms Kendrick and Mr Brown did look into other schools SEND Info Reports and compared with our version, Mr Brown, Mrs Dalglish and Mrs Stobbart have now finalised this ready for adoption; see Item 16 of this agenda.

The Health, Safety, Buildings and Premises Committee are still gathering information to help draw up the Accessibility Plan. Ms Kendrick suggested asking National Governors Association for advice and also researching other schools plans.	<b>HSBP</b>
Governors are still to access and complete the NGA GEL E-Learning Module on Understanding Performance Data; hopefully all will be able to before September 2017; if anyone had any problems accessing this then let Mrs Mitchinson know.	<b>All</b>
Mr Dagleish, Ms Kendrick and Mrs Dagleish plan to complete the '10 Things Financial Audit' in the Summer Holidays.	<b>MD / AK JD</b>

**b) Outstanding RAIL Actions**

7<sup>th</sup> October 2015

The Nursery Monitoring Visit is still outstanding; planned now for September 2017 once the outside area is completed.	<b>FR</b>
---	-----------

29<sup>th</sup> February 2016

Ms Kendrick is still working on Section 4 of the Induction Pack.	<b>AK</b>
--	-----------

25<sup>th</sup> April 2016

Mrs Dagleish and Mrs Mitchinson are still working on the Health & Safety Policy.	<b>JD / Clerk</b>
--	-----------------------

27<sup>th</sup> June 2016

The Clerk is still waiting for completed Safeguarding Training Logs from some Governors; she will e-mail again those who have not returned theirs and ask them to do so ASAP.	<b>Clerk</b>
---	--------------

Sports Funding and Pupil Premium Statements are still to be updated on the School Website.	<b>FS</b>
--	-----------

8<sup>th</sup> December 2016

Whole School Behaviour Policy review is now complete; see Item 15 of this agenda.

Rev Allon-Smith is still to produce the Flow Chart for the Procedure of Headteachers Performance Review; Mrs Mitchinson will chase this up.	<b>RAS</b>
---	------------

16<sup>th</sup> February 2017

The Headteachers Appraisal Committee had still not received Mrs Dagleish' Performance Management Meeting Report; Mrs Dagleish has now provided a hard copy at this meeting and will also forward again.	<b>JD</b>
---	-----------

Mrs Stobart has uploaded photographs of the displays in school onto the school website.

Mr Dagleish confirmed that he had received his DBS Check and a copy was with the Central Record in school.

Mrs Stobart is organised to attend her Level 2 Safeguarding training on 10 <sup>th</sup> September 2017; this needs to be complete before she can access Level 3 as recommended by Safeguarding Monitoring Report	<b>FS</b>
---	-----------

The annual Parent Questionnaire has been sent out to all parents/carers of which 17 out of 28 have been returned to date.

## **5. Governing Body Membership**

There are still 2 vacancies on the Governing Body; 1 for a Parent Governor and 1 for a Co-opted Governor.

Mr Gordon has indicated that he is still keen to fill the Co-opted vacancy if still required but was unfortunately unable to attend tonight's meeting; it was agreed to appoint him and Mrs Mitchinson will inform County. **Clerk**

Mrs Stobbarts term as Staff Governor is up on 2<sup>nd</sup> July 2017; Mrs Dalgleish is to inform all staff of the vacancy and appoint as necessary then inform Mrs Mitchinson. **JD**

Mrs Ritsons term as Parent Governor comes to an end on 19<sup>th</sup> September 2017; this will be advertised to all parents in September along with the current Parent vacancy. **Clerk**

## **6. Finance Committee Report**

The minutes from the Finance Committee meeting of 24<sup>th</sup> May 2017 were available to all Governors prior to the meeting.

The committee reported that they went through the budget with a fine tooth comb, scrutinising every line of which Mrs Dalgleish was very forthcoming with all the information requested. Capita have been a very good support to Mrs Dalgleish and Mrs Lyons throughout.

It was agreed that more focus of the budget this year would be given to the professional development of school staff.

Ms Kendrick elaborated more on the Shanghai Maths programme that was touched upon at the committee meeting; given that Maths was highlighted as a possible weakness in the SIP it was agreed that Mrs Stobbart will look into this further with other schools in the area who have adopted this to see if Lees Hill would benefit from adopting the programme. **FS**

Projected balance carry forward for the year at present is £13,094.00.

Governors Account Balance as at 27<sup>th</sup> June 2017 is £7,041.20.

## **7. Health, Safety, Buildings & Premises Committee Report**

The minutes from the Health, Safety, Buildings & Premises Committee of 14<sup>th</sup> June 2017 were available to all Governors prior to the meeting.

Mrs Ritson updated the meeting on works around the school, septic tank has been emptied and no follow up action has been identified; the committee will continue to monitor this. The installation of the sports gates and internal gate to the stairs leading up to the attic has been postponed until first week of September 2017 due to the new roof works that have been confirmed for the Summer holiday period.

Mrs Ritson is currently still looking into grants to fund other works that are required around the school, i.e. Amphitheatre repair, mud kitchen etc.

Mrs Mitchinson informed that the Cumberland Building Society have a community policy and they may be worth approaching and Mr Dagleish mentioned that Direct Rail Services also have a policy for contributing to projects; he will forward the details onto school.

Mrs Alston added that the Child Protection and Safeguarding Policy has been recommended for adoption at this meeting but will need further work in the interim to bring it in line with recent publications.

HSBP

## 8. Pupil Progress & Disciplinary Committee Report

The minutes from the Pupil Progress & Disciplinary Committee meeting of 14<sup>th</sup> June 2017 were available to Governors prior to the meeting.

This was another very productive meeting of the committee with the Mathematics, Art & Design and Admissions Policies reviewed and ready for re-adoption along with the SEND Info Report and policies identified for priority at the next meeting.

Mrs Ritson asked that the wording of the Mathematics Policy was amended to read 'at least 4 mathematics sessions per week' as opposed to 'at least 4 daily mathematics sessions per week' as this may confuse some. This was agreed.

Mrs Stobbart picked up on that the committee questioned whether William Howard School still provided Italian as a language option when we are reviewing our MFL Policy; Mrs Alston agreed to clarify this.

MA

## 9. Headteachers Report

Mrs Dagleish had provided a written report prior to the meeting.

### *Educational Excellence*

- Attendance awards have been given out for the first half of Summer Term
- Sport Facilities in the Infant area (Sports Gates) will now be fitted early September 2017
- Whole school swimming lessons are going well
- KS1 & 2 SAT's completed by all children with KS2 results expected in July
- Pentecost Experience at Lanercost Priory was attended by all children, it was very good to meet up with another local school – article in Cumberland News.
- Y1 children have completed Phonics Screening w/c Monday 12<sup>th</sup> June 2017
- Children have worked with pupils from Bewcastle School on the One Little Bird Singing Project
- School Trip to Crafty Monkeys, Penrith on 21<sup>st</sup> June 2017 to support the Art Topic
- Sports Day, 27<sup>th</sup> June 2017; supported by Mr Thompson, PE Coach

### *Strategic Leadership*

- PGCE Teaching Degree student from Northumbria University has successfully completed their placement
- Mrs Lynn Rooney has been appointed as maternity cover from a very strong field to cover for Carole Williamson while she is on maternity leave. This will commence in September 2017 but Lynn will be available for supply to cover some of the days in the remainder of this half term.
- Met with Terry Aire, Diocese Consultant, all went well with a few small areas for development identified

- KS1 & 2 moderation of writing with other schools was successful
- 3 teachers are to attend the INSET Day on Science on 21st July 2017
- Parental questionnaire has been issued with 17 out of 28 returned; follow ups will be made to give those the chance to reply who haven't and also for the parents/carers to expand more on the comments made should they wish. Once again the only concern seems to be around homework. Ms Kendrick has some literature from the John Hattie conference recently attended on the subject of homework, *consolidation or creative – which is best?* she has agreed to forward this onto Mrs Dalglish.

AK

#### *Operational Management*

- New budget for 2017/18 has been set
- Works are going ahead on roof and windows starting 21<sup>st</sup> July 2017
- Mrs Dalglish and Mrs Mitchinson met to move forward with policies

#### *Extra-Curricular*

- Pirate Party hosted by PTA on 12<sup>th</sup> May 2017; all pupils that attended had great fun
- Afternoon Tea at Bessiestown organised by PTA was well attended by staff and parents
- 5 members of Y6 attended the Diocese Annual School Leavers Concert at Carlisle Cathedral on 16<sup>th</sup> June 2017
- Cumberland Show success – Scrapbook was 2<sup>nd</sup> and School Display was 5<sup>th</sup>, thanks go to Mrs Stobbart

#### *Upcoming Events*

- LIGHT Picnic and Sports Event, Great Corby, 7<sup>th</sup> July 2017
- William Howard School Music Week w/c 10<sup>th</sup> July 2017 ending with the orchestra performance on 13<sup>th</sup> July 2017
- One Small Bird Singing Project performance, Sands Centre, 10<sup>th</sup> July 2017
- Community Union FUNds Day and Leavers Day, Walton Village, 19<sup>th</sup> July 2017
- William Howard School Y10 work experience pupil w/c 17<sup>th</sup> July 2017

#### *Transition*

- Children moving to William Howard have met with Mr Anderson who also met with Mrs Stobbart to discuss individual needs.
- NISCU Representative to present a 'Moving On' worship time for all local church school leavers at Less Hill on 26<sup>th</sup> June 2017
- Y6 Transition Day at William Howard School, 3<sup>rd</sup> July 2017
- Y6 Transition Sports Day at William Howard School, 4<sup>th</sup> July 2017
- Y6 Discover Day at Queens Elizabeth Grammar School, 6<sup>th</sup> July 2017
- Y6 Drop In Event for parents of children moving onto William Howard hosted at Lees Hill, 5<sup>th</sup> July 2017

#### *Health & Safety*

- Accident Book – no major incidents to report, a range of bumps and bruises
- Accident/Incident – one incident reported to county, child with BMP
- Defect Book – some finger guards need to be replaced, kettle failed PAT testing and needs replaced

The Mid-day Supervisor role will be advertised on the notice board and on the school website with a start date of September 2017.

- See also confidential minutes.

## **10. Review of School Vision**

The children at school have currently been working on reviewing and updating the School Vision and the governors were asked for their input into this. Everyone at the meeting carried out the same task as the children by placing the provided list of meaningful words in priority order of what Lees Hill should mean to them. The top 4 words that came from this task for the governors were Friendship, Compassion, Trust and Endurance/Peace/Wisdom; these will be cross reference against the childrens' top 4 thus resulting in forming the basis of the School Vision.

Ms Kendrick suggested that it would also be good to have a 'childrens vision' and also a 'grown-up vision' as opposed to just one overall.

## **11. Attendance**

Attendance statistics between and including 24/04/2017 and 26/05/2017

Total school percentage attendance: **92.21%**

Total school percentage authorised absences: **5.45%**

Total school percentage unauthorised absences: **2.34%**

There have been **48** sessions

The number of pupils with at least one authorised absence is: **10**

The number of pupils with at least one unauthorised absence is: **4**

Number of students on roll: **29**

It was noted that during this period, which was a very short half term, school was victim to a Chicken Pox outbreak.

## **12. Link Governor Report**

If anyone wishes to attend the Carlisle Diocese Schools Conference at Newton Rigg, Penrith on 28<sup>th</sup> September 2017 then please let Mrs Mitchinson know.

## **13. Safeguarding Issues**

No safeguarding issues have been raised since the last meeting.

## **14. Governor Monitoring Report - Nursery Provision**

This is scheduled to take place in September 2017 after the proposed works on the outside area have been completed.

## **15. Policy & Procedure Updates**

The following policies were re-adopted at this meeting following recommendation from the committees:

- Whole School Behaviour Policy (Version 1)
- Child Protection & Safeguarding Policy (Version 1)
- Safety Information for Contractors (Version 1)
- School Meals Policy (Version 1)
- Lone Working Policy (Version 1)
- Mathematics Policy (Version 1 – once the wording has been changed as agreed)

Signed as true and Correct

- Art & Design Policy (Version 1)
- Admissions Policy (Version 1)
- Overarching Safeguarding Statement

## 16. SEND Info Report

Mr Brown distributed the final draft of the SEND Information Report to all Governors prior to the meeting for their consideration; all agreed to adopt this and it will now go live on the school website.

## 17. GB Effectiveness Review Sheet

The final section, *Further Support for your Governing Body*, was completed.

Point 2 – Would a mentor/support system for chairs be useful?  
It was felt that this would depend on the individual in the role.

Point 5 – What good practice from your Governing Body would you be willing to share with others? All agreed that being OFSTEd ready and the implementation of our RAIL are good practice to share.

Mrs Mitchinson is to now use the completed review to draw up an action plan for the Governing Body to work towards.

**Clerk**

## 18. SIP Progress Update

Strategic Intention 1

- Safeguarding Policies have been reviewed and updated where necessary with nominated Safeguarding Governor working closely with the Headteacher; all staff have a working knowledge of the current policies. Mrs Mitchinson is to draw up an acceptance sheet for staff to sign annually to confirm this.
- Governors have signed up to NGA E-learning programme and individual governors are working their way through the relevant modules.
- The majority of governors have undertaken the Chanel training so far, for those who have not Mrs Mitchinson is to forward again the link to the on-line training.
- Headteacher is making use of the services from Kym Allan.
- Discussions are taking place with pupils regarding online safety but not as regular as planned; Mrs Dagleish is to look into some appropriate online training that may help with this. Pupil Progress & Discipline Committee must make sure they monitor this.

**Clerk**

**JD**

Strategic Intention 2

- Head to Head peer meetings are in place.
- Governor sub-committees are now well established and working well to aid the Governing Body's effectiveness, an Effectiveness Review Audit has just been completed from which Mrs Mitchinson is to draw up an action plan.
- Mrs Stobbart is moving forward with Science curriculum as subject leader but subject leader for Maths and EYFS is currently on maternity leave; there are plans to focus more on these areas starting in the new school year in September 2017.

**Clerk**

More work on reviewing progress of the SIP is scheduled for Wednesday 25<sup>th</sup> September 2017, 5.00pm – 6.00pm at Lees Hill.

## 19. Governors Prizes

The school have asked the governors to provide another perpetual trophy rather than the vouchers again this year, the governors agreed; Mrs Stobbart will arrange this. The trophy is to be for Creative Excellence.

**FS**

Curriculum trophy will this year focus on 'Independence'.

Ms Kendrick has been asked to present the trophies at the Leavers Assembly on Wednesday 19<sup>th</sup> July 2017.

**AK**

## 20. Confidential Items

See attached sheet.

## 21. Upcoming School Events (Please feel free to attend where possible) –

Community Lunch – Wednesday 3<sup>rd</sup> July 2017, 12.00noon (please book with office)

LIGHT Group Picnic and Sports - Friday 7<sup>th</sup> July 2017, Great Corby School

William Howard School Music Week - w/c 10<sup>th</sup> July 2017 ending with the orchestra performance on 13<sup>th</sup> July 2017

One Small Bird Singing Project Performance – Monday 10<sup>th</sup> July 2017, Sands Centre

Community Union FUNds Day and Leavers Day – Wednesday 19<sup>th</sup> July 2017, Walton

## 22. Date of Next Meeting(s)

Full Governing Body – Thursday 5<sup>th</sup> October 2017, 6.30pm at Lees Hill School

SIP Progress Review – Wednesday 25<sup>th</sup> September 2017, 5 – 6.00pm at Lees Hill School

Finance & Personnel Com – TBA in line with ISBQ submission





**LEES HILL CHURCH OF ENGLAND SCHOOL  
GOVERNORS MEETING**

**MINUTES OF WEDNESDAY 28<sup>th</sup> JUNE 2017**

**CONFIDENTIAL ITEMS**

---

**Present**

**Action**

No apologies were received.

**Present:**

Mrs M Alston (MA - Chair), Ms A Kendrick (AK), Mrs J Dalglish (JD), Mr M Brown (MB),  
Mr M Dalglish (MD), Mrs F Stobbart (FS), Mrs F Ritson (FR) and Mrs T Mitchinson (Clerk).

**9. Headteachers Report**