



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

MINUTES OF THURSDAY 5th OCTOBER 2017

1. Apologies for Absence

Action

Apologies were received and accepted from Ms A Kendrick (AK).

Present:

Mrs M Alston (MA - Chair), Mrs J Dalgleish (JD), Mr M Brown (MB), Mr M Dalgleish (MD), Mrs F Stobbart (FS), Mrs F Ritson (FR), Mr T Gordon (TG), Mrs K Lamb (KL) and Mrs T Mitchinson (Clerk).

Mrs Alston started the meeting by welcoming Mr Tim Gordon and Mrs Kathyne Lamb and thanking them for taking up the roles of Co-opted Governor and Parent Governor.

2. Declaration of Interest in an Agenda Item

No declarations of interest were given.

3. Minutes of Meeting Held on Wednesday 28th June 2017

The minutes of Wednesday 28th June 2017 were signed as a true and correct record.

4. a) Matters Arising from Wednesday 28th June 2017

Item 5 (June 2017) – Governing Body Membership

See Item 6 of this agenda.

Item 6 (June 2017) – Finance Committee Report

Mrs Dalgleish and Mrs Stobbart are still to track down another primary school that has adopted the Shanghai Maths programme despite their efforts.

FS

Item 7 (June 2017) - Health, Safety, Buildings and Premises Committee Report

HSBP Committee have still to meet and review the Child Protection & Safeguarding Policy in line with the current legislation.

**HSBP
Com**

Item 8 (June 2017) – Pupil Progress & Discipline Committee Report

It was confirmed that William Howard School have provision for various languages – French, from Year 7, German, from Year 9 for the top set and Holiday Italian, from Year 9 as part of the creative curriculum choices if chosen by the pupil.

Item 9 (June 2017) – Headteachers Report

AK still to distribute information received from the John Hattie conference attended.

AK

Item 17 (June 2017) – GB Effectiveness Review Sheet

See Item 18 of this agenda.

Item 18 (June 2017) – SIP Progress Update

The clerk has produced the acceptance sheet for the staff to confirm they have reviewed the Whistleblowing and Health and Safety Policies at their yearly Inset day in September but due to the Headteacher being on Jury Service at the time this has been deferred to a later date.

JD

Item 19 (June 2017) – Governors Prizes

It was confirmed that the new trophy for the end of year presentations was purchased and awarded at the Leavers Awards Ceremony in July and that Ms Kendrick attended this on behalf of the Governing Body.

b) Outstanding RAIL Actions

7th October 2015

The Nursery Monitoring Visit is still outstanding.

FR

29th February 2016

Ms Kendrick is still working on Section 4 of the Induction Pack.

AK

25th April 2016

Mrs Dalgleish and Mrs Mitchinson are still working on the Health & Safety Policy.

**JD /
Clerk**

27th June 2016

The Clerk is still waiting for completed Safeguarding Training Logs from Mr Dalgleish, Mrs Dalgleish and Ms Kendrick; she will forward this now also to Mr Gordon and Mrs Lamb to complete their entries.

**MD / AK
JD / TG
/ KL**

Sports Funding statement has been written and just needs updated on the website and Pupil Premium Statements is in hand.

FPCom

8th December 2016

Rev Allon-Smith is still to produce the Flow Chart for the Procedure of Headteachers Performance Review as promised but since he has left his role as Incumbent and no longer on the Governing Body the committee will draw up the procedures once this years' review has been completed.

**FR / MA
/ AK**

16th February 2017

Mrs Stobart has completed Level 2 Safeguarding training on 10th September 2017 and will be moving onto Level 3 in due course.

FS

3rd May 2017

The HSBP Committee are still working on the Accessibility Plan.

HSBP

Mrs Alston has accessed the NGA GEL E-Learning Module on Understanding Performance Data and although no-one else has yet everyone was urged to do so; Clerk is to provide all Governors with the login details again for the e-learning programme.

All

The '10 Things Financial Audit' is still to be completed.

**JD / MD
AK**

5. Election of Officers

Mrs Mitchinson, as Clerk, took the Chair for this item. Nominations were invited for the various offices resulting in the following appointments -

Chair – Mr Mike Brown

Vice-Chair – Mrs Fiona Ritson

Link Governor – Mrs Mary Alston

The following were appointed as Chairs of the sub-committees for the year –

Finance & Personnel Committee – Ms Ann Kendrick

Health, Safety, Buildings & Premises Committee – Mrs Fiona Ritson

Pupil Progress & Discipline Committee – Mr Mike Brown

Headteachers Appraisal Committee – Mrs Fiona Ritson

Parent Liaison Governor – Mrs Fiona Ritson / Mr Mike Brown

6. Governing Body Membership

Mrs Fiona Stobart has been re-appointed as Staff Governor as from 5th September 2017

Mr Tim Gordon has been appointed as Co-opted Governor as from 5th September 2017

Mrs Fiona Ritson has been re-appointed as Parent Governor as from 25th September 2017

Mrs Kathryn Lamb has been appointed as Parent Governors as from 25th September 2017

Only vacancy now is for a Foundation Governor which is to be filled once a new Incumbent has been appointed to Lanercost Parish. Mrs Mitchinson has spoken to the Diocese with a view to appointing a temporary replacement but nothing has been confirmed as of yet.

Mr Gordon was appointed to the Health, Safety, Buildings & Premises Committee and Mrs Lamb to the Finance & Personnel Committee and they were both appointed to the Pupil Progress & Discipline Committee.

Mrs Alston was appointed to the Headteachers Appraisal Committee to replace Rev Allon-Smith.

Mrs Alston and Mr Brown were both appointed to the Appeals Committee to replace Rev Allon-Smith and Mr Dalgleish.

Mr Gordon and Mr Dalgleish were appointed to the Staff Dismissal Committee to replace Mr Brown and Mrs Alston.

7. Finance & Personnel Committee Report

There has been no meeting of the Finance and Personnel Committee since the last Governors meeting but everything is on track with the budget and it is reported as very comfortable for the foreseeable future with no areas of concern.

The next quarterly budget is due at the end of October 2017 of which the committee will liaise on the submission of.

Governors Account Balance as at 1st October 2017 is £9,114.21.

8. Health, Safety, Buildings & Premises Committee Report

No meeting of the HSBP Committee has been held since the last Governors meeting but Mrs Ritson reported to the meeting a few points of importance.

The works on the school roof and windows around the infant classroom, kitchen and entrance area that were due to be completed over the summer term have been hampered by a family of bats and cannot be completed until they move out; a provisional completion has been set for October Half-term all being well.

A safety gate has been installed at the bottom of the stairs leading up to the attic area.

Mrs Dalgleish added that during the recent high winds debris, left on the roof area by the contractors, was blown off; this was reported immediately to the contractors who have now removed all items and County have been made aware of the unsatisfactory service the contractors are providing.

9. Pupil Progress & Disciplinary Committee Report

Nothing to report from this committee.

10. Headteachers Report

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

Educational Excellence

- Attendance awards have been given out for the full year – 4 children received 100%
- Sport Facilities in the Infant area (Sports Gates) have now been fitted
- SATs KS2 Provisional Results are in
- Continuous Provision tasks have been set for each group of children to achieve foundation subject objectives
- Trip to Crafty Monkeys was very successful for all ages
- Swimming lessons have been completed and all children achieved certificates; 17 children achieved NC expectations for end of KS2 including some Y1 and Y3 children.
- Trip to Housesteads Roman Fort was educational and fun; very good workshop session with a Roman soldier
- Harvest Festival took place this morning, 5th October, in Walton Village Hall; we were also joined by Little Acorns Childminding Group.

Strategic Leadership

- INSET Science, 21st July 2017, was informative and has impacted on science delivery and planning within school
- Fiona Stobbart has attended Level 2 Safeguarding
- Julia Dalgleish has completed Fire Safety and Food Hygiene training on-line
- Julia Dalgleish attended First Aid in the Workplace training on 2nd October 2017

Operational Management

- October budget review has been completed – positive and comfortable for the rest of this financial year; Mrs Stobbart and Mrs Dalgleish to meet to set spending priorities.
- Windows have been completed and the roof should be completed in the October half term
- Mrs Rooney has settled in well with a smooth start, signed up with RLA for her NQT year
- Mrs Armstrong has been appointed as the Lunch Time Supervisor
-

Signed as true and Correct

- School Cook left in the summer and Orian have appointed a replacement, this has been a smooth transition

Extra-Curricular

- Community Unity and FUNds Day was well attended by parents and community including Little Acorns; £350 was raised for PTA funds
- Clubs are up and running for the year; every day except Thursday
- LIGHT group picnic was a success, children enjoyed meeting children from other schools
- One Little Bird project at The Sands Centre was a good experience for the children but was a little bit of a late night!!
- Children who attended music week at William Howard enjoyed the experience; unfortunately there was no school concert this year

Upcoming Events

- Sports events at William Howard for Junior children
- RE Week w/c Monday 9th October 2017 – Theme – Prayer
- Infant Trip to Tullie House with Little Acorns
- PTA AGM – 30th October 2017
- Fancy Dress Party, 31st October 2017, inviting younger children in the area
- School Open Day – 9th November 2017 (TBC)
- Pantomime Trip – 14th December 2017

Transition

- Feedback from WHS and QEGS is that there has been a positive and smooth transition
- No Reception year starters
- Current nursery child has increased their hours
- Children moving into Y3 have support in place for transition to ensure wellbeing needs are met, as well as supporting curriculum

Health & Safety

- Accident Book – no major incidents to report, a range of bumps and bruises
- Accident/Incident – a number of incidents have been reported to County regarding child with BMP – this is an on-going concern and is being monitored
- Gate has been installed at bottom of stairs leading to attic area so no access for children
- New sports gates; lock has been fitted
- Defect Book – some finger guards need to be replaced

SATS results will be officially published in the coming weeks and reported back in full depth at the next FGB meeting.

Unexpected funds have been received back into school accounts providing a comfortable cushion in the budget. It was noted that the sports funding allocation has only doubled.

It is proposed to hold an open day in school and staff are currently working on this and how best to showcase the school; suggested date for this is 9th November 2017.

The Ampitheatre is in need of urgent attention now as the structure has begun to rot away; the possibility of replacing it as opposed to repairing it needs to be explored, it was suggested that some of the surplus sports funding could be used.

The Headteacher and staff at school have requested that we amend the Whole School Behaviour Policy; this was considered and agreed by the FGB. Wording change: Section 3 – Sanctions & Consequences, Level 3 from 'Direct swearing at a member of staff' to 'Direct swearing or verbal abuse at a member of staff'.

- See also confidential minutes.
- Mrs Stobbart left the meeting.

11. Attendance

Attendance statistics between and including 05/06/2017 and 20/07/2017.

Total school percentage attendance: **97.54%**

Total school percentage authorised absences: **2.01%**

Total school percentage unauthorised absences: **0.45%**

There have been **68** sessions

The number of pupils with at least one authorised absence is: **8**

The number of pupils with at least one unauthorised absence is: **2**

Number of students on roll: **29**

12. Committee Objectives for the Year in Relation to the SIP

These will be set at the first meeting of the individual committees.

13. Timetable for Performance Management & Pay Reviews

It was agreed to ask Chris Boucetla to conduct Mrs Dalglish' Headteacher Performance Review once again; Mrs Dalglish agreed to arrange this and confirm the date with the Headteachers Appraisal Committee. It was agreed that this will be before the next meeting on 7th December 2017 where the committee will report back on the outcome to the full Governing Body.

A member of the Headteacher Appraisal Committee is to make contact with the appraiser prior to the review so that the committee may have some input into the process.

**FR / MA
/ AK**

Mrs Dalglish will carry out the appraisals of the teachers and support staff at school.

14. Link Governor Report

Mention was given to the following training courses notified since the last meeting:

- Church Schools Governance Training Programme
- Cumbria County Council – Safeguarding for School Governors
- Barnados 'Summit 17' Event

Mrs Mitchinson is to forward the full training schedule from county to the new governors and re-send all governors the sign up details for the NGA E-learning modules.

Clerk

15. Safeguarding Issues

This has been discussed under Item 10 – Headteachers Report.

16. Governor Monitoring Report - Nursery Provision

This is still to be completed.

FR

Signed as true and Correct

17. Policy & Procedure Updates

The following policy was re-adopted at this meeting:

- Whole School Behaviour Policy (V2)

18. GB Effectiveness Review Action Plan

Mrs Mitchinson has produced an action plan for the governors based on the recent effectiveness review that was carried out; all agreed that this was a true picture of where we are at present as a Governing Body and it will be used to aid our work in the future.

19. School Improvement Plan (SIP) Progress

Due to Item 10 – Headteachers Report running over the allocated time this item will be discussed in depth at the next committee meetings.

20. Confidential Items

- See additional sheet.

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

- Community Lunch – First Wednesday of month, 12.00noon (please book with office)
- RE Week w/c Monday 9th October 2017 – Theme – Prayer
- Infant Trip to Tullie House with Little Acorns
- PTA AGM – Monday 30th October 2017
- Fancy Dress Party – Tuesday 31st October 2017, inviting younger children in the area
- School Open Day – Thursday 9th November 2017 (TBC)
- Pantomime Trip – Thursday 14th December 2017

22. Date of Next Meeting(s)

Full Governing Body -

Thursday 7th December 2017, 6.30pm at Lees Hill School

Thursday 1st March 2018, 6.30pm at Lees Hill School

Thursday 3rd May 2018, 6.30pm at Lees Hill School

Thursday 28th June 2018, 6.30pm at Lees Hill School

Health, Safety, Buildings and Premises Committee –

Thursday 23rd November 2017, 3.30pm at Lees Hill School,

Thursday 8th February 2018, 3.30pm at Lees Hill School

Thursday 19th April 2018, 3.30pm at Lees Hill School

Thursday 14th June 2018, 3.30pm at Lees Hill School

Pupil Progress & Discipline Committee –

Thursday 23rd November 2017, 4.30pm at Lees Hill School

Thursday 8th February 2018, 4.30pm at Lees Hill School

Thursday 19th April 2018, 4.30pm at Lees Hill School

Thursday 14th June 2018, 4.30pm at Lees Hill School

Finance & Personnel Committee –

Thursday 23rd November 2017, 5.30pm at Lees Hill School

Thursday 8th February 2018, 5.30pm at Lees Hill School

Thursday 19th April 2018, 5.30pm at Lees Hill School

Thursday 14th June 2018, 5.30pm at Lees Hill School

Signed as true and Correct



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

MINUTES OF WEDNESDAY 28th JUNE 2017

CONFIDENTIAL ITEMS

Present

Action

Apologies received from Ms Kendrick

Present:

Mrs M Alston (MA - Chair), Mrs J Dalgleish (JD), Mr M Brown (MB), Mr M Dalgleish (MD), Mrs F Stobbart (FS), Mrs F Ritson (FR), Mr T Gordon (TG), Mrs K Lamb (KL) and Mrs T Mitchinson (Clerk).

9. Headteachers Report