



## LEES HILL CHURCH OF ENGLAND SCHOOL GOVERNORS MEETING

### MINUTES OF THURSDAY 7<sup>th</sup> DECEMBER 2017

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#### 1. Apologies for Absence

**Action**

Apologies were received and accepted from Mr M Dalglish.

#### **Present:**

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

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

Mrs Dalglish and Mrs Stobbart declared an interest in Item 15 Performance Management & Pay Reviews.

#### 3. Minutes of Meeting Held on Thursday 5<sup>th</sup> October 2017

The minutes of Thursday 5<sup>th</sup> October 2017 were signed as a true and correct record.

#### 4. a) Matters Arising from Thursday 5<sup>th</sup> October 2017

Item 5 – Election of Officers

It was noted that Ms Kendrick was listed as Chair of the Finance & Personnel Committee but has since resigned; a replacement will be appointed at Item 5 of this agenda.

Item 10 - Headteachers Report

Mr Brown asked for confirmation of what RLA was – Rural Learning Alliance.

It was also asked if there had been any progress with the removal/repair of the amphitheatre; nothing has been finalised yet but the staff do have a few ideas they are considering which could be funded via Sports Funding. Mrs Mitchinson to forward Mrs Dalglish details of companies to contact for quotes.

**Clerk**

Item 10 – Headteachers Report (Confidential Item)

Mr Brown asked if there had been any progress with the confidential matter discussed at the October meeting; Mrs Dalglish reported to the Governors the latest on this issue. Mr Brown acknowledged that the Governors appreciated that it has been a stressful time for the staff and school but we are pleased that it should be resolved in the coming weeks.

It was noted that no Governor presence had been required at a meeting.

Item 13 – Timetable for Performance Management & Pay Reviews

See Item 15 of this agenda.

## **b) Outstanding RAIL Actions**

7<sup>th</sup> October 2015

The Nursery Monitoring Visit is still outstanding; this has been pencilled in for January 2018.

29<sup>th</sup> February 2016

It was agreed that the proposed Section 4 of the Induction Pack was more a specialised area for those on the Finance & Personnel Committee and may be a bit daunting for those receiving the pack for the first time. Mrs Mitchinson is to look into what it is included in the Governor Support Team Model Induction Pack with a view to possibly condensing ours.

**Clerk**

25<sup>th</sup> April 2016

Mrs Dalglish and Mrs Mitchinson have finalised the Health & Safety Policy, see also Item 17 of this agenda.

27<sup>th</sup> June 2016

Some Safeguarding Training Logs have not been returned yet.

Sports Funding statement has been updated on the website.

It was noted that we have no pupils in receipt of Pupil Premium at present; a statement has been uploaded on to the website to reflect this.

8<sup>th</sup> December 2016

Mrs Alston has agreed to produce a simple procedure document to aid the Headteachers Performance Management Committee.

**MA**

16<sup>th</sup> February 2017

Mrs Stobbart completed Level 3 Safeguarding training on 14<sup>th</sup> November 2017.

3<sup>rd</sup> May 2017

The HSBP Committee are still working on the Accessibility Plan.

Governors were reminded that we are members of the NGA E-learning programme which has some useful training modules.

The '10 Things Financial Audit' is still to be completed; Mrs Stobbart agreed to contact Ms Kendrick as to what she had in mind for this.

**FS**

28<sup>th</sup> June 2017

Mrs Dalglish and Mrs Stobbart have attended 2 sessions on 'Maths Mastery' which incorporates Shanghai and Singapore maths systems. This is a new concept and would be a big change should the school introduce it; there are 3 more sessions to attend before any decision would be made.

Mrs Ritson asked, if statistically, did it work?

Yes, the results were there, Shanghai and Singapore were both considered outstanding in this subject. School would need to weigh up the pros and cons of switching to this programme or incorporating some of the techniques into the current maths system.

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

Mrs Stobbart is to contact Ms Kendrick regarding information received from the John Hattie conference.

**FS**

## **5. Governing Body Membership**

Ms Kendrick has resigned as Co-opted Governor leaving a vacancy, if anyone knows of anyone who would fit the role then please let Mrs Mitchinson know.

Mrs Mitchinson will also put some posters up advertising the vacancy.

**Clerk**

There is still also a Foundation Governor vacancy 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.

The Diocese have also given notice that Mrs Alstons term ends in March 2018.

## **6. Finance & Personnel Committee Report**

There has been no meeting of the Finance and Personnel Committee since the last Governors meeting but it was noted that the budget is very comfortable due to being awarded unexpected monies that were not originally budgeted with.

It was confirmed that the quarterly budget was submitted to County in October 2017 and that the committee plan to meet early in the new year to discuss next quarterly return.

Governors Account Balance as at 6<sup>th</sup> December 2017 is £9,639.21.

It was agreed to spend some of this on upgrading a couple more of the windows in the school house; Mrs Mitchinson is to speak to the tenant and make the arrangements.

**Clerk**

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

No meeting of the HSBP Committee has been held since the last Governors

The Health & Safety Audit is due to take place on 8<sup>th</sup> February 2018 and Mrs Dalgleish and Mrs Ritson are working toward this.

Although the works on the school roof appear to be finished, Mrs Dalgleish informed that they are still awaiting final confirmation that the works have been completed. It was again noted that the service from the contractors has been far from satisfactory and this has been reported to the appropriate persons.

## 8. Pupil Progress & Disciplinary Committee Report

No meeting of this committee has been held.

## 9. SIP Progress Review

Those Governors without Powerpoint were unable to open the attachment containing the SIP; Mrs Mitchinson will send out again in PDF format.

Clerk

This item will be discussed in more depth at the next meeting once everyone has been able to view the full SIP so they can provide input and feedback.

## 10. Headteachers Report

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

### *Educational Excellence*

- Attendance awards have been given out for the first half term – 20 pupils received 100%
- Continuous Provision – independent tasks have been chosen as a springboard to writing
- Open afternoon was well attended by parents giving them the opportunity to discuss learning with children and to speak to teaching staff.
- KS1 & KS2 LIGHT group meetings attended to discuss reading.

### *Strategic Leadership*

- Fiona Stobbart attended Level 3 safeguarding
- Fiona Stobbart attended U Dance training
- Judith Armstrong has completed Team Teach training
- Lynn Rooney attended NQT training
- Julia Dalgleish and Fiona Stobbart have attended first of four Maths Mastery sessions
- Governors networking meeting in January 2018 re: Data
- Toddler Group started on Tuesday mornings 9.30 – 11am
- Open afternoon, one new set of parents attended
- LISH church group have met to plan RE week for October 2018
- Louise Lyons and Judith Armstrong have completed successful performance management
- Julia Dalgleish has completed performance management with Chris Boucetla as external consultant

### *Operational Management*

- Works on school roof have been completed however, they have screwed through the kitchen roof and now need to make good, scheduled for Tuesday 28<sup>th</sup> November 2017.
- New cook appointed – Teresa Davidson
- Four Seasons Gardening Services have been appointed to tend to the outdoor area including grass cutting

### *Extra-Curricular*

- Infant class joined Little Acorns Childminding at Tullie House for a session on hedgehogs to support their topic
- RE week was a success, culminating in a celebration/presentation day at Lanercost Priory
- Junior residential to Lockerbie Manor booked for 2 nights in June 2018
- Fancy Dress party on 31<sup>st</sup> October was well attended by toddlers
- Children in Need events organised by school council raised £416.20

### *Upcoming Events*

- Christingle Service, Lanercost Priory – 8<sup>th</sup> December 2017, 3.00pm
- Christmas Party, Lees Hill – 11<sup>th</sup> December 2017
- Carol Service, Walton Church – 13<sup>th</sup> December 2017, 9.00am
- Christmas Dinner, Lees Hill – 13<sup>th</sup> December 2017, 12noon
- Pantomime Trip, Theatre Royal, Newcastle – 14<sup>th</sup> December 2017
- U Dance, The Sands Centre – April 2018 (TBC)

### *Transition*

- No new starters
- One child has moved to another school

### *Health & Safety*

- Accident Book – no major accidents, range of bumps and bruises, including bumped heads
- Accident/Incident – number of incidents reported to County, child with BMP – one incident
- Defect Book – some finger guards need to be replaced, electrician to look at outdoor lighting

## **11. Schools Performance Data**

Everyone was given sight of the Data Dashboard of performance data; it confirmed that the pupils had performed as expected although some of the children had not reached the 'greater depth' score as may have been anticipated. It was noted though that the pupils had performed extremely well.

It was suggested by Governors that we should provide a link on the website to the data site, FFT Aspire and/or issue a statement relating to the performance data and we may not be able to publish data due to having a small cohort.

Mrs Stobbart will look into this and possible see what other small schools do to promote their figures.

**FS**

## **12. Attendance**

Attendance statistics between and including 04/09/2017 and 20/10/2017.

Total school percentage attendance: **98.04%**

Total school percentage authorised absences: **1.96%**

Total school percentage unauthorised absences: **0.00%**

There have been **70** sessions

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

The number of pupils with at least one unauthorised absence is: **0**

Number of students on roll: **24**

## **13. Link Governor Report**

Data and Ofsted meeting – Gt Corby School – 18<sup>th</sup> January 2018

Mrs Stobbart, Mrs Dagleish, Mrs Ritson, Mrs Alston and Mr Brown are to attend.

## **14. Safeguarding Issues**

There have been no safeguarding issues reported since the last full Governors meeting.

## 15. Performance Management & Pay Reviews

- Mrs Dalglish and Mrs Stobbart left the meeting

Headteachers Appraisal Committee reported back on Mrs Dalglish's recent performance management review where Mrs Chris Boucetla, external consultant, carried out the process.

Mrs Boucetla spent a lot of time with Mrs Dalglish going through last years targets, of which all were successfully met, and setting new targets for the forthcoming year before meeting with the Governors.

Feedback given was that it was a very positive review and Mrs Boucetla was delighted with the progress Mrs Dalglish has made since being at Lees Hill.

A written report was not made available to the committee prior to this meeting but Mrs Dalglish will forward this on to them once received.

**JD**

- Mrs Dalglish re-joined the meeting

Mrs Dalglish confirmed that performance reviews had been carried out on support staff.

No official review had taken place for Mrs Stobbart although they have had discussions and all is satisfactory; a formal review will be carried out.

Mrs Rooney does not undergo performance management with the school; this is part of her NQT year programme.

- Mrs Stobbart returned to the meeting

Thanks were expressed to Mrs Dalglish and Mrs Stobbart for their hard work and commitment over the past year and were asked to pass these on to the rest of the staff.

- See also confidential items.

## 16. Governor Monitoring Reports

### **Nursery Provision**

This is still to be completed; pencilled in for January 2018.

### **SEND**

Mr Brown provided a written report on his monitoring visit into school. There are currently no SEND pupils in school at present but a small number of pupils are receiving 'early help' for certain issues in their learning, though these are noted as mild.

Mr Gordon asked what constituted 'looked after children' in this context. A child who is in the care of the County, i.e. in foster care, who also has involvement from a 'virtual school' to ensure that they receive the best possible support available.

Recommendations from the visit:

- Update SEND Policy; this has been brought to this meeting to be ratified.
- Link to Lees Hill's Local Offer to be removed from website and replaced with link to Authorities Local Offer; this has been done.
- Ongoing monitoring of Access & Disability Policy should requirements change significantly.

## 17. Policy & Procedure Updates

The following policies were adopted at this meeting:

- Health & Safety Policy (V1)
- SEND (V1)
- Best Value Policy & Statement (V1)

Mrs Mitchinson also requested that the Governors consider once again adopted the County's HR policies as opposed to the current set of policies which are provided by EPM.

The reasons being:

- We are a County school so therefore would make sense that we are working under their policies should we need support from them on any matter,
- When these policies are amended, updated etc. this is flagged up on the school portal to make it easier for us to make sure we are working with the most up to date information as opposed to the EPM policies where we are expected to amend ourselves.

Mrs Mitchinson had outlined a list of which policies were available from County and it was felt that this would be a logical move and all Governors agreed to adopt the following County policies:

### **Cumbria County Council**

- Acceptable Use ICT
- Alcohol & Substance Abuse
- Applications for Changes to Working Arrangements
- Appraisal for School Based Teachers
- Appraisal for Support Staff
- Bullying & Harassment
- Capability for Teachers
- Capability for Support Staff
- Collective Disputes
- Complaints
- Dealing with Allegations of Abuse Against Teachers, Staff & Volunteers
- Disciplinary
- Equality
- Flexible Retirement
- Grievance
- Maternity, Paternity, Adoption, Parental & Shared Leave
- Pay Policy
- Recruitment & Appointment
- Redundancy (Managing Change)
- Safer Employment & Criminal Convictions
- Sickness Absence
- Support Staff Probationary Period
- Time of Work for School Based Staff
- Voluntary Redundancy
- Whistleblowing

A full list will also be submitted to Capita for their records.

**Clerk**

## 18. Declaration of Business Interests

All Business Interests were updated with the exception of Mr Dalglish who was absent from the meeting; Mrs Mitchinson will chase this up in due course.

Clerk

## 19. School Website

Mrs Stobbart has allocated regularly weekly school time to update the website and try to make sure that everything is current and up to date. A few tweaks have been made recently but nothing major.

Mrs Stobbart also reported that she has approached some parents, who are very keen, with a view to setting up a group for promoting our school and getting us out there – WATCH THIS SPACE.

## 20. Confidential Items

- See additional sheet.

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

- Christingle Service, Lanercost Priory – Friday 8<sup>th</sup> December 2017, 3.00pm
- Christmas Party, Lees Hill – Monday 11<sup>th</sup> December 2017
- Christmas Church Service, Walton Church – Wednesday 13<sup>th</sup> December 2017, 9.00am
- Christmas Dinner, Lees Hill – Wednesday 13<sup>th</sup> December 2017, 12 noon
- Carol Singing, Brampton Co-op – Wednesday 13<sup>th</sup> December 2017, 4 – 5pm
- Pantomime Trip, Theatre Royal, Newcastle – Thursday 14<sup>th</sup> December 2017
- U Dance, The Sands Centre – April 2018

## 22. Date of Next Meeting(s)

Full Governing Body -

Thursday 1<sup>st</sup> March 2018, 6.30pm at Lees Hill School

Thursday 3<sup>rd</sup> May 2018, 6.30pm at Lees Hill School

Thursday 28<sup>th</sup> June 2018, 6.30pm at Lees Hill School

Health, Safety, Buildings and Premises Committee –

Thursday 8<sup>th</sup> February 2018, 3.30pm at Lees Hill School

Thursday 19<sup>th</sup> April 2018, 3.30pm at Lees Hill School

Thursday 14<sup>th</sup> June 2018, 3.30pm at Lees Hill School

Pupil Progress & Discipline Committee –

Thursday 8<sup>th</sup> February 2018, 4.30pm at Lees Hill School

Thursday 19<sup>th</sup> April 2018, 4.30pm at Lees Hill School

Thursday 14<sup>th</sup> June 2018, 4.30pm at Lees Hill School

Finance & Personnel Committee –

Thursday 8<sup>th</sup> February 2018, 5.30pm at Lees Hill School

Thursday 19<sup>th</sup> April 2018, 5.30pm at Lees Hill School

Thursday 14<sup>th</sup> June 2018, 5.30pm at Lees Hill School



## **Finance Meeting**

Following on from the full Governors meeting the Finance & Personnel Committee held a short meeting to discuss a few details regarding expenditure on the outside area; it was agreed to go ahead with the purchase of a new large interactive screen in the infant classroom and staff/classroom laptops, including licences. It was also agreed to go ahead with the replacement of and improvements to the trim trail which is unsafe for use. (Mr Dagleish was contacted by phone).



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

**MINUTES OF THURSDAY 7<sup>th</sup> DECEMBER 2017**

**CONFIDENTIAL ITEMS**

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**Present:**

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

**Action**

**15. Performance Management & Pay Reviews**