



LEES HILL CHURCH OF ENGLAND SCHOOL GOVERNORS MEETING

MINUTES OF THURSDAY 17th MAY 2018

1. Apologies for Absence

Action

Apologies were received and accepted from Mr T Gordon (TG).

Present:

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

2. Declaration of Interest in an Agenda Item

No declarations of interest were received.

3. Minutes of Meeting Held on Wednesday 28th March 2018

The minutes of Wednesday 28th March 2018 were signed as a true and correct record.

4. a) Matters Arising from Wednesday 28th March 2018

Item 6 (Finance & Personnel Committee)

Clerk confirmed that she had not been able to find out if there is a financial limit as to how much the Governors can hold in their bank accounts but will endeavour to do so as requested.

Clerk

Item 10 (Headteachers Report)

Mrs Stobbart confirmed that all of the pictures on the website that needed updated, i.e. replace any children who have left the school, have been and that she is in the process of adding the pictures of the new outside area and equipment.

Mrs Ritson asked if the installation of the trim trail has now been signed off. Mrs Dalglish confirmed that yes, the structure has been passed as safe but there is still an issue with the edge of jump pit and this is to be rectified before any monies are paid.

Mrs Dalglish has confirmed that we have joined with Brampton Consortium GDPR Officer, Gerrard Barr, and that we are now working closely with him to have everything in line for the deadline of 25th May 2018.

Mrs Stobbart had contacted Kierweb re: sharing of documents and confidential items and there is provision already on our website to do this.

Item 16 (Policy & Procedures Updates)

The clerk confirmed that the Whole School Behaviour Policy was amended and updated re: home school agreement as agreed at the last meeting.

Item 17 (Schools Performance Data)

The course slides from the Dale Hill Session at Great Corby have been forwarded to all Governors; work will be done further on these under Item 15 of this agenda.

The clerk is still to make contact with Sue Glendinning regarding a session on being Ofsted ready.

Clerk

Item 20 (Date of Next Meeting(s))

The clerk confirmed that the Mid-day Supervisor post was advertised on both the school website and on Facebook and Mrs Ritson had submitted it to the parish magazines in the area. Mrs Dalglish will update us under Item 9 of this agenda.

b) Outstanding RAIL Actions

3rd May 2017

The Accessibility Plan has still to be completed; it was agreed to make this a priority at the next meeting.

**HSBP
Com**

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

7th December 2017

The clerk is still to update Capita with our new list of HR policies.

Mr Dalglish has now updated his business interests; all are done now for this period.

5. Governing Body Membership

There is still a vacancy for a Co-opted Governor; if anyone has any suggestions for suitable candidates then please let the Clerk know.

Mr Brown ends his term on 21st July 2018 and has indicated that he is not able to continue, we thanked him for the work he has done so far. Clerk is to contact GST and inform them of the upcoming LA vacancy.

Clerk

We have heard of no sign of a replacement vicar yet for the parish although we have heard that the church is hoping to recruit in the summer; Clerk will speak to the Diocese again to see if they can confirm anything further on this.

Clerk

Mrs Stobbart did have someone in mind who may consider the Co-opted Vacancy – watch this space.

6. Finance & Personnel Committee Report

The minutes from the committee meeting of 2nd May 2018 were available to all Governors prior to the meeting; Mr Dalglish talked the meeting through the minutes and no issues or objections to any of the recommendations were made.

Mrs Dalglish added that although she had quotes for the repair of the amphitheatre she was still waiting for the quotes for the replacement so we could make a decision as to how to proceed with this.

Mrs Dagleish and Mrs Lyons have met with Capita and went through thoroughly all lines of budget for the 3 years; major overspends in some areas were made this year in order to use up our surplus and not lose any carry forward, so care was needed to be taken in reducing those items in line with this.

Consequently the forward 3-year budget is now complete, showing staffing remaining the same for the foreseeable; at present this shows us as taking forward approximately £17,000 in the first year, £5,000 in the 2nd year and £700 in the 3rd year. Governors agreed to submit this budget to County and it was duly signed by Mr Brown.

It was noted that we, and all small schools, seem to have benefitting from the new formula funding regime.

Mrs Dagleish also informed that Governors that a new family has shown interest in attending Lees Hill and has arranged a visit.

Projected Balance Carry Forward for the year at present is £14,015.00.

Governors Account Balance as at 16th May 2018 is £9,472.82.

Mrs Ritson suggested that the Governors may consider subsidising some of the costs of the works that are needed on the amphitheatre; this was agreed in principle but a decision will be taken once final quotes have been received.

7. Health, Safety, Buildings & Premises Committee Report

The minutes from the committee meeting of 2nd May 2018 were available to all Governors prior to the meeting. There were no issues or objections to any of the recommendations made.

It was agreed that work on the Accessibility Plan for the school must be a priority and this is to be the main focus of the next meeting.

All

Governors were given a tour of the outside area and all the new facilities that have been installed recently; everyone was very impressed and agreed they were a benefit to the school.

8. Pupil Progress & Disciplinary Committee Report

The minutes from the committee meeting of 2nd May 2018 were available to all Governors prior to the meeting with Mr Brown talking us through them further; no-one had any issues or objections to the recommendations.

It was noted that Governors had not had sight of the Homework Policy but Staff have asked us to recommend its adoption electronically, once shared with all staff for agreement.

Mrs Dagleish confirmed that she had checked with Mrs Lyons and that all attendance codes contained in the policy were correct and therefore the Attendance Policy was to be re-adopted as agreed.

Mr Brown asked if the school had had any more thoughts, discussions etc. on the use of the 'GRAB BAG'; Mrs Dagleish is still to discuss this with our GDPO, when they meet on Friday 18th May, and see what he suggests.

It was agreed that the 'Maths focus' at the meeting was a very useful discussion and gave us all a good insight into how this was progressing at school and in particular how the staff were using incidental learning to aid this.

Mrs Alston had agreed at the meeting to conduct a monitoring visit on Maths and the use of resources and also on Collective Worship.

MA

9. Headteacher's Report

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

Educational Excellence – Please also see termly review on the school website

- Attendance – awards given for the second spring half term - 19 children achieved 100%, 1 child 97-98.5% and 2 children under 97%
- 2 children not receiving a certificated but both were over 95% attendance
- KS1 and KS2 LIGHT group meetings attended to discuss writing
- World book day was a great success – food theme
- Parents' evening was very well attended
- SATs meetings for parents/carers of children in Y2 and Y6 were well attended
- Easter service – well attended, lovely service, thank you to Mrs Stobbart
- SATs booster sessions attended by all Y6 pupils
- Topic on Engineering and construction – scientists from Egger came to speak to the children
- Visit to Slack House farm, all children attended, kick start to farming topic

Strategic Leadership

- INSET day – GDPR, SEF and SIP
- Brampton Heads meetings attended
- LIGHT meeting – finalised arrangements for Common Wealth Games event
- JD attended last Maths Mastery sessions at the university and Team Teach training
- Governor H&S monitoring on school trips
- JD CofEPQH course first Learning Event attended
- FS attended SATs KS2 update
- JD met with DPO, looked at GDPR policy and retention schedule
- JD and FS attended Administering Medicine training at Great Corby

Feedback from routine meetings

- BASC
 - Peer to Peer review meeting with peer schools
 - Completed cluster review
 - Governor meeting at Great Corby on June 4th 6.30pm, networking/sharing ideas
- LIGHT
 - Commonwealth Games event final organisation by GLL sports
 - KS1 and KS2 Writing moderation meetings
- LISH
 - Planning for RE week in October

Operational Management

- CW has returned after maternity leave
- LR off for half term, covered by existing staff and JA
- One application for Mid-day Supervisor
- Kitchen painting completed
- FS completed EVC training

Signed as true and Correct

Extra-Curricular

- Open day at The Sill was cancelled
- Sports Relief - children organised the sporty day, including sponsored circuits and bake sale, children raised £317.50
- All KS1 and 2 children took part in U Dance, all a great credit to themselves, and Mrs Stobbart!

Upcoming Events

- Bags 2 School collection 22nd May
- PHA conference
- CofEPQH second Learning Event
- Phonics screening
- Poetry recitation
- LISH meeting
- Cumberland Show 16th June
- Residential

Transition

- No new starters
- One child attending transition nurture group in readiness to move to WHS
- Y5 pupils attended a taster day at WHS

Health and Safety

- Accident book – no major accidents. Range of bumps and bruises, including bumped heads
- Repairs/maintenance book
 - Guttering and drains cleaned/cleared
 - Asbestos check completed following HandS audit, will receive an updated report in due course
 - Sports Safe have been out to sign off the trim trail, still concerns over the trip hazard created by the jump pit, waiting to hear from Sports Safe to move forward
 - Legionella Risk Assessment carried out and monthly checks carried out externally
- JD visiting Lockerbie Manor prior to residential

Mrs Dalglish has a meeting with DPO on 18th May, it was noted that the privacy notices have only just been released and we are expected to go live on 25th May. The DPO will look into this on our behalf through the consortium arrangement.

One application has been received for Mid-day Supervisor; Mrs Dalglish and Mrs Stobbart are to interview the candidate next week with hopefully appointing.

Mr Brown asked how was the CofEPQH course? Mrs Dalglish felt this was very good and useful with another residential and mentor meeting planned for this in the near future.

Mr Brown also mentioned that he thought the visit from the Egger Scientists sounded fabulous; Mrs Stobbart talked the Governors through this opportunity, which was organised by Mrs Rooney saying that the children thoroughly enjoyed the day and that it created very good links with the recent construction and engineering topic at school.

Mrs Dalglish informed that meeting that Mrs Rooney will be returning to work week commencing Monday 21st May 2018 all being well.

A big thanks was expressed to Mrs Stobbart for supporting the children through their recent SATS; parents all commented that they were impressed with the work/life balance maintained at school.

10. Attendance

Attendance statistics between and including 19/02/2018 and 29/03/2018.

Total school percentage attendance: **99.56%**

Total school percentage authorised absences: **0.27%**

Total school percentage unauthorised absences: **0.18%**

There have been **52** sessions

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

The number of pupils with at least one unauthorised absence is: **1**

Number of students on roll: **22**

11. Link Governor Report

Mrs Alston informed everyone of the upcoming Diocese Conference, which would be focusing on SIAMS, on 14th June 2018. If anyone wishes to attend then please let Mrs Alston know.

Our yearly subscription to NGA E-learning programme expires on 31st May 2018; it was agreed to renew this for another year. Clerk is to arrange this and forward log-in details to all Governors again.

Clerk

Mrs Dalgleish asked that anyone wishing to attend the Governors Networking Meeting at Great Corby on Monday 4th June 2018 let her know; Mrs Stobbart and Mrs Dalgleish to go.

12. Safeguarding Issues

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

13. Governor Monitoring Reports

No Governors monitoring visits have taken place since the last meeting, it was noted that Mrs Alston will be conducting monitoring visits on 'Maths and the use of resources' and 'Collective Worship' before the end of the Summer Term.

MA

14. Policy & Procedure Updates

The following policies were re-adopted at this meeting:

- Child Protection & Safeguarding Policy (v1)
- Internet Safety Policy(v1)
- Inclusion Policy (v1)
- Supporting Pupils with Medical Needs Policy (v1)
- TOR: Health, Safety, Buildings & Premises Committee (v1)
- Transport Policy (v1)
- Sex & Relationships Policy (v1)
- Data Protection (GDPR) Policy (v1)
- Homework Policy (v1)
- History Policy (v1)
- PSHE Policy (v1)
- PE Policy (v1)

- Attendance Policy (v1)
- Computing Policy (v1)
- Financial Responsibilities & Delegations Policy(v1)
- Lettings Policy & Contract (v1)
- Confidentiality Policy (v1)

It was agreed to make obsolete the Disability, Equality & Anti-Racism Policy as this would now be covered through the statutory Public Sector Equality Duty Statement.

Mr Brown noted that the History Policy did not contain a section on the Role of Staff, Carers and Parents as our other policies tend to – do we want to add this so as to keep them all in line? Mrs Dalglish is to incorporate this into the next review.

JD/Clerk

Mr Brown also pointed out that the Inclusion Policy does not contain a section on Role of Governors; this will also be incorporated into the next review.

15. OFSTED – What do they have?

Following on from the governor training session held at Great Corby recently it was suggested that the Governors took some time to talk through what Ofsted can see and what extra we would like them to see when they do call again.

It was agreed that from September we would start collating documents that we would like to show Ofsted in order to give them a more in-depth look into life at Lees Hill.

What do they already have?

Data, website, previous Ofsted reports, SIP and self-evaluation.

What extra do we want them to see?

- Termly reviews.
- How do we show things that have happened in the past? Create a page with photos etc.
- Create a 'remember when' page on the website
- Headteachers report to Governors – could these be used?

The discussion carried on further as to how more we could utilise the school website for both current families and to attract others.

Comments have been passed that there were no dates, times, venues etc. for some of the school activities; it was suggested that we display a note on the calendar saying that for safeguarding reasons we do not advertise where the children will be at specified times and also when the building will be empty. The Clerk informed the meeting that there is a private calendar facility on the website if this was a route the school wanted to go down.

It was also asked if we couldn't change the calendar layout to possibly a monthly list of what is taking place as opposed to the current daily layout; having a 'coming up this half term' section and then changing it to 'what we've done' once the new half term begins. Mrs Stobart is to speak to Kierweb about this.

FS

Mrs Dalglish indicated that she would like to complete the work already started on the School Vision and Policy also but felt that this needs to have input from all parties concerned with the school, children, staff and governors.

JD

All agreed to add a rolling agenda item to future meetings to allow us to work more on this as and when we need to.

16. Confidential Items

There were no confidential items discussed.

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

- Community Lunch – First Wednesday of Month, 12noon at Lees Hill School.
- Bags to School Clothes Collection 22nd May 2018
- Common Wealth Games Event 8th June 2018
- Cumberland Show 16th June 2018
- Pizza Express / Gangster Granny 27th June 2018
- Sports day 26th June 2018
- End of year assembly 18th July 2018
- Junior Residential

Mrs Dalglish has visited Lockerbie Manor, the destination for the Junior residential and was very impressed; all looks set for a good time.

Mrs Dalglish expressed her thanks to staff at school for being so supportive and covering her recent personal crisis at extremely short notice; she was very grateful.

The school have requested that a Governor be present at the annual Leavers Assembly and Service on Wednesday 18th July to present the prizes as normal; Mrs Alston volunteered.

MA

18. Date of Next Meeting(s)

Full Governing Body -
Thursday 5th July 2018, 6.30pm at Lees Hill School (Mrs Ritson agreed to organise a small end of year treat!)

Mrs Dalglish is to send through to Mrs Alston and Mrs Ritson convenient dates for them to carry out the Headteachers Interim Review in the next few weeks.

**JD/MA/
FR**

It has been suggested that a Christmas Party night be arranged to include Governors, staff and parents as a way of celebrating the work everyone does at school. Further details to follow.