



LEES HILL CHURCH OF ENGLAND SCHOOL GOVERNORS MEETING

MINUTES OF THURSDAY 5th JULY 2018

1. Apologies for Absence

Action

Apologies were received from Mr T Gordon and Mrs Ritson will be late.

Present:

Mr M Brown (MB - Chair), Mrs J Dalglish (JD), Mrs M Alston (MA), Mrs F Stobart (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 Thursday 17th May 2018

The minutes of Thursday 17th May 2018 were signed as a true and correct record.

4. a) Matters Arising from Thursday 17th May 2018

Item 5 (Governing Body Membership)

LA and Foundation Governor vacancies; see Item 5 of this Agenda.

Item 7 (Health, Safety, Buildings & Premises Committee)

Accessibility Plan is due to be worked on at this meeting; see Item 17 of this Agenda.

Item 8 (Pupil Progress & Disciplinary Committee)

Monitoring visits; see Item 14 of this Agenda.

Item 11 (Link Governor Report)

Clerk confirmed that Subscription to NGE E-learning has been renewed and log in details have been issued to all Governors.

Item 14 (Policy & Procedures Updates)

The agreed updates to the History Policy and Inclusion Policies are still outstanding until the respective policies are reviewed.

Item 15 (Ofsted – What do they have?)

Mrs Stobart has spoken to Kierweb with regards to changing the layout of the school website and in particular make it easier to collate items that we wish Ofsted to see; it was also confirmed that our Ofsted logo has been updated on both the website and school letterhead.

The work on the School Vision Policy has been scheduled for September 2018.

JD

Item 17 (Upcoming School Events)

As agreed at the May meeting Mrs Alston to attend Leavers Assembly on behalf of Governors on 18th July 2018.

Item 18 (Date of Next Meeting)

Headteachers Interim Review; see Item 13 of this Agenda.

b) Outstanding RAIL Actions

3rd May 2017

The Accessibility Plan has still to be completed; see Item 17 of this agenda.

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.

28th March 2018

Clerk read out an E-mail from Amanda Chew, County Finance Manager confirming that there is nothing in the LA Scheme of Financial Regulations that stipulates a financial limit on trust accounts although the regulation do state that they must be audited on an annual basis by an independent body, which they are, and should be administered to the same standards as those applicable to the Council.

It is also important to note that any income relating to the school's delegated budget should not be paid into a private/voluntary fund.

Trim Trail – Mrs Dagleish will feedback on this in Item 9 of this Agenda.

Clerk confirmed that she had spoken to Sue Glendinning about conducting an Ofsted Workshop/Training session for the Governors and that she is happy to work with us; Sue has asked us to provide some possible dates in the new academic year. It was agreed to set a date at the end of this meeting.

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; thanks were expressed for the work he has done during his time as Governor. Clerk confirmed that she has contacted GST to inform them and set the ball rolling with what is normally a lengthy process.

With regards to the Foundation Governor vacancy the Diocese has confirmed that they are currently advertising for a Vicar with the closing date of early July and interviews taking place mid July.

A potential candidate has approached school with a view to coming on board, they were invited to this meeting but were unable to attend but will attend September meeting and has been informed of events happening in school before the end of term. Mrs Dalgleish confirmed she has met with the candidate.

- Mrs Ritson arrived at the meeting.

With Mr Browns term ending this left a vacancy for a dedicated SEND Governor and nominations were invited for the role; it was agreed that Mrs Lamb would step in and Mr Brown, and others, gave a brief overview of the role.

6. Finance & Personnel Committee Report

There has been no meeting of the Finance & Personnel Committee since the last full Governors meeting.

Mrs Dalgleish had e-mailed all Governors with a view to the possibility of employing a Teaching Assistant Apprentice of which all Governors agreed; the process has now been started for this as another pair of hands would be beneficial to all key stages.

Confirmation has also been received that the Amphitheatre is definitely going to be completed in Summer holidays ready for return to school in September; this will consist of removing the current structure completely and being replaced with a 3 tier sports arena.

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

Governors Account Balance as at 4th July 2018 is £10,372.82.

7. Health, Safety, Buildings & Premises Committee Report

There has been no meeting of the Health, Safety, Buildings & Premises Committee since the last full Governors meeting and there was nothing further to report from the Committee.

8. Pupil Progress & Disciplinary Committee Report

There has been no meeting of the Pupil Progress & Disciplinary Committee since the last full Governors meeting and there was nothing further to report from the Committee.

9. Headteacher's Report

Mrs Dalgleish gave a verbal report on life in school since the last meeting -

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

- Library Van is now back in service
- Moderation of KS1 and KS2 by BASC Group
- Monitoring visit from County re: EYFS, all went well ??
- Visits to Slack House Farm, it is intended to use the facility more in the future as an on-going resource, a sort of 'Farm School' rather than 'Forest School'
- Commonwealth Games event with LIGHT group at the Sheepmount was well organised and all children enjoyed; feedback to work on was that some of the KS1 activities could have been more challenging
- Phonics screening completed
- Poetry event at Brampton Methodist Church

- Cumberland Show competitions; 1st for scrapbook and 5th with school display
- Residential Trip for juniors to Lockerbie Manor; children accompanied by JD & CW
- A potential family has looked around school
- NISCU Y6 Transition Day held at Lees Hill; was poorly attended by other schools
- PEPs Moderation – Mrs Dalgleish
- WHS rounders competition for Y4-6
- Sports Day
- School trip to Pizza Express and Gangsta Granny at Sands Centre
- Y6 Induction day at WHS
- Y6 Transition Sports Day at WHS
- Swimming is ongoing until the end of Summer term
- Nominated for John Muir Award following outdoor area regeneration
- Nominated for Golden Apple Award

Strategic Leadership

- Meetings with Gerard Barr, GDPR Officer
- INSET Day – 18th July 2018 - Big Curriculum, Personality
- PHA Conference, Big Curriculum, Barefoot Computing
- JD attended further sessions of CofEPQH course and visits to partner school; now almost complete
- CW attended maths Conference
- Governors networking at Great Corby, although no-one was able to go from Lees Hill word was it was well attended.
- LR attended Computing conference

Operational Management

- Mid-day Supervisor is working on a timesheet to gain essential experience.
- CW has resigned following family relocation
- LR has been appointed as Class Teacher 0.77fte
- Fourseasons, gardening service, has now resumed
- Advertising for TA with closing date of 9th July and interviews 12th July
- Recruiting an Apprentice TA from RWP Training

Extra-Curricular

- Bags to school collection
- PTA arranged a gardening day to tidy up outside area – thanks to all that attended

Upcoming Events

- School reports out to parents 6th July
- SATs results due 10th July
- Parents evening 16th July
- Visit from Carlisle Library to introduce summer reading challenge 17th July
- Community Unity Day & Leavers Service 18th July
- Music & Afternoon Tea 19th July
- WHS music week w/c 9th July

Transition

- Nursery transition days 10th & 17th July

Health and Safety

- Trim Trail has now been completed, signed off and paid for

Further to the verbal report Mrs Stobart gave feedback on what Miss Williamson brought

back from the maths conference on how this will be incorporated into school.

Mrs Ritson asked how often the library van visited? *Should be once a term but they have experienced a staff shortage of late; next visit is due in September 2018.*

Mrs Stobart also mentioned that she had, yet again, submitted photographs to the Cumberland News for inclusion and these had not been featured but Mr Brown did report that Lees Hill School had received a mention.

10. Attendance

Attendance statistics between and including 16/04/2018 and 25/05/2018.

Total school percentage attendance: **97.21%**

Total school percentage authorised absences: **1.83%**

Total school percentage unauthorised absences: **0.96%**

There have been **58** sessions

The number of pupils with at least one authorised absence is: **6**

The number of pupils with at least one unauthorised absence is: **3**

Number of students on roll: **22**

11. Link Governor Report

Nothing to report from County or the Diocese.

12. Safeguarding Issues

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

Mrs Alston has completed her annual safeguarding checklist, of which all Governors received prior to the meeting.

There were only 2 areas that required action –

- We are still awaiting the DBS check for Mr Gordon, school to chase this up
- Code of Conduct for staff is needed, the original version from EPM that we used included staff and governors but since leaving this service the new NGA version we adopted only refers to governors; Clerk will look into this and find a suitable replacement.

**JD / LL
Clerk**

13. Headteacher Interim Review

Mrs Ritson and Mrs Alston confirmed this had taken place and that Mrs Dalglish is making good progress with the targets that were set in November 2017.

14. Governor Monitoring Reports

Maths (Use of Resources) – This will be carried out in the Autumn Term.

MA

Collective Worship – This will be carried out in the Autumn Term.

MA

Educational visits – Mrs Ritson had carried out a monitoring visit on the children's recent educational visits and reported back to the governors, of which a written report was available to all; no issues arose from this with no recommended actions required.

15. Policy & Procedures Updates

Mrs Stobart informed the meeting that she has drawn up a list of subjects that she felt should be included in the proposed Parent Handbook and asked for Governors input, the list was run through at the meeting but will also to be circulated and Governors were asked to let Mrs Stobart know of any additions they think are needed, then the draft handbook will be agreed electronically over the summer holidays ready to be issued to parents in September 2018.

All

Mrs Ritson felt that there should be a reference to the Church of England and/or Christian values as we are a Church school.

16. Consultation on Church Schools Admissions Policy

The recent letter received from the Diocese for the 'Consultation on Changes to Model Diocese Admission Policy: The use of Faith-Based Criteria in Church Schools' was discussed in depth by those present although it was felt that this was more applicable to inner city schools with a variance of faiths that would wish to attend and not so much in our area at present, it was also noted that we do not follow the Diocese Admissions Policy anyway we have adopted the County Policy.

Following discussions it was agreed that our response should be to AGREE to the proposal; Clerk is to return the consultation form to this effect.

Clerk

17. Accessibility Plan

In order to draw up an Accessibility Plan for the school it was agreed to undertake a School Access Audit first to help us identify the areas of concern that would need work on; everyone took separate sections of the audit in order to make it a less onerous task and set about auditing the areas.

Upon carrying out the task Governors felt that some areas were difficult for us, as public, to assess and that we should look into the possibility of employing an expert in this field to make sure that the needs of the school, children and public were met thoroughly. This was agreed by all and Mrs Dalgleish is to speak to County in the first instance to see if this is a service they provide.

JD

The sections of the audit that were fully completed will be retained for use also.

18. Governors Prizes

As agreed at the May meeting Mrs Alston will be presenting the prizes on behalf of the Governors.

Mrs Stobart has asked the Governors to contribute towards a new trophy that will be awarded for 'Christian Values'. This was agreed.

This year the Infant and Junior Curriculum trophies will be awarded for 'STEM'.

100% attendance will be awarded by a book voucher.

It was asked if the FUNds day planned for the afternoon of leavers day will be advertised widely or just to parents. It was noted that flyers will be going out to the local area, possible through the local post run, and it will also be advertised on social media, as love it or hate it we need to embrace the use of social media in a positive manner.

19. Confidential Items

None discussed.

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

- Community Lunch – First Wednesday of Month, 12noon at Lees Hill School
- Music week WHS w/c 9th July 2018
- End of year assembly & FUNds Afternoon, Walton 18th July 2018
- Music, Poetry & Afternoon Tea, Lees Hill School, 2pm on 19th July 2018

A short discussion took place as to how we can 'get ourselves out there more' as not a lot of people seem to know the school exists, suggestions included advertising widely, placing banners/posters in prominent places around the area stressing that we are the catchment school and that children would be entitled to free transport and even the possibility of a re-branding.

21. Date of Next Meeting(s)

Full Governing Body –
Thursday 11th October 2018, 6.30pm at Lees Hill School

Ofsted Workshop with Sue Glendinning –
Wednesday 3rd October 2018, 6.30pm at Lees Hill School

Clerk is to confirm if this date is still convenient with Sue and let Governors know; if it isn't then the 3rd will become the FGB meeting instead.

Clerk