



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

MINUTES OF THURSDAY 11th OCTOBER 2018

1. Apologies for Absence

Action

Apologies were received and accepted from Mr T Gordon and Mr M Dalgleish indicated he would be late to the meeting.

Present:

Mrs M Alston (MA - Chair), Mrs J Dalgleish (JD), Mr M Dalgleish (MD), Mrs F Stobbart (FS), Mrs F Ritson (FR), Mrs K Lamb (KL) 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 Thursday 5th July 2018

The minutes of Thursday 5th July 2018 were signed as a true and correct record.

4. a) Matters Arising from Thursday 5th July 2018

Item 12 (July 2018) – Safeguarding Issues

It was noted that we are still awaiting confirmation of the DBS check from Mr Gordon.

Code of Conduct for Staff policy document; see Item 17 of this agenda.

Item 15 (July 2018) – Policy & Procedures Update

Mrs Stobart has produced a draft form of the parent handbook and suggested issuing it to all current parents/carers and asking for feedback before it is finalised; this was agreed.

FS

Item 16 (July 2017) – Consultation on Church Schools Admissions Policy

The Clerk confirmed that the agreed response, that the Governors agreed to the proposal, had been submitted to the Diocese.

Item 21 (July 2018) – Date of Next Meeting(s)

Due to unforeseen circumstances the Clerk has been unable to make contact with Sue Glendinning over the summer holidays to arrange the Ofsted Workshop discussed but has recently been in contact; it was agreed to try and arrange a session with Sue in early 2019.

Clerk

b) Outstanding RAIL Actions

3rd May 2017

Mrs Dalgleish informed the meeting that she has spoken to County for advice on completing an accessibility audit and that the outcome was that we should be mindful of minor practical

changes on a rolling basis but that as long as we are aware that a plan needs to be in place as the needs change or additional needs arise.

The '10 Things Financial Audit' is still to be completed, Mrs Dalglish has looked over the process and it was agreed that the Finance & Personnel Committee would take this forward.

**F&P
Comm**

7th December 2017

The Clerk confirmed that she had updated Capita with our new list of HR policies.

17th May 2018

Monitoring visits; see Item 16 of this Agenda.

The agreed updates to the History Policy and Inclusion Policies are still outstanding until the respective policies are reviewed. This is on-going.

Mrs Dalglish has done some work on the School Vision with the children and feels she would like to build on their work and continue it with the Governors; it was agreed to focus on this at the December meeting.

FGB

5. Election of Officers

Nominations were invited for the various offices resulting in the following appointments -

Chair – Mrs Mary Alston

Vice-Chair – Mrs Kath Lamb

Link Governor – Mrs Tracey Mitchinson as Clerk

The following were appointed as Chairs of the sub-committees for the year –
Finance & Personnel Committee – Mrs Kath Lamb
Health, Safety, Buildings & Premises Committee – Mrs Fiona Ritson
Pupil Progress & Discipline Committee – Mrs Mary Alston
Headteachers Appraisal Committee – Mrs Mary Alston

Parent Liaison Governor – Mrs Fiona Ritson

- Mr Dalglish arrived at the meeting.

6. Governing Body Membership

Mr Dalglish informed the meeting that he wished to end his term as Parent Governor at school with immediate effect at the end of this meeting.

Mrs Fiona Ritson will transfer to the position of Co-opted Governor, instead of Parent Governor, as from 1st September 2018 due to her now being employed at school.

This now leaves 2 Parent Governors which will be advertised to parents/carers in the usual manner; Clerk to issue notification of vacancies.

Clerk

Questions were asked as to whether 2 parents/carers from the same family were able to serve at the same time and if grandparents were able to be considered if no nominations came forward; Clerk informed that she believed that yes, members of the same family are

able to serve together and that grandparents or parents of any school age children could be considered if there was a struggle to recruit but she would gain clarification on both points just to be sure. **Clerk**

Our potential LA Governor was unable to attend this evening due to a prior commitment and wished the Governors to consider his appointment; it was agreed that they would like him to join the FGB. Clerk is to confirm the outcome with the candidate. **Clerk**

Our current Co-opted Governor, Mr Gordon, indicated that he felt being unable to attend recent meetings may be an issue with the FGB and offered his resignation if appropriate; it was discussed and Governors felt that he had a wealth of knowledge in areas that others didn't and that they would like him to remain on the FGB if he was still happy to. Clerk is to confirm the outcome with Mr Gordon. It was also decided to ask if there was a better time/day that would be more suitable. **Clerk**

Despite several requests for confirmation there has still been no word from the Diocese regarding the Foundation Governor position which has been vacant since the last incumbent retired in June 2017. It was felt that due to the low number of members on our FGB that this should be a priority for the Diocese to appoint a replacement and that the Clerk is to make contact with Michael Mills rather than the administrator. **Clerk**

Governors committee structure was reviewed in light of the changes above; Clerk is to issue the updated list to all Governors. **Clerk**

Mrs Lamb was appointed to the Headteachers Appraisal Committee to replace Mrs Ritson, this committee also carries a vacancy at present.

7. Finance & Personnel Committee Report

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

Mrs Dalgleish reported that the school was struggling with its support from Capita at present and that they have no named contact with them despite the previous contact having been left Capita in July 2018.

The mid-year budget is due at the end of October 2018 but with no support forthcoming from Capita she is not confident that this will be submitted in time; Mrs Lyons has alerted County to the situation.

Mrs Lyons has recently spoken to the manager in charge at Capita and is hopeful that progress can be made on this but will keep the Governors informed. Mrs Alston asked that the school contact other local schools and ask which providers they use as we have been let down before and it may be time to move to another service provider to try and ensure that this doesn't happen again in the future. **JD**

It was agreed that the school does not have the expertise or the resources to be asked to complete this without the input of Capita and that they had the full support of the Governors should a ratified budget not be submitted until clarification is received.

It was also agreed that a level of financial compensation should be sought for the lack of service provided from Capita.

Governors Account Balance as at 10th October 2018 is £11,915.92.

8. Health, Safety, Buildings & Premises Committee Report

No meeting of the HSBP Committee has been held since the last Governors meeting and no areas of concern have been raised.

9. Pupil Progress & Disciplinary Committee Report

No meeting of the Pupil Progress & Disciplinary Committee has been held since the last Governors meeting and no areas of concern have been raised.

10. Headteachers Report

Mrs Dalgleish provided a written report prior to the meeting of what has been a very busy half term.

Educational Excellence (Please also see termly review on the school website)

- Attendance – awards given for the whole year
- KS2 SATs – agenda item
- KS1 SATs - all children achieved what they were expected to achieve – all children who did not meet the expected standard already had support in place and this will continue
- Phonics screening 100% pass
- Reports received by parents/carers and some parents made appointments to see staff as required
- Sports arena completed
- Community Unity day at Walton, very successful, children organised, planned, budgeted for and ran own stalls
- Whole school trip to Long Meg supported by Oracle Heritage Services and the North Area of Outstanding Natural Beauty

Strategic Leadership

- INSET day – planning the curriculum, Myers Briggs Personality Test
- Staff training GDPR
- Brampton Heads meetings attended – writing competition
- LIGHT meeting – dates set
- Data Collection Survey completed on behalf of DfE
- JD CofEPQH completed visits to another school
- PHA conference very useful information re planning the big curriculum
- FS maternity leave advertised, to appoint before half term
- School display in Walton Village Hall
- Shortlisted for Golden Apple Awards, article in Cumberland News, 28th September
- Teaching staff attended Maths seminar, useful and appropriate to our needs
- FS attending KS2 LIGHT meeting, JD KS1
- LR attending 'New to Y6' course

Feedback from routine meetings

- BASC - Dates set
- LIGHT - Dates set for Autumn and focus themes set for year
- LISH - Final plans for RE week in October

Operational Management

- Appointed Teaching Assistant, Mrs Ritson, and Apprentice, Miss Aitchison - Both completed induction training and are reading policies
- Person gaining experience as midday supervisor no longer in a position to continue, post advertised locally, 1 application, Mrs Ritson has been appointed to start 1st October

Extra-Curricular

- Community Unity Day – great event
- Afternoon Tea event very well attended – music played by children and Mr Draper, afternoon tea served by PTA
- Carlisle Library came to talk about the Summer Reading Challenge
- Partylite Party Monday 25th September, lovely evening making £102 from sales and tickets
- 6 aside football at WHS 6th October

Upcoming events

- RE Week w/c Monday 8th October 2018
- Harvest Festival / Big Soup Share – Thursday 18th October 2018
- Parents' evening – Thursday 18th October 2018
- Shoebox Appeal

Transition

- Children enjoyed their transition time in July
- 2 new children started in nursery
- Interest from another family with a child of nursery age
- 1 new family – children in year 3 and year 6
- 3 new children attended toddlers
- 1 child transferring to another school due to moving

Health and Safety

- Accident book – no reportable accidents. Range of bumps and bruises, including bumped heads
- Repairs/Maintenance Book
 - JD to attend EVC refresher training
 - First Aid for new staff
 - Courses booked in Safeguarding to enable LR to step in as Deputy Safeguard Lead during FS maternity leave
 - JD attending Fire Warden Training and Fire Extinguisher Training

Visitors in school

- Music tutors
- Sports coach
- Garden volunteers
- Carlisle Libraries / Library Van
- Legionella check – IWS / PAT Testing
- Toddler group
- Orion site visit
- NISCU worship
- Tempest Photographers

In addition to the written report Mrs Dagleish confirmed that she has completed training and has been certified for EVC (Educational Visits Co-ordinator).

Whilst inviting Governors to the Big Soup Share ideas were also discussed as to how better advertise the Community Lunches; ideas included Walton Facebook page and Askerton Facebook page, Brampton Library, Moot Hall, Notice Board outside Green Door, Co-op.

11. Attendance

Attendance statistics between and including 04/06/2018 and 20/07/2018.

Total school percentage attendance: **96.64%**

Total school percentage authorised absences: **0.66%**

Total school percentage unauthorised absences: **2.70%**

There have been **70** sessions

Number of students on roll: **22**

12. SATS Feedback

Mrs Stobbart provided the meeting with a written summary of the SATS test results from May 2018. Mrs Dagleish followed this by saying how fantastic and well prepared the children were and thanked Mrs Stobbart for her hard work with this.

Areas of development have been identified from the results and plans are in progress to aid the staff and pupils in future years although it was noted that focus would be adapted depending on cohort and to their individual strengths and weaknesses.

Strengths – Maths

Areas for development – Reading area to be developed, more teaching focus on inference and deduction and guided reading is to be used to steer English weekly planning.

Mrs Alston stated that she believed that the school had got their assessment of strengths and areas for development correct based on the results and some suggestions for how to improve reading provision were discussed.

Mention was also made to the recent talk that Ofsted would be veering more towards what was taught in a school rather than focusing on the end of year results.

13. Timetable for Performance Management & Pay Reviews

It was agreed to ask Chris Boucetla to conduct Mrs Dagleish' Headteacher Performance Review once again; Mrs Dagleish 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 6th December 2018 where the committee will report back on the outcome to the full Governing Body.

**JD / MA
/ KL**

Mrs Alston will provide Mrs Lamb with a copy of Mrs Dagleish mid-term appraisal review.

MA

Mrs Dagleish will carry out the appraisals of the teachers and support staff at school. It was noted that once Mrs Rooney has completed her NQT year, on 2nd November 2018, she would join the schools performance management cycle.

JD

14. Link Governor Report

The Clerk has forwarded the full training schedule from county to all governors; should anyone wish to book any courses then please let her know.

15. Safeguarding Issues

No safeguarding issues have been reported.

16. Governor Monitoring Report – Collective Worship / Maths (Use of Resources)

Mrs Alston plans to complete these before the end of the Autumn Term.

MA

17. Policy & Procedure Updates

The following policies were adopted/re-adopted at this meeting:

- Child Protection & Safeguarding Policy (v?)
- Code of Conduct for Staff & Other Adults (v1) *NEW*
- Feedback Policy (v1)
- Overarching Safeguarding Statement (v?)
- Peer on Peer Abuse Policy (v1) *NEW*
- Positive Handling, Support & Intervention (v1) *NEW*
- Whole School Behaviour Policy (v4)

18. Consultation on 'Changing School Name'

Mrs Dagleish asked the Governors to give consideration to the possibility of changing the school name. She went on to give her reasoning behind this request; namely that not many people outside of our school community are aware of where Lees Hill is and that Lees Hill is the main catchment area school for the village of Walton and much of the surrounding area, since Walton Primary School was closed in the mid 1970s, and merged with Lees Hill. It was felt that possibly making some reference to the village in the name may further enhance our chances of attracting more pupils to the school.

On speaking to the website 'Right Move' and asking why the school was only 4th on the list of schools in the area they stated that it was based on the centre of the postcode area of the property and not the catchment school order, possibly if there was some reference to the village then at least prospective purchasers would make a link to the school

Mrs Ritson asked 'What was the next step?'

An open meeting would need to be called of all stakeholders of the school, i.e. parents, children, informing them of the proposal and consultation.

Mrs Alston asked "Does it not have to go to the DfE?"

They need to be informed of the decision but not consulted.

It was felt that we would need to keep the 'Church of England' reference but a couple of suggestions were tabled; Walton Lees CE Primary School, Walton & Lees Hill CE Primary School. Stakeholders would also be given the opportunity to put forward suggestions.

It was stressed that stakeholders need not be worried about this, it is purely just a name change to try and put us on the map!

All Governors were in agreement to the proposal and instructed Mrs Dagleish to go ahead and call the open meeting with stakeholders; Governors who could attend to show their support.

JD

19. GDPR Information

Mrs Dalgleish gave feedback to the meeting on the recent GDPR training that the school staff had undergone from the DPO and passed on some useful information from this. It was agreed that at the next meeting we would like the DPO to come and do some training direct with the Governors; Mrs Dalgleish is to arrange this for 6th December 2018 if possible.

JD

20. OFSTED – What do we want to show?

Items to be included in the 'information package' for Ofsted:

- SATs report from Mrs Stobbart
- Golden Apple Finalist Certificate, Nomination Document and Write Ups in local press
- Outdoor area improvements
- Parish newsletters (although it was felt these could go under the newsletter tab on the website for all to see).

With regard to SATs results, our cohort is too small to be able to advertise the actual scores in public but a statement is to be placed on the school website stating that *'Unfortunately due to the small number of children in our cohort we are unable to publish our SATs results but staff, parents and children are all happy with the outcome'*.

21. Confidential Items

None discussed.

22. Upcoming School Events

- Community Lunch – First Wednesday of month, 12.00noon (please book with office)
- Harvest Festival & Big Soup Share – Thursday 18th October 2018
- Parents Evening – Thursday 18th October 2018

23. Date of Next Meeting(s)

Full Governing Body –
Thursday 6th December 2018, 6.30pm at Lees Hill School

Committees –
Thursday 22nd November 2018, Lees Hill School
Health, Safety, Buildings & Premises Committee – 3.30pm
Pupil Progress & Discipline Committee – 4.30pm
Finance & Personnel Committee – 5.30pm

The Clerk thanked Mr Dalgleish for his service to the Governors during his term of office.