



## LEES HILL CHURCH OF ENGLAND SCHOOL GOVERNORS MEETING

### MINUTES OF THURSDAY 6<sup>th</sup> DECEMBER 2018

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Prior to the Governors meeting we welcomed the schools GDPO, Gerrard Barr, who gave a very comprehensive presentation on Data Protection and how it affects governors, school and individuals following the new law that was introduced in May 2018. Questions were invited and answered and Gerrard assured us of his guidance at all times; he was thanked for his attendance.

#### 1. Apologies for Absence

**Action**

No apologies were received.

#### Present:

Mrs M Alston (MA - Chair), Mrs J Dalglish (JD), Mrs F Stobbart (FS), Mrs F Ritson (FR), Mrs K Lamb (KL), Mr G Lamb (GL), Mrs L Irving (LI) and Mrs T Mitchinson (Clerk).

Mrs Alston welcomed Mr Graham Lamb and Mrs Laura Irving to this, their first, meeting since being appointed as Parent Governors.

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

Mrs Dalglish, Mrs Stobbart and Mrs Ritson declared an interest in Item 14, Performance Management & Pay Reviews.

#### 3. GDPR Training

This took place prior to the start of the FGB meeting.

#### 4. Minutes of Meeting Held on Thursday 11<sup>th</sup> October 2018

The minutes of Thursday 11<sup>th</sup> October 2018 were signed as a true and correct record.

#### 5. a) Matters Arising from Thursday 11<sup>th</sup> October 2018

Item 6 (October 2018) – Governing Body Membership

Clerk confirmed that the letters informing parents/carers of the 2 Parent Governor vacancies had been sent out and that the vacancies had been filled and that she had also contacted both Mr Gordon and the prospective new LA Governor about their roles.

Clarification had been sought as to Who can be a Parent Governor? And in extreme circumstances than yes, Grandparents or parents of any school age children could be appointed.

Clerk also confirmed that she had emailed Michael Mill at the Diocese stressing our situation and asking that a replacement Foundation Governor being appointed ASAP but has had no response to date. Clerk to email again.

**Clerk**

The new Governor Committee structure has not been issued to all Governors as waiting to include the new Parent Governor following this meeting. Clerk to distribute once done.

**Clerk**

Signed as true and Correct

See also Item 6 of this Agenda.

Item 7 (October 2018) – Finance & Personnel Committee Meeting

We are still in a contract with Capita for our Finance and HR services until the end of the year; Mrs Dalgleish will look into finding a new provider then once she has spoken to other schools.

**JD**

Item 13 (October 2018) – Timetable for Performance Management & Pay Reviews

The Headteachers Appraisal took place on Thursday 22<sup>nd</sup> November 2018 and Mrs Lamb had been provided with a copy of the Headteachers Mid-term review document prior to this meeting. See also Item 14 of this agenda.

Item 18 (October 2018) – Consultation on Changing School Name

An initial meeting with the stakeholders of the school took place on Thursday 22<sup>nd</sup> November 2018. See also Item 19 of this agenda.

Item 19 (October 2018) – GDPR Information.

GDPR training took place prior to tonight's meeting with Gerard Barr.

### **b) Outstanding RAIL Actions**

3<sup>rd</sup> May 2017

The '10 Things Financial Audit' is still to be completed by the Finance & Personnel Committee.

**F&PC  
Comm**

17<sup>th</sup> 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.

School Vision; see Item 18 of this Agenda.

Item 12 (July 2018) – Safeguarding Issues

It was noted that we are still awaiting confirmation of the DBS check from Mr Gordon. If this is not carried out immediately then it was agreed to suspend his term of office.

**TG**

Item 15 (July 2018) – Policy & Procedures Update

Mrs Stobart has produced a draft form of the parent handbook which was discussed at the committee meeting on 22<sup>nd</sup> November 2018; this is now to be sent to all parents/carers for their input.

**FS**

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

Clerk apologised but had not made contact with Sue Glendinning for a date for the proposed Ofsted Training; she will endeavour to get dates in the New Year.

**Clerk**

## 6. Governing Body Membership

Mr Graham Lamb and Mrs Laura Irving have been appointed as Parent Governors with immediate effect.

We still have a vacancy for an LA Governor.

No word has been received from our current Co-opted Governor, Mr Gordon, since the last meeting but Clerk is to write to him again asking for his DBS check to be completed ASAP or we will have to suspend his term.

Clerk

Despite more attempts to contact the Diocese regarding a replacement for the incumbent at Lanercost as Foundation Governor we still have not received a reply; Clerk will keep trying. A suggestion of a possible candidate was put forward and Mrs Alston agreed to ask them.

Clerk  
MA

Following the appointments above the Governors committee structure was reviewed and updated. It was also agreed to merge the 2 committees of Health, Safety, Buildings & Premises and Pupil Progress & Discipline as suggested by Governors due to lack of numbers on the Governing Body. Clerk is to issue the updated list to all Governors.

Clerk

## 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 still struggling with its support from Capita and that we were still waiting for our mid-year budget from October 2018 to be completed by them. Mrs Lyons has contact with them most days to make them aware.

It was noted that plans are in place to spend the allocated Formula Capital budget. Mr Lamb asked if new road signage for the school location could be bought from this pot of money – *Not this actual budget but there is money in the school budget to fund these if needed.*

Mr Lamb went on to say that he had priced up potential signage and had looked into the process, and as long as we have written consent from the Highways Department then we can erect signs at our own cost. Mr Lamb agreed to progress with this once the school had received consent; although it was agreed that we should wait until after the consultation on changing the school name had been completed.

JD / GL

Balance carry forward for the year at present is approx. £14,855.

Governors Account Balance as at 5<sup>th</sup> November 2018 is £12,965.92.

## 8. Health, Safety, Buildings & Premises Committee Report

Due to the consultation meeting, held prior to the committee meetings, over running it was agreed to combine the HSBP & PPD Committee meetings, of which the minutes were available to all prior to this meeting.

Mrs Dalgleish and Clerk still need to meet to update the new Emergency Plan.

JD /  
Clerk

Clerk confirmed she has spoken to H&H Kings about transferring the management of the School House back to them rather than looking after it ourselves as there has been a few maintenance issues lately which we have struggled to address. It was agreed to make the change; Clerk will confirm with H&H King and write to the tenant in the School House to let them know of the change.

**Clerk**

With regard to the building maintenance work that is required a suggestion to ask Mr Winter was proposed. Mrs Stobbart agreed to do this.

**FS**

Mrs Dagleish confirmed the date for the Prevent Training for Governors as Monday 17<sup>th</sup> December 2018, 4 – 5.30pm at William Howard School. Mrs Lamb agreed to attend.

**KL**

## **9. Pupil Progress & Disciplinary Committee Report**

This was combined with the Health, Safety, Buildings & Premises Committee; see item 8 above.

## **10. Headteachers Report**

Mrs Dagleish provided a written report prior to the meeting.

### **Educational Excellence**

- RE week – week ran well and was positive experience for children to deliver their work and to share time socially with peers
- Harvest – Big Soup Share, hall was full with approx. 60 people sharing soup made with produce from the school garden and soup made by the children, great thanks to all!
- RHS School garden awards level 2 and level 3 achieved, big thanks, especially to Alison Coupe
- Parents' evening – ALL parents attended
- 2 teams of children attended cross county event at Talkin Tarn with other Brampton schools
- Mary Alston came into school to view maths in both classes
- Y6 children - I've expressed an interest in our children attending the Nurture Group

### **Strategic Leadership**

- Brampton Heads meetings attended – Phil Skew from Virtual schools spoke about attachment, proposal of governor Prevent training in Dec. TBC
- LIGHT meeting – discussed possibility of transition day
- JD CofEPQH completed last face to face days, first assignment completed
- Teaching staff attended Maths training, useful for mixed age teaching, will be part of INSET
- JD attended EYFS Profile workshop
- JD LR Attended Overcoming Social Disadvantage training
- LA tutor from RWP has reviewed progress, positive for all
- LR attended training on Attachment
- LR attended meeting about outdoor maths package, some useful ideas

### **Feedback from routine meetings**

- BASC - Virtual Schools training on attachment
- LIGHT - Possibility of a Y6 transition event
- LISH - Review of RE week

Signed as true and Correct

## **Operational Management**

- Appointed NQT to start in January, will have some time on supply before January
- LR completed NQT year

## **Extra-Curricular**

- Shoebox appeal – a few boxes came into school, suggestion to participate in something different next year
- Some children have attended sports events at WHS
- Y5 and 6 children completed levels 1 and 2 Cyclewise
- Air Ambulance clothes collection
- Children in Need range of activities – led by the school council
- Christmas Fair – huge thanks to all!

## **Upcoming events**

- Christingle, 3<sup>rd</sup> December 2018
- Christmas Play, 11<sup>th</sup> & 12<sup>th</sup> December 2018
- Carol service, 20<sup>th</sup> December 2018
- Christmas party, 17<sup>th</sup> December 2018
- Carol service at Lanercost Priory, 16<sup>th</sup> December 2018

## **Transition**

- Y6 maths day for local school, held here led by Mrs Stobbart
- Meeting with Childminder to share developments

## **Health and Safety**

- Accident book – no reportable accidents. Range of bumps and bruises
- LL attended Emergency First Aid training
- Repairs/maintenance Book
- JD attended EVC refresher training
- Safeguarding training level 2 and 3 attended to enable LR to step in as Deputy Safeguard Lead during FS maternity leave
- JD attended Fire Warden Training and Fire Extinguisher Training
- Repairs to emergency lighting carried out by P Kennedy
- Annual check of fixed equipment carried out by Sports Safe
- Boiler service in diary for 29.11.18

## **Visitors in school**

- Child Minder
- Capita
- Church Representative for Shoebox Appeal
- Audiomatrition
- Electrician
- Music Tutors
- Garden Volunteer
- Toddler Group
- Education Phycologist
- Cyclewise
- Rev. Angela
- Sports Safe
- Y6 pupils & Staff from LIGHT Schools
- Sports Coach
- IWS (Legionella Check)
- NISCU Worship

Mrs Dagleish questioned when we last adopted our Admissions Policy as the Diocese had sent through some correspondence recently on this; Clerk confirmed that we use the County Admission Policy and this was last reviewed June 2017.

It was confirmed that a letter to all parents/carers will be sent home giving them a vote on the options of the proposed amendment to the school name; replies have been invited by Friday 14<sup>th</sup> December 2018. Following this, Governors will liaise via email depending on the outcome. See also Item 19 of this agenda.

## **11. Attendance**

Attendance statistics between and including 04/09/2018 and 19/10/2018.

Total school percentage attendance: **97.12%**

Total school percentage authorised absences: **1.82%**

Total school percentage unauthorised absences: **1.06%**

The number of pupils with at least one authorised absence is: **7**

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

There have been **68** sessions

Number of students on roll: **21**

## **12. Link Governor Report**

BASC Group Prevent Training, Monday 17<sup>th</sup> December 2018, William Howard School.

Clerk is to send details of the County training courses for 2018/19 and also details of the E-learning facility to Mrs Irving and Mr Lamb.

**Clerk**

## **13. Safeguarding Issues**

Mrs Alston updated the meeting on the outstanding actions from the Safeguarding Review; the Code of Conduct for Staff & Other Adults was adopted in October 2018 and we are still awaiting a DBS check for Mr Gordon – if this is not received ASAP then we will suspend the term of office until completed. Clerk is to contact Mr Gordon to this effect.

**Clerk**

- See also confidential minutes.

## **14. Performance Management & Pay Reviews**

- Mrs Dagleish, Mrs Stobbart and Mrs Ritson left the meeting

Headteachers Appraisal Committee reported back on Mrs Dagleish's recent Performance Management review, held on 22<sup>nd</sup> November 2018, where Mrs Chris Boucetla, external consultant, carried out the process.

All targets set the previous year had been met with the exception of one which was a longer term vision but good progress has been made with it; new targets have been set for the forthcoming year.

- Mrs Dagleish re-joined the meeting

Mrs Dagleish confirmed that performance reviews had been carried out on staff with the exception of Mrs Rooney who has only just completed her NQT year so this will be scheduled in before the end of term. No-one was eligible to move up the pay scale at present.

Signed as true and Correct

- Mrs Stobbart and Mrs Ritson returned to the meeting

Thanks were expressed to Mrs Dalglish, Mrs Stobbart and Mrs Ritson for their hard work and commitment over the past year and were asked to pass these on to the rest of the staff. It was agreed that this was an amazing, happy school that everyone should be proud of.

- See also confidential minutes.

## **15. Governor Monitoring Report – Collective Worship / Maths (Use of Resources)**

### **Maths (Use of Resources)**

Mrs Alston had provided a written report prior to the meeting on her monitoring visit into school.

#### *Key issues and recommended actions for the Governing Body:*

The staff felt the following resources would further enhance learning:

- More varied dice
- Place value flip charts
- Place value counters to build numbers
- Larger protractors and set squares
- Digital resources from Tara Loughran Total Maths

### **Collective Worship**

This is scheduled to take place at the end of term Christmas service on 20<sup>th</sup> December 2018. Governors asked if there was any contact with any of the churches at present to which Mrs Dalglish confirmed that the only support we have had in school has been from NISCU (Northern Inter-Schools Christian Union) and nothing from the local Diocese. It was felt that, as a Church school, we need to be getting input again from the local Diocese as a matter of urgency and that hopefully now a new Vicar has been appointed this should happen.

**MA**

## **16. Policy & Procedure Updates**

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

- Energy Conservation Policy (v1)
- Health & Safety Policy (v1)
- GDPR (v2)
- Best Value Policy (v1)
- Best Value Statement (v1)
- SEND Info Report (v1)
- SEND Policy (v2)
- Charging & Remissions Policy (v1) (New Kym Allan model policy)
- Public Sector Equality Duty Statement (v1) ( New Kym Allan model policy)
- Governor Allowances Policy (v1) (New Kym Allan model policy)
- Teachers Pay Policy (CCC – September 2018)
- Appraisal Procedure for School Based Teachers & CET (CCC – September 2018)

Mrs Dalglish and the clerk still need to meet and finalise the Emergency Plan.

**JD /  
Clerk**

## **17. Declaration of Business Interests**

All Business Interests were updated with the exception of Mr Lamb, who will update his form in due course and Mr Gordon, who was absent from the meeting; Clerk will chase these up.

**Clerk  
GL / TG**

## **18. School Vision**

Mrs Dagleish explained the activity that she had worked on with the pupils in exploring their 'School Vision' and asked Governors at the meeting to do the same. Once completed Mrs Dagleish went on to explain how she planned to put all the findings together in order to create a new school vision that belongs to children, staff and governors that we can all work on together into the future.

**JD**

## **19. Consultation on Changing School Name**

It was confirmed again that the letter to all stakeholders informing them of the vote on the proposed amendment to the school name would be distributed with a deadline of Friday 14<sup>th</sup> December 2018.

It was noted that everyone who attended the initial consultation meeting appeared to be in favour of the amendment so far and the Governors agreed that they would be happy to go forward with the proposal should the ballot deem so. Mrs Dagleish will inform all Governors of the outcome of the ballot and progress will go from there.

**JD**

## **20. Promoting Our School**

- See confidential minutes

## **21. OFSTED – What do we want to show?**

Nothing discussed under this item.

## **22. Confidential Items**

See separate confidential minutes.

## **23. Upcoming School Events**

- Christmas Lunch – Thursday 13<sup>th</sup> December 2018, 12.00noon (please book with office)
- Christmas Play – Tuesday 11<sup>th</sup>, 6pm & Wednesday 12<sup>th</sup> December 2018, 2pm, LH School
- Christmas Party, Monday 17<sup>th</sup> December 2018, Lees Hill School
- Carol Service – Thursday 20<sup>th</sup> December 2018, 2pm at Walton Church

## **24. Date of Next Meeting(s)**

Full Governing Body –  
Wednesday 27<sup>th</sup> February 2019, 6.30pm at Lees Hill School

Committees –  
Thursday 7<sup>th</sup> February 2019, Lees Hill School  
Health, Safety, Buildings & Premises & Pupil Progress & Committee – 3.30pm  
Finance & Personnel Committee – 4.30pm

Signed as true and Correct





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

**MINUTES OF THURSDAY 6<sup>th</sup> DECEMBER 2018**

**CONFIDENTIAL ITEMS**

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**Present:**

Mrs M Alston (MA - Chair), Mrs J Dalglish (JD), Mrs F Stobbart (FS), Mrs F Ritson (FR),  
Mrs K Lamb (KL), Mr G Lamb (GL), Mrs L Irving (LI) and Mrs T Mitchinson (Clerk).

**Action**

**13. Safeguarding Issues**

**15. Performance Management & Pay Reviews**

**20. Promoting Our School**