



## LEES HILL CHURCH OF ENGLAND SCHOOL GOVERNORS MEETING

### MINUTES OF WEDNESDAY 27<sup>th</sup> FEBRUARY 2019

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#### 1. Apologies for Absence

Action

Apologies were received and accepted from Mrs F Stobbart and Mrs Lamb indicated she would be late to the meeting.

**Present:**

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

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

No declarations of interest were declared.

#### 3. Minutes of Meeting Held on Thursday 6<sup>th</sup> December 2018

The minutes of Thursday 6<sup>th</sup> December 2018 were signed as a true and correct record.

#### 4. a) Matters Arising from Thursday 6<sup>th</sup> December 2018

Item 7 (December 2018) – Finance & Personnel Committee Report

Mrs Dalglish is still to make contact with the Highways Department to gain permission to erect our own signage directing people to Lees Hill School although these wouldn't be made and erected until confirmation of the school name change was received.

JD / GL

Item 8 (December 2018) - Health, Safety, Buildings & Premises Committee Report

Mrs Dalglish and Mrs Mitchinson are still to meet to update the new Emergency Plan.

JD /  
Clerk

The clerk confirmed that the transfer of the School House management to H&H King had been carried out and was in place from January 2019; it was also confirmed that a letter had been sent to the tenant informing her of the new arrangements.

Mr Winter had been contacted to see if he would undertake some of the small maintenance jobs around school but had declined due to insurance reasons; it was noted however that another contractor had been appointed and that the works would commence soon.

- Mrs Lamb arrived at the meeting

Mrs Lamb confirmed that she had attended the BASC Group Prevent Training on 17<sup>th</sup> December.

Item 12 (December 2018) – Link Governor Report

Clerk confirmed that she had forwarded the County training programme and NGA e-learning details to the new Governors.

## Item 17 (December 2018) – Declaration of Business Interests

Mr Lamb has now completed his and Mr Gordon does not need to as his term of office has been suspended.

## Item 19 (December 2018) – Consultation on Changing School Name

All Governors had received the outcome of the ballot which was to go forward with the proposal; see also Item 16 of this agenda.

## Item 20 (December 2018) – Promoting Our School

Mrs Dalglish confirmed that she had spoken to Michael Mill at the Diocese with an offer of help as discussed at the last meeting; it was left that they would contact the school should they wish to pursue this but no contact has been made to date.

### **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&P  
Comm**

17<sup>th</sup> May 2018

Mrs Alston has attended the Christmas Church Service but would still like to observe a teacher led and pupil led collective worship session.

**MA**

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

5<sup>th</sup> July 2018

No contact has been received from Mr Gordon despite our requests for his DBS application to be completed therefore his term of office has been suspended with immediate effect.

Mrs Stobart is still to issue the draft Parent Handbook to all parents/carers for their input.

**FS**

Clerk has still been unable to confirm any dates with Sue Glendinning to carry out the proposed Ofsted Training; once dates have been confirmed she will contact all Governors via email.

**Clerk**

11<sup>th</sup> October 2018

Clerk has still had no response from Michael Mill at the Diocese despite sending numerous emails stressing our situation and asking that a replacement Foundation Governor be appointed ASAP. Mrs Dalglish agreed to try and make contact and the Clerk will contact Lanercost PCC directly.

**JD/Clerk**

Mrs Dalglish confirmed that school will end their contract with Capita for Finance due to an unacceptable level of service and that quotes had been received from Armstrong Watson (£3,250 +VAT) and Kym Brown (£2,700 inc. VAT plus a recommended extra £1,000 for the first year for extra support should it be needed). School have expressed their preference for Kym Brown and the Governors were happy to support this.

## 5. Governing Body Membership

Clerk confirmed that there were still vacancies for an LA Governor, a Co-opted Governor and a Foundation Governor.

See also Item 4b (Outstanding RAIL Actions) above.

## 6. Finance & Personnel Committee Report

The minutes of the Finance & Personnel Committee meeting held on Thursday 7<sup>th</sup> February 2019 were available to all Governors prior to this meeting with the main focus being the completion of the SFVS.

Mrs Dalglish also talked Governors through current financial matters and in particular that we want to be left with the permitted 8% carry forward of the annual budget so school are working on this figure. Some of the Formula Capital draw down will be spent to improve the indoor storage which will result in some redecorating needed, i.e. hallway storage, flo-tex flooring and painting. Various quotes have been received and contractors, Richard Mitchell, Pattinsons Decorators & SM Flooring have been appointed.

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

Governors Account Balance as at 26<sup>th</sup> February 2019 is £14,201.42.

## 7. Schools Financial Value Statement (SFVS)

It was confirmed that this had been completed at the Finance & Personnel Committee Meeting of 7<sup>th</sup> February 2019 and was submitted to county by the deadline. All Governors had been emailed a final copy for their information.

## 8. Health, Safety, Buildings, Premises, Pupil Progress & Discipline Committee Report

The minutes of the Health, Safety, Buildings, Premises, Pupil Progress & Discipline Committee held on Thursday 7<sup>th</sup> February 2019 were available to all Governors prior to this meeting.

Mrs Dalglish asked the meeting to consider amending the Whole School Behaviour Policy as currently Section 3.2 Sanctions & Disciplinary, Attendance & Punctuality refers to pupils who are consistently late to school being placed in lunchtime detention but this is not the case and Mrs Dalglish asked for this statement to be removed; all Governors agreed.

The clerk updated the meeting about the School House and that H&H King have made their initial evaluation of the property since taking over the management and have made several recommendations for initial works that should be completed:

- Plumber to repair the bathroom radiator – *this has been completed.*
- Electrician to inspect existing extractor fan in bathroom to ensure it is extracting moisture effectively – *this has been completed.*
- Handyman to strip doors and repaint them – *quotes have been received and go-ahead given.*
- Gutters to be cleared – *this has been completed.*

- Roofers to inspect roof and fascia's to ensure no damage – *quotes have been received but the clerk is speak to H&H King further about these as to what work actually does need carried out and get back to the Governors.*
- In the warmer months, when the rear hallway and the bathroom has dried out (with effective heater and extractor), it might be a good time to have the walls and ceiling stain blocked and repainted – *this will be discussed nearer the time.*

All Governors agreed that the house should be kept in good repair wherever possible so as not to incur any sudden large repair bills but all works are still to be run past the Governors before commencement.

## 9. Headteachers Report

Mrs Dalgleish provided a written report prior to the meeting.

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

- Y6 children – attended nurture group
- Topic 'Healthy Body, Healthy Mind' - positive responses, one parent commented how the healthy eating was having a positive impact at home and the child was reminding the parent. Also, School Council has taken a more active role in promoting healthy eating. Children and parents have also commented positively on the range of sports taster sessions that we have provided.
- INSET training for 'Essentials' curriculum planning tool
- JD attended EYFS LIGHT meeting – discussed enhancements
- Met with Georgina Harland head at Bewcastle - dates in diary for weekly sessions in last half term – use of their pool for water fun, here for continuous provision and forest schools TBC. Hope to plan future events in Autumn term
- NSPCC Number Day – LR organised a fun session for all children
- Recycling/reusing initiatives started to encourage children to be 'green' including recycle batteries, plastic
- Link made with Asda to support curriculum, hoping to have a visit to plant herb seeds, linked to next steps on School Gardening Award level 4, John Muir Award and work for Cumberland Show

### **Strategic Leadership**

- Primary Liaison meeting – WHS – assistant head Laura O'Connor talked about French programme she is developing, key dates shared
- JD CofEPQH first assignment completed passed, working on final assignment, deadline 1.3.19
- INSET – maths – LR to take aspects forward in KS2
- LA tutor from RWP has reviewed progress, positive for all
- JD attended Safeguarding training
- JD and LR attended Statutory assessment training, KS1, KS2
- LL and JD attended a session led by North West Buying Hub, good session also led to LL making contact with colleagues from other schools and hopefully going forward LL will join them for support meetings.
- LL and JD attended training to use ITrent
- SEF completed and feed into SIP
- Parents consulted about possibility/need for a breakfast club – some interest
- School vision - to share
- £200 awarded to school from Asda token scheme, photos to follow!

### **Feedback from Routine Meetings**

- BASC - Apologies sent due to meeting with Capita
- LIGHT - Y6 Transition day in July at Eden Rock TBC
- LISH - No meeting

### **Operational Management**

- SC started 0.5 in infant class, smooth transition
- Capita still not fulfilling their responsibilities – letter send to cancel contract
- Met with Capita in January to complete December ISBQ return, this is still not correct
- Working with LL to ensure we take forward 8% of delegated budget into next financial year
- Work experience student – 1 week
- Improvements made to outdoor storage
- Improvements to be made to indoor storage which will result in some redecorating and re-carpeting

### **Extra-Curricular**

- All Christmas events ran smoothly and were well supported
- Trip to pantomime at The Theatre Royal was a lovely experience for children, staff, parents and other relatives! Kick started work in English, rebooked for next year
- Football tournament at The Sands, great team! Thanks to Nev Waugh for his coaching
- RSPB birdwatch – fed into poetry work

### **Upcoming Events**

- Mothering Sunday service at Walton Church 29.3.19, led by Rev Angela
- Visit from Zoolab to support work on Paddington/Peru/London – habitats
- Where is Peter Rabbit? performance and Beatrix Potter world booked for Summer term
- Easter Service date TBC

### **Transition**

- New child in Nursery, fairly smooth start, parents supportive of transition
- Y5 children visited WHS for a taster day – feedback was positive for the activities, transport not so good, feedback given to WHS and responded to
- Y6 nurture group to support transition

### **Health and Safety**

- Accident book – no reportable accidents. Range of bumps and bruises, including bumped heads
- Fire alarm control board replaced
- Fire risk assessment carried out by CCC, awaiting report
- Asbestos report returned, fed into monitoring
- Repairs/maintenance Book
  - Light in kitchen – broken cover to be replaced – waiting for electrician
  - Boilers have been serviced

### **Visitors in school**

- |                                |                            |
|--------------------------------|----------------------------|
| • Golfer                       | • Capita                   |
| • Yoga Leader                  | • Dance / Zumba Leader     |
| • Classroom / Garden Volunteer | • Supply Teacher           |
| • Work Experience Student      | • Orian (Visit to Kitchen) |
| • DPO                          | • Asda                     |

- Music Tutors
- Toddler Group
- School Nurse (Height & Weight Check)
- Sports Coach
- IWS (Legionella Check)
- NISCU Worship

Further to the written report Mrs Dalgleish explained that the School Vision had now been completed using pupils, staff & Governors input and this would now be posted onto the website and that the SEF (Self Evaluation Statement) had also been completed.

Walton Village have offered the PTA the use of a marquee on the village green following an event they are hosting and that the school has planned an afternoon tea event with stalls selling plants, garden stuff etc. which also leads into the RHS Level 5 accreditation that the SIP is working towards.

Someone from the local community has offered their services as volunteer to help do jobs around the school to free up teaching staff, references and DBS have been supplied; all Governors are happy for this to go ahead.

Kierweb have been into school and carried out refresher training on the school website maintenance meaning more staff are now able to access this therefore keeping the content more current than of late. Individual log-ins have also been created and distributed.

- See also confidential minutes.

## 10. Attendance

Attendance statistics between and including 29/10/2018 and 21/12/2018.

Total school percentage attendance: **98.58%**

Total school percentage authorised absences: **0.61%**

Total school percentage unauthorised absences: **0.81%**

There have been **80** sessions

Number of students on roll: **20**

## 11. Link Governor Report

Nothing to report under this Item.

## 12. Safeguarding Issues

There was an incident of mis-communication between parents and club leader during a recent after school club which resulted in pupils being sent home on the school bus rather than staying at school; there was no risk at all to any pupils at any time but procedures have been reviewed and amended to avoid this happening again.

## 13. Governor Accounts

The Governors accounts have been externally audited for the year ending 31<sup>st</sup> December 2018; the balance sheet was available to all Governors.

## 14. Governor Monitoring Report – Collective Worship

This was covered under Item 4(b) of this agenda.

At the committee meetings it was felt that more onus should be put on monitoring visits by the Governors and Mrs Dalglish confirmed that she had factored this into the new SIP; Mrs Ritson agreed to conduct a monitoring visit looking at the school menus and meals.

FR

## 15. Policy & Procedure Updates

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

- Access & Disabilities Policy (v1)
- Bullying & Harassment Policy (CCC – Feb 2019)
- Capability Policy (CCC – Feb 2019)
- EYFS Policy (v1)
- RE Policy (v1)
- Target Setting Policy (v1)
- TOR: Health, Safety, Buildings, Premises, Pupil Progress & Discipline Committee (v2)
- Whole School Behaviour Policy (v5)

The following 2 policies have been removed from our suite:

- Gifted & Talented Policy (It was felt all the details were included in the SEND Policy)
- School Vision Policy (This is now a statement on our school website)

## 16. Consultation on Changing School Name

Results from the poll sent to all parents before Christmas asking them to vote on the proposed amendment to the school name had been distributed to all Governors for their information with the outcome heavily favouring an amendment to **'Walton & Lees Hill CE Primary School'**.

Mrs Dalglish confirmed that support had been received from the Diocese in this matter and that it now had to go to County for official permission to be granted.

Mrs Irving informed the meeting that Lees Hill was actually top on the Google Search engine now when searching for a school in the area.

All Governors were in agreeance to go ahead with the proposal and forward the application to County with an agreed target date for the change as September 2019.

JD

With regards to school uniform and costs that current parents would incur it was suggested and agreed that the logo would remain the same but with the addition of the word 'Walton and' above the wording 'Lees Hill'. It would not be expected that all current uniform be replaced immediately but that it would be phased in as new uniform is purchased and it was suggested as a possibility to ask the PTA if they would fund 1 new jumper per child as a starting point.

JD

Mrs Irving suggested that she could ask an embroiderer if they would be willing to add the wording onto current uniform also to avoid any unnecessary expense to parents; this was agreed.

LI

## 17. OFSTED – What do we want to show?

Following the training session with Kierweb it was agreed not to have the designated area on the school website where we would place items that we wanted Ofsted to see as it was felt that they should be able to look at the website and see all that they needed to without being signposted towards it.

Signed as true and Correct

It was felt that if all staff and Governors had the responsibility of making sure that the website was up to date at all times then this should cover the issue therefore this standing item will now be 'School Website'.

Whilst Mrs Dalgleish has been updated and re-writing the SIP she suggested to Governors that it would be beneficial to ask the Rural Learning Alliance to come out again and do another Ofsted Readiness Audit; this was agreed.

**JD**

It was also suggested and agreed that we undertake another skills audit of the Governing Body. Clerk will issue everyone with the template to complete.

**Clerk**

## **18. Confidential Items**

See separate confidential minutes.

## **19. Upcoming School Events**

- Mothering Sunday service at Walton Church 29.3.19, led by Rev Angela
- Visit from Zoolab to support work on Paddington/Peru/London – habitats
- Where is Peter Rabbit? performance and Beatrix Potter world booked for Summer term
- Easter Service date TBC
- Pantomime at Theatre Royal, Newcastle, January 2020

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

Full Governing Body –  
Wednesday 8<sup>th</sup> May 2019, 6.30pm at Lees Hill School  
Wednesday 3<sup>rd</sup> July 2019, 6.30pm at Lees Hill School

Committees –  
Thursday 25<sup>th</sup> April 2019, Lees Hill School  
Thursday 20<sup>th</sup> June 2019, Lees Hill School  
Health, Safety, Buildings & Premises & Pupil Progress & Committee – 3.30pm  
Finance & Personnel Committee – 4.30pm





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

**MINUTES OF WEDNESDAY 27<sup>th</sup> FEBRUARY 2019**

**CONFIDENTIAL ITEMS**

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**Present:**

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

**9. Headteachers Report**

**Action**