



LEES HILL CHURCH OF ENGLAND SCHOOL GOVERNORS MEETING

MINUTES OF WEDNESDAY 3rd JULY 2019

1. Apologies for Absence

Action

Apologies were received and accepted from Mrs M Alston and Mrs F Ritson would be late to the meeting.

Present:

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

Also present was David Salmon (LEA).

2. Declaration of Interest in an Agenda Item

No declarations of interest were declared.

3. Minutes of Meetings Held on Wednesday 8th May, Tuesday 28th May & Thursday 6th June 2019

The minutes of Wednesday 8th May, Tuesday 28th May and Thursday 6th June 2019 were signed as a true and correct record.

- Mrs Ritson arrived to the meeting.

4. a) Matters Arising from Wednesday 8th May, Tuesday 28th May & Thursday 6th June 2019

Item 4 (May 2019) – Matters Arising

Clerk confirmed that she has asked H&H King to report on the level of rent on similar houses in similar locations so a decision can be made on a rent review but has received nothing back as of yet.

Clerk

A banner with the new school name on has not been arranged yet as we have only just confirmed the completion of the digital image of the new logo.

JD

Mr Lamb has been in contact with Highways Department regarding erecting signage around the area and is waiting for them to come back with the go ahead after they have consulted the parish council etc.

GL

Mr Shaw indicated that the next parish council meeting wasn't until September 2020 but he would oversee to make sure this is discussed and would also enquire about the possibility of receiving a monetary contribution.

GS

Item 6 (May 2019) – Finance & Personnel Committee Report

Clerk confirmed that the minutes from the meeting of Thursday 25th April had been completed and were in the minutes file.

Mrs Dalglish has confirmed with Kym Allan regarding insurance arrangements for all third party users of the hall and it is the case that all regular users must be covered by their own insurance.

Mrs Dalglish has recommendations for HR providers from other schools but a new provider has not been appointed as yet. Will need to look to this at the end of the current provider contact; Mrs Dalglish is to check the date for this. **JD**

Item 7 (May 2019) – HSBP & PPD Committee Report

Clerk confirmed that the minutes from the meeting of Thursday 25th April had been completed and were in the minutes file.

Item 8 (May 2019) – Headteachers Report

Mrs Dalglish is to provide the document so the Governors are able to use the CEFEL resources in the Autumn Term to stimulate discussion. **JD**

Item 12 (May 2019) - Governors Monitoring Reports

Mrs Alston and Mrs Ritson carried out monitoring of the SATS administration; see also Item 14 of this agenda.

Item 15 (May 2019) – Parent Handbook

Mrs Dalglish and Mrs Stobbart have liaised briefly on the new Parent Handbook but due to staff changes this has not been completed yet but should be finalised ready for September 2019.

Item 16 (May 2019) – School Website

Governors had met on several occasions to finalise the article for inclusion in the News & Stars 'School of the Week' feature; this was featured on Tuesday 25th June 2019 although it was noted that there were several errors in the content; it was not exact to the editorial school had supplied, Mrs Dalglish will contact the newspaper to this effect. **JD**

Mr Salmon said it was worth bearing in mind that Ofsted do look into press coverage of schools prior to their visit and all agreed that it still was a useful exercise to have done.

Item 2 (May 2019 EGM) – Headteachers Resignation

It was noted that Mrs Stobbart had agreed to accept the post of Acting Headteacher on a 0.6fte contract.

Item 3 (June 2019 EGM) – Staffing School from September 2019

Mrs Dalglish and Mrs Lyons have revisited the budget to account for the scenario of a Senior Teacher on TLR1 and it was deemed as feasible.

Mr Salmon confirmed that he had approached Lynn Harrison, Irthington School Headteacher, with a view to supporting Mrs Stobbart as an Executive Head and she is happy to and this would work on a flexible arrangement as Mrs Stobbart and Mrs Harrison agree with Irthington School invoicing Lees Hill accordingly for the service.

Mrs Dagleish confirmed that she had approached Mrs Rooney about increasing her contract temporarily to full time and to also accept the role of Senior Teacher for 0.4fte to cover when Mrs Stobbart was not in school; Mrs Rooney had agreed to this in principal but requested clarification on this from the Governors; Clerk will arrange for this.

Clerk

Mr Salmon asked if Mrs Dagleish had discussed the need for the flexibility of this role with Mrs Rooney and that the actual job role would be negotiated between Mrs Stobbart and Mrs Rooney as to what would be a comfortable working arrangement for them.

It is anticipated that the job description would be as is but with the addition that she is to make immediate decisions as needed when Mrs Stobbart is unavailable but all other Headteacher duties would still fall into Mrs Stobbart's remit.

Item 4 (June 2019 EGM) – Long Term Plans for the Future

A letter to parents explaining the changes at school from September 2019 was distributed on 11th June 2019.

b) Outstanding RAIL Actions

3rd May 2017

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

**F&P
Com**

17th May 2018

Collective Worship Monitoring review had to be postponed again as a re-organised cricket tournament meant the children would be unavailable; this has been re-arranged for later in the Summer Term.

MA

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

5th July 2018

Clerk confirmed that she had spoken to Sue Glendinning about an Ofsted training session but unfortunately she will be retiring at the end of term and is now unable to conduct this for us.

As our help status from the LA has been upgraded from 'Universal' to 'Enhanced' then the LA are able to help/advise us with Ofsted and therefore Mr Salmon has agreed to carry out a session with Governors on this in the Autumn term once the new Ofsted framework has been in use with other schools.

DS

11th October 2018

Clerk had nothing further to report on the replacement of a Foundation Governor from Diocese or Parochial Church Council although Mr Shaw believed that a name was to be proposed by the PCC and that we should know more soon.

6th December 2018

As discussed under Item 4a Mr Lamb confirmed that he is awaiting confirmation from the Highways Department about permission to erect our own signage once third parties had been consulted.

Item 8 (February 2019) – HSBP & PPD Committee Report

Mrs Ritson has conducted an informal monitoring visit on School Meals with the children which involved the children carrying out a packed lunch audit and resulting discussions within the school council as to healthiness of both packed lunches and school meals; this has led to introducing healthier puddings for those on school cooked meals.

PTA have agreed to finance 1 new jumper per child with the new school logo on from September 2019.

Mrs Dalgleish is still waiting to view the artwork from The Uniform Shop before confirmation can be given to go ahead and place the order but Mrs Irving had provided a sample of how the current uniform would look with the addition of the wording above; it was agreed that this was satisfactory and that school would have to purchase all stock that The Uniform Shop currently had in and have the wording added.

JD

It was agreed that contact would be made with Clare Render from Rural Learning Alliance in the Autumn term once Mr Salmon had delivered the Ofsted session.

Clerk confirmed that she was still waiting for skills audit returns from Mrs Ritson, Mrs Irving and Mr Shaw; Clerk will email them copies again for completion.

Clerk

5. Governing Body Membership

Clerk confirmed that there were still vacancies for an LA Governor and a Foundation Governor although as previously mentioned the Diocese and PCC may have a proposed candidate to fill the Foundation Governor vacancy.

Mr Shaw also proposed a candidate who would be interested in filling the LA Governor vacancy; he will forward the details to the Clerk to arrange for nomination to the LA.

Mrs Ritson was appointed as mentor governor for Mr Shaw.

6. Finance & Personnel Committee Report

Due to needing several meetings to discuss the future leadership of the school there has been no meeting of the Finance and Personnel Committee since the last FGB of 8th May but it was noted that all finances were still on track.

Kim Brown (Bursary Service) is due to come into school on 4th July 2019 to meet with Mrs Stobbart.

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

Governors Account Balance as at 2nd July 2019 is £15,244.68.

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

Due to needing several meetings to discuss the future leadership of the school there has been no meeting of the H,S,B,P,PP & D Committee since the last FGB of 8th May but it was noted that there had been no issues to report.

Mrs Ritson brought up the point that the Governors need to look at how this committee is managed since the 2 separate committees were merged to be able to use it to its full potential and also possibly splitting it again if we do manage to recruit the full compliment of governors as suggested.

Mr Salmon suggested that we looked at the committee structures at first meeting in September once vacancies have been filled and officers elected for the year.

All

Mrs Stobbart informed the meeting that she has started working on a monitoring schedule with specific links to the SIP and possibly linking visits to reviewing curriculum policies etc.

Mr Salmon also went on to say that Governors don't have to come into school to monitor a subject, as this can sometimes be a pressure on staff, we can monitor areas by looking at displays in school and book looks, talking to staff about planning etc. outside of the school day. Some Headteachers are concerned about having too many working Governors on their GB who can't come during day but this way that doesn't matter, they can engage governors through the FGB meeting.

Governors responsibilities through the monitoring visits are to look at childrens engagement with the area concerned and never about making a judgement about teaching.

Mrs Stobbart told of a document she had recently been given outlining monitoring visits and what is expected, it was agreed to distribute this to all Governors and to include it in the Governor Induction Pack from now on.

Clerk

8. 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 sessions – positive feedback
- Review of last topic highlighted that our current topic based learning was not detracting from understanding within subject areas; children were able to identify learning within subject areas
- Rev Rachel delivered Godly Play session to all children
- Nursery to Y5 attended the Life bus with children from Lanercost and Shankhill schools to develop PSHE skills
- All children attended Choric Poem event at Brampton Methodist Church
- Children are planning for FUNds day – economic learning, team work, organisational skills etc. to be developed
- Children were 'cool calm and collected' during their SATs, MA observed delivery

Strategic Leadership

- JD CofEPQH passed
- LA tutor from RWP reviewed progress, positive for all, some loose ends to be tied up for completion before end August 2019

- LR attended BASC KS2 meeting –moderated Y6 writing – agreed assessments were accurate
- Shortlisted for EYFS/KS1 post, interviews to be held on Friday 28th June
- JD and LR attended first day led by Alex Bedford - looking at curriculum intent and impact
- JD to attend CCC EYFS moderation meeting
- JD observed SC, SC will complete her first term of her NQT year before she leaves

Feedback from routine meetings

- BASC - Review of year and strategic way forward agreed
- LIGHT - Finalised details for LIGHT picnic 5th July
- LISH - Decided on which child from the bible to focus our week on – Isaac, Rachel to visit us on Monday of RE week

Operational management

- Kim Brown Bursary Services – budget set for the next three years, Kim to provide bespoke package to fulfil our needs

Extra-Curricular

- Leavers’ service at the Cathedral
- NISCU puppet show – David and Goliath
- Successful Cumberland show, huge thank you to all
- Quick Cricket event at Lanercost cricket ground, 10 children

Upcoming events

- Beatrix Potter World visit and puppet show
- Transition day
- Leavers’ service and FUNds day
- Forest School day booked for July
- PTA afternoon tea

Transition

- Rock UK representative delivered a whole school worship
- D Anderson visited school to see Y5 and Y6 pupils
- New starter has attended first transition session
- Moving up day 28th June within school
- Y6 to WHS 1st July

Health and Safety

- Accident book – no reportable accidents. Range of bumps and bruises, including bumped heads
- Repairs/maintenance Book - Drain covers in covered area need to be secured

Visitors in school

- | | |
|----------------------------|--|
| ○ Music Tutors | ○ Sports Coach |
| ○ Library Bus Visit | ○ Classroom Volunteer |
| ○ Legionella Check – IWS | ○ Toddler Group |
| ○ Orian – Visit to Kitchen | ○ Rev Angela – Worship |
| ○ RWP Tutor | ○ Volunteers |
| ○ NISCU Workshop | ○ Potential Candidates for Teaching Post |

Further to the written report it was noted that 3 wasps nests have had to be removed from school premises and that other visitors into school consisted of the Educational Psychologist and Pest Control services.

Mrs Dalgleish reported that EYFS, KS1 and KS2 end of key stage teacher assessment is very positive. Teacher assessment for KS2 sets a ceiling target that 100% of the children could achieve at least expected in every subject. Greater depth is expected for some areas within all key stages. KS2 SAT results are released next Tuesday. EYFS data has been externally moderated and KS2 writing was moderated within the Brampton cluster.

Mrs Dalgleish has spent some time on reviewing progress against the SIP and provided the meeting with copies of her observations; Mrs Stobbart commented that although there is some areas to work on we have made a lot of progress so far and it is important to remember this. Clerk to send an electronic updated copy to everyone to view thoroughly and Mrs Dalgleish welcomes any comments following this.

All

One new pupil has started in Y4.

9. Staffing Update for September 2019

The temporary arrangements of a part-time Acting Headteacher (0.6fte) and a full time KS2 Teacher are in place for September 2019 but unfortunately, due to circumstances beyond our control, the recruitment process for the full-time KS1 teacher is still on-going with interviews now being held on Wednesday 10th July 2019.

10. Attendance

Attendance statistics between and including 15/04/2019 and 24/05/2019.

Total school percentage attendance: **98.65%**

Total school percentage authorised absences: **0.58%**

Total school percentage unauthorised absences: **0.77%**

Total number of students with one or more authorised absence: **1**

Total number of students with one or more unauthorised absence: **2**

There have been **54** sessions

Number of students on roll: **21**

11. Headteachers Induction

Mrs Stobbart has recently attended the Headteacher Induction Session for new Heads and has picked up some useful things, with the main focus of this session being on Ofsted and the new framework from September 2019.

The key messages were that schools that were being successful against the new framework were the organised, ready ones with confident staff, governors etc. who supported the school fully.

Since the session Mrs Stobbart has downloaded the Ofsted Framework and will be looking at where we are and how we can maintain or improve on this with the focus now more on school books and progress, marking, feedback, differentiation, challenge and support throughout the curriculum rather than emphasis on results.

Suggested options are themed weeks / blocking out subjects etc. helping to further shape the curriculum to the needs of the children in school.

The new Headteacher's Induction process will carry on throughout the academic year which Mrs Stobart will attend wherever possible and feedback to Governors/staff where necessary, should the role become permanent.

Mrs Dalgleish feels that these points are something that the school is already doing with regards to the broadened curriculum and that we just need to keep going with this and enhance it where possible.

Mr Salmon indicated that if we did 'block out' subjects then we would need to make sure that we had the evidence, be it written in childrens books or photographic, to show Ofsted how this enriched learning within the school.

12. Link Governor Report

Mention was given to the recent Diocese publication that was distributed to all and Governors were encouraged to attend any training where appropriate if possible as we have signed up to the Diocese SLA this year.

Everyone was reminded that we also have the subscription to the NGA E-learning modules and to use this tool.

Mrs Lamb and Clerk gave feedback on the recent GST Governor Roles & Responsibilities training and noted that they encouraged the use of separate badges for Governors whilst in school on official duties; Mr Salmon supported this recommendation and school are to organise for these and also a sign-in book specifically for Governors so it would be easier to show how we are supporting the school.

Clerk also reported that a new training programme from GST was now available for 2019/20 and would forward this to all Governors; should anyone wish to attend any training they were encouraged to and to let Clerk know so she could make the arrangements.

Clerk

13. Safeguarding Issues

Mrs Alston was unable to make the meeting but did send a report stating there had been no safeguarding issues since the last meeting.

In the past all Governors have undertaken the NGA e-learning safeguarding module and were urged to do so again and forward their completion certificates to the Clerk.

It was also agreed that new Governors should complete the Prevent Radicalisation training and those who already have done this should maybe look at again as a refresher; Clerk will forward the links to enable this to happen.

Clerk/All

14. Governor Monitoring Reports

Collective Worship

Collective Worship Monitoring review had to be postponed again as a re-organised cricket tournament meant the children would be unavailable; this has been re-arranged for later in the Summer Term.

MA

School Food

Mrs Ritson has conducted an informal monitoring visit on School Meals with the children which involved a packed lunch audit and resulting discussions as to healthiness of both packed lunches and school meals; this has led to introducing healthier puddings for those on school cooked meals. See also Item 4(b) of this agenda.

It was noted that Environmental health have been into school today and completed the check on the kitchen with no areas of concern.

SATS Administration

Mrs Alston and Mrs Ritson have both completed monitoring reports on the administration of the SATS tests, both of which were available to Governors prior to the meeting. There were no key issues arising and no recommendations following this meeting.

15. Our Relationship with Local Schools

Following on from the last Governors meeting Mr Lamb asked how we intend to establish and maintain relationships with other local schools in the area

Mrs Dagleish and Mrs Stobbart provided detailed report for everyone listing how we are linking at present, how we've linked in the past and how we intend to establish new links in the foreseeable future.

Mrs Stobbart went on to report that she has met up with Acting Headteacher at Bewcastle School and there is a variety of activities planned for the next academic year between the 2 schools and asked for the Governors thoughts on this. This was met with enthusiasm by the Governors but also hesitancy that we do still need to keep our own identity and not let this be seen as a merger in any way and that we should still establish links elsewhere.

Mr Salmon asked us to be mindful of the cost implications that these arrangements incur both financially and timewise.

16. Policy & Procedure Updates

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

- Admissions Policy (v2)
Noted changes to Cumbria Education Service policy but agreed to re-visit this in September once the admissions policy 2020 intake should be published.
- Code of Conduct for Staff & Other Adults (v2)
Noted changes from Kym Allan.
- School Lettings Policy (v1)
The School Lettings Policy does have a requirement for all third party users to be covered under their own insurance policy; school are to contact regular users to clarify this.
- Security & Entry Into School Procedures (v1)
Agreed to extend the review period on this to every 3 years, or sooner, as required.

The following policies are still undergoing review by school staff:

- Art & Design Policy (v1)
- Geography Policy (v1)
- Music Policy (v1)
- Spiritual, Social, Moral & Cultural Policy (v?)

Also noted that an amendment was made to Privacy Notice on the school website under the heading 'Why we share pupil information' stating that '*Parents should be aware that the School regularly works in partnership with the University of Cumbria in the training of teachers. These Teachers in Training are bound by the same professional standards as other staff at the School and must treat pupil data with the same level of confidentiality and care.*'

17. Governors Prizes

Mr Shaw is to attend the Leavers Celebration Assembly at Walton Church on Thursday 18th July 2019 at 9.00am on behalf of the Governors. No new trophies or prizes were requested by the school.

GS

18. School Website

As already mentioned an amendment has been made to the privacy notice and Mrs Dalglish and Mrs Stobbart told of tweaks they have made to links to the curriculum coverage and co-ordinator roles etc.

Governors will carry out a monitoring review of the website in the near future.

19. Confidential Items

No confidential items discussed.

20. Upcoming School Events

- Pantomime at Theatre Royal, Newcastle, January 2020
- Forest School Day, 8th July 2019
- Leavers' Service and FUNds day, Walton Church 9am on Thursday 18th July 2019
- PTA Afternoon Tea, Walton Village Green, 2 – 4pm on Sunday 14th July 2019

21. Date of Next Meeting(s)

Full Governing Body –
Thursday 12th September 2019, 6.30pm at Lees Hill School

Extra-Ordinary Governors Meeting (To review and discuss future structural leadership) -
Thursday 26th September 2019, 7.00pm at Lees Hill School

FGB Ofsted Session –
Wednesday 16th October 2019, 6.30pm at Lees Hill School