



## LEES HILL CHURCH OF ENGLAND SCHOOL GOVERNORS MEETING

### MINUTES OF WEDNESDAY 8<sup>th</sup> MAY 2019

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#### 1. Apologies for Absence

Action

Apologies were received and accepted from Mrs F Stobbart.

#### 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), Mr G Shaw (GS) and Mrs T Mitchinson (Clerk).

Mrs Alston started the meeting by introducing Mr Graham Shaw and welcoming him to the Governing Body.

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

No declarations of interest were declared.

#### 3. Minutes of Meeting Held on Wednesday 27<sup>th</sup> February 2019

The minutes of Wednesday 27<sup>th</sup> February 2019 were signed as a true and correct record.

Mention was also given to the minutes of the extra-ordinary meeting held on Thursday 4<sup>th</sup> April 2019 to discuss the proposed Breakfast Club facility; these were also signed as a correct record. It was agreed that the Breakfast Club facility would go ahead from September 2019.

#### 4. a) Matters Arising from Wednesday 27<sup>th</sup> February 2019

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

Clerk confirmed that quotes for the suggested works to the School House had been forwarded to all Governors but we are still waiting for one from H&H King that includes replacing the fascias.

With regards to a rent review it was agreed to ask H&H King to look into what similar houses in the area are marketed at and how this fits in line with the School House before any decision is made.

Clerk

Item 14 (February 2019) – Governing Monitoring Reports

Mrs Ritson is still to complete a monitoring visit on School Meals.

FR

Item 16 (February 2019) – Consultation on Changing School Name

Mrs Dalglish confirmed that the official application to change the school name had been submitted to County who had in turn returned a new Instrument of Governance to be agreed by the Chair of Governors; Mrs Alston has replied to give the Governors consent to this.

As from September 2019 the school will now be known as **'Walton & Lees Hill CE Primary School'**.

Sample logos have been requested from the Uniform Shop and Mrs Dalglish is to arrange for signs etc.

**JD**

Mrs Irving confirmed that she had approached the local contact to look into the possibility of adding wording to any current uniform and they were happy to do so; those parents who were present offered that they could give them some older jumpers to try out on.

There has been no meeting of the PTA since the last meeting but indication was that it shouldn't be an issue providing 1 new jumper per child; official clarification will still be sought.

**JD**

Mr Shaw asked who, at present, knows of the intention to change to the school name? *'All stakeholders who were consulted on the proposed change'*. He also went on to ask if the Governors would like him to inform Walton Parish Council at their next meeting? *'Mr Shaw was thanked but it was felt that the school would like to do their own official announcement on the name change'*.

Mrs Dalglish is to arrange for a banner to be made up to be displayed at forthcoming events in the Summer Term.

**JD**

Item 17 (February 2019) – Ofsted – What do we want to show?

Mrs Dalglish has spoken to Clare Render from Rural Learning Alliance who is happy to conduct an Ofsted readiness review again for us; it was agreed to arrange this for after the new school year starts in September once we have the full complement of permanent staff back to work.

**JD**

Mrs Mitchinson has forwarded a blank skills audit to all Governors, of which some have been returned, and will complete a review once all replies have been received.

## **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  
Com**

17<sup>th</sup> May 2018

Mrs Alston has now observed a teacher led worship but is still to come into school to complete her observations on a 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

Draft Parent Handbook – see Item 15 of this agenda.

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.

Mrs Dagleish also mentioned that she had contacted Shankhill CE Primary School, who have recently been through an Ofsted inspection, with a view to meeting one of their Governors to talk through their experience; no confirmation has been received as to when yet but she will keep us informed.

JD

11<sup>th</sup> October 2018

Mrs Dagleish has had an informal meeting with Michael Mill at the Diocese where she mentioned the vacancy for Foundation Governor and that this had not been filled yet by the Incumbent or a representative and agreed that this was something that needed attention; he was due to meet with Rev. Angela afterwards and was to take this to her; there has been no further progress to date.

Clerk reported that she had also made contact with the PCC who said they were unaware of the vacancy and would mention it at their next PCC meeting but that we should also actively seek a replacement; it was felt by all that, in line with our Instrument of Governance that states the following, this position should be filled by the Diocese themselves.

*7 (a) The holder of the following office shall be a foundation governor ex-officio: The Principal Officiating Minister of the ecclesiastical parish in which the school is situated.*

*(b) The Archdeacon of the Archdeaconry in which the school is situated shall appoint a foundation governor to act in the place of the ex-officio foundation whose governorship derives from the office named in (a) above, in the event that the ex-officio foundation governor is unable to act as a foundation governor, or there is a vacancy in the office by virtue of which his governorship exists, or has been removed from office under regulation 23 (2) of the Regulations.*

Clerk will contact the PCC again to see if there have been any developments.

Clerk

6<sup>th</sup> December 2018

Mrs Dagleish is still to make contact with the Highways Department to gain permission to erect our own signage directing people to Lees Hill School.

JD

Mrs Dagleish and Mrs Mitchinson have met and populated the new School Emergency Plan and will come into force once the governors have ratified it at this meeting.

## **5. Governing Body Membership**

Mr Graham Shaw has joined the Governors with immediate effect to fill the vacancy of Co-opted Governor although the Clerk confirmed that there were still vacancies for an LA Governor and a Foundation Governor.

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

Mr Shaw has been appointed to the Finance & Personnel Committee and the Staff Dismissal Committee.

## **6. Finance & Personnel Committee Report**

There were no minutes available at the time of this meeting from the Finance & Personnel Committee meeting held on Thursday 25<sup>th</sup> April 2019 but Mrs Lamb gave a comprehensive account of the meeting; minutes are to follow once available.

KL

All policies were discussed and amended where necessary to be brought to this meeting for adoption with the exception of the School Lettings Policy; Mrs Dalglish is to check with Kym Allan on the subject of Liability Insurance concerning the public users of the hall.

JD

It was agreed however to increase the cost to £10 per hour or £16 for a two hour booking (£8 per hour) for regular users.

It was noted that the school has now ceased its contract with Capita for financial services and is now contracted to Kim Brown and that Mrs Lyons is still chasing Capita for financial compensation due to breach of contract.

It had also been agreed to look at changing the HR services from Capita and Mrs Dalglish is looking into which providers other local schools use. Clerk preferred not to resume this service with EPM if at all possible.

JD

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

Governors Account Balance as at 7<sup>th</sup> May 2019 is £14,416.68.

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

There were no minutes available at the time of this meeting from the committee held on Thursday 25<sup>th</sup> April 2019 but Mrs Ritson gave a comprehensive account of the meeting; minutes are to follow once available.

FR

All policies were discussed and amendments made where necessary before being brought to this meeting for re-adoption.

Committee are working towards the building improvement action plan and the Health & Safety Audit is to be completed in the forthcoming weeks.

It was agreed to ask H&H King to provide comparisons on the School House rent with other similar properties in the area before a decision is made on any possible increase.

Clerk

Mrs Dalglish confirmed that the Pupil Premium Statement is now on the website.

## 8. Headteachers Report

Mrs Dalglish 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
- Topic 'Paddington' – children are engaged, continued this half term. Lots of learning linked to our capital city, Paddington stories, Peru; including a visit from Zoolab
- INSET training - website
- Unfortunately, now not able to work with Bewcastle school
- NSPCC Number Day – LR organised a fun session for all children
- Rev Angela regular worship times
- World Book Day – celebration of books for bedtime
- Easter Service – in school – well attended – linked remembering Jesus to the colours of Easter eggs
- Parents' evening – all families attended

- Y2 and Y6 Parents' information meetings re SATs
- Sadly, volunteer will be leaving in July to peruse other things, many thanks to her from all
- Accelerated Reader training for all teaching staff
- SC attended course - EYFS

### **Strategic Leadership**

- JD CofEPQH final assignment submitted; date for result has been put back, with no date set yet!
- LA tutor from RWP has reviewed progress, positive for all
- LR attended LIGHT KS2 meeting – focus on writing – moderated Y6 writing
- JD attended Leading Learning conference – workshops useful ideas – shared with staff
- SENDCo meeting attended – useful ideas for working memory activities
- LR visited Crosby on Eden school Y6 teacher, reassuring that similar
- A Lamb started as volunteer - working on assets register
- JD attended Small, rural Church schools conference – some useful resources we could use to think about our school
- JD attended Observing Learning course run by Chris Quigley – useful ideas to share with staff to develop curriculum, teaching and lesson observations

### **Feedback from Routine Meetings**

- BASC – No meeting
- LIGHT - Y6 Transition day, 12<sup>th</sup> July at Eden Rock
- LISH – Next years RE week focus is to be Children in the Bible

### **Operational Management**

- Capita contract cancelled – new provider – Kim Brown
- Met with Capita to complete year end – submitted late, due to Capita, some minor errors picked up by CCC
- Improvements made to outdoor resources
- Improvements made to indoor storage and subsequent carpeting and decorating
- Staff have observed each other's lessons- feedback positive

### **Extra-Curricular**

- Mothering Sunday service – positive feedback from parents/grandparents
- ALL children who play instruments played at Easter service

### **Upcoming Events**

- LR attending Y3/4 LIGHT meeting
- G Shaw to visit to look around school
- Meeting with new bursary provider
- Beatrix Potter World visit
- Leavers' service
- Forest School day booked for July

### **Transition**

- Y6 nurture group to support transition
- D Anderson to visit school to see Y5 & Y6 pupils

## Health and Safety

- Accident book – no reportable accidents. Range of bumps and bruises, including bumped heads
- Fire alarm false alarm incident – all ran smoothly
- CCC completed electrical check – awaiting report
- Adult accident – reported to CCC
- Repairs/maintenance Book
  - Light in kitchen has been replaced
  - Repair made to fence around sycamore circle
  - Covers fixed on covered area

## Visitors in school

- Interfire
- Michael Mill (Informal Visit)
- Classroom / Garden Volunteer
- SM Flooring
- C Pattinson Decorator
- Music Tutors
- Toddler Group
- R Mitchell (Joiner)
- Capita
- Rev Angela (Worship)
- Supply Teacher
- Orian (Visit to Kitchen)
- J & J Electrical (CCC)
- Sports Coach
- IWS (Legionella Check)
- NISCU Worship

Further to this Mrs Dagleish noted that she had had a very positive meeting with Michael Mill from the Diocese who indicated that the Diocese have no concerns or agendas with the school and were fully committed to its future.

Mr Lamb asked if the Diocese had been consulted on the school name change? *Yes, they had been.*

Mention was also given that Rev. Angela was now attending regular weekly visits into school wherever possible.

A letter informing parents/carers of the Breakfast Club facility starting in September 2019 would be going out in the next couple of days.

Governors were informed that 1 child would be leaving school in order to start education at another school although it was very unclear as to the reasoning; Mrs Alston, as Safeguarding Governor, has been informed throughout and Mrs Dagleish will work closely with the new school in order to provide full support for the child.

Mrs Dagleish is to arrange a workshop with CEFL for Governors in the near future.

**JD**

## 9. Attendance

Attendance statistics between and including 08/01/2019 and 15/02/2019.

Total school percentage attendance: **97.55%**

Total school percentage authorised absences: **1.91%**

Total school percentage unauthorised absences: **0.55%**

There have been **58** sessions

Number of students on roll: **21**

Attendance statistics between and including 25/02/2019 and 29/03/2019.

Total school percentage attendance: **99.05%**

Total school percentage authorised absences: **0.95%**

Total school percentage unauthorised absences: **0.00%**

There have been **50** sessions

Number of students on roll: **21**

## **10. Link Governor Report**

Notice of a course from Governor Support:

*Governance – Roles & Responsibilities*

*Brampton Primary School, Wednesday 5<sup>th</sup> June 2019, 6.00pm to 8.00pm*

2 Governors have asked to be booked onto this so far, if anyone else would like to attend then please let the Clerk know.

## **11. Safeguarding Issues**

There have been no safeguarding issues since the last meeting.

See also Item 8 of this agenda.

## **12. Governor Monitoring Report – Collective Worship**

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

Mrs Alston is to attend during the SAT's test to oversee the procedure.

**MA**

## **13. Policy & Procedure Updates**

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

- Attendance Policy (v2)
- Design & Technology Policy (v1)
- School Emergency Plan (May 2019)
- Educational Visits Policy (v2)
- Monitoring & Evaluation Policy (v1)
- Mathematics Policy (v2)
- Supporting Pupils with Medical Needs Policy (v2)
- Financial Responsibilities & Delegations Policy (v1)
- TOR: Finance & Personnel Committee (v3)
- Confidentiality Policy (v2)
- Maternity, Paternity, Shared Parental Adoption Leave Policy (CCC – March 2019)
- Capability Policy & Procedures (CCC – March 2019)

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

This has been covered under Item 4(a) of this agenda.

## **15. Parent Handbook**

The draft content of the parent handbook was discussed and agreed; Mrs Dagleish is to feedback the amendments to Mrs Stobbart so this can be in place for September 2019.

**JD**

## **16. School Website**

The recent Inset day at school was dedicated to the website and Mr Lamb has done some work on the website with updating and tidying up areas.

Clerk informed the meeting that Mrs Stobbart had secured the school a feature in the News & Star 'School of the Week' editorial and asked for suggestions as to what we should include. Suggestions included:

- Announcing the change of the name including the history surrounding catchment area etc.
- Outdoor space / gardening awards
- Nursery facility / toddler group
- Possibly use the information given for the Golden Apple awards

It was suggested that a small working group could be set up to complete the articles, the Clerk will feedback to Mrs Stobbart and arrange a date for this if needed.

**Clerk/FS**

Mr Shaw also mentioned that Walton Parish Council are thinking of doing something in the village to highlight what services/facilities they have to offer and wondered if the school would be interested in helping out with this. It was agreed that this would be a good project for the school to be involved in and would be happy to.

## **17. Confidential Items**

No confidential items discussed.

## **18. Upcoming School Events**

- Where is Peter Rabbit? performance and Beatrix Potter world booked for Summer term
- Pantomime at Theatre Royal, Newcastle, January 2020
- Y6 Leavers' Service, Carlisle Cathedral
- Forest School day booked for July

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

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

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