



WALTON & LEES HILL CE PRIMARY SCHOOL GOVERNORS MEETING

MINUTES OF THURSDAY 28th NOVEMBER 2019

1. Apologies for Absence

Action

Apologies were received and accepted from Mrs L Rooney and Mrs F Ritson.

Present:

Mrs M Alston (MA-Chair), Mrs K Lamb, Mr G Lamb (GL), Mr G Shaw (GS), Mrs F Stobbart, Mr P Cronin (PC), Mrs L Irving (LI) and Mrs T Mitchinson (Clerk).

Also present was David Salmon, LA General Adviser.

2. Declaration of Interest in an Agenda Item

Mrs Stobbart declared an interest in Item 13 Timetable for Performance Management & Pay Review and Item 11 A Way Forward from September 2020 – Plan of Action!

3. Minutes of Meetings Held on Thursday 12th & Thursday 26th September 2019

The minutes of Thursday 12th & Thursday 26th September 2019 were signed as a true and correct record.

4. a) Matters Arising from Thursday 12th & Thursday 26th September 2019

Item 6 (26th September 2019) – Governing Body Membership

Clerk confirmed that we are still waiting confirmation from County regarding the appointment of our LA Governor nomination and that Mrs Rooney had accepted the invitation to join the Governing Board as from 26th September 2019 as Staff Governor.

Clerk had issued the new Committee structure document to all Governors.

Item 8 (26th September 2019) – Health, Safety, Buildings, Premises, Pupil Progress & Discipline Committee

The planned Health & Safety audit for the Autumn has not been completed as yet.

GL/GS

Item 11 (26th September 2019) – SATs Feedback

All governors had received an emailed copy of the SATs report.

Item 15 (26th September 2019) – Governor Monitoring Reports

It was agreed that a figure of £150 was to be included in the Collective Worship Policy following on from the review after recommendations from the collective worship monitoring visit. It was also noted that new Come and Praise CD's and hymn books have already been purchased.

Item 16 (26th September 2019) – Policy & Procedures Updates

Clerk confirmed that the Terms of Reference for the Health, Safety, Buildings, Premises, Pupil Progress & Discipline committee have been altered to show the split back to the 2 separate committees; see also Item 16 of this agenda.

b) Outstanding RAIL Actions

3rd May 2017

The '10 Things Financial Audit' is still to be completed by the Finance & Personnel Committee; it was agreed that the next meeting of this committee would only focus on this and the SFVS.

**F&P
Com**

17th May 2018

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

6th December 2018

Mr Lamb is still waiting to hear from the Highways Agency regarding the erection of signage and has also sought support from the MP for our area on this; he will send correspondence once more saying that if we hear nothing back then we will go ahead as planned.

GL

Mr Shaw confirmed that Walton Parish Council are happy to consider a request for monetary assistance, we just need to make a formal application for a specific proposal; Mr Lamb agreed to complete this on the Governors behalf.

GL

Mrs Stobbart has received a quote from Ast Signs for replacing the current school sign with the new school name; this was estimated at £700 but further quotes will be sought before a decision is made.

FS

Mr Cronin has made enquiries about getting the words 'Walton &' added to the iron gates at the front of school and will keep us informed.

PC

27th February 2019

It was felt that we no longer needed to employ the services of the Rural Learning Alliance to complete an Ofsted Readiness Audit as Mr Salmon was able to help with this due to the school currently being under the Universal support umbrella.

Of the 5 schools that have received an Ofsted inspection since the new framework went live the consensus was that the main points Ofsted are focusing on at present are reading and the broader curriculum and especially a focus on reading for pleasure.

Mrs Stobbart told of the comprehensive reading audit that Mrs Rooney has carried out and that an action plan based on the audit has been put in place and that Mrs Rooney should feed this back to Governors at the next meeting.

LR

Mr Salmon stressed the importance of the 3 I's – Intent, Implementation & Impact

It was agreed to work on a brief SEF before producing a comprehensive SIP using areas of development identified through the recent governor monitoring visits.

8th May 2019

H & H King confirmed that the rent of the school house is in line with other properties of a similar standard; it was agreed not to implement a rent increase at present.

It was confirmed that we are contracted with Capita for our HR services until March 2020; no further action will be taken until then on finding a new provider.

Mrs Stobbart has located the CEFEL resources that were discussed in the Summer Term and will look into how best to use them.

3rd July 2019

Ofsted Workshop Session with David Salmon took place on 16/10/19; all felt this was very informative and thanked Mr Salmon for his time.

5. Governing Body Membership

Clerk confirmed that she is still awaiting confirmation from the LA about the LA Governor vacancy nomination made.

Clerk

Mrs Stobbart and the Clerk brought to the meeting that they would like to amend the committee structure once again as they felt that 3 meetings back to back were a lot of work and that having set days for all committees weren't perhaps making the best use of them, i.e. the Finance committee could be moved in line with the budget quarters.

It was also proposed to reduce the committees back down to 2; Finance & Leadership and Teaching & Learning. This was agreed by all Governors and Mrs Stobbart and the Clerk are to discuss the finer details and bring to Governors.

FS / Clerk

6. Finance & Personnel Committee Report

The minutes of the Finance & Personnel Committee meeting held on Thursday 21st November 2019 were not available prior to this meeting due to the short space of time but Mr Shaw gave a full report of the meeting.

It was noted that school is in a pretty robust position financially at present and that although our projected year end carry forward is slightly above the allowed 8% this is being managed; mention was also made that as a small school we will benefit greatly from the Teachers Pay & Pension grant for the next 3 years.

Governors were informed that Mrs Stobbart would be covering the role of Acting Headteacher at 0.7fte, instead of 0.6fte, until the end of this term.

A major concern that was discussed initially at the committee meeting and then in further detail at this meeting was the provision of school meals. Mrs Stobbart shared that the proposed plan to look at the possibility of running an in-house kitchen again scared the staff and that they would prefer not to pursue this option; this was agreed by Governors.

Mrs Stobbart went on to say that she has spoken with other Headteachers of similar schools and that no small school has an in-house service and that companies being suggested are Mellors and Dolche; Orian have also suggested the possibility of a shared kitchen with another local school and transporting the meals to us.

Signed as true and Correct

Mellors have been out to school to assess the facilities we have and first indications are that they would be willing to contract with us; this is the preferred option from school.

Mellors would be an initial 3 year contract as part of a cluster of schools in the Carlisle/Brampton area and have urged Mrs Stobbart to visit Rockcliffe School to see the service at work. All options were discussed and it was agreed to pursue the Mellors contract further with the other schools but to stay with Orian until a firm agreement has been made.

Mrs Stobbart also reported that the current cook will be leaving in the New Year but that Orian would be covering short term until a permanent replacement can be found or the contract is terminated with Orian. Menus have come through from Orian for the Spring Term and there is concerns already from the staff which Mrs Stobbart is currently trying to address.

Governors asked 'When would this happen, if we did change suppliers' *As soon as, providing that an agreement can be made with the new supplier and the cluster of schools, the impression given is that Orian do not want small schools on their books.*

Draft minutes will be distributed to all Governors once agreed by the Chair.

Clerk

Balance carry forward for the year at present is approx. £16,181.00

Governors Account Balance as at 27th November 2019 is £17,712.18.

7. Health, Safety, Buildings & Premises Committee Report

There has been no meeting of the Health, Safety, Buildings & Premises committee prior to this meeting.

8. Pupil Progress & Discipline Committee Report

The minutes of the Pupil Progress & Discipline Committee meeting held on Thursday 21st November 2019 were not available prior to this meeting due to the short space of time but the Clerk gave a full report of the meeting in Mrs Ritsons absence.

Mrs Stobbart and Mrs Rooney gave the committee meeting a comprehensive report on the Curriculum – Where we are now and where we are going and a full review of the SIP was carried out where it was felt that the majority of the strategic intentions had been completed.

Draft minutes will be distributed to all Governors once agreed by the Chair.

Clerk

9. Acting Headteachers Report

Mrs Stobbart provided a written report prior to the meeting and also issued a copy of the school newsletter for all Governors.

Educational Excellence

- Silver Green Tree School Award achieved
- Forest School learning and OAA days Sept – Oct. Positive comments from staff, children and parents.

- Topic this half term is The Victorians
- Trip to Beamish 22nd November. EXCELLENT
- Hens here!
- Hospice at Home make £5 grow fundraiser teaming up with Ian Blair continuing. Events have included a car wash and pudding night. Current total over £2000
- Bright Stars project to run Jan-March
- Parents' Evening attended by all parents
- Two EYFS information sessions held 23rd Sept, 28th Oct
- Weekly, half-day sessions with Bewcastle continue. Currently, we go there on a Friday morning. After Christmas, they will come to us on a Wednesday afternoon for Udance prep and music.
- Cumberland News – 3 appearances
- 10 new pcs and 10 new laptops

Strategic Leadership

- Safeguarding and Prevent training for all staff
- Performance Management carried out for Lead Teacher, Teaching Assistant and Admin
- Cumberland News appearances October Pyjama Party and Hospice at Home work
- New Heads induction – heads and mentors session attended with Lynn Harrison 14th October. Next session 2nd December for heads.
- Support from Lynn Harrison continuing in the form of visits and weekly phone calls. 29th October LH visited school and met with all staff 1 to 1.
- Crosby School visited with 6 children for School Council support.

Operational Management

- Staffing remains the same at present
- NQT support in place with weekly meetings, planning feedback and provision support. Support visit from RLA 30th October.
- School meals a concern – see report. Visit from Orian 7th November
- Paediatric first aid training for CH and emergency first aid in the work place for LR
- Budget set with Kim Brown and Louise Lyons C/F just over 8% currently.

Extra-Curricular

- Clubs now 4 nights per week – sports, games, craft and singing.
- Visit from Giovanni; Italian visitor to Florie's Bunk House. Came to share 'life in Italy' with the children.
- Football coaching from a parent leading up to the tournament. Team reached the semi-finals and represented school extremely well.
- Weekly toddler group well attended.
- Tullie House visit – 2nd October Fun Fi=air Factory
- Breakfast club – not running at the moment but available
- RE week W/C 7th October
- World Mental Health Day celebrated 9th October. Hello Yellow day and bake sale
- Harvest Festival – Tree themed. Well attended and positive comments; especially from clergy
- Hospice at Home pyjama party
- Walton's window walk – craft sessions with 2 staff, 1 volunteer helper and 4 children from school. School did the trail 14th November and visited the church in Walton.
- Stick Man – Queen's Hall. Brilliant production for infants 12th November
- Pudsey Bear visit 12th November
- Community Lunch – no takers

Upcoming events

- FS/LR curriculum session 27th November
- Lynn Harrison to visit 28th November
- Carol Singing at Walton lights switch on
- New heads inductions 2nd December
- Meeting with Jane (Bewcastle) 4th December
- Christingle service 9th December
- Christmas Performances 'How Christmas Came To Be' 11th December
- Christmas Jumper Day 13th December
- The Old Brewery Christmas Fair (school stall) 14th December
- 3 students from WHS work experience W/C 16th December
- Christmas Party 16th December
- Moot Lodge and library visit – reading and singing 18th December
- Curriculum monitoring visit 18th December
- Christmas Lunch 19th December – would any governors like to attend?
- Christmas service 2pm 19th December followed by Carol Singing around Walton
- INSET – Building academic resilience 6th January 2 spaces
- Panto Newcastle 9th January
- RE support from local secondary RE teacher to commence 10th January
- PTA meeting 3rd February
- Phonics training EYFS Practitioners 4th February
- The Sill residential – Dark Skies theme 9th March
- Udance 19th March

Transition

- 1 child joined Year 3 (2.10.19 – 9.10.19)
- Family of 3 joined 4.11.19 Year 1, Year 5 and Year 6

Health and Safety

- Septic tank ongoing
- Decorating to consider
- Carpet quotes to obtain
- Key code box
- Safeguarding – front door concern. Entry to school procedures amended
- Sycamore circle deteriorating

Further to the written report it was confirmed that the RE support would commence in January 2020 from Mrs Charlotte Shaw, RE teacher at William Howard School; this is planned initially for 1 term to help boost staff confidence in this subject and provide guidance.

Mrs Stobbart has also met with Graham & Charlotte Shaw to discuss the events that are coming up in Walton and can confirm that the village Pasada will be including the school as an overnight 'stop off' this year.

If any Governors would like to attend Christmas Lunch on Thursday 19th December at 12 noon then please let Mrs Stobbart know.

Mrs Stobbart reported that the front door has not been closing properly of late and that this has become a safeguarding issue and urgently needs attention; all agreed that this should be a priority within school.

Governors asked, 'How are the Hens?' *THE CHILDREN LOVE THEM!!*

Signed as true and Correct

10. Attendance

Attendance statistics between and including 04/09/2019 and 18/10/2019.

Total school percentage attendance: **98.74%**

Total school percentage authorised absences: **1.26%**

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

Total number of students with one or more authorised absence: **3**

Total number of students with one or more unauthorised absence: **0**

There have been **66** sessions

Number of students on roll: **21**

11. A Way Forward From September 2020 – A Plan of Action!

Mrs Stobbart began this item by encouraging the Governors to think about putting a model in place for the leadership and management of school from September 2020 based on the options available to them and findings so far; it was felt that a meeting to focus entirely on this issue should be held.

Before Mrs Stobbart left the meeting she gave the Governors a short speech on her views; she is loving her position at present but at times the home/work balance is proving to be tricky but does acknowledge that this has been a very difficult term what with being new to the role, the length of the term and that the school has packed a lot in. Mrs Stobbart also felt that the support she was receiving from Lynn Harrison has been very useful and has also helped identify areas of personal development along the way.

It was agreed to hold a meeting shortly after the Christmas break to explore further all options available to us as the sooner we can remove any uncertainty for all parties the better. Also, parents do not know officially what leadership is in place after the Christmas break so it was agreed that the Governors would write to parents confirming that the current arrangements would continue as is until September 2020.

MA/FS

- Mrs Stobbart left the meeting.

Once Mrs Stobbart had left the meeting Mr Salmon gave us his thoughts on recent discussions that had taken place between himself and Mrs Stobbart and most importantly that he felt Mrs Stobbart was doing a great job as Acting Headteacher.

Mr Salmon once again reminded us of the possible options that were available to us and asked Governors to consider in detail what each option could offer both the Governors and Mrs Stobbart going forward.

A meeting has been arranged for all Governors except Mrs Stobbart and Mrs Rooney, who will both have personal interests in the content, for Thursday 16th January 2020, 7.30pm.

All

- Mrs Stobbart re-joined the meeting.

12. Link Governor Report

Mrs Alston gave mention to our subscription to the NGA E-learning modules and issued all Governors with simple instructions as to how to access the courses. It was asked for all Governors to complete the Safeguarding module as a priority and forward confirmation of this to the Clerk. It was also recommended that Governors look at completing the Prevent Online training.

All

Signed as true and Correct

13. Safeguarding Issues

There has been no reported safeguarding issues since the last meeting but Mrs Alston and Mrs Stobbart have met with the Safeguarding lead and Governor at Bewcastle School to share good practice.

Mrs Alston has updated the recent safeguarding checklist; it was noted that the DBS check for Mr Cronin is still to be completed.

PC

Mrs Alston gave mention to the document 'Safeguarding – Keeping Children Safe in Education' and will be distributing this to all Governors to read; Governors are to acknowledge they have received and read this.

All

- See also additional confidential minutes.

14. Performance Management & Pay Review

Headteachers Appraisal Committee reported back on Mrs Sobberts' Performance Management review, held on 7th October 2019, where Mrs Chris Boucetla, external consultant, carried out the process.

Mrs Stobbart confirmed that performance reviews had been carried out on the staff with the exception of Mr Howard whose performance management is managed by Rural Learning Alliance as part of his NQT year.

15. Governor Monitoring Reports

Website Audit & Action Plan - Mr Lamb completed his monitoring visit focusing on the content of the school website; the report for which was issued to all Governors prior to the meeting.

Key issues arising were –

- To continue to keep website up to date and current.

Recommended actions following the GB meeting are -

- Remove website from the SIP as it is now at the point of being an ongoing job to keep up to date and recognised as a way of promoting our school.

Early Years Parental Engagement – Mrs Irving completed her monitoring visit focusing on a Tapestry Information session and EYFS Development Matter session for parents; the report for which was issued to all Governors prior to this meeting.

Key issues arising were –

- Governors to monitor that Tapestry continues to be an effective tool for home/school links and gather parent view at the mid-year point, February/March 2020.

Recommended actions following the GB meeting are -

- As this strategic intention is now complete Governors are asked to consider the next EYFS focus for the new SIP; a suggestion is the development of provision and the learning environment indoors and out.

School Name Change Review – Mr Lamb completed his monitoring visit focusing on the school name change and raising the profile of the school in the wider community; the report for which was issued to all Governors prior to this meeting.

Key issues arising were –

- To improve uptake of community lunches through advertising and tapping into local organisations.

Recommended actions following the GB meeting are -

- Set up a sub group to lead 50 years of Walton School merging with Lees Hill School and moving to the Lees Hill site.

Outdoor Provision – Mrs Irving completed her monitoring visit focusing on the continued development of the outdoor provision and use of the outdoor classroom; the report for which was issued to all Governors prior to this meeting.

Key issues arising were –

- To monitor the progress on RHS L4 and L5 awards and the development of Forest School learning in the school environment.

Recommended actions following the GB meeting are -

- Consider an application for *The National Outdoor Learning Award*.
- Improve the use in outdoor space at school and locally from school to West Hall etc.
- Explore resources to link to different areas of the curriculum for outdoor learning in practical ways.
- Consider different ways to get people to visit our school outdoor space.

School Meal Provision – Mrs Ritson completed her monitoring visits focusing on the provision of school meals from Orian Catering; the report for which was issued to all Governors prior to this meeting.

Key issues arising were –

- Following on from the meeting with Orian they will not reduce their prices and have implied that prices may increase again in the future; parents have indicated that they would not be happy to pay more for the current service as children are not enjoying the food provided.

Recommended actions following the GB meeting are -

- Does the oven in the kitchen need replacing or checked? Is that why food is being overcooked or burned?
- Should school investigate sourcing school dinners from somewhere else? If not, the children deserve better.
- Would Governors consider subsidising the costs of school meals more? School are currently subsidising to the cost of 51p per meal.
- Look at funding for school milk.
- Look into sourcing lunches elsewhere.

This monitoring report has also been discussed in more details under Item 6 of this agenda.

The Curriculum Now – Mr Shaw has scheduled to complete this monitoring visit on Thursday 19th December 2019.

GS

Reading Focus – Mrs Irving is to complete this in the Spring Term

Maths Focus - Mr Cronin is to complete this in the Spring Term

**LI
PC**

16. Policy & Procedure Updates

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

- Admissions Policy (v3)
- Art & Design Policy (v2)
- Music Policy (v1)
- SEND Policy (v2)
- SEND Information Report
- Pupil Progress & Discipline Committee Terms of Reference (v3)
- Health & Safety Policy (v2)
- Best Value Policy (v2)
- Best Value Statement (v2)
- Public Sector Equality Duty Statement (v2)
- Code of Conduct for Governing Body (v2)
- Teachers Pay Policy
- Appraisal Procedure for School Based Teachers & Centrally Employed Teachers.
- Collective Worship (v3), to be amended with the inclusion of the agreed figure of £150 in the annual budget for RE resources.

17. Declaration of Business Interests

All Business Interests were updated with the exception of Mrs Ritson and Mrs Rooney, who were absent from the meeting; Clerk will chase these up for completion.

**Clerk /
FR / LR**

18. Promoting Our School

Mrs Stobbart talked of how the Hospice at Home – Grow £5 task had taken off immensely and that all pupils had thrown themselves into this with well over £2,000 raised so far.

19. Confidential Items

See additional confidential minutes.

20. Upcoming School Events

- Carol Singing at Walton lights switch on – 30th November 2019
- Christingle service - 9th December 2019
- Christmas Performances 'How Christmas Came To Be' - 11th December 2019
- Christmas Jumper Day - 13th December 2019
- The Old Brewery Christmas Fair (school stall) - 14th December 2019
- Christmas Party - 16th December 2019
- Moot Lodge and Library visit – reading and singing - 18th December 2019
- Christmas Lunch - 19th December 2019
- Christmas service 2pm - 19th December 2019 followed by Carol Singing around Walton
- Panto Newcastle - 9th January 2020
- PTA meeting - 3rd February 2020
- The Sill residential – Dark Skies theme - 9th March 2020
- Udance - 19th March 2020

21. Date of Next Meeting(s)

Full Governing Body –
Thursday 27th February 2020, 7.30pm at Walton & Lees Hill School

Committee Meetings –
To be determined once Mrs Stobbart and Clerk have met and agreed new structure for meetings.

**FS /
Clerk**

A Way Forward From September 2020 – Plan of Action! Meeting
Thursday 16th January 2020, 7.30pm at Old Vicarage, Walton (Venue TBC)



**WALTON & LEES HILL CE PRIMARY SCHOOL
GOVERNORS MEETING**

MINUTES OF THURSDAY 28th NOVEMBER 2019

CONFIDENTIAL ITEMS

Present:

Action

Mrs M Alston (MA-Chair), Mrs K Lamb, Mr G Lamb (GL), Mr G Shaw (GS), Mrs F Stobbart, Mr P Cronin (PC), Mrs L Irving (LI) and Mrs T Mitchinson (Clerk).

Also present was David Salmon, LA General Adviser.

13. Safeguarding Issues