



WALTON & LEES HILL CE PRIMARY SCHOOL GOVERNORS MEETING

MINUTES OF THURSDAY 27th FEBRUARY 2020

1. Apologies for Absence

Action

Apologies were received and accepted from Mr G Lamb.

Present:

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

Also present was Mrs Lindsey Slater (LS), LA General Adviser.

2. Declaration of Interest in an Agenda Item

None declared.

At this point Mrs Alston took the opportunity to congratulate and thank all staff at school following the recent Ofsted inspection in December 2019 and the well deserved 'Good' rating; this was reiterated by all Governors present and also by Mrs Slater on behalf of the Local Authority.

3. Minutes of Meetings Held on Thursday 28th November 2019 & Thursday 16th January 2020

The minutes of Thursday 28th November 2019 and Thursday 16th January 2020 were signed as a true and correct record.

4. a) Matters Arising from Thursday 28th November 2019 & Thursday 16th January 2020

Item 4b (28th November 2019) – Outstanding Rail Actions

Reading Audit feedback – See Item 18 of this agenda.

Item 5 (28th November 2019) – Governing Body Membership

Mrs Stobbart and Clerk have met and re-arranged committee structure as agreed.

Item 6 (28th November 2019) – Finance & Personnel Committee Report

Clerk confirmed minutes of sub-committee meeting on 21st November 2019 had been distributed to all.

Item 8 (28th November 2019) – Pupil Progress & Discipline Committee Report

Clerk confirmed minutes of sub-committee meeting on 21st November 2019 had been distributed to all.

Signed as true and Correct

Item 11 (28th November 2019) – A Way Forward From September 2020 – A Pan of Action!

Parents received letter from Governors confirming the leadership arrangements will remain the same until September 2020.

Item 12 (28th November 2019) – Link Governor Report

Some, but still not all, Governors have completed the Safeguarding module on NGA e-learning; those who haven't yet were encouraged to try and do so.

All

Item 13 (28th November 2019) – Safeguarding Issues

Mr Cronin is still to complete his DBS check process.

The majority of Governors have acknowledged receipt of the document Safeguarding; Keeping Children Safe in Education; those who have not are to let the Clerk now once they have read the document.

All

Item 15 (28th November 2019) – Governor Monitoring Reports

Mr Shaw and Mrs Irving have completed their monitoring visits on 'The Curriculum Now' and 'Reading', Mr Cronin is still to complete the monitoring visit on 'Maths' – see also Item 21 of this agenda.

PC

Item 17 (28th November 2019) – Declaration of Business Interests

It was confirmed that all Governors have now signed their declarations.

Item 3 (16th January 2020) – A Way Forward for September 2020 – A Plan of Action!

Mrs Alston provided the meeting with comprehensive feedback following the Extra-ordinary Governors meeting (a copy of which is included in the agenda papers).

Mr Lamb and Mrs Alston met with Mrs Stobbart and Mrs Rooney on Monday 20th January 2020 to feedback the discussions that the Governors had had at their meeting the previous week; the outcome from this being that they both felt that continuing with the present roles until August 2021 would provide them with confidence and inside knowledge of the Headteacher role from being supported by Mrs Harrison at Irthington. At the time of discussions Mrs Stobbart and Mrs Rooney both favoured the Co-headship option from September 2021.

Provision for staff well-being was also discussed at this meeting and it was felt that maybe opportunities for time out for both Mrs Stobbart and Mrs Rooney to have discussions off-site would be beneficial and also, for either of them to have the opportunity to contact Mrs Harrison to discuss any items of concern.

Following on from this session with Mrs Stobbart and Mrs Rooney, Mrs Alston then met with Mrs Harrison to discuss the proposed situation with her. Mrs Harrison felt that she was able to continue in the role of Support Headteacher offering a ½ day per week at either site plus a one hour phone call, usually on a Tuesday; she was also happy to offer advice on the phone to concerns or issues that might crop up at other times – this would be at the current cost of £250 per week.

There would also be possible provision to cover occasional offsite meetings between Mrs Stobbart and Mrs Rooney and if either Mrs Stobbart or Mrs Rooney had any concerns then a private discussion between them and Mrs Harrison could be arranged.

Mrs Harrison did feel that her attendance at Governors meetings would diminish Mrs Stobbarts position as Acting Headteacher but if requested would be happy to submit a written report, this said meetings between the Chair and Vice-Chair of Governors and Mrs Harrison could also be arranged from time to time.

Walton & Lees Hill school would cover any cost implications of these arrangements.

Going forward Mrs Harrison felt that neither she nor her Governing Body had an interest in her taking a position as Executive Headteacher in a Federation.

b) Outstanding RAIL Actions

3rd May 2017

The '10 Things Financial Audit' has now been completed by the Finance & Leadership Committee; it was agreed that further work will be done on benchmarking with other like schools once or leadership arrangements have been resolved.

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.

28th February 2019

Still waiting for completed skills audits from Mr Shaw and Mr Cronin; clerk is to email these out again.

**Clerk
GS / PC**

8th May 2019

Work with the CEFEL resources is still to be carried out.

All

3rd July 2019

As Mr Lamb was unable to attend he sent word that he had finalised prices for the signage discussed; they were £48.90 plus VAT, posts and installation for the larger signs for the catchment area boundary and £33.90 plus VAT, posts and installation for the arrow signs to direct people to school. As we had received no response from the Highways Department it was agreed to contact them once more stating that 'as we have received no objections from them, then we will proceed with our intentions'. Governors agreed to purchase 5 of the larger signs and 4 direction signs. Mr Lamb is to organise these and also to contact Walton Parish Council to ask them to consider a monetary donation towards the cost.

GL

Mrs Stobbart also confirmed that she had received further designs and quotes for a new school sign but a decision has not yet been reached.

FS

Mr Cronin is still working on the possible addition of the words 'Walton &' to the iron gates.

PC

12th September 2019

Clerk confirmed that the proposed LA Governor was now unable to continue with their intention to accept the post and that she has informed County of this. See also Item 5 of this agenda.

The planned Health & Safety audit for the Autumn has not been completed as yet; Mrs Ritson, Mr Lamb and Mr Cronin to liaise and complete.

**PC/GL
FR**

5. Governing Body Membership

Only vacancy currently is for an LA Governor; County are aware of this but if anyone has any suggestions for possible candidates then please do let the Clerk know.

6. Finance & Leadership Committee Report

The minutes of the Finance & Leadership Committee meeting held on Thursday 30th January 2020 were available to all Governors prior to this meeting.

The main focus of this meeting was the 10 Thing Financial Audit and the SFVS; both of which were completed.

The next meeting will see the completion and submission of the budget with particular attention paid to the current proposed carry forward excess of more than the allowed 8%.

Mrs Slater gave guidance on how we could look into reducing the figure and also agreed to contact Amanda Chew at County for clarification on some items.

LS

Mr Shaw asked if some of the areas of expertise the school are looking at buying into could be committed to before the year end. This is a possibility to be explored.

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

7. Schools Financial Value Standard (SFVS)

It was confirmed that this had been completed at the Finance & Leadership Committee Meeting of 30th January 2020 and was submitted to County by the deadline. All Governors had been emailed a final copy for their information.

8. Teaching & Learning Committee Report

There has been no meeting of the Teaching and Learning Committee since the last full Governing Body meeting but it was commented that the children are all happy at school and committed to their learning.

9. Health, Safety, Buildings & Premises Committee

There has been no meeting of the Health, Safety, Buildings & Premises committee since the last full Governing Body meeting but a few points were brought to this meeting for consideration.

Mr Lamb asked Governors to consider that the exterior lighting for the play area, parking area and roadside parking was still inadequate and posed risks to users to which Mrs Stobbart said that she has received 1 quote for new lighting but is struggling to find another company to come out and quote for comparison. Mr Shaw and Mr Cronin both suggested other contractors and these will be contacted in due course. Mrs Slater also recommended that we install CCTV as this could possibly encourage contractors with it being a larger job and would also benefit security and safeguarding at school.

Mrs Stobbart reported that the repairs to the front door had now been completed and it was working more securely.

Mrs Alston suggested that a private area within school be created whereby the Headteacher could meet in privacy with parents, visitors etc.

Clerk updated the Governors on recent issues within the school house; the law on renting out properties below an EPC rating of E is changing as from April 2020 and there is a possibility that works may be needed at the school house in order to bring it in line. H&H Land & Estates are organising for a survey to be undertaken to determine a new EPC rating although it was noted that we have completed some upgrades since the last EPC was conducted so this may not be the case but Governors will be kept informed.

10. Acting Headteachers Report

Mrs Stobbart asked everyone for any comments on the draft Agreement drawn up for the support package between the Headteacher at Irthington School and Senior Leaders at Walton and Lees Hill before it is signed as a binding agreement.

Mr Lamb asked that under Item 5 – Evaluation, we consider that nominated Governors from Walton and Lees Hill should meet termly rather than twice yearly with the Headteacher from Irthington School; this was agreed.

It was also agreed to remove point 4(g) from the agreement as it was felt that it may implicate that both schools were not always well managed at all times, which is not the case.

Confirmation was sought by the Governors that the agreed £250 weekly charge was term time only and not 52 weeks per year; this was given by Mrs Stobbart.

Mrs Stobbart is to make the amendments as agreed and send to Mrs Harrison and Irthington School for approval before it is signed by both Chairs of Governors.

FS

Mrs Stobbart provided a written report prior to the meeting which saw the timetable jam packed with opportunities for the children, Mrs Stobbart also said that she would like to change the format of the Headteachers report and asked for some suggestions as to what the Governors felt they would like to see; Mrs Slater said that they would be covering the subject of the report content at the upcoming New Heads Training that Mrs Stobbart is attending so it was agreed to wait until then.

Planned re-decorating at school is on hold as County are committed to re-wiring the original building but the school hall decorating will still go ahead.

A survey has been commissioned for the repair and/or replacement of the Septic Tank and school are awaiting the report on findings.

11. School Staffing

Staffing is to remain the same as present until the end of the Spring Term which is when the KS1 Teachers employment contract comes to an end; following this Mrs Stobbart proposes long term cover until the end of the Summer Term when she intends to advertise a fixed term position.

Two recommendations have been received for suitable cover, 1 at 0.6fte and 1 full time but Mrs Stobbart suggested we consider contracting 0.8fte with herself picking up 0.2fte as she worries that some of the children may have fallen behind due to recent issues and does not want to take any chance of this change having any detrimental effects on the children.

The Governors considered the options available and favoured the appointment of full time with support from Mrs Stobbart until she is happy that the children are back on track.

Mrs Ritson also brought to the discussion that school should consider the possibility of employing Mrs Long, or another party, on a regular basis to free up time for Mrs Rooney to be able to support Mrs Stobbart while she would be supporting KS1.

Mrs Slater gave mention to a qualified teacher who she knew would be available soon and may be able to cover the Summer Term as another alternative, to which Mrs Stobbart was worried about the budget implications with this, but it was re-assured that there wouldn't be much impact over the 1 term that was proposed and that our current budget was buoyant.

Another possible route would be to contact System People, a temping agency. Mrs Stobbart will explore all options and decide which will be the more beneficial for everyone, especially the children.

The new school cook, Mr McDonald, has settled in well and meals have improved.

Mrs Stobbart told Governors that there had been occasional issues of staffing ratios at after school clubs and that staff will consider dropping a day of this provision. Mr Cronin understood that, at present, parents didn't rely on this service for childcare but used it because the children enjoyed it, but asked the staff to be mindful that in the future this may be a different case. The possibility of buying in extra-curriculum support in class and asking them to cover a club was also raised; this would be considered in future.

- See also confidential minutes.

12. Attendance

Attendance statistics between and including 28/10/2019 and 20/12/2019.

Total school percentage attendance: 99.13%

Total school percentage authorised absences: 0.58%

Total school percentage unauthorised absences: 0.29%

There have been 80 sessions

Number of students on roll: 23

Although the exact figures for this half term had not been received Mrs Stobbart confirmed that they were 97% attendance; due to one child being long term unwell and lots of bugs.

13. Link Governor Report

Mrs Alston has emailed the Diocese for instruction on how to access the on-line SIAMS training that came through as this was not clear on the newsletter and she will share this with everyone once a reply has been received.

MA

It was agreed that as well as the on-line training that the Governors were accessing they should also consider attending some face to face training as this is a good opportunity to share good practice; volunteers were asked to consider attending the session on Thursday 4th June at Church House, Penrith on Preparing your SEF for SIAMS. Please let Clerk know to book places.

All

14. Safeguarding Issues

There have been no reported safeguarding issues since the last meeting.

15. Governors Accounts

The Governor accounts audit is still with the accountant at the time of the meeting but as soon as the balance sheet for year ending 31st December 2019 is available it will be distributed to all Governors for their information.

Clerk

Governors Account Balance as at 26th February 2020 is £19,192.68.

16. Review of Ofsted Inspection on 11th December 2019

Mrs Stobbart wanted to bring to the Governors attention the results from the parent view questionnaire conducted prior to Ofsted's visit; all questions saw a 100% positive return and staff were filled with confidence to know that the school community were fully behind their achievements. It is intended to repeat a similar survey at the end of the Summer Term.

It was agreed to include the targets set by Ofsted on each agenda to enable Governors to work towards them positively and relate them all back to the new SIP.

17. Wellbeing

Mrs Stobbart reported that the staff are currently developing the staff room area to make it more relaxing and inviting for staff to use for time out and will be introducing a 'Wellbeing' display board in this area for the benefit of all staff. In addition to this at the beginning of each staff meeting members are invited to 'check-in' on a wellbeing scale of 1 to 10.

18. Early Reading / Reading Audit Feedback

Mrs Rooney fed back to Governors the results from the reading audit that was completed in October 2019. It was felt that this had been a good opportunity to review all aspects of reading; individual, group, guided, home, pleasure etc.

Positive results came from this which led to the Library visit and visit to Moot Lodge Residential Care Home to share reading with residents and more opportunities are planned for the future including a collaboration with Walton Tea Room.

It was agreed that school was well resourced and reading was well imbedded in the fabric of the school day.

A training session with Sue Cove is planned for 26th March 2020 to further enhance reading in all areas of school, especially Early Years and Mrs Stobbart has recently purchased several books specific to developing phonics.

19. Curriculum Development

Mrs Stobbart and Mrs Rooney reported that they have met post Ofsted to work on developing future curriculum plans and this will be on-going.

Mrs Slater asked if school had a member of staff as dedicated lead on each curriculum area? *There isn't at present as this is difficult in a small school due to the number and ability of staff but it was hoped that this could be resolved once an appointment is confirmed in KS1.*

20. Arrangements with Irthington School

See also Item 10 – Acting Headteachers Report

The draft agreement between Irthington School and Walton & Lees Hill CE school had already been discussed and amendments agreed earlier in the meeting.

Mrs Stobbart and Mrs Harrison are to meet shortly to discuss the upcoming Early Years moderation.

Mrs Ritson asked What is moderation? *Where an independent assessor checks a teachers judgement of their pupils to assess the standards that a pupil is perceived to be working at.*

Early Years moderation is carried out every year but this year we are on the rolling cycle to be moderated; Mrs Stobbart has been working closely with Mr Howard to complete this.

21. Governors Monitoring Reports

The Curriculum Now - Mr Shaw has completed his monitoring visit focusing on the curriculum but no report was available at the meeting; this will be discussed in due course. **GS**

Reading – Mrs Irving has completed her monitoring visit focusing on reading with school but no report was available at the meeting; this will be discussed in due course. **LI**

Maths - Mr Cronin is still to complete his monitoring visit focusing on maths within school. **PC**

Mrs Alston agreed to conduct a monitoring visit on Religious Education provision within school. **MA**

Mrs Slater arranged to come into school and discuss the new Relationships Curriculum with Mrs Stobbart. **LS**

22. Policy & Procedure Updates

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

- Child Protection & Safeguarding Policy (v4)
- Feedback Policy (v2)

Mr Shaw is still working on the Public Sector Equality Duty Statement. **GS**

23. Promoting Our School

Lots of good publicity happening including several newspaper editorials and even an appearance on local television before Christmas.

24. 50 Year Celebrations of Walton School and Lees Hill School Merger

At the recent PTA meeting it was decided to hold a week of celebrations week commencing Monday 6th July 2020 with events running throughout the week within school and the local area ending with an afternoon tea event on Walton Village Green on Sunday 12th July.

Mr Shaw had brought to the meeting a booklet written in 2009 by a local person on the history of Walton School and knows where there are some photographs available for use.

25. Confidential Items

None discussed.

26. Upcoming School Events

- Hespian Wood Visit - 28th February
- Pizza and Pasta Night - 29th February
- Bags to School Clothes Collection - 2nd March
- World Book Day - 5th March
- The Sill Residential – Dark Skies Theme - 9th & 10th March
- Udance - 19th March
- Experience Easter and Mothering Sunday Service - 20th March
- Bright Stars Celebration Event - 25th March
- Easter Event - 27th March
- 50 years of Walton School and Lees Hill School Merger – w/c 6th July

27. Date of Next Meeting(s)

Full Governing Body –
Thursday 21st May 2020, 7.30pm at Walton & Lees Hill School

Teaching & Learning Committee -
Wednesday 18th March 2020, 3.30pm at Walton & Lees Hill School

Finance & Leadership Committee -
Thursday 16th April 2020, 4.30pm at Walton & Lees Hill School



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

MINUTES OF THURSDAY 27th FEBRUARY 2020

CONFIDENTIAL MINUTES

Present:

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

Also present was Mrs Lindsey Slater (LS), LA General Adviser.

11. School Staffing

Action