



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

**MINUTES OF THURSDAY 21<sup>st</sup> MAY 2020**

**1. Apologies for Absence**

**Action**

Apologies were received and accepted from Mrs L Irving.

**Present:**

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

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

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

None declared.

**3. Minutes of Meetings Held on Thursday 27<sup>th</sup> February 2020**

The minutes of Thursday 27<sup>th</sup> February 2020 were agreed as a true and correct record; these will be signed next time the FGB meets in person.

**MA/  
Clerk**

**4. a) Matters Arising from Thursday 27<sup>th</sup> February 2020**

Item 6 (27<sup>th</sup> February 2020) – Finance & Leadership Committee Report

It was confirmed that Mrs Slater had spoken to Amanda Chew at County regarding our proposed carry forward and reported back to Mrs Stobbart but this was not an issue in the end.

Item 9 (27<sup>th</sup> February 2020) – Health, Safety, Buildings & Premises Committee Report

The discussion regarding upgrading the lighting to the play area, car park and roadside parking has been carried forward until Covid restrictions have eased.

**FS/PC  
GS**

Item 10 (27<sup>th</sup> February 2020) – Acting Headteachers Report

The amendments to the Support Agreement with Irthington have not been officially signed off as yet due to the Covid restrictions.

**FS**

Item 13 (27<sup>th</sup> February 2020) – Link Governor Report

Mrs Alston had forwarded the instructions on how to access the SIAMS online training to all Governors.

Item 15 (27<sup>th</sup> February 2020) – Governors Accounts

Clerk emailed all Governors a copy of the balance sheet for year ended 31<sup>st</sup> December 2019.

Signed as true and Correct

Item 21 (27<sup>th</sup> February 2020) – Governors Monitoring Reports

Mrs Alston has not been able to conduct her RE monitoring visit due to Covid 19 restrictions resulting in the temporary closure of school. **MA**

Mrs Slater has not been able to come into school and discuss the new Relationships Curriculum with Mrs Stobbart due to Covid 19 restrictions resulting in the temporary closure of school. **LS/FS**

Item 22 (27<sup>th</sup> February 2020) – Policy & Procedures Update

Mr Shaw is still to complete the draft of the Public Sector Single Equality Statement. **GS**

**b) Outstanding RAIL Actions**

17<sup>th</sup> May 2018

The History policy has now been reviewed and updated, just awaiting the review of the Inclusion Policy; this is on-going.

28<sup>th</sup> February 2019

Still waiting for completed skills audits from Mr Shaw and Mr Cronin; clerk emailed out. **GS/PC**

8<sup>th</sup> May 2019

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

3<sup>rd</sup> July 2019

All works in regard to new signage etc. for the school and surrounding area has been temporary put on hold until Covid 19 restrictions have eased. **GL/PC**

12<sup>th</sup> September 2019

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. **FS/GL  
PC**

28<sup>th</sup> November 2019

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.

Mr Cronin's DBS check has been completed.

Governors have acknowledged receipt of the document Safeguarding; Keeping Children Safe in Education.

Mr Shaw and Mrs Irving have completed their monitoring visits on 'The Curriculum Now' and 'Reading' but are still to produce a written report for records. **GS/LI**

Mr Cronin has been unable to complete his monitoring visit on 'Maths' due to Covid 19 restrictions resulting in the temporary closure of school. **PC**

## 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

Mr Shaw gave the Governors a report of the meeting which was held via ZOOM video link between himself, Mrs Stobbart and Kimberley Brown (KB Financial Services) to discuss the proposed 3 year budget plan for submission to County.

In the main we are in a healthy position and the carry forward figures are within the allowed amount and that school is in a healthy position to be able to spend money in the forthcoming years.

The committee worked on 2 budgets initially to take into consideration the possible change to staffing from September 2021 but both were deemed feasible. The only difference in figures that were envisaged would be the projected budget from County as no exact figures are available at present but the recommended budget for submission has been drawn up using a worst case scenario and it should show a more accurate position once revisited in October 2020.

The budget was formally agreed by the Governors and will be submitted to County, it was noted that there would be slightly more than the 8% carry forward although this was allowed under the current Covid 19 restrictions.

Balance carry forward for the year at present is £15,342.00.

## 7. Teaching & Learning Committee Report

There has been no meeting of the Teaching and Learning Committee since the last full Governing Body but Mrs Stobbart used this item to give feedback on home learning.

School closed its doors on Friday 20<sup>th</sup> March 2020 and staff had used the week leading up to this to prepare tasks to be sent home along with information and guidance for parents/carers and making sure the website VLE was up to date with links to websites to aid and continue pupils learning.

The online learning journal 'Tapestry' has now been extended to all pupils in school and staff have used this to set learning tasks for children on a weekly basis; predominantly in english and maths but also incorporating fun activities to try and engage. There has been a mixed response to this and staff feel this may be tailing off now and are considering speaking with parents to see what they want/need in future to help them with home learning.

- Mrs Slater joined the meeting.

Mrs Rooney asked Mrs Slater if she had any advice on the provision of home learning. *Mrs Slater replied that there is no expectations to fulfil the full National Curriculum and that if a school is providing on-line learning then they shouldn't feel they have to double this up with learning for any children who will be returning to school in the next few weeks but the advice is just to mirror the learning already planned for those at home.*

*Mrs Slater went on to speak of a recently launched Government website, Oak Academy, which is hoped to aid both parents, pupils and teachers with the delivery of home learning and urged us to make all parents aware of this resource.*

Mr Lamb was concerned that some pupils may not be getting involved and asked if staff thought they would be getting left behind not being in the school environment. *Mrs Stobbart explained that she has had many conversations with parents and they are saying that children are doing a variety of things but are just choosing not to share this. Mrs Rooney also felt she thought children and parents were continuing to use existing skills just not addressing the introduction of new skills.* It was noted however, that school have had some requests for maths worksheets etc. and these have been supplied.

It was agreed that school needs to try and re-engage all pupils, but especially those they feel have fallen behind, as soon as possible once school is open again.

## **8. Health, Safety, Buildings & Premises Committee**

The risk assessments for returning to school during the Covid pandemic need to be completed and signed off by Governors; Mrs Stobbart is to circulate these to Governors once they are complete and have been reviewed by staff.

**FS**

## **9. Acting Headteachers Report**

Mrs Stobart told of concerns she had that parents had indicated that none of the Y6 pupils would be returning to school when it re-opens and ways of trying to encourage this were discussed, including possible half day or 1 to 1 sessions at the start with parental involvement.

Mrs Stobbart said that she didn't envisage the makeup of the school building to be too different compared to changes other schools would have to introduce and that both classes could be contained separately.

Mr Lamb suggested that if there was parents with safety concerns then could they be involved in some way with the phased return; Mrs Stobbart said that school had considered this and that sessions with the parents and child were an idea and also the possibility of conducting a virtual tour of the new layout in order to ease both parents and children's concerns.

It was known for sure by staff that they would not be in a position to open on the proposed date of Monday 1<sup>st</sup> June 2020 as risk assessments still need to be completed and legionella and fire alarm checks are scheduled for this week, but it was hoped to be able to open in some way on Monday 8<sup>th</sup> June 2020 although this would be reviewed on a week by week basis.

Mrs Ritson asked if this would still just be for the groups of children that the Government are recommending? *Yes, keyworkers, vulnerable children, nursery, YR, Y1 and Y6.*

Mrs Slater said school should bear in mind that the keyworker list drawn up by Government was due to be updated on 30<sup>th</sup> May 2020 and this may possibly grow so could have an impact on pupils returning also.

Mrs Rooney asked will any Y6 return? *Mrs Stobbart sincerely hoped so and school would have to work on encouraging this.*

The proposal from school is that initially they open 3 days per week to pupils to ensure that children and staff receive the support they need to be introduced back into school life. This was agreed by Governors.

Mr Lamb asked if there had been any expectation around schools re-opening in September – will this be back to normal? *Mrs Slater indicated that no one really knows at present although secondary schools have requested a longer transition period for those children entering Y7.*

Going forward it was agreed that Mrs Stobbart would communicate to all families that school intend to use week commencing Monday 1<sup>st</sup> June 2020 in order to prepare with a view to children returning to school week commencing Monday 8<sup>th</sup> June 2020, with possibly initially half day sessions.

**FS**

Mrs Stobbart informed the Governors that she had recently received an invoice for £732 from Orian for cleaning services during the month of April of which there was no service received so she would be querying this with them. It was suggested that if they were unwilling to negotiate on this then we should possibly request a deep clean from themselves and no extra cost.

**FS**

It was also noted that the school kitchen would need a deep clean before meals could be prepared from there and Mrs Stobbart suggested that we asked parents to provide packed lunches for their children until the school is up to full capacity again; this was agreed.

## **10. Attendance**

This item is to be carried over until the next FGB meeting.

## **11. Link Governor Report**

This item is to be carried over until the next FGB meeting.

## **12. Safeguarding Issues**

Mrs Stobbart reported that regular check ins are happening with families and that although there were some minor concerns at the start of home schooling, she is happy now that they have all been settled.

## **13. Wellbeing**

This item is to be carried over until the next FGB meeting.

## **14. Early Reading**

This item is to be carried over until the next FGB meeting.

## **15. Curriculum Developments**

This item is to be carried over until the next FGB meeting.

Signed as true and Correct

**16. Arrangements with Irthington School**

This item is to be carried over until the next FGB meeting.

**17. Governors Monitoring Reports**

This item is to be carried over until the next FGB meeting.

**18. Policy & Procedure Updates**

This item is to be carried over until the next FGB meeting.

**19. Promoting Our School**

This item is to be carried over until the next FGB meeting.

**20. 50 Year Celebrations of Walton School and Lees Hill School Merger**

This item is to be carried over until the next FGB meeting.

**21. Confidential Items**

None discussed.

**22. Upcoming School Events**

There are no upcoming school events due to Covid 19 restrictions.

**23. Date of Next Meeting(s)**

Any future meetings will be determined as and when for the foreseeable to aid staff, pupils, parents and Governors with Covid 19 restrictions and the planned re-opening from 1<sup>st</sup> June 2020.