



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

MINUTES OF THURSDAY 9th JULY 2020

1. Apologies for Absence

Action

No apologies were received from Mr P Cronin although apologies were received from Mrs F Ritson after the meeting.

Present:

Mrs M Alston (MA-Chair), Mrs K Lamb (KL), Mr G Shaw (GS), Mrs F Stobbart (FS), Mrs L Rooney (LR), Mr G Lamb (GL), Mrs L Irving (LI) 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 21st May & Monday 15th June 2020

The minutes of Thursday 21st May 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 21st May 2020

Item 8 (21st May 2020) – Health, Safety, Buildings & Premises Committee

All Covid 19 risk assessments were completed and signed off prior to the school reopening on 8th June 2020.

Item 9 (21st May 2020) – Acting Headteachers Report

Mrs Stobbart confirmed that she had spoken to all families and relayed the plans for the reopening of school on 8th June 2020.

Mrs Stobbart has challenged the invoice from Orian for the cleaning of school during April, of which none took place due to Covid restrictions and they are unwilling to give any sort of rebate as they say they still have their costs to cover; with this in mind it may be that we have no choice than to pay but Governors felt that this should only be for the labour amount and not the charge for the cleaning products and overheads as none had been incurred. Mrs Slater said that she knew of other schools that were also facing the same issue with Orian and that some were also challenging them. It was agreed to look into possibly exploring other providers for this in the future. Mrs Stobbart will keep Governors posted on the final outcome with Orian.

FS

b) Outstanding RAIL Actions

17th May 2018

The Inclusion Policy is still to be reviewed and updated to include roles; this is on-going.

Signed as true and Correct

28th February 2019

Still waiting for completed skills audits from Mr Shaw and Mr Cronin.

GS/PC

8th May 2019

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

3rd July 2019

Mrs Stobbart reported that the new signage for the school building and perimeter had been ordered and should be installed by September 2020. With regard to signage to the school on local roads this is still on hold until Covid 19 restrictions have eased.

GL/PC

12th 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.

**FR/GL
PC**

28th 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.

All

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 is still to complete his monitoring visit on 'Maths'.

PC

27th February 2020

The discussion regarding upgrading the lighting to the play area, car park and roadside parking has been put on hold now until the Summer electrical work has been completed as it seems some of this may be covered through this work.

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

FS

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

New Relationships Curriculum; see Item 15 of this agenda.

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

GS

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. Mrs Slater to chase this up with County also.

LS

6. Finance & Leadership Committee Report

There has been no meeting of this committee since the last full Governors meeting but Mrs Stobbart did supply all Governors with a copy of the year end budget report for 2019-2020 and staffing report May 2020 – June 2021 from KB Financial Services

Mrs Stobbart and Mrs Rooney have asked for clarification from KB Financial Services as to a breakdown of what the part-time staff costs include. The part-time staffing costs show as higher than everything else but both Mrs Stobbart and Mrs Rooney's wages are included due to the leadership makeup of school but this still does not match what they expected the figure to be. It was felt that a more detailed breakdown was needed as this was such a big proportion of the staffing costs and should be accounted for accurately.

Balance carry forward for the year at present is £15,343.00.

7. Teaching & Learning Committee Report

There has been no meeting of this committee since the last full Governors meeting but Mrs Stobbart took the opportunity to update Governors on how home learning was progressing. Parents and children appear to be more engaged since school reverted to paper based learning and it was felt this was working well for everyone.

Mr Lamb asked if school felt that the families that were not fully engaging prior to this were now doing so more? *Yes, there was more engagement from those.*

With regards to the phased re-opening of school the transition has been very positive in the main, initially there was 3 families who did not want their children to return in any way but now all but 2 children have spent some time in school over the last 3 week period, with some families even asking to extend their original planned sessions.

8. Health, Safety, Buildings & Premises Committee

There has been no meeting of this committee since the last full Governors meeting but it was noted that all documents regarding Health & Safety and risk assessments relating to Covid 19 had been issued and are all in place.

Outside lighting will be discussed further once we know if any of it will be covered under the proposed summer works.

The work on repairing and upgrading the septic tank will be commencing from Monday 27th July 2020 of which Cubby's anticipate should take approximately 2 weeks with a pre-start meeting scheduled for Monday 13th July 2020.

Tenders for the summer works are due to County today, 9th July 2020, with all rooms needing potentially cleared by 20th July 2020 for these to go ahead, it was noted that items could not just be moved to the hall now, as originally thought, as there is some work to be carried out in there. County are supplying secure containers to move some items into with some of it being able to be moved into the centre of the rooms; parents have offered to help with removals if needs be.

The computers are to be moved off-site by Interfire for the duration of the works. Mrs Rooney asked if Interfire would be re-installing all the computers on their return? *Yes, they should do if they remove them, all part of the service.*

There is still the possibility that County could say no should the tenders be deemed too dear. Mrs Slater suggests that school should speak to County tomorrow for a definite answer. Mrs Stobbart is to keep all Governors posted.

9. Acting Headteachers Report

Mrs Stobbart provided all Governors with a written report prior to the meeting; there were no questions arising from this.

Following recent guidance from the Government it suggests that schools should continue to use the bubble approach and given our small size Mrs Stobbart proposed that we adopt a whole school bubble especially seen as the majority of the children will be travelling on the same school transport to and from school anyway; this was agreed as a suitable approach.

Mr Shaw made reference that these recommendations are guidance only and that ultimately it is up to individual schools to decide what best suits their situation.

It was reported that the timetable for next year will only have 1 whole school session as opposed to the 2 that were scheduled for this year and that Collective Worship will be planned to make more use of the outdoor area wherever possible or will be socially distanced if not possible.

With regards to transition around school, i.e. classes to lunch, classes to home etc. these have been discussed by the staff and plans will be in place to ensure the safety of all concerned from September 2020.

It is intended to do periodic check ins with parents during the first few months of the new school year in order to try and flag up any concerns with the children returning to school and to be able to support them appropriately. After school clubs will be based around supporting the re-building of friendships and enhancing children's physical and mental well-being.

Mrs Slater told that County have won a Mental Health in Schools bid and this will enable practitioners to work alongside staff in schools to support children where necessary following the Covid pandemic.

Mrs Stobbart asked Governors to consider her proposal to change her working time within school to 3 full days; all agreed to this. This will allow Mrs Stobbart to be in the Infant Class 1 hour per week giving Mrs McGowan some support time with Mrs Rooney as well as herself; it was thought that as a Leadership Team this approach would benefit everyone in school.

Mrs Shaw will continue to come into school and take RE sessions with both classes freeing up both Mrs Stobbart and Mrs Rooney to meet weekly and split responsibilities.

The SIP will be reviewed over the summer break and should be available to all Governors early September 2020 for their consideration.

Mrs Alston mentioned that Mrs Lamb and herself are still to undertake Mrs Stobbart's mid-year appraisal review; it was agreed that Mrs Stobbart would provide them with details on how she feels she has made progress towards her set targets so far and they will review this.

Thanks were once again given to all staff at school for their fantastic efforts throughout the period of lockdown; it was agreed that the team at school have worked well throughout and hope to continue to do so in the future.

Mrs Slater asked what, if any, measures school had put in place to help aid the transition of Y6 pupils to secondary school. *Mrs Rooney told of the many activities they have carried out with the Y6 children; Y6 children have 'zoomed' with past pupils of the school giving them an opportunity to ask any questions they have, they have also 'zoomed' with Mr Anderson and Mr Metcalfe at William Howard School in order to meet them and all children have written to Mr Metcalf introducing themselves in response to a letter they had received from him. It has not been an easy start to their transition but school have tried to make the best of the situation.*

Mrs Stobbart added to this by saying that of the 2 children that will be starting in YR in September, 1 who already attends the Nursery class at school has had limited engagement during the period but has been into school with parents to meet Mrs McGowan and see how their environment will look from September and 1, who is currently at another Nursery, has not been in school as yet over the period but Mrs Stobbart has met with their current Nursery to discuss transition and hopes they will attend school in the coming couple of weeks.

10. BASC Group (Constitution with Covid Addition)

- See attached confidential minutes.

11. Link Governor Report

The subscription to the NGA E learning programme expires in July 2020 with the cost for another year being £165. It was agreed to renew this again and all Governors were encouraged to make use of it.

12. Safeguarding Issues

There have been no safeguarding issues since the last full Governors meeting; Teachers at school are making regular contact with all families still throughout this period and it has been encouraging to see the children back in school.

13. Wellbeing

In order to support both staff and children school made a temporary move to a 3 day week timetable within school from June 2020. Staff have felt this has given them more time to talk and it was felt that this needs to be protected going forward. The current situation has had potential to be high pressured but it was felt that staff have coped well and are continuing to work well together. A staff afternoon tea has been planned for the end of term.

14. Early Reading

Mrs Rooney has started addressing the comments from the Ofsted Inspection regarding reading within school and reported that Mrs McGowan and herself have accessed online training in order to consolidate this and take further.

New reading resources have been purchased to help update the library facility within school and Mrs McGowan has brought new ideas to the school that will hopefully enhance this.

15. Curriculum Developments

The Government's plans for the new Relationships Curriculum to be implemented by September 2020 have been postponed until Easter 2021 for any schools who feel they are not ready to deliver this; it was felt, however, that schools are ready to phase this in from September and have purchased new resources to support this and staff intend to update the policy and consult with parents.

All aspects of the SIP have been completed up to date with the exception of the Computing strand which will be carried over into the new SIP in order to give school enough time to complete this fully.

16. Arrangements with Irthington School

There is nothing to report on this item at present other than it is working as best it can in the current situation.

17. Governors Prizes

It was agreed to purchase another trophy for the end of year awards at school and this will be awarded for 'Embracing School Life'; it was also agreed that even though school has only been able to be open for half of the year that good attendance should be acknowledged and those children who have achieved 100% prior to the closure should be rewarded. Governor's funds will cover the costs of the trophy and attendance vouchers.

A whole school picnic has been planned for Sunday 19th July 2020 in order to celebrate as a school and say goodbye to Y6 where all school trophies and acknowledgements will be awarded.

18. Confidential Items

See attached confidential minutes.

19. Upcoming School Events

Whole School Celebration Picnic – Sunday 19th July 2020.

20. Date of Next Meeting(s)

To be arranged for September 2020.



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

MINUTES OF THURSDAY 9th JULY 2020

'CONFIDENTIAL ITEMS'

Present:

Action

Mrs M Alston (MA-Chair), Mrs K Lamb (KL), Mr G Shaw (GS), Mrs F Stobbart (FS), Mrs L Rooney (LR), Mr G Lamb (GL), Mrs L Irving (LI) and Mrs T Mitchinson (Clerk) via ZOOM video link.

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