



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

MINUTES OF MONDAY 21st SEPTEMBER 2020

1. Apologies for Absence

Action

No apologies were received and it was noted that Mr Cronin was not in attendance.

Present:

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

Also present was Lindsey Slater, LA General Adviser.

2. Declaration of Interest in an Agenda Item

There were no declarations of interest given.

3. Minutes of Meeting Held on Thursday 9th July 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 9th July 2020

Item 5 (July 2020) – Governing Body Membership

Mrs Slater has spoken to County about our long outstanding Local Authority Governor and asked that this be chased up as a matter of urgency.

LS

b) Outstanding RAIL Actions

17th May 2018

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

28th February 2019

Still waiting for completed skills audits from Mr Shaw and Mr Cronin; Clerk to email again.

PC/GS

8th May 2019

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

All

3rd July 2019

Nothing further to report with regard to signage to the school on local roads this is still on hold until Covid 19 restrictions have eased.

GS/GL

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 will send Clerk the written report on 'The Curriculum Now' monitoring visit for Governor records.

GS

Mrs Irving will not be producing a written report on her 'Reading' monitoring visit until the follow up visit has been completed.

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

PC

27th February 2020

Lighting to the play area, car park and roadside parking see - see Item 8 of this Agenda.

The amendments to the Support Agreement with Irthington have been finalised but not officially signed off as yet due to the Covid restrictions, however Lynn Harrison will be coming into school on Wednesday 23rd September 2020 and it is hopeful this will be completed then.

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

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

GS

21st May 2020

School have paid the labour costs from the April / May 2020 cleaning invoice from Orian but not the overheads and products costs until they have provided a detailed breakdown of what they cover; which has been requested but not yet received.

FS

Mrs Slater mentioned that pressure is being put on the DFE to make available sums of money to help schools cover costs, such as this, related to Covid-19 and said that school should keep a record of all Covid 19 related costs should the help become available.

5. Election of Officers

Clerk took over the Chair at this point in the meeting and nominations were invited for the various offices resulting in the following appointments -

Chair – Mrs Mary Alston

Vice-Chair – Mr Graham Lamb

Link Governor – Mrs Tracey Mitchinson as Clerk

The following were appointed as Chairs of the sub-committees for the year –
Finance & Leadership Committee – Mr Graham Shaw
Health, Safety, Buildings & Premises Committee – Mr Graham Lamb
Teaching & Learning Committee – Mrs Fiona Ritson
Headteachers Appraisal Committee – Mrs Mary Alston

Parent Liaison Governor – Mrs Laura Irving

The Clerk then handed the Chair back to Mrs Alston.

6. Governing Body Membership

The only current vacancy is for an LA Governor; which Mrs Slater has chased up for us with County as this has been vacant since October 2018.

7. Committee Structures

Mrs Stobbart asked for suggestions as to how we could make best use of our current committee structure going forward and asked advice from Mrs Slater on how other schools may approach their use of committees. The advice from DFE is that they meet virtually wherever possible unless you can do it face to face safely.

It was agreed that we would continue with the current committees as is for the time being meeting virtually where possible.

Mrs Stobbart has a zoom meeting arranged with Kym Brown to discuss the budget and will then arrange to meet with the Finance & Leadership Committee to feed back.

It was also agreed that the Health & Safety Audit should be given priority now that school has re-opened and following the works that were completed over the Summer holidays.

**GS/PC/
FR**

8. Health, Safety, Buildings & Premises Committee Report

Mrs Stobbart updated the Governors on the works that had been completed during the summer holidays; namely the rewiring of the school and the upgrade to the heating system. Everything went smoothly throughout until the end when it became apparent that the works would not be completed on time to be able to welcome the children back into school on the agreed date of Thursday 3rd September 2020; it was with regret that the decision then had to be made to delay the opening of school until Monday 7th September 2020 in everyone's best interest. Electricians have been in school today, Monday 21st September, to finish off some final bits.

A new Fire Alarm and Intruder Alarm have also been fitted and are working.

The previously discussed outdoor lighting was all covered under the summer works with the exception of right down to the carpark area; this may be something that school need to look into further once the dark nights arrive again.

9. Acting Headteachers Report

Mrs Stobbart provided Governors with a comprehensive written report prior to the meeting, a copy of which is attached with the agenda papers.

Mrs Stobbart also told Governors of an issue that has arisen surrounding the insulation within school, following the recent works the contractors have removed the previous insulation and have not replaced it but instead sent in a quote for the work to install new insulation; of which school expected this would be involved as part of the costs seen as it was removed. The quote is in the region of £4,000.

Mr Shaw asked Who commissioned the work to remove the insulation? *Mrs Slater advised school to go back to the original schedule of works and see what was agreed but would have thought that if it was removed then it should have been made good before completion.* Mrs Stobbart to revisit the schedule and email County for clarification.

FS

On Thursday of last week a member of staff was contacted to say they may have been in contact with a Covid 19 case; to which official advice was sought. Although it was felt that the link was too distant to warrant concern Mrs Stobbart wrote to all parents that same day following contact with the Chair and Vice Chair to discuss the matter, parents were also informed of the outcome, which was negative. However, in the meantime a post was published on social media which may have had an impact on the schools perceived handling of this.

Mrs Stobbart has sent all members of staff a memo reminding them of their obligations towards the school and how their actions, or those of family members, may have an impact on school and to bear this in mind in the future.

Mrs Slater has provided Mrs Stobbart with templates of ideas on how to present the Headteachers report in future in order that Governors still receive adequate information but that the workload in producing this is not too overbearing and asked that if any Governors had any ideas of what they would like to receive information on then to let Mrs Stobbart know.

Mrs Stobbart reported that most, but not all, of the parent check-ins have been completed since the return to school on Monday 7th September 2020 with no areas of concern so far and everyone reported to be settling back in nicely.

10. Timetable for Performance Management & Pay Reviews

Mrs Alston told of the procedure involved in the Headteachers Performance Management review and that an informal half year review took place during lockdown between the Headteachers Appraisal Committee and Mrs Stobbart.

A meeting has been scheduled with Chris Boucetta to conduct Mrs Stobbart's Headteacher Performance Management Review again this year on Wednesday 21st October 2020 followed by a meeting with Chris and the Headteachers Appraisal Committee with feedback being presented to the Governors at the next full Governors meeting.

**FS /
Heads
Appr
Com**

Mrs Stobbart will carry out the appraisals of the teacher and support staff at school.

FS

11. Link Governor Report

Everyone was reminded that we have subscribed to the NGA E-learning service again for another year and encouraged to make use of this.

Mrs Stobbart has also received information about some training from the Diocese which she will forward to all.

FS

12. Safeguarding Issues

As a result of a recent conversation with a parent about a pupil, who had previously been a safeguarding concern after attending school for a short period of time, it is understood that this family have now moved on from the area and there is a possibility that they are no longer under any authorities radar for home-schooling. Mrs Stobbart has spoken to County about her concerns regarding the child and they will follow this up.

13. Wellbeing

Mrs Stobbart is always mindful of wellbeing in school and some of the current measures in place to help try and reduce workload are:

- there are currently only 2 after school clubs running, one lead by an external sports leader with the support of a member of staff and another lead by a parent with a member of staff on a rota basis.
- staff meetings are now fortnightly with the option of lunch time catch ups if required.
- advice has been taken from Kym Allan regarding the cleaning regime that school adopted since returning to school to see if this could be condensed.

14. Early Reading

Staff continued to monitor reading throughout the Summer Term and Mrs Rooney and Mrs McGowan have used on-line training resources to further enhance their knowledge. There will be a renewed focus at school now children have returned in order to keep this a priority as well as spending part of the budget on further materials for the library.

15. Curriculum Developments

It was felt that the curriculum took a back seat throughout the lockdown period in favour of childrens wellbeing but the focus will now be firmly back in place. Teaching staff have met and mapped out the curriculum for 2020/21 with resources from Chris Quigley being used to support this.

16. Arrangements with Irthington School

Mrs Stobbart will be meeting with Lynn Harrison on Wednesday 23rd September 2020 with a view to finalising the arrangement documentation and discuss a schedule of priorities for the forthcoming school year.

17. Governors Monitoring

There have been no monitoring visits planned as yet as these will be linked to the new SIP once finalised but discussion was given as to how best to undertake monitoring given the ever changing guidance regarding Covid-19.

Several ideas were put forward including video links to lessons, book viewing after children had left school, zoom calls between Governors, staff etc. and the possibility of the Staff Governors observing subjects as part of their peer to peer support. All ideas were given consideration and agreed that once we have a schedule of visits planned then the appropriate method would be applied on an individual basis.

18. Policy & Procedure Updates

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

- Modern Foreign Languages (v2)
- School Uniform (v2)
- Lettings Policy & Procedures (v2)

Noted changes from Kym Allan:

- Health & Safety Policy Addendum (v5)
- Child Protection & Safeguarding Policy & Procedures (v5)
- Overarching Safeguarding Statement (v3)
- Peer on Peer Abuse Policy (v3)
- Code of Conduct for Staff & Other Adults (v4)

19. Confidential Items

None discussed, but Mrs Alston asked if there had been any further issues with the confidential item discussed at the last meeting, to which the reply was No.

20. Upcoming School Events

Due to current Covid 19 restrictions and guidance there is no upcoming events organised but school are looking into how they can celebrate Harvest safely whilst involving the surrounding community.

Mrs Slater asked if school had given any thought to parents evenings? *Mrs Stobbart replied they had given it thought, be it via Zoom link or holding spaced out appointments over a series of days, which would be doable given the number of families to be catered for.*

Mrs Slater also gave mention to the funding that should be coming available for the provision of catch up work for pupils.

Mr Shaw asked if this provision was to be contracted out? *It can be contracted out if the school chooses not to provide it themselves.*

21. Date of Next Meeting(s)

Full Governing Body –

Monday 30th November 2020, 6.00pm – Venue TBC (depending on Covid 19 restrictions)

Committee Meetings – To be confirmed.