



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

MINUTES OF MONDAY 30th NOVEMBER 2020

1. Apologies for Absence

Action

Apologies were received and accepted from Mrs L Irving and Mrs F Ritson would be late to the meeting.

Present:

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

Also present was Lindsey Slater, LA General Adviser.

2. Declaration of Interest in an Agenda Item

Mrs Stobbart, Mrs Rooney & Mrs Ritson declared an interest in Item 13 - Performance Management & Pay Reviews.

3. Minutes of Meeting Held on Monday 21st September 2020

The minutes of Monday 21st September 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 Monday 21st September 2020

Item 9 (September 2020) – Acting Headteachers Report

It was confirmed that Roland Hill will be replacing the insulation that they removed during the summer works at no extra cost and a quote has been obtained for further levels of insulation of which school need to decide how much more they would like added.

Item 10 (September 2020) – Timetable for Performance Management & Pay Reviews

The Acting Headteachers Performance Management Review has been completed; see Item 13 of this Agenda.

All staff appraisals have been completed; see Item 13 of this Agenda.

Item 11 (September 2020) – Link Governor Report

Mrs Stobbart had emailed all Governors with the training details received from the Diocese.

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; 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.

GS/GL

12th September 2019

The Health & Safety Audit for the Autumn term has now been completed; see Item 8 of this Agenda.

28th November 2019

Mr Shaw is still to send the Clerk the written report on 'The Curriculum Now' monitoring visit for Governor records.

GS

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

PC

27th February 2020

The amendments to the Support Agreement with Irthington have now been finalised.

Mrs Alston has completed the RE monitoring visit; see Item 18 of this Agenda.

Mr Shaw is still to complete the draft of the Public Sector Single Equality Statement; Clerk to email this to him again.

GS

21st May 2020

Mrs Stobbart confirmed that Orian have acknowledged that they will credit the parts of the invoices that hadn't been paid by school for the materials and overhead costs for the April & May invoices and part of the June invoice for the cleaning services at school which were not provided when the school was closed due to Covid 19.

9th July 2020

The vacancy for a Local Authority Governor is still outstanding despite Lindsey Slater chasing this up although school have now received interest from a member of the community and are currently following this up.

5. Governing Body Membership

Noted there was only one vacancy for an LA Governor at present.

6. Finance & Leadership Committee Report

The minutes of the Finance & Leadership Committee meeting held on Wednesday 11th November 2020 were made available to all Governors prior to this meeting and Mr Shaw also gave a detailed overview.

The school finances are in a very positive position, this is mainly due to the minimal spends made for most of the year due to the Covid 19 Pandemic; with this in mind it has meant that school are in the position where there will be an inevitable surplus over the allowed 8% carry forward that may be clawed back by County unless school request to carry forward an excess of the 8% and need to show how this has been ear marked for the future of the school.

Mrs Stobbart then put forward a proposal, which was discussed at the committee meeting, to the full Governors, which was to look into extending the services available at school to pre-school children and therefor bridging a perceived void in early years childcare in the surrounding area.

Discussion ensued as to why, how and when this could develop and Mrs Stobbart gave feedback on the advice she has received already from County on progressing this proposal and Mrs Slater also offered to speak to County on schools behalf.

A lot of market research would be needed in the first instance to gauge what demand there would be, but it was felt that with the childminder in Walton nearly full, Brampton Nursery full, Gilsland school no longer providing the service and a number of new homes being built in Brampton, but not enough to warrant a new school being built then this may be a good time to introduce this at school.

- Mrs Ritson joined the meeting.

Mrs Stobbart has been given a list of other schools who have started similar ventures and will be speaking to them if the Governors agree to the initial proposal.

Mr Shaw asked if there was a deadline to secure the carry forward surplus? *Mrs Stobbart answered that there was a possibility that County may not claw back the surplus anyway given the circumstances this year but there was nothing official and Mrs Slater said that school should have a definite plan in place to commit the money to just in case they do claw the money back at short notice.*

All Governors agreed to ear mark the surplus carry forward to moving the proposed nursery facility forward and Mrs Stobbart is to complete further research as discussed and report back to Governors. **FS**

Balance carry forward for the year at present is approx. £42,973.00

Governors Account Balance as at 29th November 2020 is £22,704.04.

7. Teaching & Learning Committee Report

There has been no meeting of the Teaching & Learning Committee prior to this meeting but Mrs Ritson informed the meeting that staff at school have discussed projections and focused on children's wellbeing with the return to the classroom since their 6 month break.

Staff felt that all children have settled back in well, the classrooms are vibrant and welcoming, displays are up to date and relevant and any children deemed to be struggling following this difficult period are being offered any support they need.

8. Health, Safety, Buildings & Premises Committee Report

The Autumn Term Health & Safety Audit has been completed and an action plan has been drawn up and given to all Governors for their information with no major areas of concern.

9. Acting Headteachers Report

Mrs Stobbart provided a written report prior to the meeting which followed a new format which Mrs Stobbart welcomed any feedback on, all Governors agreed this was very informative in all areas of school life.

Mr Lamb thanked Mrs Stobbart for the report and asked if it needed to be that detailed, given the immense time and effort that has gone into it and worried that this may take over her time at school. *Mrs Stobbart said she had been mindful of giving Governors a full insight into what was happening at school, especially at present when they were unable to visit in person.*

It was suggested that maybe this level was given as an annual report to Governors with mini reports throughout the year focusing on given items.

Actual attendance against target – 99.59%
Number of authorised absences – 4.5 days
Number of unauthorised absences – 0 days

10. School Improvement Plan (SIP)

The Strategic Intentions were set out in the Acting Headteachers Report and Mrs Stobbart and Mrs Rooney are working on completing the SIP in more detail; it was requested that a meeting to discuss the draft SIP be arranged for January 2021 for Governors.

Strategic Intentions:

- To develop the leadership team of staff and governors to ensure continuity for the children and families.
- To further develop the strategies in place to increase reading engagement and enjoyment across the whole school and ensure that children in EYFS and KS1 become fluent readers more quickly.
- To develop the deeper learning opportunities in maths for EYFS and KS1 and further develop cross-curricular maths to provide deeper learning opportunities.
- To improve the curriculum for computing, to provide discreet sessions and identify cross-curricular opportunities.
- To raise the profile of the school in the wider community; especially promoting EYFS facilities.
- To develop the RSE curriculum, including COVID-19 recovery for children.
- To further develop the curriculum to reflect the advantages and disadvantages of our children, including tracking of attainment and progress.
- To develop systems and processes to support staff and children's health and well-being in the best way that we can,

11. Safeguarding Issues

There had been one safeguarding issue brought to the Safeguarding Governors attention. They were happy with the way that this had been dealt with and continues to be monitored.

12. Link Governor Report

Mention was given to the NGA E-learning modules and Clerk to email all Governors again with the guidance for this.

Clerk

Mrs Slater also said that Governor Support would be in contact with school in the new year with a view to providing a training session for all Governors; this will be free of charge given our status of 'enhanced support'.

13. Performance Management & Pay Review

The Headteachers Appraisal Committee reported back on Mrs Stobbarts' Performance Management review held on 2nd November 2020, where Mrs Chris Boucetla, external consultant, carried out the process.

It was recognised that Mrs Stobbart had performed extremely well given the incredibly challenging time over the past year and the committee recommended that a move to the next spine on the pay scale be upheld; this was agreed by all Governors.

New targets have been set for the forthcoming year and were shared with Governors via the Acting Headteachers Report.

Mrs Stobbart confirmed that performance reviews had been carried out on all staff with most targets having been met or were being currently working towards and gave thanks to those staff on the Governing Body and those who were not for all their hard work and commitment over the past year.

- Mr Cronin left the meeting.

14. Well-being

Mrs Stobbart touched on this in her Acting Headteachers report, staff are being mindful of their working hours etc. and are avoiding late nights, staff meetings are now fortnightly with the opportunity for casual discussions at lunchtimes.

Staff recently enjoyed an Afternoon Tea which allowed them time together outside of work.

There have been internet issues recently at school, so staff have been given the opportunity to complete any training at home, where possible, and due to many Covid restrictions, school have adopted a flexible approach with any staff appointments etc.

Check Ins with all parents have been completed since children have returned to the school environment.

Outside learning is being embraced at every opportunity and some 'walk to school' events have been held; new waterproofs have been purchased for every child to help with this.

Children have been given more responsibility around school with job interviews and appointments being made.

SCHOOL IS EMBRACING CHRISTMAS !!!!

15. Early Reading

The library is now looking fantastic; resources have been upgraded with a big investment in fiction texts and a planned investment next on non-fiction texts. The recent reading topic, which was originally planned for 2 weeks, has seen children very engaged and is still continuing.

16. Curriculum Developments

The staff training day planned for 4th January 2021 will look at the advantages and disadvantages provided by the learning completed during the Covid 19 pandemic and what children have missed and how school can drip feed these missed areas in-line with the current curriculum plan.

Curriculum companion resources have also been purchased to help enable depth and coverage of learning throughout school.

17. Arrangements with Irthington School

Mrs Stobbart mentioned that the support from Irthington School is still being provided and working well with regular virtual meetings taking place.

18. Governor Monitoring

Religious Education – Mrs Alston completed a monitoring visit focusing on the provision of religious education and collective worship within school; due to Covid restrictions this took the form of a meeting with Mrs Stobbart and pupil books were looked at outside of school. The report was issued to all Governors prior to this meeting.

Key issues and recommended actions for the Governing Body are -

- Once restrictions are lifted and Governors are able to visit school when the children are there it is important that Collective Worship and RE are a focus of Governors monitoring visits.
- Check for feedback to the children in their workbooks.

19. Policy & Procedure Updates

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

- Admissions Policy (v4)
- Feedback Policy (v3)
- Homework Policy (v2)
- Financial Responsibilities & Delegations Policy (v2)
- Whole School Behaviour Policy (v7)
- Health & Safety Policy Addendum (v10)
- Appraisal Procedure for School Based Teachers & Centrally Employed Teachers
- Teachers Pay Policy
- Time off Work Policy (v3)

20. Declaration of Business Interests

These will be updated next time the Governors meet in person.

Clerk

21. Confidential Items

No confidential items were discussed.

22. Upcoming School Events

There will be a letter going to all parents outlining the plans for Christmas this year as these will be different to normal years and staff have spent time in school this evening, making school 'Christmas Ready' for the children!!

- Christmas Performance 'Lights, Camel, Action!' – This will be video recorded this year and sent home to parents for their own personal use, all parents/carers have been asked to give consent and agree to use.
- Christmas in the Community Event – 6th December 2020, 10am to 1pm – Everyone in the local community has been invited to come and decorate the school tree; it is hoped this will become an annual event.
- Christmas Jumper Day - 11th December 2020
- Christmas Party - 16th December 2019
- Christmas Craft Day & Carols Around the Tree (TBC) - 17th December 2020
- Christmas Lunch - 18th December 2020

23. Date of Next Meeting(s)

Full Governing Body –
Monday 22nd February 2021, 6.00pm via Zoom Video Link.

The Way Forward From September 2021 -
Monday 11th January 2021, 6.00pm via Zoom Video Link.

Mrs Slater reminded us of the deadlines concerning the appointment of Headteachers –
30th April 2021 for appointing a Headteacher currently in post as a Headteacher
May half term for appointing a new Headteacher (currently in a teaching post)

School Improvement Plan –
Monday 18th January 2021, 6.00pm via Zoom Video Link