



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

MINUTES OF TUESDAY 4th MAY 2021

1. Apologies for Absence

Action

Apologies were received and accepted from Mrs L Irving and Mrs L Slater.

Present:

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

2. Declaration of Interest in an Agenda Item

No declarations were received.

3. Minutes of Meetings Held on Monday 22nd February 2021 and Thursday 18th March 2021

The minutes of Monday 22nd February 2021 and Thursday 18th March 2021 were agreed as true and correct records; these will be signed next time the FGB meets in person.

**MA/
Clerk**

4. a) Matters Arising from Monday 22nd February and Thursday 18th March 2021

Item 4b (February 2021) – Outstanding RAIL Actions

Mrs Irving hasn't completed the monitoring visit on Remote Learning Reading Sessions; see also Item 7 and 17 of this agenda.

Item 8 (February 2021) – Health, Safety, Buildings & Premises Committee Report

The Health & Safety Audit has been completed; see Item 8 & 17 of this agenda.

Item 9 (February 2021) – Acting Headteachers Report

Mrs Stobbart has contacted the Transport Department at County who don't seem interested in helping out schools but would be more inclined to respond to requests for help from individual families. However, the Council do operate a spare seat scheme whereby those families out of catchment can apply for a seat on school buses should there be any spare at a cost of £174 for Autumn Term, £164 for Spring Tern and £104 for Summer Term.

In addition to this Mrs Stobbart has also enquired with current providers as to whether they would be able to offer this provision as a private arrangement; this would be at a cost of £20 per day. Although none of the families concerned have pursued this further yet Mrs Stobbart asked the Governors if they would consider financial help towards this in the future; all agreed this would be something the Governors would consider but on an individual, annual basis.

There is a bus comes up from Brampton area to collect children to take to school and there are spare seats on this, it was suggested that maybe we could ask them to display our school logo in the window as advertisement as it may encourage others.

Item 15 (February 2021) – Arrangements with Irthington School

Mrs Alston has written to the Chair of Governors at Irthington School thanking them for the support their Headteacher has given over the last year; see also Item 14 of this agenda.

Item 18 (February 2021) – Governors Accounts

See Item 19 of this agenda.

Item 21 (February 2021) – Date of Next Meeting(s)

Governing Body Health Check has now been completed; see Item 16 of this agenda.

b) Outstanding RAIL Actions

17th May 2018

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

Clerk

28th February 2019

All Governors have now completed the skills audit; see Item 16 of this agenda.

3rd July 2019

Nothing further to report with regard to signage on local roads but it was noted that the signage for the school has been ordered.

GL

9th July 2020

A candidate has been proposed to County to fill the vacancy for a Local Authority Governor.

30th November 2020

Declarations of Business Interests are still to update as the Governing Body have not met in person since the November meeting yet.

All

5. Governing Body Membership

Mrs Patrick-Jones has been nominated to County to fill the outstanding vacancy for Local Authority Governor.

6. Finance & Leadership Committee Report

There is a meeting of the Finance & Leadership Committee scheduled for Tuesday 11th May 2021 in order to complete and submit the SFVS and discuss budget setting.

However, Mrs Stobbart and Mrs Rooney have met with Kim Brown and confirmed a year end carry forward of £39,864 for 2020/2021 and £66,194 for 2021/2022; requiring school to spend approx. £50,000 before the end of March 2022. This is above everything that has been budgeted for.

In addition to this there is also £25,231 of sports funding still to spend but school have plans for this in the outdoor area by improving facilities, daily mile track etc. and are also looking at erecting an outdoor classroom possibly to aid with the EYFS /nursery plans.

It was noted that of the formula capital figure of £16,391, £3727 of this is to draw down before March 2020 also.

Balance carry forward for the year at present is approx. £39,864.

Governors Account Balance as at 1st May 2021 is £24,820.72.

7. Teaching & Learning Committee Report

There has been no meeting of the Teaching & Learning Committee prior to this meeting but it was requested that the committee meet prior to the next FGB meeting with a focus on all aspects of reading throughout school.

**T & L
Comm**

Mrs Ritson also noted that there was a lack of data this year due to Covid 19 restrictions; therefor should school be looking at producing their own data or benchmarking with other schools?

8. Health, Safety, Buildings & Premises Committee Report

There has been no meeting of the Health, Safety, Buildings & Premises Committee prior to this meeting but Mr Lamb has conducted the Health & Safety Audit and this has been issued to all Governors for their information. Actions have been set following on from this and school are beginning to work on them.

9. Acting Headteachers Report

Mrs Stobbart provided a written report prior to the meeting.

In addition to this it was reported that the recent parents evenings were very positive with the majority of parents in attendance and those who couldn't have been scheduled in for the near future, the school 100 club has been launched with great support from the community and 1 request for absence during term has been received.

Mrs Stobbart also reported that the mid-year performance reviews are under way but not completed yet and Mrs Alston and Mrs Lamb have a date to complete the Acting Headteachers mid-year review.

Mention was given to pupil questionnaire survey that school currently undertook with the children; all children are happy and glad to be back at school with their friends.

Actual attendance against target – 96.10% (8th March 2021 to 1st April 2021)
Number of authorised absences – 18 days (Autumn Term)
Number of unauthorised absences – 0 days (Autumn Term)

10. Headship September 2021

Mrs Alston once again went over the structure for the Headship at school from September 2021 for clarification and reported that Mrs Lyons is organising the issue of the new contracts for Mrs Stobbart and Mrs Rooney.

Mrs Stobbart and Mrs Rooney are currently discussing Job Descriptions and split of responsibilities and this will then be brought to the FGB for ratification.

FS/LR

11. School Improvement Plan

Governors were provided with notes relating to a review of the SIP conducted by Mrs Stobbart and Mrs Rooney; it was agreed to monitor Strategic Intentions 1 and 6 before the next meeting, Mrs Stobbart asked Governors to think of how they would like to do this in order to move forward with the SIP.

Governors allocated to this -
SI1 – Mr Lamb, Mrs Irving, Mrs Ritson
SI6 – Mrs Lamb, Mrs Patrick-Jones, Mrs Ritson

**GL/LI/
FR**

**KL/VPJ/
FR**

12. Link Governor Report & Governor Training

Governors were reminded of the NGA E-learning facility and that they are signed up to this for another year; Clerk will send out details again on how to access this.

13. Safeguarding Issues

There have been no safeguarding issues since the last meeting but Mrs Stobbart has spoken to Mrs Alston regarding two safeguarding matters which school are keeping an eye on.

14. Arrangement with Irthington School

Mrs Alston confirmed that she has written to the Chair of Governors at Irthington School thanking them for the support received from Mrs Harrison via the partnership agreement that has been in place between our schools since September 2019.

15. School Meals – New Arrangement Update

Mrs Stobbart reported to Governors that the new school meal arrangement with Lanercost School through Orian began on 19th April 2021 and despite a few teething issues at the start is beginning to work. School will continue to monitor the arrangements as they are not prepared to compromise quality for quantity.

16. GB Health Check & Skills Audit

Governors were provided with the results of the recent GB Health Check and Skills Audit that had been undertaken and these were briefly discussed; Governors felt that they would like to discuss the findings further in a face to face meeting, date to be decided.

Some staff Governors felt that they were comfortable answering the questions as staff but not so much so as a Governor.

It was agreed that we currently have a diverse skill set among the Governing Body with no area lacking at present.

17. Governor Monitoring

Health & Safety Audit - This has been completed; see Item 8 of this Agenda. In addition to this it was noted that there was a recommendation to provide Mrs Stobbart with paid extra time to learn and understand procedures throughout school should she need it; this was agreed by all Governors.

Guided Reading Zoom Sessions – Mrs Irving has been unable to complete this monitoring as of yet but this will now be undertaken by the Teaching & Learning Committee.

**T & L
Comm**

18. Policy & Procedure Updates

Staff have been working on a draft of the Relationships & Sex Education Policy and asked Governors to give their approval before this is shared with parents/guardians; all agreed.

19. Governor Accounts

The Governors accounts have been externally audited for the year ending 31st December 2020; the balance sheet was available to all Governors.

20. Confidential Items

No confidential items were discussed.

21. Upcoming School Events

Mrs Stobbart and Mrs Rooney talked of the planned sports taster session they have arranged for the children; golfing, fishing and horse riding to start with and the possibility of a residential for the Junior children is being looked into.

Mr Lamb suggested that school look into possibly working with the 'Mini Police' scheme provided by Cumbria Constabulary that is aimed at 9-11 year olds. Mrs Patrick-Jones has some involvement with Cumbria Constabulary and will look into the possibility of what links may be available to school.

22. Date of Next Meeting(s)

Finance & Personnel Committee -
Tuesday 11th May 2021, 7.30pm at Walton & Lees Hill School

"Growing School" Meeting (Mrs Irving, Mr Lamb, Mrs Ritson, Mrs Stobbart, Mrs Rooney)
Friday 14th May 2021, 3.00pm at Walton & Lees Hill School

Teaching & Learning Committee -
Friday 11th June 2021, 9.30am at Walton & Lees Hill School

GB Health Check Discussion -
Wednesday 23rd June 2021, 6.00pm at Walton & Lees Hill School

Full Governing Body –
Wednesday 7th July 2021, 5pm at Walton & Lees Hill School

Mrs Irving was assigned as mentor to new Governor Mrs Patrick-Jones.