



# WALTON & LEES HILL CE PRIMARY SCHOOL GOVERNORS MEETING

## MINUTES OF MONDAY 12<sup>th</sup> JULY 2021

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### 1. Apologies for Absence

**Action**

Apologies were received and accepted from Mr G Shaw.

#### **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), Mrs L Irving (LI), Mrs V Patrick-Jones (VPJ) and Mrs T Mitchinson (Clerk).

Also present was Lindsey Slater, LA General Adviser; this will be Mrs Slater's last meeting, as school will be moving to universal support, on her advice. Thanks were expressed on behalf of the Governors.

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

No declarations were received.

### 3. Minutes of Meeting Held on Tuesday 4<sup>th</sup> May 2021

The minutes of Tuesday 4<sup>th</sup> May 2021 were signed as a true and correct record.

### 4. a) Matters Arising from Tuesday 4<sup>th</sup> May 2021

Item 10 (May 2021) – Headship September 2021

Mrs Stobbart and Mrs Rooney have drafted a job description proforma to come into use in September 2021; see also Item 12 of this Agenda.

Item 11 (May 2021) – School Improvement Plan

SIP Strategic Intention 1 has been monitored by Governors; see item 14 of this Agenda.

SIP Strategic Intention 6 has not been monitored by Governors; see item 14 of this Agenda.

#### **b) Outstanding RAIL Actions**

17<sup>th</sup> May 2018

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

**Clerk**

3<sup>rd</sup> July 2019

Signage directing people to the school has now been erected around the catchment area and boundary courtesy of Graham Lamb, Governors will be picking up the cost of these. Positive feedback has been received already so hopefully these will help put the school on the map.

30<sup>th</sup> November 2020

All Declarations of Business Interests have now been updated with the exception of Mr Shaw who was absent from the meeting; Clerk will chase this up at earliest opportunity.

**Clerk**

22<sup>nd</sup> February 2021

Mrs Alston is still to complete the monitoring visit on Guided Reading Sessions on behalf of the Teaching & Learning Committee.

**MA**

## **5. Governing Body Membership**

Mrs Patrick-Jones has been nominated to County to fill the outstanding vacancy for Local Authority Governor but there has been no official correspondence received back on this appointment; Mrs Slater agreed to chase this up.

**LS**

## **6. Finance & Leadership Committee Report**

The minutes of the Finance & Leadership Committee from 18<sup>th</sup> May 2021 were available to all Governors prior to this meeting and there had been no more meetings with Kim Brown since. The October budget review will provide a more accurate picture, but all previously agreed planned spends are going ahead.

It was confirmed that the SFVS had been completed at this meeting and submitted to County by the deadline.

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

Governors Account Balance as at 11<sup>th</sup> July 2021 is £25,068.97.

## **7. Teaching & Learning Committee Report**

At the recent meeting the focus was placed on Strategic Intention 2 (To further develop the strategies in place to increase reading engagement and enjoyment across the whole school and ensure that the children in EYFS and KS1 become fluent readers more quickly) of the SIP with the visit positively received by the teachers who were involved.

Mrs Patrick-Jones went on to say that this had been her first official visit to the school and her first impressions had been way above her expectations and all staff and children were to be congratulated; pupils were well behaved and fully engaged in their lesson.

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

Mr Lamb attended school on Friday 9<sup>th</sup> July, when Mrs Stobbart gave feedback on the May visit from Barbara Ross from Kym Allan. In that meeting, they worked through the KA H and S audit questions. This was very thorough and Barbara offered lots of signposts and actions to move forward in a positive way. The follow up matters are in hand and Barbara will visit school again in the next academic year.

## 9. Acting Headteachers Report

Mrs Stobbart provided a written report prior to the meeting.

In addition to this it was noted that Mrs Stobbart is considering undertaking her CofE NPQH qualification and enquired if Mrs Alston would act as sponsor for this; Mrs Alston agreed. Mrs Rooney has just started her Masters in Education and both have agreed to support each other with their chosen qualifications in order to manage their workload. It was noted that with to move forward with the leadership structure of the school, this year was a good time to embark on these qualifications and they would both be of great benefit to the school.

Mrs Stobbart has recently attended some Safeguarding training of which was deemed a brilliant course. It confirmed that the current safeguarding measures that are in place at school are effective and also gave some ways forward for improvement.

School has been very busy during the last half term with after school clubs well attended, a variety of sporting opportunities have been provided and music lessons are continuing thanks to the upgraded outside area beside the Infant classroom.

Staff wellbeing is being monitored within school and Mrs Stobbart explained of the recent actions that have taken place to support this. The proposed Governor monitoring has not taken place yet due to time constraints and not wanting to put any undue pressure on staff in these uncertain times; the planned Kore Therapy sessions had to be cancelled due to Covid 19 restrictions but will be re-arranged for the Autumn Term.

Pupil progress data was discussed and reported on anonymously, but could not be reported in detail due to the suppressed cohort.

Mrs Slater asked *'What did school do to support Y6 achievements?'*

Good support was provided during remote learning with specific interventions put in place for certain children depending on their needs and abilities.

It has come to light that as a school, staff and Governors need to monitor pupil tracking between the end of KS1 and into KS2, to be able to show expected and between than expected progress. It was noted, however, that some children have moved from other schools during this period of time and wasn't fully possible to follow.

Some enquiries have been received for new pupils to start in September 2021; some of which have been due to the new signage that was erected in the surrounding area, one family even commenting that they didn't know the school was here!!

## 10. 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; if anyone has any difficulties accessing this then let the Clerk now.

## 11. Safeguarding Issues

There have been no safeguarding issues since the last meeting and it was noted that Mrs Alston still has to complete the annual safeguarding checklist for 2021.

**MA**

Mrs Rooney added that anyone who was unable to attend any of the Zoom sessions during the school closure due to self-isolation rules had been contacted during this period.

Mrs Slater also reminded school staff that if any child was to leave the premises during school hours, albeit even for the shortest period of time, then they must make sure this is reported to LADO and their LA General Advisor.

## **12. Arrangements with Irthington School**

Mrs Harrison is currently absent from school due to testing positive for Covid, but regular Zoom meetings have still been held; this arrangement will cease at the end of the Summer Term 2021 but Mrs Harrison will still be on the end of the phone should staff at school need any advice. Thanks have already been extended to the Governors at Irthington for allowing this support.

Mrs Stobbart and Mrs Rooney have discussed and drawn up a Job Description to commence from September 2021 once the new Headship structure comes into place and believe this will make the best use of both their strengths and time within school; there is however to be no natural split and they plan to work together, supporting each other.

The Governors agreed to this in principal but stated that they must be honest if they feel there is anything that is not working or needs to be changed, they do not want any arrangement to cause any undue stress to either party. Mrs Slater advised that school also look into a Memorandum of Understanding, to further aide their working arrangements.

The school timetable still needs to be amended before September 2021 to provide some Headship time for Mrs Rooney on her current Lead Teacher days.

Mr Lamb stressed that as Governors they need to make sure that any arrangements are working for both parties and that both parties should know that they are able to discuss any issues they have with the Governors; the arrangements will be reviewed after the Autumn Term 2021.

**Heads  
Appr.  
Com**

## **13. GB Health Check Meeting**

This was not able to have taken place and will be re-arranged for the Autumn Term 2021.

## **14. Governors Monitoring Visits**

*SI1 - To increase the number of pupils on roll from 24. To raise the profile of the school in the wider community; especially promoting EYFS facilities. To develop the leadership team of staff and governors to ensure continuity for the children and families.*

A copy of the monitoring report to discuss SI1 was available to all Governors prior to the meeting whereby Mrs Stobbart also elaborated on the discussion and how the intentions to extend the provision to 2 year olds will be a priority in the coming months.

*Key issues arising for the Governing Body:*

- Who is going to be involved in the promotion of school and in what way? This is a very big job.
- How can we best support governors in their role?

*Recommended actions following Governing Body meeting / date for completion:*

- GB health check meeting – Autumn term – FGB
- Governors to follow lines of enquiry for promoting school. Magazines, poster spaces in the community.

- Video to release Oct/Nov time as an alternative to an open day (as well as if an open day is possible in the Autumn Term)

*SI6 - To develop systems and processes to support staff and children's health and well-being in the best way that we can.*

This review did not take place due to the concerns to staff wellbeing should extra pressure be placed on them whilst the Covid-19 restrictions were in place within school at the time of the intended review. The planned staff Kore Therapy sessions also had to be postponed and it was agreed to revisit this once these sessions have been attended by staff at school.

**KL/VPJ/  
FS/LR/  
FR**

## **15. Policy & Procedure Updates**

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

- Relations & Sex Education Policy

Noted changes from Kym Allan:

- Child Protection Policy & Procedures (v?)
- Child on Child Abuse Policy & Procedures (v?)
- Health & Safety Policy Addendum (v?)

Clerk is to provide Governors with an up to date list of all policies that are due for review.

**Clerk**

## **16. Governors Prizes**

The end of year ceremony and awards that was planned for Sunday 11<sup>th</sup> July had to be postponed due to a number of pupils self isolating but it is hoped it will go ahead on Sunday 18<sup>th</sup> July all being well. 10 children will be receiving vouchers for 100% attendance for the year 2020/21 and it was asked if Governors would again cover the costs of these; all Governors agreed.

## **17. Confidential Items**

None were discussed.

## **18. Upcoming School Events**

A camp out in the school grounds has been planned for 16<sup>th</sup> September 2021 to enhance the topic for the Autumn Term, with a parents' information evening being held at the beginning of September 2021.

## **19. Date of Next Meeting(s)**

GB Health Check Discussion -  
Monday 6<sup>th</sup> September 2021, 5.30pm at Walton & Lees Hill School

Full Governing Body –  
Monday 20<sup>th</sup> September 2021, 5.30pm at Walton & Lees Hill School