



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

**MINUTES OF MONDAY 20<sup>th</sup> SEPTEMBER 2021**

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**1. Apologies for Absence**

**Action**

Apologies were received and accepted from Mrs K Lamb and Mrs F Ritson.

**Present:**

Mrs M Alston (MA-Outgoing Chair), Mr G Lamb (GL-Incoming Chair), Mr P Cronin (PC), Mr G Shaw (GS), Mrs F Stobbart, Mrs L Irving (LI), Mrs L Rooney (LR) and Mrs T Mitchinson (Clerk).

Also present was Mrs V Patrick-Jones observing.

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

Mrs Stobbart and Mrs Rooney declared an interest in Item 11 – Timetable for Performance Management and Pay Review.

**3. Minutes of Meeting Held on Monday 12<sup>th</sup> July 2021**

The minutes of Monday 12<sup>th</sup> July 2021 were signed as a true and correct record.

**4. a) Matters Arising from Monday 12<sup>th</sup> July 2021**

Item 5 (July 2021) – Governing Body Membership

There has been no progress with the long outstanding Local Authority Governor vacancy; Clerk will chase this up again with Mrs Slater

**Clerk**

Item 11 (July 2021) – Safeguarding Issues

Annual Safeguarding Checklist is still to be completed; proposed for Autumn Term 2.

**MA**

Item 12 (July 2021) – Arrangements with Irthington School

The review of the new Headship arrangement is to be completed early 2021 as previously agreed.

**Heads  
Appr Com**

Item 14 (July 2021) – Governors Monitoring Visits

The monitoring review of SI6 has been pencilled in for Autumn Term 2.

**VPJ/FS/  
LR/FR**

Item 15 (July 2021) – Policy & Procedures Update

Clerk has provided the Head with an upto date list of policies due for renewal; these are being worked through as appropriate.

## **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.

30<sup>th</sup> November 2020

All Declarations of Business Interests have now been updated.

22<sup>nd</sup> February 2021

The monitoring visit on Guided Reading Sessions has now been completed; see Item 9 of this agenda.

## **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 – Mr Graham Lamb**

**Vice-Chair – Mrs Mary Alston**

**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 Vicki Patrick-Jones (appointment pending)  
Headteachers Appraisal Committee – Mrs Mary Alston

Parent Liaison Governor – Mrs Laura Irving

The Clerk then handed the Chair over to Mr Lamb followed by Mrs Stobbart thanking Mrs Alston for all her work and commitment to the school during her years as Chair.

## **6. Governing Body Membership Including Committee Structures**

The vacancy for an LA Governor is still outstanding despite having a candidate and making County aware of this; we have heard nothing back from County since the last meeting so the Clerk will chase them up again.

**Clerk**

Mrs Lamb's term as Parent Governor comes to an end on 22<sup>nd</sup> September 2021; notification of the vacancy will be sent to all parents who will be invited to apply for the role.

Committee structures were reviewed and agreed in light of the changes to personnel; Clerk will update proforma and send to all Governors.

**Clerk**

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

There has been no meeting of the Finance & Leadership Committee since the last FGB but it was noted that Mrs Stobart and Mrs Rooney are meeting with Kim Brown on Monday 11<sup>th</sup> October 2021 to discuss setting the budget and would like to call a meeting of this committee following that; this has been arranged for Monday 18<sup>th</sup> October 2021, 11am at school.

A review of the Pupil Premium and Sports Funding spends will also need to be completed at this time.

**F&L  
Comm**

Mrs Stobart and Mrs Rooney have also met with Edspace to discuss the installation of the daily mile track.

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

Governors Account Balance as at 19<sup>th</sup> September 2021 is £25,166.45.

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

There has been no meeting of the HSBP Committee since the last FGB but it was noted that work has been completed during the Summer break; namely decorating in classrooms, renewal of canopy over infant outside area and repairs to ceiling in the infant classroom.

There were some issues around pupils return to school regarding Covid regulations but these were all resolved.

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

The committee completed a review of SI2 by attending a whole school guided reading session; the written report was available to all Governors prior to this meeting.

Key issues and recommended actions for the Governing Body -

- To support the guided reading sessions including the purchase of more resources.

It was reported that the recommendation of purchasing more resources has already been completed by school.

## **10. Headteachers Report**

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

It was noted that although attendance figures were low at 93.84% for the first week of term this has now gone up; a lot of illnesses were reported along with the theory that parents are more inclined to keep their child off school due to the risk that it could be Covid.

It has been brought to the schools attention that the School Lettings Policy is quite unfriendly and may deter people from using the school grounds and facilities outside of school hours; Mrs Stobart and Mrs Rooney have reviewed this and Clerk is to amend as agreed.

Walton Parish Council are now using the printing facilities at school for their parish newsletter and it is hoped this is just the start of the partnership.

A villager brought to the schools attention the 'Daft As A Brush Charity' and their appeal for schools to design the livery and name an ambulance that the Charity then use to transport Cancer patients to and from their homes to hospital; the children submitted their name and design and the vehicle will be ready to use very soon, some children have also been asked to visit the hospital.

Correspondence has been received from a local Headteacher asking about the location of our new signage; it was noted that they are all in our catchment area and a reply to this effect was returned.

As part of the consultation into the provision for 2 year olds starting at school, Vanessa O'Dea from Diocesan Board of Education has been in contact and will be visiting school on Thursday 30<sup>th</sup> September 2021 to discuss further any issues they need clarification with, the main downside they see is possibly our location.

Mr Shaw asked, With Brampton Primary School being full, what were County doing, if anything to inform parents of other schools in the area?

*They were asking parents to take pupils to their next nearest school which isn't flagged as us; in fact we were way down the list of options. Mrs Stobbart has spoken to Admissions to see if there is anything they can do to help and will speak to the Diocese when they visit next week and has also contacted Lindsey Slater for advice.*

Mrs Patrick-Jones asked, What will happen when the new houses are all completed in Brampton?

*It should be in the Builders conditions that they build new classrooms to support the additional homes but we do not know for sure what arrangements have been agreed.*

Mr Shaw mentioned the possibility of contacting the County Councillor for our area to see if there is any support they can offer us; it was decided that the children should write and invite him along to see the school.

**FS/LR**

Quotes are still being drawn up for the proposed outdoor classroom facilities.

Mrs Stobbart reported that the Summer holiday clubs were very well attended and good feedback has been received from parents of children who do not attend school and asked if the Governors would like to cover the cost of £232 incurred by the school; this was agreed.

The recent camp out at school was amazing and plans are afoot for a repeat event.

Two 2 year old children have joined school this term with the possibility of more joining in the coming weeks.

Toddler group will be recommending on Thursday 23<sup>rd</sup> September 2021.

A new interactive sports activity board has been installed and is a big hit with pupils and staff alike.

There has been a revision to the notified term dates due to the Queens Jubilee giving us an extra bank holiday next year; in line with other schools in the area this will mean that school will break up for Christmas on Thursday 16<sup>th</sup> December 2021 and not the Friday as previously stated.

Following on from a recent Heads meeting it is noted that the Complaints Policy needs reviewed as a matter of urgency as it has been flagged there are some discrepancies in the County version of this policy; Mrs Stobart and Mrs Rooney are to look at this.

**FS/LR**

There will be another Teaching Student coming to school to complete their placement from University of Cumbria; it is hoped that this also helps promote the profile of the school.

New certificates of achievement are in use for the pupils at school; these have gone down a treat with the first recipients and Governors were treated to a sneaky smell too.

## **11. Timetable for Performance Management & Pay Reviews**

Mrs Stobart is to contact Chris Boucetta to arrange to conduct her and Mrs Rooney's Headteacher Performance Management Review this year and inform Headteachers Appraisal Committee so they can attend the follow up meeting with feedback being presented to the Governors at the next full Governors meeting.

**FS/LR  
MA/LI**

Mrs Stobart and Mrs Rooney will carry out the appraisals of the teaching and support staff at school as normal.

**FS/LR**

## **12. Link Governor Report**

No new courses were noted from County and mention was given to the NGA E-learning service again, Clerk is to send out the link again to all Governors.

## **13. Safeguarding Issues**

Two safeguarding issues were brought to schools attention over the summer holiday period and school are continuing to monitor these appropriately.

Mrs Alston is still to complete the annual Safeguarding Checklist; this has now been scheduled for Autumn Term 2.

**MA**

## **14. Governors Monitoring Visit**

The monitoring of SI6 - To develop systems and processes to support staff and children's health and well-being in the best way that we can – will take place on Friday 15<sup>th</sup> October 2021, 1pm at school.

**FS/LR/  
FR/VPJ**

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

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

- Lettings Policy & Procedures (v3)

Noted changes from Kym Allan:

- Child Protection & Safeguarding Policy & Procedures (v6)

- Code of Conduct for Staff & Other Adults (v5)

- Charging & Remissions Policy (V?)
- Intimate Care Policy & Procedures (v1) – New Policy

Noted changes from County:

- Time off Work Policy & Procedures
- Admissions Policy (v5)

## **16. Confidential Items**

None discussed.

## **17. Upcoming School Events**

- Fish & Chip Van on School Grounds, Friday 1<sup>st</sup> October 2021, 5.30pm to 7.30pm
- Author visit to school, Wednesday 29<sup>th</sup> September 2021
- WHS Football Tournament, Saturday 2<sup>nd</sup> October 2021
- Swimming Provision, w/c Monday 4<sup>th</sup> October 2021 at Whithaugh

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

Full Governing Body –

Monday 29<sup>th</sup> November 2021, 5.30pm at Walton & Lees Hill CE Primary School

GB Health Check Meeting –

Monday 1<sup>st</sup> November 2021, 5.30pm at Walton & Lees Hill CE Primary School

Finance & Leadership Committee –

Monday 18<sup>th</sup> October 2021, 11am at Walton & Lees Hill CE Primary School

Teaching & Learning Committee –

Date to be confirmed but it was agreed that the focus would be on Maths provision