



WALTON & LEES HILL CE PRIMARY SCHOOL GOVERNORS MEETING

MINUTES OF MONDAY 29th NOVEMBER 2021

1. Apologies for Absence

Action

Apologies were received and accepted from Mr P Cronin & Mrs V Patrick-Jones.

Present:

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

Mr Lamb began the meeting by welcoming Mr Joss Scouler as newly appointed Parent Governor to his first meeting; introductions were made around the table.

2. Declaration of Interest in an Agenda Item

Mrs Stobbart, Mrs Rooney and Mrs Ritson declared an interest in Item 12 – Performance Management and Pay Review.

3. Minutes of Meeting Held on Monday 20th September 2021

The minutes of Monday 20th September 2021 were signed as a true and correct record.

4. a) Matters Arising from Monday 20th September 2021

Item 6 (September 2021) – Governing Body Membership Including Committee Structures

Confirmed that the updated Committee Structure proforma had been emailed to all Governors for their information and noted that the Chair, Mr Lamb, had been added to the Headteachers Appraisal Committee following the last FGB meeting.

Item 7 (September 2021) – Finance & Leadership Committee

The Pupil Premium and Sports Funding spends were mentioned at the last Finance & Leadership meeting but a full review and update is still to be carried out; this has been scheduled for the next Finance & Leadership Committee meeting.

F&L
Comm

Item 10 (Sept 2021) – Headteachers Report

Children are still to write to the County Councillor for our area and invite them into school to see our facilities and see if there is any support they can offer us going forward

FS/LR

Mrs Stobbart and Mrs Rooney have looked over the Complaints Policy but the full review is still to be completed and brought to Governors.

FS/LR

Item 11 (Sept 2021) – Timetable for Performance Management & Pay Reviews

It was confirmed that the Headteachers and Staff's Performance Management Reviews had been completed; see Item 12 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.

12th July 2021

Still no word from County regarding the long outstanding Local Authority Governor vacancy; Clerk is to supply the details of our nomination again. **Clerk**

Annual Safeguarding Checklist has been completed; see Item 10 of this agenda.

The review of the new Headship arrangement is to be completed early 2022 as previously agreed. **Heads Appr Com**

SI6 monitoring review has been completed by Mrs Patrick-Jones; see Item 15 of this agenda.

5. Governing Body Membership

The vacancy for an LA Governor is still outstanding; Clerk is to provide County with the details again of our candidate for submission. **Clerk**

Mr Joss Scouler begins his term as Parent Governor from 29th November 2021; Clerk to inform School Office of the details so his DBS check can be completed. **Clerk**

Mr Scouler was added to the Finance & Leadership Committee and Mrs Rooney to the Teaching & Learning Committee; Clerk to issue all Governors the updated Committee Structure proforma. **Clerk**

6. Finance & Leadership Committee Report

The minutes from the meeting of 1st November 2021 were provided to all Governors prior to this meeting and Mr Shaw gave a brief overview to the content.

The key thing to note is that the normal procedure of only being allowed an 8% carry forward figure for the year has been disbanded this year and there is no limit on the funds being carried forward into the next financial year, but we still need to be mindful of spends in order to help reduce this for the year 2022/23 going forward, as currently school are running on a projected carry forward figure in excess of £61,000.

Discussions followed as to how to use these funds and it was felt that the majority would be taken up with establishing the proposed new outdoor classroom facility and the introduction of the 2 year old provision.

Concerns were also noted that in Summer 2022 there will be 11 Y6 children leaving and a projected intake of only 1 child into YR leaving the NOR at 17; school are continuing with the promotion of school and awareness in the local community. The toddler group is currently well attended and it is hoped that this should encourage the pre-school families to consider attending and a few new families are currently looking around.

It was noted that the holiday club, that was held in school grounds over the Summer, was a good way of getting local families over the doorstep and relatively easy for school to organise; this should be organised again if possible

Comments have been made recently through a local consortium as to the use of the school signs promoting the catchment area, questioning the intentions and integrity of the Headteacher; it was felt that this was unnecessary and that any concerns should have been raised directly with school itself.

This led to Mr Lamb asking 'What, if any, benefits school receive from being a member of BASC?' *Mrs Stobart answered that there were benefits to the support received from the BASC group when it was used as a positive tool for sharing best practice.*

Mr Scouler asked for clarification on what BASC was; *Brampton Area Schools Consortium.*

Mr Lamb noted that the Terms of Reference for the group were that Chairs of Governors were able to attend the meetings and if school felt they needed this support on occasions then he was more than happy to attend. Governors also gave their full support to the leadership of school should they wish to withdraw.

Balance carry forward for the year at present is approx. £61,422.

Governors Account Balance as at 26th November 2021 is £25,945.95.

It was agreed to use some of the governors account funds to upgrade some more windows in the schoolhouse seen as none had been done since 2018 and the funds were there; Clerk to arrange this.

Clerk

7. Teaching & Learning Committee Report

There has been no meeting of the committee since the last FGB but it was noted that Mr Cronin had completed a monitoring visit on Maths provision within school, a written report is to be completed and feedback given to Governors.

PC

8. Health, Safety, Buildings & Premises Committee Report

There has been no meeting of the HSBP Committee since the last FGB however Mr Lamb, Mrs Ritson and Mrs Patrick-Jones had attended a Health & Safety Training session provided by Kym Allan, feedback was given on their training which they found very good and useful.

It was felt that following this there was no areas for concern that school need to look into at present.

It was also noted that an updated Fire Risk Assessment will be completed in January 2022.

9. Headteachers Report

Mrs Rooney had provided Governors with a written report prior to the meeting, a copy of which is attached with the agenda papers, and also went on the talk Governors briefly through the content before asking if there were any questions.

Mr Shaw asked 'What was RSE?' *Relationships and Sex Education*

Mr Shaw asked 'With regards to the Covid 19 recovery fund, has school received any money?' *Yes, it is based on school numbers from 2 years ago with a figure of £80/child. Mrs Stobbart briefly went over the statement school needs to provide as to how this money has been used but will circulate to all Governors for their information.*

Mr Shaw then went on to ask 'How does this link to the National Tutoring Programme?' *The use of the national programme has been discussed in school but it was felt to be more beneficial to the children to carry on using the current staff/support within school as opposed to bringing in outside personnel at this time, offering children stability and continuity in what has been an unprecedented period in their lives.*

Mrs Ritson asked 'How do we, as Governors, know that the children are progressing as stated?' *It was requested that some Governors come into school to talk through the tracking process, which Mrs Rooney has spent much time on improving recently, this was agreed and will form a monitoring visit opportunity.*

10. Safeguarding Issues

No safeguarding issues have been reported since the last FGB.

Mrs Alston has completed the annual Safeguarding checklist, following this it is requested that all Governors complete the safeguarding training on the NGA E-learning website as a refresher and email certificates to the Clerk.

All

All Governors were also asked to read the document 'Keeping Children Safe in Education – Part 1' and complete the questionnaire and return to the Clerk; Mrs Alston is to email this to everyone.

MA/All

11. Link Governor Report & Governor Training

No new courses were noted from County.

Clerk is to provide log in information to Mr Scouler for the NGA E-learning service.

Clerk

Mrs Lyons to be asked to keep a record of all Governor training alongside the staff records.

FS/LL

12. Performance Management & Pay Review

- Mrs Stobbart and Mrs Rooney left the meeting

Headteachers Appraisal Committee reported back on Mrs Stobbart and Mrs Rooney's Performance Management review where Mrs Chris Boucetla, external consultant, carried out the process; it was felt that both had done all that was expected of them and more especially given the trying time the school has experienced of late during the Covid 19 pandemic. All previous targets had been met and new targets discussed and agreed for the coming year.

- Mrs Stobbart and Mrs Rooney returned to the meeting

Mr Lamb, on behalf of the Governing Body thanked both Mrs Stobbart and Mrs Rooney for their hard work in what has been another exceptional year in education and advised that the Governors had agreed to the recommendation that Mrs Stobbart moves up 1 level on the respective pay spine and Mrs Rooney moves up 1 level on the teaching pay spine for 0.6fte and begins on the Leadership pay spine for 0.4fte as per the temporary contract for Acting Headteacher.

Mr Lamb also asked that they both gave thought again to the memorandum of understanding that Governors asked to be drawn up in July and to provide Governors with a document between the 2 parties going forward; both Headteachers agreed to bring a draft to the next FGB for Governors consideration.

FS/LR

It was confirmed that the staff performance management reviews had been completed with the exception of 1 and that 1 was due to be revisited.

FS/LR

The Headteachers felt that, possibly due to the new leadership structure within school, that staff may be struggling with who to approach on certain aspects but commented that as the term goes on everyone seems to be settling and more productive.

It was noted that Mrs Rooney does not have any allocated Headship time when Mrs Stobbart is not in school; this will be rectified when possible.

FS/LR

Discussions were raised both prior to the meeting and at the meeting regarding CPD of staff and it was felt that as a Governing Body we seek to actively encourage and support any CPD training that staff wish to pursue.

All in all it was agreed that the appraisal procedure has been a positive experience.

- See also confidential minutes.

13. GB Health Check Meeting Including Vision & Values Review

Everyone had been asked to bring along to this meeting visions and values from other schools, but it was felt that this item needed more time than could be afforded tonight so an extra-ordinary meeting to discuss this was agreed; in the meantime any research already conducted would be shared via email prior to this meeting.

All

14. School Improvement Plan

Mrs Rooney went into some detail regards the SIP during the Headteachers Report; the review and new draft of the SIP will be carried out alongside the completion of the SEF going forward, some strategic intentions will move forward and some will be fully achieved.

It was agreed to add the SIP as a standing agenda item at every FGB meeting.

15. Governors Monitoring Visit

Mrs Patrick-Jones has completed a monitoring visit of SI6 - To develop systems and processes to support staff and children's health and well-being in the best way that we can; this will be reported back at the next FGB when Mrs Patrick-Jones will be attendance.

VPJ

Mr Cronin conducted a monitoring visit on Maths provision in school; this will be reported back at the next FGB when Mr Cronin is in attendance.

PC

It was agreed that Mrs Alston and Mr Cronin will attend to carry out a monitoring visit on pupil progress and tracking, a suggested time scale was Spring Term 1.

MA/PC

16. Policy & Procedure Updates

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

- Art & Design Policy (v3)
- Computing Policy (v1)
- DT Policy (v2)
- EYFS Policy (v2)
- English Policy (v1)
- Maths Policy (v3)
- PSHE Policy (v1)
- PE Policy (v1)
- RE Policy (v2)
- Science Policy (v1)

Noted changes from Kym Allan:

- Whole School Behaviour Policy (v8)
- Whole School Behaviour Policy Addendum (v4)

Noted changes from County:

- Appraisal Procedures for School Based & CET (Sept 21)
- Teachers Pay Policy (Sept 21)

17. Confidential Items

See separate confidential minutes – Item 12 Performance Management and Pay Review.

18. Upcoming School Events

- Christmas Performance, Tuesday 7th & Wednesday 8th December 2021
- Walk to School Wednesday, Wednesday 8th December 2021
- Christmas Party, Thursday 9th December 2021
- Christmas Jumper Day, Friday 10th December 2021
- Hexham Abbey Visit & Christmas Performance, Tuesday 14th December 2021
- Christmas Service, Walton Church, Wednesday 15th December 2021, 2pm
- Christmas Lunch, Thursday 16th December 2021

Mr Lamb informed the meeting that he and staff at school had met with Kierweb, school website provider, to discuss updates to the website, mainly cosmetic to keep it up to date and relevant but asked if any Governors had any comments or changes they see fit then just to let him know and he will pass them on. Governors were also asked to provide a headshot photo of themselves for inclusion on the 'Meet the Governors' page and also a few lines introducing themselves.

All

Mrs Stobbart asked for the Governors consent to go ahead and order some Air Sterilising units for the school, cost would be £56 for 4 units / 3 times a year; all agreed for school to go ahead and order as it was felt that this would give extra reassurance to users of the school that we are actively trying to combat diseases including Covid 19.

Mrs Stobbart also asked for any suggestions of businesses to contact to have the school building re-guttered; some suggestions were provided to seek quotes for the work.

19. Date of Next Meeting(s)

Full Governing Body –
Wednesday 9th February 2022, 5.30pm at Walton & Lees Hill CE Primary School

Vision & Values Meeting –
Wednesday 26th January 2021, 6.00pm at Walton & Lees Hill CE Primary School



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

MINUTES OF MONDAY 29th NOVEMBER 2021

CONFIDENTIAL ITEMS

Present:

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

Action

12. Performance Management & Pay Review