



## WALTON & LEES HILL CE PRIMARY SCHOOL GOVERNORS MEETING

### MINUTES OF WEDNESDAY 9<sup>th</sup> FEBRUARY 2022

---

#### 1. Apologies for Absence

**Action**

No apologies were received although Mrs Irving indicated she would be late to the meeting.

#### **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, Mr P Cronin (PC), 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 29<sup>th</sup> November 2021 and Wednesday 26<sup>th</sup> January 2022

Monday 29<sup>th</sup> November 2021 –

It was asked for amendments to be made to Item 12 Performance Management and Pay Reviews; it was incorrectly stated that both Mrs Stobbart and Mrs Rooney would move up 1 level on their respective pay spines, it should read, Mrs Stobbart would move up 1 level and Mrs Rooney would move up 1 level for 0.6fte as Teacher and begin on the Leadership pay spine for 0.4fte as Acting Headteacher.

A date on page 2 should also read Early 2022 and not 2021.

Wednesday 26<sup>th</sup> January 2022 –

A question that was asked by a Governor at the meeting of Why we say British Values and Christian Values was omitted from the content as asked to be included.

All amendments will be made and brought back to the Governors for ratification at the next Governors meeting.

#### 4. a) Matters Arising from Monday 29<sup>th</sup> November 2021 and Wednesday 26<sup>th</sup> January 2022

Item 5 (November 2021) – Governing Body Membership

Mr Scouler's DBS check has been completed; school are just waiting for the confirmation.

Clerk is to send out again the latest version of the committee structure along with the current version of SIP and also update the school website with the members of the committees.

**Clerk**

Item 6 (November 2021) – Finance & Leadership Committee

The upgrade to some windows in the School House, as agreed, has not be completed yet; Clerk to continue with this. **Clerk**

Item 7 (November 2021) – Teaching & Learning Committee

Mr Cronin is still to provide all Governors with a written report on the recent Maths Provision monitoring visit. **PC**

Item 10 (November 2021) – Safeguarding Issues

Not all Governors have completed the online Safeguarding training as requested; certificates are to be forwarded to the Clerk once this has been completed. **All**

Not all Governors have read KCSiE document and completed the questionnaire; this will be emailed out again for completion before the next meeting. **FS**

Item 11 (November 2021) - Link Governor Report & Governor Training

Mr Scouler had been provided with the details of the NGA E-learning.

It was brought back to the meeting that school felt they were unable to keep the Governors training log as requested following advice from county over time; Clerk is to look into this again with a view to Governors keeping their own log. **Clerk**

Item 12 (November 2021) - Performance Management & Pay Reviews

Mrs Stobbart and Mrs Rooney are still working on the Memorandum of Understanding document that Governors have previously requested. **FS/LR**

The allocation of Headship time for Mrs Rooney in the school timetable when Mrs Stobbart is not in school had been discussed but no firm arrangement in place as yet. **FS/LR**

Item 13 (November 2021) – GB Health Check Meeting Including Vision & Values Review

The school vision and values have been reviewed and adopted by all stakeholders.

Item 15 (November 2021) – Governors Monitoring Visit(s)

The pupil progress and tracking monitoring is still to be carried out. **MA/PC**

Item 18 (November 2021) – Upcoming School Events

Some Governors are still to forward a photo and a couple of lines introducing themselves for the website to Mr Lamb. **All**

**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.

12<sup>th</sup> July 2021

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

The review of the Headship arrangement has been set for 29<sup>th</sup> April 2022. **GL/LI/MA**

SI6 monitoring review has been completed by Mrs Patrick-Jones; just awaiting written report. **VPJ**

20<sup>th</sup> September 2021

The Pupil Premium spends have been reviewed and updated but the Finance & Leadership Committee are still working on reviewing sports funding. **F&L Comm**

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 **LR/FS**

Mrs Stobbart and Mrs Rooney have reviewed the Complaints Policy and have recommended that Governors now adopt this; this was agreed.

The performance management review for 1 member of staff is still in progress; it is hoped this will be completed by the Easter break. **LR/FS**

1<sup>st</sup> November 2021

The School Vision and Values were reviewed with all stakeholders and discussed at the meeting of 26<sup>th</sup> January 2022; these were agreed by Governors and are now in use.

## **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**

Mrs Alston term of office comes to an end on 17<sup>th</sup> March 2022 but has indicated she would be happy to continue for another term; this will be conveyed to the Diocese. **MA**

## **6. Two Year Old Provision**

- Mrs Irving arrived at the meeting.

Mrs Stobbart and Mrs Rooney began by updating the Governors on the current situation with two year old provision within school and the potential staffing issues that have recently came to light with regards to appropriate training certification.

Currently there are 7 children using the Nursery facility of which 4 of these are aged 2 and staff and Governors ambition to grow school from the bottom is felt to be working where it was noted that Brampton Nursery is closing next week and some children are transferring to Walton & Lees Hill.

With all this in mind staff restructuring needed to take place and within the current staffing team, nobody holds the required qualification, to be the second member of staff in the nursery.

So, the position school are in now is 'Do school continue as they are doing for now? or 'Knock the vision of two year old provision on the head?'

Mr Shaw asked that seen as the advice given previously by County was incorrect, what guidance are they offering at present? *That we need to actively seek and employ a member of staff with Early Educators Level 2 or 3 Qualification.*

Governors questioned if staff knew how other schools got round this issue? *Yes, they run their Nursery as a separate entity, renting space from schools or registered as charities.*

Mrs Irving asked if the situation could be remedied by running the provision as a separate entity and using the new outdoor classroom facility? *No, because the way the provision is being provided it is Governor led and needs to be part of the school.*

Mrs Patrick-Jones asked if school were to carry on as is at present, would they be insured? *Mrs Stobbart has been looking into any implications with this since Monday and has read various documents and guidance*

Mrs Stobbart went on to read out the wording from the statutory framework for Governors information, it was felt that this was nonspecific and could be open to individual interpretation and that as Governors we should be able to show that we have more than covered our interpretation of the framework.

Mr Lamb asked that school consider carrying out a risk mitigation exercise and show that school and Governors know of the risks and how we plan to combat them and how we consider things an appropriate manner and that we currently have someone working towards gaining the appropriate qualifications to continue the provision.

Mrs Ritson asked if the course would start in September 2022 or if it could be accessed sooner with an online course? *Could be accessed sooner with a possibility to shorten end date also.*

All Governors felt that it would be a shame to stop this provision now that it was being utilised and a service that was needed in the area.

Governors were confident that school are acting appropriately as per their interpretation of the framework but agreed they should actively seek to have training of an individual in place by a recognised provider.

Advertisements are going live this week with a closing date for applicants for the position of 6<sup>th</sup> March 2022 with interviews being held on 16<sup>th</sup> March 2022.

In the meantime Mrs Stobbart and Mrs Rooney are to draw up a risk mitigation plan; Mr Lamb has offered assistance with this if needed.

**FS/LR**

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

The minutes from the meeting of 7<sup>th</sup> February 2022 were unavailable at the meeting due to timescales but Mr Shaw gave a full report to Governors; a copy will be forwarded to Governors following this meeting.

**GS**

Four policies were reviewed and recommended for adoption at tonight's FGB meeting; Finance & Leadership Committee Terms of Reference, Best Value Policy, Best Value Statement and Financial Responsibilities and Delegations Policy.

Main changes were the consistency of the agreed spending limit for the Headteacher/Acting Headteacher; this has now been raised to £3,000 and the timescales of the committee, this should meet 4 times per year in-line with strategic budget planning and it was agreed that a standard agenda for these meetings should be adopted; Mr Shaw has agreed to draw these up going forward.

**GS**

The SFVS was discussed at length and agreed; this is to be submitted to County by the deadline of Monday 28<sup>th</sup> February 2022.

**GL/Clerk**

The current staffing structure within school was discussed and noted.

School are still awaiting a quote for the proposed outdoor classroom but it was noted that should this be satisfactory it was hoped that the facility would be established before the end of the spring term.

The meeting went through the current financial report from Kym Brown where it was noted that they are in a healthy position financially with a proposed 19% carry forward for the year end; this is permitted this year due to the Covid 19 Pandemic. Looking forward though, the year 2023/24 shows a projected overspend and Governors will continue to monitor this closely. It was stated, however, that not all children in nursery have been accounted for as going forward into full time education as it was felt they shouldn't use these figures due to the uncertainty as to whether they would continue at Walton & Lees Hill or move.

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

Governors Account Balance as at 8<sup>th</sup> February 2022 is £27,373.95.

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

There has been no meeting of the committee since the last FGB but Mrs Ritson mentioned a few points to keep Governors informed:

- Covid 19 catch up intervention sessions and extra support for pupils is happening and being monitored appropriately.
- SATS top up sessions are underway for Y6.
- In English pupils are managing their own independent learning projects.
- PE lessons are going well with 2 new coaches coming into school to deliver training
- Infants have begun using 'bug phonics' and accelerated reader has been introduced, this has been used in the Junior classroom for a number of years now.
- There is a private speech and language therapist coming into school to help those children who need it.
- Whole school work together on Thursday afternoons and it is felt that KS1 are enjoying the step up to working with KS2 and all years are benefitting from the peer support.

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

There has been no meeting of the HSBP Committee since the last FGB however Mr Lamb has been present in school to look at a few issues that have arisen.

There are times when school struggle to gain the required amount of quotes before work is carried out so it was suggested to put realistic timescales on requests in future so as not to delay any works needing done; it was agreed that if the required amount of quotes have not been received in a reasonable timescale then school are to bring the request to Governors to sign off.

It was noted that the termly Health & Safety audit was due for completion.

**HSBP  
Com**

## **10. Headteachers Report**

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

Attendance was reported at 95.58%, which although is slightly below the national average, reason was given that a lot of self isolation had taken place in this period with 4 confirmed cases of Covid 19 within school; school are continuing with routine LFT's and asking staff and parents to be vigilant.

The first half of the Spring Term has been very busy again within school and several new children have been welcomed and are settling in well.

The Pupil Premium funding spends have now been updated and are available on the school website.

All Governors were asked to complete the online Prevent radicalisation training before the next FGB meeting.

**All**

## **11. Safeguarding Issues**

No safeguarding issues have been reported since the last FGB.

## **12. School Improvement Plan**

No specific work has been done on the SIP since the last meeting but plans are to update this once Mrs Rooney has completed the SEF.

Mrs Rooney will report back at the next FGB on any progress.

## **13. Link Governor Report & Governor Training**

No new courses were noted from County or Diocese.

Everyone was asked to complete the online Safeguarding Training and Prevent Training and also reminded to complete the questionnaire on KCSiE document before the next meeting

**All**

## **14. Governor Monitoring**

Mr Cronin reported back on the Maths monitoring visit; written report to follow for Governors information.

**PC**

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; written report still to be provided for Governors information.

**VPJ**

Signed as true and Correct

It was agreed that Mrs Alston and Mr Cronin will carry out a monitoring visit on pupil tracking; this has been agreed to take place on 14<sup>th</sup> March 2022 at 1pm.

**MA/PC**

## **15. Policy & Procedures Update**

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

- Art & Design Policy (v3)
- Computing Policy (v2)
- DT Policy (v2)
- EYFS Policy (v2)
- Best Value Policy (v2)
- Best Value Statement (v2)
- Financial Responsibilities & Delegations (v3)
- Terms of Reference – Finance & Leadership Committee (v4)
- Complaints Policy (v2)

## **16. Governors Accounts**

The Governors accounts are still with the accountant being audited; the balance sheet for year-end 31<sup>st</sup> December 2021 should be available at the next meeting.

**Clerk**

## **17. Confidential Items**

No confidential items were discussed.

## **18. Upcoming School Events**

School are finalising details of the planned events leading up Easter and 2 play scheme dates are due to take place in the Easter holidays.

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

Full Governing Body –  
Wednesday 18<sup>th</sup> May 2022, 5.30pm at Walton & Lees Hill CE Primary School

Pupil Progress & Tracking Monitoring Visit –  
Monday 14<sup>th</sup> March 2022, 1.00pm at Walton & Lees Hill CE Primary School

Health, Safety, Buildings & Premises Committee -  
Wednesday 23<sup>rd</sup> March 2022, 1.00pm at Walton & Lees Hill CE Primary School

Headship Review –  
Friday 29<sup>th</sup> April 2022, 1.00pm at Walton & Lees Hill CE Primary School

Finance & Leadership Committee –  
TBA once latest budget information is available from Kym Brown