



WALTON & LEES HILL CE PRIMARY SCHOOL GOVERNORS MEETING

MINUTES OF WEDNESDAY 18th MAY 2022

1. Apologies for Absence

Action

No apologies were received.

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

Mrs Stobbart and Mrs Rooney both declared an interest in Item 9 – Headship Review.

3. Minutes of Meetings Held on Monday 29th November 2021, Wednesday 26th January 2022 and Wednesday 9th February 2022

The minutes of Monday 29th November 2021, Wednesday 26th January 2022 and Wednesday 9th February 2022 were signed as a true and correct record.

4. a) Matters Arising from Wednesday 9th February 2022

Item 5 (February 2022) – Governing Body Membership

It was confirmed that Mrs Alston has been re-appointed by the Diocese for another four year term as Foundation Governor; this started on 29th March 2022.

Item 6 (February 2022) – Two Year Old Provision

Confirmed that Mrs Stobbart and Mrs Rooney have drawn up a risk mitigation plan as requested and this has been shared with the Chair of Governors; it was requested this be sent this to all Governors for their information.

FS/LR

Item 7 (February 2022) – Finance & Leadership Committee Report

A copy of the minutes, which were unavailable at the last FGB, had been forwarded to all Governors for their information.

Mr Shaw is still to look at producing standard agendas for committee meetings.

GS

The Clerk confirmed that the SFVS had been submitted to County before the deadline.

Item 9 (February 2022) – Health, Safety, Buildings & Premises Committee Report

The spring term Health & Safety Audit is still to be completed.

HSBP
Com

Item 10 (February 2022) – Headteachers Report

FS

It was noted that some Governors had completed the Online Prevent training as requested; for those who had not, Mrs Stobbart is to send out the link again to access this.

Item 16 (February 2022) – Governors Accounts

Clerk confirmed that the accounts had now been audited; a copy of which was sent to all Governors with the agenda papers for this meeting.

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

The LA confirmed that they have no objections to our proposed nominee for the LA Governor vacancy; see also Item 5 of this agenda.

Mr Lamb and Mrs Alston have completed the half yearly appraisal review but no review of the Co-Headship Arrangement has been carried out as yet; see also Item 9 of this agenda.

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

20th September 2021

The Sports Funding spends are still to be reviewed and updated on the website.

**HSBP
Com**

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

The performance management review for 1 member of staff is still to complete; this has not been possible yet due to staff absences.

FS/LR

29th November 2021

Mr Scouler's DBS check has been completed.

The latest version of the committee structure was sent out to all Governors and the Clerk confirmed that the information has been updated on the school website.

Clerk confirmed that we are still waiting for quotes for replacement windows at the School House.

Clerk

Some Governors are still to complete the online Safeguarding training as requested; certificates are to be forwarded to the Clerk once this has been completed.

All

Some Governors are still to read the KCSiE document and completed the questionnaire

All

Clerk confirmed that she would keep the record of Governor training going forward.

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

FS/LR

Mrs Stobbart and Mrs Rooney confirmed that the allocation of Headship time for Mrs Rooney in the school timetable when Mrs Stobbart is not in school had been put in place for Monday afternoons.

The pupil progress and tracking monitoring is still to be carried out.

MA/PC

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

All

5. Governing Body Membership

The LA have confirmed that they have no objection to our nomination for LA Governor, therefore it was ratified at the meeting that Mrs V Patrick-Jones will fill this position with immediate effect; Clerk to complete papers and return to County.

Clerk

As previously mentioned Mrs Alston's re-appointment as Foundation Governor began on 29th March 2022.

6. Finance & Leadership Committee Report

The Clerk apologised but had included the previous Finance & Leadership Committee minutes again with the agenda but confirmed she would forward the correct ones on after the meeting; Mrs Shaw went on to give details of what had been discussed.

Everyone had been issued with the latest version of the budget for their information.

The Year End Statement 2021-22 produced by Kim Brown was reviewed line by line with some corrections made.

A significant surplus has been generated from 2021/22 as was already briefed to governors and this is acceptable for this year only due to Covid-19.

The reduction in pupil numbers (and other lesser factors) means that the surplus carried forward will naturally reduce through the 3 year budget forecast.

The outdoor classroom is the main spend going forward and will use up some of the surplus from the 2021/22 year.

Orion have notified the school of a substantial price increase, our school meals are already the most expensive charge per child in the area with the school subsidising the cost of meals by approx. £8000 per annum (2021/22).

Catering will now be brought in-house and Orion given notice with the change to take effect from September 2022. This means an additional element of subsidy of approx. £340 from the school budget to ensure that charges to parents remain as now for the whole of the summer term.

Alternative arrangements need to be identified, costed and implemented before the impact on the budget can be certain.

7. Teaching & Learning Committee Report

There has been no meeting of the committee since the last FGB but Mrs Ritson informed Governors of what has been happening in school;

- Focus this half term has been on SATS preparation for Y2 & Y6.
- New books have been donated to the school library and they now have a nice stock of text/guided reading books for all to use.
- Mrs Rooney organised a Book Fair which was well supported.
- Intervention planning for children is taking place where needed.
- Circle time has been introduced to help improve oral skills and support PSHE and British Values.

8. Health, Safety, Buildings & Premises Committee Report

There has been no meeting of the HSBP Committee since the last FGB.

Mrs Stobbart informed Governors that a Condition Data Survey had been carried out by the DfE on the school premises with everything being satisfactory except some areas of guttering, which school had already noted and is budgeted for and the boiler, mainly because of age. Mrs Stobbart to discuss the boiler with County as this was not replaced during the recent works at school as they deemed it acceptable.

FS

Clerk informed the Governors of the findings from the recent Electrical Installation Condition Report (EICR) on the School House and the engineers recommendations; all agreed to instruct H&H Land & Estates to carry out the recommendations.

9. Headship Review

Mr Lamb and Mrs Alston confirmed that they have completed the half yearly performance management review with all targets on track and Headteachers performing well.

Mrs Stobbart also added that she thought the Co-headship arrangement was working well with herself dedicating 0.3fte of her 0.6fte to Headship and Mrs Rooney dedicating 0.2fte or her 0.4fte Headship; this also incorporates time together to share thoughts, ideas and tasks and allows for flexible working and home working should be need arise.

A weekly catch-up meeting for teaching staff has also been introduced.

Mr Shaw asked 'if the previously discussed task of dividing roles and responsibilities officially under the memorandum of understanding had been done?' *This had not been officially documented as yet but now they are further down the line with the co-headship they feel they are more aware of each other's areas of expertise to be able to draw up the document.*

- Mrs Stobbart and Mrs Rooney left the meeting
- See also confidential minutes
- Mrs Stobbart and Mrs Rooney returned to the meeting

It was mentioned that a review of the continuation of the co-headship agreement from September 2023 needs to be carried out but due to timescales we may be too late to make any changes to this if needs be; Mr Lamb is waiting for clarification from the Local Authority and an extra-ordinary governors meeting is to be held to discuss this further once advice has been received.

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.

Extra SATS support, in the form of both afterschool clubs and individual and group sessions have been implemented and children have benefitted from these; Mr Shaw reported good feedback from the children who attended these sessions. Mrs Patrick-Jones passed on thanks on behalf of the Governors to all concerned.

It was noted that pupil numbers have currently risen to 36; all agreed this was to be celebrated.

Attendance was reported at 95.84%, it was noted that there has been some cases of persistent late attendance and these have been challenged and support has been offered.

Parents evenings have been held for all pupils with positive feedback received from parents.

Interventions are continuing for all pupils where identified.

In her report Mrs Stobbart had asked 'What were Governors doing about staff Wellbeing?' this was borne of staff having a tough period recently and felt they didn't know who or where to turn to.

It was noted that the Kore Therapy sessions had taken place with some follow up sessions and that training/support was being looked into for staff and/or pupils.

Governors also agreed to look individually at some options and suggestions and bring back to the FGB for consideration.

All

Mrs Stobbart has completed 1 cycle of her NPQH and is finding this really engaging and useful.

Mrs Rooney is currently around half way through her Masters in Education.

11. Safeguarding Issues

Mrs Stobbart confirmed that she had met with a family today who had raised a safeguarding issue; Mrs Stobbart to seek advice on this and monitor closely, offering support where appropriate. There is a possible link to attendance with this which will be monitored.

12. School Improvement Plan

Mrs Rooney has reviewed and completed the SEF and produced a concise plan going forward, this consists of the 4 key areas as identified and outlined by Ofsted; Behaviour and Attitudes, Quality of Education, Personal Development and Leadership and Management. These in turn have been broken into 4 columns created a user friendly document.

Mr Shaw asked 'What are the most challenging areas that have been identified?' Mrs Rooney replied that the school are very lucky as the behaviour and attitudes are very good in the whole in school.

Mrs Shaw also suggested that since school have a healthy budget going forward could school use some of the funds to help achieve some areas of the SIP as identified by the SEF. Mrs Rooney remarked that some areas are just down to staff time but there are some areas like buildings etc. that could benefit, yes.

It is the intention of staff to move forward the performance management process to earlier in the academic year to help aid the planning of CPD for the year.

It was recognised that Mrs Stobbart and Mrs Rooney are both in the early stages of their Leadership careers and support will be sought where appropriate.

Mr Shaw asked 'following the peer to peer visits to other schools that staff have found useful, would Governors benefit from working with other schools Governing Bodies?' It was thought that this would be beneficial and some links will be looked into.

GL

13. Link Governor Report & Governor Training

No new courses were noted from County or Diocese.

Everyone was reminded of the NGA E-learning service.

14. Governor Monitoring

Mrs Alston and Mr Cronin are still to carry out the monitoring visit on pupil tracking; this was unable to take place due to staff absence.

MA/PC

Mr Shaw asked 'what we mean when we talk about pupil tracking?' *Pupils attainment in terms of where they are now in relation to where they were at certain marker points and where they should, why they are and what, if anything, can be done to help.*

Mrs Rooney went on to explain that we are not a data driven school but teachers know the individual children, their limitations and their expectations and use this to aid with pupil tracking.

Mrs Stobbart also informed Governors that school have been chosen for moderation of the Key Stage 2 assessment data this year; this will take place on 21st June 2022. This is usually found to be a reassuring and supportive process for the school.

15. Policy & Procedures Update

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

- Attendance Policy (v3)
- Code of Conduct for Staff & Other Adults (v7)
- Exclusions Policy (v1)
- Positive Handling Policy (v3)

16. Confidential Items

- See additional minutes

17. Upcoming School Events

- Y5 & Y6 Residential – 24th & 25th May 2022
- Sports Day – 26th May 2022
- Jubilee Celebrations – 27th May 2022
- Sarah Ridley, William Howard School transition planning for some children
- Doug Anderson, William Howard School to meet Y6 – 6th June 2022
- Diocese Leavers Service, Cathedral – 15th June 2022
- Playground Graffiti Workshop – 1st July 2022
- Y6 Transition Days, William Howard School – 4th & 5th July 2022
- Leavers Service – TBA

18. Date of Next Meeting(s)

Full Governing Body –

Tuesday 12th July 2022, 5.30pm at Walton & Lees Hill CE Primary School

Pupil Progress & Tracking Monitoring Visit –

Thursday 9th June 2022, 1.00pm at Walton & Lees Hill CE Primary School

Headship Arrangement Review –

Tuesday 7th June 2022, 5.30pm at Walton & Lees Hill CE Primary School

Following the meeting the Clerk informed the Governors of her resignation of the post which would come into effect at the end of the academic year.



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CONFIDENTIAL ITEMS

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

Action

9. Headship Review