

WALTON & LEES HILL CE PRIMARY SCHOOL

GOVERNORS MEETING

MINUTES OF TUESDAY 4th JULY 2023

1. Apologies for Absence

Apologies were received from Mr S Simpson and Mr A Dawes

Present:

Mrs M Alston (MA-Chair), Mrs F Stobart (FS), Mrs L Rooney (LR), Mr J Scouler (JS), Mrs F Ritson (FR), Mr Paul Cronin (PC) and Ms C Gilliland[Clerk] (CG).

2. Declaration of Interest in an Agenda Item

Declarations of interest were received from LR, FR, and FS with regard to item 14.

3. Minutes of the Last Governors Meeting – Tuesday 25th April 2023

The minutes of the meeting held on Tuesday 25th April 2023 were signed as a true and correct.

4. a) Matters arising from Tuesday 25th February 2023 (not covered elsewhere on the Agenda)

None

b) Outstanding RAIL Actions

Website information to be passed to School Admin to progress.

Safeguarding training added to the RAIL log to ensure Governing board are keeping up to date with appropriate training.

5. Governor Vacancies

LEA Governor application from A.D still ongoing. Co-Opted Governor role now vacant. Clerk to look into best way to advertise role. GB to think about whether they know any suitable candidates for role.

6. Co-Head Teachers Report

LR and FS read the report (appended to these minutes).

Recent Interviews- Thanks given to MA for stepping into help with the recent teaching post interviews at the last minute.

LR outlined two conferences she has recently attended in the county that discussed setting new targets and developing a collaborative approach within schools. There was also discussion at these around how the COVID-19 pandemic has affected learners and their behaviours.

Attendance – pupil attendance remains good. There have been a number of staff absences. Some have been covered by staff insurance but staff have tried to cover these absences internally.

Strike Action- It is felt that the affect of strike action will be minimal as it has been previously.

Signed as true and correct

Some parents have expressed concern r.e small year group size and specifically how children may not have the opportunity to create gender specific friendships within their year group. GB discussed and felt that desiring same gender friendships for a child could be viewed as an old-fashioned approach and children are encouraged to make friends with everyone throughout the whole school, not just within their year group or specific gender, which provides ample opportunity for friendships with all.

7. **School Meals** – Mrs Little has been collecting meals from Bewcastle and serving them at school. Whilst this has been working well thus far, it is felt that school and Mrs Little are now in a position to be able to begin cooking meals in house. Notice will be sent to Bewcastle to inform them that as of September, WLHS will supply their own meals, and to also thank them for their support so far.
8. **SEND** – A new SEND Governor to be appointed. Clerk will email out document outlining what being a SEND Governor entails so that it can be read by Governors over the summer, allowing the role to be filled at the next FGB Meeting.
9. **Curriculum** – LR/FS have been meeting to enable them to plan the curriculum for September '23 onwards, to reflect new teaching groups from that time . Curriculum and rolling programme are mostly in place and just require small final alterations. LR meeting with new teaching staff member to do planning for September.
10. **School Improvement Plan** –LR will send reviewed parts of S.I.P to FGB. This in an ongoing process.
11. **Staff well-being**- Continuing to think about and consider strategies to enhance staff wellbeing. LR thinking about new wellbeing ideas and how these can be introduced.
12. **Safeguarding Issues** – There have been two safeguarding incidents reported to MA. FS felt it important to clarify with MA when and how it is best suitable to share safeguarding incidents with MA. MA to be linked to CPOMS to ensure she can check for safeguarding updates regularly. FS to action
13. **Governor Monitoring Schedule**- FR has carried out Early Years Monitoring and Health and Safety Monitoring:

Felt that school should take a more proactive approach to accessibility. LR will look into someone carrying out an audit/survey to examine where and how improvements can be made and will also contact Hallbankgate school to discuss changes they have made to improve accessibility.

Early Years Monitoring showed small steps such as finger guards on door may be beneficial and discussed how an earlier opening time may provide more flexibility to working parents. LR explained there has not currently been any desire from parents for earlier drop-offs. FR said whilst all children were happy and comfortable, the classroom space felt very busy. There is a planned move for Nursery to use what is currently known as the Infant Classroom in September which will provide more space for pupils and staff.

Signed as true and correct

14. Staffing- There was a good number of applicants to the recent advertisement for a teaching post. Interviews were held with a panel of MA, FS and LR and there was a strong field of interviewees. Claire Thomson has been appointed for the 0.5 teaching post.

There has been a considerable cost for recent staff absences which insurance has covered costs of.

15. Finance – Bursar has been updated with changes in staffing come September. There is a Year 2 deficit, Year 3 evens out. Discussion about whether GB could support with covering the small deficit if required.

The outside of school needs re-painted to both protect the building structure and improve its appearance. Quotes have been given for the work and it was asked if GB can offer donation of £2100 towards cost of the work.

16. Independent Accounts Report- Recent independent report was carried out and outlined no issues within the accounts.

17. School Structure - Mrs Thomson will be joining the staff team in September to teach KS2 alongside Mrs Rooney. School structure will change slightly in September, with Mrs Rooney and Mrs Thomson teaching in KS2 (Junior class to be re-named Oak Class), supported by Mrs Ritson. Nursery will join the KS1 class (Infant Class to be re-named Acorn Class) with Mrs Stobbart and Mrs Stephenson teaching, supported by Mrs Batey. The recent 'Moving Up Day' allowed staff and pupils to get a feel for how things will be in September and it seemed to go smoothly for all.

18. Policy and Procedures- Continuing to work through policies and procedures. Mathematics, Music and Governors Allowance Policy have been updated. Clerk will email round list of those still to complete so that some can be updated over summer holiday. Subject leaders will review subject policies as part of their role from September '23.

19. Governors Training – Not all governors are up to date on statutory safeguarding training. Clerk will email link to complete online course over summer alongside the updated KCSiE, ahead of Level 1 Safeguarding training that will take place in September at school.

20. Website Information – Those still to send image and information over to Clerk prompted to do so as soon as possible. Clerk will send reminders to those still outstanding.

21. Signage- It is felt that appropriate speed and school signage should be added outside the school grounds as currently the road that passes school is not speed restricted. LR to contact Highways to start this process.

22. Upcoming School Events – JS to present awards at the upcoming Leavers'/ End of Term Celebrations.

23. Confidential Items- None.

24. Recognition of Service- Thank you to Mrs Stobbart for all she has done during her time as Head, and Co-Head at WLHS and we look forward to working with her in her new role as EY/KS1 lead and SENCO.

25. Date of next meeting – Tuesday 19th September at 5pm.

Signed as true and correct

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WLHS Minutes of 4th July 2023