

WALTON & LEES HILL CE PRIMARY SCHOOL

GOVERNORS MEETING

MINUTES OF TUESDAY 19th SEPTEMBER 2023 AT 5pm

1. Apologies for Absence

No apologies, LI informed Clerk that they would be arriving slightly later than start time of meeting.

Present:

Mrs M Alston (MA-Chair), Mrs F Stobbart (FS), Mrs L Rooney (LR), Mr J Scouler (JS), Mrs F Ritson (FR), Mrs Laura Irving (LI), Mr Stewart Simpson (SS) and Ms C Gilliand[Clerk] (CG).

2. Declaration of Interest in an Agenda Item

No declarations of interest

3. Minutes of the Last Governors Meeting – Tuesday 4th July 2023

The minutes of the meeting held on Tuesday 4th July 2023 were signed as a true and correct.

4. a) Matters arising from Tuesday 19th September 2023 (not covered elsewhere on the Agenda)

None

b) Outstanding RAIL Actions

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

Ongoing policies and procedures updates.

[5.05pm LI arrives]

5. Governor Vacancies/ Re-Election of roles

AD passed on notice that they have chosen not to fill the LA Governor role, so it now stands vacant.

PC has reached the end of their term of office and has made the decision to resign, so the Foundation Governor role is also vacant. Thanks were given to PC for their support to the school during their time as a governor and a letter will be sent to them also.

The Co-Opted Governor role is also vacant.

Discussion was held around the best possible ways to fill these vacancies. Clerk to draft letters to contact local businesses that may be interested in supporting the school. Contact from the Diocese informed Clerk that many schools in the area are struggling to fill governor vacancies. There is a possibility that the Governing Board can be restructured if vacancies cannot be filled long-term.

Re-election of roles for the start of the new academic year:

LR proposed JS to stand for chair. LI seconded.

Signed as true and correct

JS proposed MA to stand as vice-chair. FS seconded.

LI nominated to fill the SEND Governor vacancy by MA, JS seconded.

6. Head Teachers Report (also covering Curriculum and SIPS)

Due to unforeseen and unexpected changes to the staffing and workload at school the previous week, LR read Head Teachers report without hard copy being distributed.

It has been a positive return to school, with pupils and staff settling into the new structure well. There are currently no pupils in year 6 or year 2 at the school, and has been three new children entering Reception, plus a new starter in Nursery also.

Some parents/carers have queried the new KS1 class structure but have been reassured by Head Teachers response. Pupils in KS1 (reception and year 1) currently get a staff-pupil ratio of 1:5 at the least and often 1:2 or 1:3.

All staff attended the most recent inset day before school resumed for the academic year. KCSiE was shared with all staff and backed up by the most recent safeguarding training on 14th September.

In light of the changes made to KCSiE, LR has reviewed the filtering and monitoring systems within school and is now receiving reports regarding these from the filtering company used by school. Personal files have also been checked and LR assures governors that the system is robust.

LR recently attended a meeting with the Diocese as school is in the SIAMS window. LR has prepared a PowerPoint for staff and governors ahead of the SIAMS inspection for all to see.

LR shared staff and volunteer handbooks with the GB, so that all are aware of the expectations school has of staff and volunteers.

LR shared the WLHS self-assessment form she has developed and discussed with GB different points from it. FR asked, 'Have we got evidence to back up the statements made on this document?' and LR reassured the GB that every statement can be supported by evidence in planning or learning.

LR shared the development of 'Learning Outside the Classroom' books she has created for both Oak and Acorn Class. These books have been developed to document pupils work even when it is not noted in their personal school exercise books. They show that learning at WLHS is much more than writing in a book, and that learning is very practical, and group based, but always links back to the curriculum. These are also a useful tool to show OFSTED/SIAMS evidence of lessons and learning that supports the curriculum. A meeting to discuss a Vision presentation linking to SIAMA has been planned for 12th Oct, for all staff and governors.

LR would like to encourage staff and leaders to continue to meet with other schools and clusters so that they can see how other schools operate and how they deliver different lessons and curriculum points. Governors were encouraged to get in contact with school more and both challenge and support staff more in the school.

LR will draw from the WLHS Self-Assessment to develop SIPS.

Signed as true and correct

7. **Well-being** – Staff morale seems good. There will be regular weekly meetings with staff to touch base and check in with everyone, plus share any information for the week ahead. All staff have been offered a day of their choice off work in Autumn 2, as a thank you for their hard work.
8. **Safeguarding** – There have been three safeguarding concerns logged at school, and one reported to the safeguarding hub who have advised and supported. CPOMS has been updated and used accordingly.
9. **Governor Monitoring and Feedback** – LR suggested that the GB develop a rolling programme of monitoring and feedback. LR will inform Governors of the priorities for this and where monitoring is most important.

LR suggested to start with Maths and English to link with progression mapping. JS/SS will attend on 5th Oct for Maths monitoring and to look at how the teaching structure is working.

MA will visit during R.E week to see R.E across the school.

FR to write up her Health and Safety Audit and share with FGB.

LI will attend school in her SEND Governor role for monitoring on Oct 19th.

Head Teacher appraisal will take place during November.

10. **Staffing** – Mrs Little is cooking lunches in the school kitchen 5 days per week. Staff in school are covering the 5th day. SS asked, ‘Was the meal partnership with Bewcastle school helpful?’ LR responded, ‘Yes, but they were not economical in terms of fuel for collection of the meals and in terms of portion size/waste.’

One staff member has been signed off for the first half-term, and long-term cover has been arranged and is in place. This allows for guaranteed continuity of teaching for pupils. Staffing will be reviewed at half term.

11. **Finance** – House windows are now complete and paid for.

Outside of school building was painted during the summer break, GB will cover part of this cost.

Clerk informed GB that the school’s external defibrillator requires new pads and a new battery. These can be quite costly. The GB agrees to cover the cost of these.

LR has been in touch with the Bursar to have a meeting ahead of the report.

LR is in control of ordering for school meals and keeping costs low, plus ordering the correct amount of food is allowing there to be little to no waste.

12. **Policies and Procedures**- Continuing to work through the policies and procedures that require updated.

SS to continue updating the internet policy.

JS to update Governor Code of Conduct.

FR to update Health and Safety Policy.

FS to update Safeguarding Policy.

LI/FS to update the SEND Policy.

13. **Training** – LR said safeguarding Level 1 training evening was well attended by both staff and governors of WLHS and other local schools. Governors are advised to also complete the NGA strategic governor safeguarding training online to ensure they have covered all areas of their training.

Signed as true and correct

- 14. School House-** School windows now complete. Clerk awaiting contact from AD for further information about the house.
- 15. Defibrillator-** FGB agree to supply new pads and battery to the defibrillator.
- 16. School Events** – Whole school trip to The Lake District Wildlife Park on Thursday 21st to link with pupils topic ‘Amazing Africa’ and also a PTFA meeting at 7pm. Discussion around transport costs, which can make trips more difficult to organise. Parents were asked for a contribution to fees for this trip.

LR attending NPQH on 27th September.

There will be a community harvest lunch held in school on October 10th and to end R.E week, pupils will be visiting Houghton Church on October 13th.

Childrens author, Molly Arbutthnot will be visiting on October 16th.

- 25. Date of next meeting** – SIAMS briefing with LR – Thurs 12th Oct at 3:30pm.

FGB meeting – Tuesday 7th Nov at 5pm

Signed as true and correct