



LEES HILL CHURCH OF ENGLAND SCHOOL GOVERNORS MEETING

MINUTES OF WEDNESDAY 5th OCTOBER 2016

1. Apologies for Absence

Action

None received.

Present:

Ms A Kendrick (AK - Chair), Mrs F Ritson (FR), Mrs M Alston (MA),
Mr M Brown (MB), Mrs F Stobbart (FS), Mrs J Dalgleish (JD), Rev R Allon-Smith
(RAS) and Mrs T Mitchinson (Clerk).

2. Declaration of Interest in an Agenda Item

None declared.

3. Minutes of Meeting Held on Monday 27th June 2016

The minutes of Monday 27th June 2016 were signed as a true and correct record.

4. a) Matters Arising from Monday 27th June 2016

Item 4 (June 2016) – Matters Arising

Ms Kendrick reported that she hadn't had any success with either of the possible leads for a new Co-opted Governor.

Item 5 (June 2016) – Governing Body Membership

The Clerk confirmed that she had received official notice of Mr Fuglers resignation.

The Clerk clarified that there were no rules to say a Parent couldn't be a Governor if they were related to a member of staff but that they would need to declare any interests as appropriate.

Item 6 (June 2016) – Finance & Personnel Committee

The 0.2 Teaching Vacancy has been advertised as requested.

The Clerk is still waiting for the invoices relating to the recent recruitment process so the Governors can make the contribution as agreed at the meeting of 27th June.
Mrs Dalgleish will chase this up with Mrs Lyons.

JD

Item 7 (June 2016) – Health, Safety, Buildings & Premises

Health, Safety, Buildings and Premises Committee are still working on the issue of repairs to the school roof.

Signed as true and Correct

Item 13 (June 2016) – Link Governor Report

The Clerk is still waiting for completed Safeguarding Training Logs from some Governors.

ALL

Item 17 (June 2016) – School Website

Mrs Stobbart is still to update the Sports Funding and Pupil Premium Statements on the website and will complete the process of allocating Governors with log ins for the confidential page.

FS

Item 19 (June 2016) – Defibrillator

Ms Kendrick confirmed that she had contacted the Parish Council Clerk before the summer break to hand over the testing of the Defib, as had been agreed previously, a reply from the clerk was received to say he was on leave at the time but would get back in touch on his return. Despite a follow-up email later in the summer a reply was not received. Mrs Ritson said she would raise this with the Parish Council Chairman. Mrs Dagleish did confirm that the Defib is now being tested again by the school.

Item 20 (June 2016) – Governors Prizes

It was confirmed that the Governors had purchased the new trophies for the end of year celebrations as agreed at the meeting of 27th June 2016.

15. Date of Next Meeting(s)

Full Governing Body -

Thursday 8th December 2016, 6.30pm at Lees Hill School

Thursday 16th February 2017, 6.30pm at Lees Hill School.

Wednesday 3rd May 2017, 6.30pm at Lees Hill School.

Wednesday 28th June 2017, 6.30pm at Lees Hill School.

Health, Safety, Buildings and Premises Committee –

Wednesday 23rd November 2016, 3.30pm at Lees Hill School

Wednesday 1st February 2017, 3.30pm at Lees Hill School

Wednesday 19th April 2017, 3.30pm at Lees Hill School

Wednesday 14th June 2017, 3.30pm at Lees Hill School

Pupil Progress & Discipline Committee –

Wednesday 23rd November 2016, 4.30pm at Lees Hill School

Wednesday 1st February 2017, 4.30pm at Lees Hill School

Wednesday 19th April 2017, 4.30pm at Lees Hill School

Wednesday 14th June 2017, 4.30pm at Lees Hill School

Finance & Personnel Committee –

Wednesday 23rd November 2016, 5.30pm at Lees Hill School

Wednesday 1st February 2017, 5.30pm at Lees Hill School

Wednesday 19th April 2017, 5.30pm at Lees Hill School

Wednesday 14th June 2017, 5.30pm at Lees Hill School

Given that the quarterly finance return needs to be completed by the end of October 2016 it was agreed to liaise and ratify these over email.

Signed as true and Correct

13. Timetable for Performance Management & Pay Reviews

It was agreed to ask Chris Boucetla if she would be willing to conduct Mrs Dalglish' Headteacher Performance Review once again; Mrs Dalglish agreed to arrange this and confirm the date with the Headteachers Appraisal Committee. It was agreed that this should be before the next meeting on 8th December 2016 where the committee will report back on the outcome to the full Governing Body.

JD

Ms Kendrick indicated that she has some useful literature for the committee on the process and would arrange to get this to Rev Allon-Smith prior to the meeting.

AK

It was also agreed that the Chair of the Headteacher Appraisal Committee (Rev Allon-Smith) is to make contact with the Appraiser prior to the review so that the committee may have some input into the process as this has not been the case in previous years.

RAS

Mrs Dalglish will carry out the appraisals of the teachers and support staff at school

- Rev Allon-Smith left the meeting.

4. (b) Outstanding RAIL Actions

6th July 2015

HSBP Committee are still to look at condensing the Visitors Information Pack into a single sheet handout.

HSBP

7th October 2015

Ms Kendrick is still to cross check the list of policies against the Committee Terms of Reference as we are still working on reducing the number of policies.

AK

The proposed Nursery Monitoring Visit is still outstanding.

FR

7th December 2015

Mr Kyle is still to update his Business Interests but his term of office has now ended so this action is now closed.

29th February 2016

Effectiveness of Governing Body Review will commence during this meeting to be returned to Ann Kendrick prior to the 8th December meeting.

AK

RAISE Online training session has not happened as planned; it was agreed however that due to new reporting methods (Scaled Scores) being implement this year this is now obsolete and guidance would be sought if needed when the new data dashboards are scrutinised.

Ms Kendrick is still working on Section 4 of the Induction Pack.

AK

25th April 2016

The new SIP will take into consideration the areas of improvement raised following the Ofsted Inspection.

The Kim Allan policies on Health & Safety and Child Protection and Safeguarding are still to be updated as previously discussed.

JD / Clerk

5. Election of Officers

Mrs Mitchinson, as Clerk, took the Chair for this item. Ms Kendrick stepped down as chair this year due to growing work and family commitments. The Clerk thanked Ms Kendrick on behalf of the Governing Body for all of the hard work over the last two years. It was agreed after discussions to try a 'rolling chair' system whereby each Chair would be in charge for 2 meetings before passing the role onto the next Governor, Ms Kendrick will also be on hand for any guidance when needed; Mrs Alston volunteered to take the first 2 meetings.

Chair – Mrs Mary Alston (October-February) **Rev Allon-Smith** (March-June)
Vice-Chair – Mrs Fiona Ritson
Link Governor – Mrs Mary Alston

Ms Kendrick remained as Chair for this meeting.

The following were appointed as Chairs of the sub-committees for the year –
Finance & Personnel Committee – Ms Ann Kendrick
Health, Safety, Buildings & Premises Committee – Mrs Fiona Ritson
Pupil Progress & Discipline Committee – Mr Mike Brown
Headteachers Appraisal Committee – Rev Rod Allon-Smith

6. Governing Body Membership

The vacancy for a Co-opted Governor is still open; Mrs Mitchinson suggested that she draw up a poster similar to that of another school that she had seen to advertise the post in a more interesting manner. This was agreed.

Clerk

There are now 2 vacancies for Parent Governors; Mrs Mitchinson is to draft the letter informing parents of the vacancies and asking for any nominations. Ms Kendrick and Mrs Dagleish agreed to do a covering letter to go with this when it is sent out to parents.

**Clerk
JD / AK**

Closing date for nomination is to be Friday 4th November 2016.

7. Review of Committee Membership

The Governing Body undertook a review of the current Committee memberships and amended where necessary to take into account the change in office and the current vacancies. Mrs Mitchinson is to distribute the updated version to all Governors for their file.

Clerk

Signed as true and Correct

8. Review Committee Terms of Reference

All committee chairs to ensure a review of the TORs takes place at the first committee meetings this term. Generic changes to be incorporated into each TOR were agreed as follows:

- change wording at section 3.1 to read 'the Committee shall meet approximately 2 weeks prior to a full Governing Body meeting, or more frequently as may be required from time to time'. This was done on the Health, Safety Buildings and Premises TOR and it was requested that the other committees follow.
- the Finance Committee and the Personnel Committee TORs are to be merged.

Committee Chairs:

MB, FR, AK

AK

9. Review & Agree School Improvement Plan Priorities

It was agreed that each committee will review and agree their priorities for inclusion in the SIP at their next meetings.

**F&P
HSBP
P&P**

All committee chairs to ensure that a review of the SIP should be added to the agenda for the first committee meeting this term.

MB, FR, AK

10. Headteachers Report

SATS Results / Data Dashboard

Mrs Dalgleish started by reporting that the children had performed well in the end of KS SATs tests and the teachers were very pleased. The school level data is as expected and the implications of the new Scaled Scores mean that the small number of pupils in the KS 2 cohort (6) means that each child's scores contribute 16% to the school's data. This aside the teachers were really pleased with the children's results. This year's cohort had only received the new curriculum for two years. Staff have looked at individual starting points from KS1 and at the start of Y6. Staff have also identified starting points for this year's cohort.

Mrs Ritson, as a parent, extended her appreciation to the teachers for their time and effort given to the Y6's in the run up to their SATS.

Ms Kendrick asked 'How do we compare nationally?' *Mrs Dalgleish admitted she wasn't too sure as yet as the priority so far this term had been on the current pupils and not those who had left; but there really wasn't any historic data to compare with as the reporting system is new this year.* The Data Dashboard will be available for discussion at the next meeting.

Question was also asked by Ms Kendrick as to 'Have any of the children who went on to secondary school been given extra support because of these results or are the secondary schools re-assessing?'. *It was expected that the schools reassess once the pupils have settled.*

Mrs Dalgleish and Mrs Stobart have been through some of the children's papers from last year in order to gain some insight into any weaknesses and have discussed ways forward.

Ms Kendrick asked 'If there is anything the school will take forward from this year's SATS in order to help next year's pupils?' *Staff have undergone some spelling, punctuation and grammar (SPAG) training and already implemented daily shorter spellings tests rather than the longer weekly lists.*

Daily SPAG sessions and independent sessions for those who need it. Using technical vocabulary in every day lessons e.g. that's a very good conjunction to use / that description uses good quality adjectives.

It is planned that the pupils will sit last year's SATS tests before October half term to help give teachers an idea of what areas need work with individuals.

Staff also looked at where the children were rated in KS1 assessments in order to help them in KS2. Mrs Ritson asked 'Had Teacher assessments been too high in the past at KS1 and therefore the full picture on progress made throughout KS2 is not as evident as it could be' *This is a possibility.*

The school's teacher assessments were moderated by external moderators. In the past 'levelling' children was a 'best fit' approach. The new age-related expectations mean that for a teacher to assess a child as having met these expectations all criteria have to be met (it is no longer a best-fit approach). The moderators followed this guidance rigorously. As we move from a best-fit to a criterion-referenced approach it is not yet clear how rigorously the criteria approach will have been applied in schools that were not moderated.

Vision & Values – This will be covered at the next meeting.

Staffing

Some applications have been received in order to cover the 0.2 teaching hours but no applications were suitable for our needs. Ms Kendrick asked if Mrs Dalgleish would take advice from Capita as to if we could offer a less salary if the candidate was agreeable. In the meantime the shortfall is being covered by current staff but this is only a short term solution – we must resolve this situation.

Attendance

Mrs Dalgleish reported that the attendance had been very good so far this term (awaiting percentage from school)

Number on roll

With 9 children starting since April 2016 we currently have 29 on roll.

Defibrillator

Mrs Dalgleish asked if anyone had any objections to the Defib unit being left unlocked in order to make access easier and quicker for those who may need to use it. No objections were raised so this was agreed.

11. Agree Committee Objectives for the Year in Relation to the SIP

This will take place at the next meeting of each committee on Wednesday 23rd November 2016.

12. Policy & Procedure Updates

No policies had been reviewed prior to this meeting. These will be reviewed as part of sub-committee responsibilities according to the priorities identified by each committee.

14. Review of Performance Management & Pay Review Policy

This will be completed when required.

16. Link Governor Report

Mrs Mitchinson has received the schedule of training courses on offer for the year 2016-17 and will email to all Governors as well as uploading it to the website. Should anyone wish to attend any courses please let Mrs Alston know.

Clerk

17. Attendance

Mrs Dalgleish reported in the Headteachers Report (Item 10) that attendance has been very good so far this term. (awaiting percentage from school).

18. Safeguarding Issues

The Staff and Governors are continuing to monitor some safeguarding issues with a minority of the children in school and will act appropriately should the need arise.

19. Governor Monitoring Reports

a) Nursery Provision - The monitoring visit is still outstanding.

20. Policy and Procedure Updates

Duplicate Item – see Item 12.

21. Confidential Items

Item 10 – Headteachers Report. See addition minutes.

22. Upcoming School Events (Please feel free to attend where possible)

Harvest Celebration & Coffee Morning – Thursday 20th October 2016, 9.15am
Talkin Tarn Cross Country – Friday 4th November 2016
Parents Evenings – Friday 11th & Monday 14th November 2016
PTA Christmas Fayre (Walton Village Hall) – Sunday 13th November 2016, 1 – 4pm
Cyclewise Training – Tuesday 29th November to Friday 2nd December 2016

Signed as true and Correct

Christmas Play – Wednesday 7th December 2016, 6.00pm
Christmas Play – Thursday 8th December 2016, 2.00pm
Christmas Party – Monday 12th December 2016
Christmas Service (Walton Church) – Thursday 15th December 2016, 9.00am

Review of Governing Body Effectiveness:

The outgoing Chair provided a hard copy of the Effectiveness Review document to be completed by all governors and returned to Ms Kendrick by 27th November 2016 so there is time to collate results ready to present at the next FGB. **All**
Alternatively, these can be returned at the committee meetings on 23rd November (an electronic version is currently not available). Please hand to Ms Kendrick or Mrs Dalglish



LEES HILL CHURCH OF ENGLAND SCHOOL GOVERNORS MEETING

MINUTES OF WEDNESDAY 5th OCTOBER 2016

CONFIDENTIAL MINUTES

Present:

Ms A Kendrick (AK - Chair), Mrs F Ritson (FR), Mrs M Alston (MA),
Mr M Brown (MB), Mrs F Stobbart (FS), Mrs J Dagleish (JD) and Mrs T Mitchinson
(Clerk).

Action

10. Headteachers Report

Strategy for the Community

Mrs Dagleish brought to the attention of the Governors some areas of concern with regard to a minority of some of the pupils at school at present.

Mr Brown asked 'If there was a Behaviour Support Officer involved' *Not at the moment but the school are looking into all options available and seeking help and advice from all available angles.*

'As a Governing Body is there any training needs for staff that we could offer to help resolve the current situation?' *Nothing has been identified as yet as the exact triggers / cause has not been determined.*

Ms Kendrick asked 'If we could wave a magic wand what would it be for?' *Some extra TA hours to help cover the shortfall when a member of staff is diverted to the situation.*

'Has the school had any helpful input / advice from the previous school?' *Mrs Dagleish has spoken to the previous school and discussed strategies and behaviours and received paperwork.*

The teachers and staff at school have stated that they consider the situation to be so considerably concerning and therefore needs to be pursued urgently.

The Governing Body pledged their full support to the staff with regards to this.

Mr Brown asked if there was any voluntary service we could tap into who specialise in behavioural problems, a Learning mentor possibly or specialist centres for split placements – sound like we need to tap into expertise in this area now. *Mrs Dagleish is to ask the Virtual Head / Virtual Teacher at their next meeting.*

In a nutshell the Strategy for Community at present is to sort out the current internal issues before placing ourselves in the spotlight.