



LEES HILL CHURCH OF ENGLAND SCHOOL GOVERNORS MEETING

MINUTES OF THURSDAY 8th DECEMBER 2016

1. Apologies for Absence

Action

No apologies for absence were received.

Present:

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

Mrs Alston started by welcoming Mr Michael Dalglish, new Parent Governor, to his first meeting and also by thanking Ms Kendrick for the commitment she gave to the Governing Body whilst in the position of Chair for the previous 2 years.

2. Declaration of Interest in an Agenda Item

Mrs Stobbart and Mrs Dalglish declared an interest in Item 13 – Performance Management and Pay Reviews.

3. Minutes of Meeting Held on Wednesday 5th October 2016

The minutes of Wednesday 5th October 2016 were signed as a true and correct record although it was noted that the exact attendance percentage was still not available from the school as priority has been given of late to the changeover in financial services.

4. a) Matters Arising from Wednesday 5th October 2016

Item 13 (October 2016) - Timetable for Performance Management & Pay Reviews

It was confirmed that all actions associated to this have been completed; please see Agenda Item 13 of these minutes.

Item 6 (October 2016) - Governing Body Membership

The Clerk is still to complete the poster to try and encourage interest in the vacancy of a Co-opted Governor.

Clerk

The letter informing all parents/careers of the 2 vacancies were sent to all which has resulted in one vacancy being filled with one vacancy still open.

Item 7 (October 2016) – Review of Committee Membership

The new committee structure was updated and issued to all.

Item 8 (October 2016) – Review Committee Terms of Reference

This was completed at the relevant Committee meetings of 23rd November 2016.

Item 16 (October 2016) – Link Governor Report

Clerk confirmed that the updated Training Programme from County has been distributed to all.

Review of Governing Body Effectiveness (AOB)

It was agreed to complete this review as a Governing Body so it would give everyone a chance to share their knowledge together; this will be completed 1 section at a time over the next few meetings and any training needs etc. that are derived from this will be actioned as appropriate. Section 1 was completed at this meeting.

Mr Dagleish is also to complete a skills audit.

MD

b) Outstanding RAIL Actions

6th July 2015

HSBP Committee are still looking into condensing the Visitors Information Pack into a single sheet handout but it was noted that all relevant Safeguarding Information is re-iterated by the staff at any events in school which include parents/carers.

HSBP

7th October 2015

Cross Check of policies against Committee Terms of Reference is still on-going as we work on reducing the number of policies; next step is to confirm which policies are statutory and non-statutory.

AK

The proposed Nursery Monitoring Visit is still outstanding.

FR

29th February 2016

It was agreed that the Effectiveness of the Governing Body Review Document should be completed as a whole group with a section completed at each meeting.

Ms Kendrick is still working on Section 4 of the Induction Pack. This mainly covers the finance side of the Governing Body so should be available once the new finance procedures are in place with Capita.

AK

25th April 2016

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

JD / Clerk

27th June 2016

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 Dagleish will chase this up with Mrs Lyons.

JD

Signed as true and Correct

The Clerk is still waiting for completed Safeguarding Training Logs from some Governors; it was agreed that the document would be sent out again to those who had not completed this.

Clerk

Please see Item 17 – School Website of these minutes for update.

5. Governing Body Membership

There are still 2 vacancies on the Governing Body; 1 for a Parent Governor and 1 for a Co-opted Governor. Please can everyone bear this in mind and try to seek out suitable candidates.

6. Finance Committee Report

The minutes from the Finance Committee meeting of 23rd November 2016 were available to Governors prior to the meeting.

Main points arising were:

- Review of Terms of Reference was complete with feedback being actioned by Mrs Dalglish. **JD**
- The committee have identified their policy review schedule to aid with the smooth running of this.
- The Whole School Behaviour Policy was reviewed and Mrs Dalglish is updating the policy with the amendments long with those from the other committees before finalising it. **JD**
- It was identified that there may be an issue with funding of professional development for staff; it was requested that school keep an eye on this and report to the Governors should school issues hamper this significantly.
- The recommended 1% Teachers pay increase was agreed in principal with Mrs Dalglish to seek further information for the committee. **JD**

Mrs Stobbart informed the meeting that we had missed the deadline for the Sparsity grant, which was October 2016. It was agreed to put this on the Agenda for July / September 2017 so we are aware of the deadline in plenty of time to put forward our application. It was also suggested to speak to other Headteachers in the area who we know receive the funding to find out more about the process. Mrs Stobbart agreed to make contact and explore this. **FS**

The Clerk confirmed that the payment of £200 towards the Brampton Area Schools Consortium Facilitator that had been agreed via e-mail had been paid. Mrs Dalglish went into further detail about this and what we are expecting to receive from this.

Ms Kendrick told the meeting that the Regional Commissioner for Schools in North West England had employed a team of local supervisors who will be completing health checks schools; this is something we should look at taking up.

Projected balance carry forward for the year at present is £2,262.

Current NOR - 29

Balance in Governors account as of 7th December 2016 is £6,686.09 (with no outstanding invoices due/expected).

Signed as true and Correct

7. Health, Safety, Buildings & Premises Committee Report

The minutes from the Health, Safety, Buildings and Premises Committee meeting of 23rd November 2016 were available to Governors prior to the meeting.

Main points arising were:

- A list of policies that had been reviewed with suggested actions were being amended before finalisation; Whole School Behaviour Policy, Health & Safety Policy, Risk Assessment, Stress Management.
- Re-adopted policies are Energy Conservation Policy and Committee TOR.
- Maintenance Action Plan will now be Building Improvement Plan and added to the SIP. Various actions were added to this and are being undertaken by the committee.
- SIP discussed.
- Website action plan is needed; agreed that Mrs Stobbart, Mrs Ritson and Mrs Mitchinson would meet to develop this.

It was suggested that we should keep our current Stress Management Policy and not integrate it into the Health and Safety Policy for now until we see what will come from our new HR provider Capita.

The Infant/Kitchen Area roof is still in desperate need of attention but the committee are now looking at improving this rather than just maintaining and have a few options to explore. Relevant quotes are being sought from contractors.

8. Pupil Progress & Disciplinary Committee Report

No written minutes were available at the time of the FGB but Mr Brown gave a comprehensive review of the meeting.

Main points discussed were:

- A pragmatic approach to the review of policies has been adopted and a schedule drawn up to aid the process.
- Mr Brown is to look into the Local Offer further in terms of what it means to our school following a recent intake of pupils.
- In line with the SIP the committee looked at pupil's maths books and how they were progressing.
- A priority is to be placed on Health and Safety within the school community.
- Staff and Volunteer Handbook has been updated as appropriate and issued to all concerned.
- How to gain access to the necessary support services available with regards to a proportion of the pupils in school.

It was agreed to appoint Mr Dalgleish to the Finance & Personnel Committee and the Pupil Progress & Disciplinary Committee.

9. Headteachers Report

Mrs Dalgleish had provided a written report prior to the meeting and now went into further detail as required.

Signed as true and Correct

Educational Excellence

- An update on behaviour in school was given, namely Behaviour Management Plans were in place for 3 children and these had been shared with the relevant personnel. Extra safeguarding measures are in place and any significant incidents are logged although it was noted that behaviour of a minority of children was improving.
- Attendance awards have been given out to the pupils; some pupils have a noted low attendance this term but this is due to medical reasons.
- Plan, Do, Review sessions and Continuous Provision sessions are having a significant impact on independence and team work skills and both staff and children are enjoying these. Mrs Ritson asked what these were. Mrs Stobbart gave an overview and also how the school are looking to develop these further in the future.
- Three volunteers are continuing to help out in school and support the children and these have been invaluable to staff.
- Two Teaching Student volunteers have been in school to top up their experience portfolio, both deemed to have been very effective and a real asset, with 1 requesting to return for their extended placement.
- School has also been receiving Sports Coaching from Mr Thompson, paid for using the Sports Premium, which has been a huge success with the children and the most popular after school club on offer!

Strategic Leadership

- School Improvement Plan has been updated and is now in operation. Ms Kendrick asked who were to fill in the 'blanks' so to speak? *These are for anyone to make comments and amendments as a working document going forward.*
- All Performance Management Reviews for teachers and staff have been completed.
- Mrs Dalgleish attended the New Heads Conference and found this to be useful for developing her role.

Operational Management

- Staff have attended training sessions where appropriate.
- Capita have taken over the Finance arrangements and will take over the HR provision as of 14th December 2016. Support/training from Capita has been useful to both Mrs Dalgleish and Mrs Lyons.

Extra-Curricular

- After school clubs continue to be popular and well attended.
- Attended Christingle Service at Lanercost Priory on 2nd December 2016.
- Some children will be Carol Singing at Brampton Co-op on Saturday 17th December 2016.
- PTA held a very successful Christmas Fayre in Walton Village Hall.

Mrs Dalgleish confirmed that her appeal to have her Jury Service postponed has been accepted with preference given to calling up during the summer holidays.

It was agreed to send a letter of condolence to Mrs Schofield, Cleaner in Charge, on behalf of the Governors following her recent bereavement.

**Clerk /
MA**

Mrs Alston asked if there was a long waiting list for Psychologist involvement in schools at present? *It was reported there was a significant wait as the service was stretched in the County.*

It was agreed that we should stress that extra safeguarding measures have had to be put in place at school in order to secure the safety of all staff and pupils; Mrs Dalglish will put this in writing to County.

JD

The Governors feel that we really need to get some progress on this before it jeopardises our position either in the community or with current families.

10. Attendance

Attendance certificates have been presented to the children, no figures available at the time of the meeting but Mrs Dalglish will confirm in due course.

As already mentioned under Item 9 (Headteachers Report) there are a few children whom have a low attendance but the school are aware and are satisfied with the reasoning but will continue to monitor.

11. Link Governor Report

Ms Kendrick has been booked to attend Finance For Governors on 7th March 2017; Mr Dalglish is also to be booked on this course.

Clerk

12. Safeguarding Issues

Mrs Alston reported that she had started to review Safeguarding within the school and had met with Mrs Lyons to go through the central records; she is still to meet with Mrs Dalglish before the report is complete and aims to give relevant feedback at the next Governors meeting on Thursday 16th February 2017.

No new safeguarding issues have arisen since the last meeting.

13. Performance Management & Pay Reviews

- Mrs Dalglish and Mrs Stobart left the meeting.

Rev Allon-Smith gave a report to the meeting in which he felt there had been a significant step forward from the previous process of the Headteachers Performance Management that was completed; he talked us briefly through the process and is to produce a flow chart on proceedings for the future.

RAS

Mrs Boucetla had provided Mrs Dalglish's previous year's targets to the panel prior to the meeting which was very useful.

It was agreed that Mrs Dalglish had done a fantastic job last year at the school as Acting Headteacher; she had worked very hard and gained full support from the school community.

Three targets have been set for the forthcoming year, covering the areas, pupils, personal and staff, all of which are also linked into the SIP and the Headteachers Standards document.

Rev Allon-Smith also went through some suggestions for improving the process i.e. rotating the Appraisers on a cycle or using someone known to the Appraisee one time and then someone unknown the next; he has agreed to document these in the process document he will produce for the panel in future.

The Governors welcomed the feedback from the committee and looked forward to building on this in the future.

- Mrs Dagleish returned to the meeting

Mrs Dagleish confirmed that all performance reviews had been carried out on the staff with no areas of concern; it was noted that everyone would be staying on their current pay scales but would receive the recommended salary increment.

The school may need to look at the Administration Hours Contract in the future should the finance become a large part of the job.

- Mrs Stobbart returned to the meeting

Thanks were expressed to Mrs Dagleish and Mrs Stobbart for their hard work and commitment towards the school this last year and they were asked to pass these on to the rest of the staff.

14. Governors Monitoring Report(s)

a) Nursery Provision

This monitoring visit is still outstanding.

FR

b) SEND

Mr Brown conducted a monitoring visit with reference to SEND on 22nd October 2016; a full report was available to all prior to the meeting.

Key issues arising from the report are:

- Access & Disability Policy – it was discussed with the Chair of Governors to not amend this until circumstances change (e.g wheel chair access to classrooms is not currently feasible or required)
- SEND Policy needs updated; Mr Brown to work on this.
- Local Offer issues are being offered in accordance with the document and are being reviewed appropriately.
- Noted that Speech & Language Therapist no longer visit site regularly to assess and plan support for targeted pupils but a referral system is in place.
- Staff have attended relevant training available.
- Abacus Maths; Governors on Pupil Progress & Disciplinary Committee have been introduced to the scheme/materials and were given an opportunity to scrutinise pupil's books at their committee meeting.

Recommended Actions following Governing Body meeting:

- Review and Update SEND Policy.
- Update Whole School Behaviour Policy to ensure needs of pupils are met.
- Review Local Offer and tailor it to suits Lees Hill's circumstances.
- Monitor Access & Disability Policy and update should circumstances change significantly.
- Scrutinise Abacus Maths scheme to ensure it meets pupil needs across the
A recommended completion date for all actions was set as December 2016.

15. Policy & Procedure Updates

The following policies were re-adopted at this meeting:

- Energy Conservation Policy (November 2016)

It was discussed and agreed to introduce an amendment/version control sheet to all policies as they are reviewed to try and cut down any unnecessary printing and help lower costs.

16. Declaration of Business Interests

All Business Interest forms were updated; the Clerk is to upload the data on to the school website.

Clerk

17. School Website

The school website is out of date already; owing to the nature of the digital age we do need to keep up to speed with our new website now we have it up and running in order to keep it current and appealing to the user.

Mrs Ritson, Mrs Stobbart and Mrs Mitchinson are to meet again to update all the statutory requirements and discuss ideas for possible involving parents/children with the content.

**FS/FR
Clerk**

It was agreed that Governors would not be creating a 'Confidential Area' on the website at the moment as it was felt that we have not missed it; should the situation change then one will be set up to suit our needs.

18. Confidential Items

None discussed.

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

Pantomime (Queens Hall, Hexham) – Wednesday 14th December 2016

Christmas Party – Monday 12th December 2016

Christmas Service (Walton Church) – Thursday 15th December 2016, 9.00am

Christmas Dinner – Thursday 15th December 2016, 12.00noon

20. Date of Next Meeting(s)

Full Governing Body -

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 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 1st February 2017, 5.30pm at Lees Hill School **(Note Change of Time)**

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

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

Finance & Personnel Committee –

Wednesday 1st February 2017, 4.30pm at Lees Hill School **(Note Change of Time)**

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

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