



LEES HILL CHURCH OF ENGLAND SCHOOL GOVERNORS MEETING

MINUTES OF THURSDAY 16th FEBRUARY 2017

1. Apologies for Absence

Action

Apologies were received and accepted from Mrs F Stobbart, Mrs F Ritson and Rev Dr A Allon-Smith.

Present:

Mrs M Alston (MA - Chair), Ms A Kendrick (AK), Mr M Brown (MB),
Mrs J Dalglish (JD), Mr M Dalglish (MD) and Mrs T Mitchinson (Clerk).

2. Declaration of Interest in an Agenda Item

No declarations of interest were given.

3. Minutes of Meeting Held on Thursday 8th December 2016

The minutes of Thursday 8th December 2016 were signed as a true and correct record.

4. a) Matters Arising from Thursday 8th December 2016

Item 9 (December 2016) – Headteachers Report

Mr Brown asked if there had been any developments with receiving help from County regarding the safeguarding issues flagged up within school over the recent months – Mrs Dalglish confirmed that an incident on the first day of this term had been reported to County and had been received with a prompt response from them. Mr Hugh McCorry has visited school and made his report and recommendations to County of which the school are now awaiting notification of the outcome. If nothing has been received by Friday 17th February 2017 then Mrs Dalglish will chase this up.

JD

Item 6 (December 2016) – Finance Committee Report

It was confirmed that the Terms of Reference for the Finance & Personnel Committee had been completed and were recommended for adoption by the FGB at the committee meeting of 1st February 2017.

Mrs Dalglish and Mrs Mitchinson are to meet and finalise the Whole School Behaviour Policy in line with recommendations made at the committee meetings.

JD /
Clerk

Decision was made at the Finance & Personnel Committee to honour the proposed 1% Teachers Pay Increase; Mrs Alston is to sign the document to authorise this.

Mrs Dalglish confirmed that Mrs Stobbart had made contact with Bewcastle School to discuss the Sparsity Grant and is still looking into this.

Signed as true and Correct

Item 9 (December 2016) – Headteachers Report

Mrs Mitchinson confirmed that a letter of condolence had been sent to Mrs Schofield.

Item 11 (December 2016) – Link Governor Report

Mr Dalgleish has been booked onto the 'Finance for Governors' Training on 7th March 2017 with Ms Kendrick.

Item 13 (December 2016) – Performance Management & Pay Reviews

Rev Allon-Smith was unable to attend the meeting so no Flow Chart for the Procedure of Headteachers Performance Review was available as yet.

RAS

Item 16 (December 2016) – Declaration of Business Interests

It was confirmed that the Declarations of Business Interests had been updated on the School Website.

Item 17 (December 2016) – School Website

To be discussed under Item 18 of this Agenda.

b) Outstanding RAIL Actions

6th July 2015

HSBP Committee have finalised the single sheet Visitors Information Leaflet which is now in place in reception at school and issued to visitors. A copy of this was shown to the Governors for their information at the meeting; a couple of small amendments were suggested and Mrs Dalgleish is to change appropriately.

7th October 2015

The current list of policies has now been crossed checked against the Committee Terms of Reference; this will continue to be monitored as appropriate as we work on reducing the number of policies.

The Nursery Monitoring Visit is still outstanding.

FR

29th February 2016

Ms Kendrick is still working on Section 4 of the Induction Pack. Now that the school is with Capita for the finance arrangements it is planned to change the content slightly.

AK

25th April 2016

Mrs Dalgleish and Mrs Mitchinson are to meet and finalise the Health & Safety and Child Protection and Safeguarding Policies as discussed.

JD / Clerk

27th June 2016

The invoices relating to the recruitment of Class Teachers Summer Term 2016 have been received from the school and payment has been made from the Governors account.

The Clerk is still waiting for completed Safeguarding Training Logs from some Governors; those who have not returned theirs were asked to do so ASAP. **All**

Sports Funding and Pupil Premium Statements are still to be updated on the School Website. **FS**

5th October 2016

A poster to try and encourage interest in the vacancy of a Co-opted Governor has been completed and placed in various local places.

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. It was agreed to advertise for the Parent vacancy again in September 2017 and everyone was asked to keep an eye out for suitable candidates for the Co-opted vacancy.

6. Finance Committee Report

The minutes from the Finance Committee meeting of 1st February 2017 were available to all Governors prior to the meeting.

Main points arising were:

- A final draft of the Committee Terms of Reference was agreed to be recommended for adoption by the FGB at their meeting of 16th February 2016.
- Need to ascertain from Capita their list of policies which will be recommended for adoption.
- Rev Allon-Smith indicated that he had not received the report from Mrs Boucetla confirming the outcome of Mrs Dalgleish' Performance Management Review; Ms Kendrick also confirmed at the FGB that she had not received this either – Mrs Dalgleish is to forward this again to the Headteachers Performance Committee. **JD**
- The committee agreed that they would contribute towards the cost of staff development training for 2016.
- Clarification is to be sought on whether the 1% Teachers Pay increase had been implemented and backdated.
- Authorisation was given to spend the drawn Capital Funding on the installation of new computers.
- Sports Funding and Pupil Premium expenditure statements are still to be updated on the School Website; this will be done once budget confirmation has been received.

Mrs Dalgleish confirmed that since the meeting the agreed computers have been ordered.

The time for the Finance Committee arranged for Wednesday 22nd March 2017 has been amended to 5.30pm.

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

- See also Confidential Items.

7. Schools Financial Value Statement

It was confirmed that the Schools Financial Value Statement (SFVS) had been submitted to County as required.

Ms Kendrick asked, with regard to the SFVS, if the staff sign a disclaimer to say they have received a refresher on the Whistleblowing Policy as stated in this document? *Yes, there is an acceptance sheet that staff have to sign to confirm they have.*

8. Health, Safety, Buildings & Premises Committee Report

The minutes from the Health, Safety, Buildings and Premises Committee meeting of 1st February 2017 were available to Governors prior to the meeting.

Main points arising were:

- Whole School Behaviour Policy and Health and Safety Policy need to be finalised by Mrs Dagleish and Mrs Mitchinson before adoption by the FGB.
- Jewellery Policy is to be incorporated into the School Uniform Policy.
- Risk Assessment Policy and Stress Management Policy are to be incorporated into the Health & Safety Policy.
- Possible funding may be available from County to cover the costs of some of the much needed repairs to the school building.

Ms Kendrick stated she was pleased to hear of the possible involvement from County with some of the repairs and maintenance required.

Mrs Dagleish updated on the progress with this since the committee meeting - another representative from County had been out to assess specifically our needs in relation to the roof area above the Kitchen, Cloakroom and Infant Class areas; he will be submitting his report and recommendations to County and a decision should be received in due course.

9. Pupil Progress & Disciplinary Committee Report

The minutes from the Pupil Progress & Disciplinary Committee meeting of 1st February 2017 were available to Governors prior to the meeting.

Main points discussed were:

- Maths Policy has been reviewed by the staff at school and recommendations were brought to the meeting; these were agreed.
- Humanities Policy is to be separated in specific policies for History and Geography and more content to be included as with the Maths Policy; the staff have been asked to review this also and bring to the next meeting.
- Mr Brown is to work on the SEND Policy and SEND Information Report.
- The School Website will contain a link to the Cumbria Local Offer.
- Provision of Art in the curriculum.

Mrs Alston has been monitoring the use of displays to celebrate learning throughout the school and will report at the FGB on 3rd May 2017.

Mrs Alston reported verbally to the FGB on her findings whilst monitoring the use of displays to celebrate learning within school; a written monitoring report will follow and it was suggested to add some of the photographs taken of displays to the School Website for all to see as not every parent has the chance to see them in school. Mrs Alston to forward the photographs to Mrs Stobbart.

MA / FS

Mr Brown advised that since the committee meeting feedback has been made to the parent with concerns that no actual Art lesson was currently provided in the curriculum and inviting them to offer help in school should they wish.

10. Headteachers Report

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

Educational Excellence

- Attendance awards have been given out to the pupils; nearly all pupils have received gold although a small minority have not managed to attain the 95% minimum. Informal conversations have taken place with the parents/guardians concerned.
- There have been a couple of behavioural incidents in school since returning in January 2017, all parties concerned have been informed. The question was asked of County as to whether or not the parent should be issued with any incident report or whether a verbal account from school is sufficient; thought was that a verbal account should be sufficient but that the parent/guardian should be aware that they may see the full written report if they wish but the member of staff was going to seek clarification from her manager.
- It was stressed that the incidents were in decline and other supported children have settled massively in school life and their progress has been superb but there is still a way to go.
- Chinese week was well received by pupils and staff.
- Teaching Degree Student has now started their placement and it is clear they require strong support from the Teachers at school; their tutor is aware and staff are happy at present but if this does start to impact on them then they may need to reconsider the placement.
- PCGE student will complete an 8 week placement once the degree students 6 weeks are complete.
- Trip to Walby Farm Park, prize from Cumberland Show 2016, has been arranged to tie in with the half term topic – EGGS!!
- Pupils have entered Royal Mail 'Design a Stamp' competition and Radio 2's 500 Words.
- Library Van visits.
- Quotes are being sought for the development of sports facilities in the Infant area.
- Formula Capital has been used to commission 12 new computers and access points.

Strategic Leadership

- Mid-year Reviews have been held for Teaching Staff.
- Website – action plan now in place and working towards.
- School are looking into signing up to be a Co-op Community Fund beneficiary, Mrs Ritson and the PTA are taking this forward. If successful this should be good publicity for the School also.

Operational Management

- SFVS has been completed and submitted.
- A tree survey has been completed on school grounds with there being no immediate actions required; this will be passed to the HSBP Committee for consideration.
- As mentioned previously school are waiting of word from County in regards necessary works that need completed on the school building.

Extra-Curricular

- Carol Signing at Co-op raised the profile of the school as well as £130 for school funds.
- Pupils attended the small schools football tournament at the Sands Centre; thanks were given to staff and Tommy Mark.
- Mrs Stobbarts' SATS Booster Classes are being attended by all Year 6's; either one or both weekly.
- Christmas Party was a great afternoon; thanks to the PTA.
- Christmas Dinner was a big success with almost 60 lunches served; thanks to Mrs McDonald.
- Two Year 6 pupils are attending a Computer Masterclass at William Howard School.

Mrs Dalgleish also informed the Governors that she had been contacted by the Woodland Trust who wants to provide school with 105 saplings to plant; possibly in the nature area.

At this point Mrs Mitchinson informed the meeting that the Parish Council intended to request the help of 'Community Service' teams to tidy up the nature area if possible.

Mrs Dalgleish confirmed that her Jury Service has now been confirmed as last 2 weeks of August 2017.

11. Attendance

Attendance statistics between and including 05/01/2017 and 17/02/2017

Total school percentage attendance: **96.2%**

Total school percentage authorised absences: **2.96%**

Total school percentage unauthorised absences: **0.84%**

There have been **64** sessions / **68** absences of which **15** have been unauthorised.

The percentage of all absences that are unauthorised is: **22.06%**

The number of pupils with at least one authorised absence is: **15**

The number of pupils with at least one unauthorised absence is: **4**

Number of students on roll: 28

12. Link Governor Report

Notice was received that our subscription to Modern Governor will expire on 31st March 2017 and that a fee of £140 is requested to join again for 2017/18; it was felt that they seem to be lacking in modules now, specifically Safeguarding, and that there may be other online training programmes that are better suited to our needs.

Mrs Alston had been looking into the National Governors Association GEL service, although you have to sign up for the 2 week free trial to see what modules are offered she thought it was worth a more detailed look. Mrs Alston agreed to sign up to the trial.

MA

Mrs Mitchinson is to enquire with County as to whether they provide the NGA's GEL programme through the LA before a decision is made.

Clerk

13. Safeguarding Issues

Mrs Alston has completed the Safeguarding Review/Checklist and reported to Governors that all issues flagged up at last years review have been completed.

Key issues arising for the Governing Body to monitor are:

- Revision of Child Protection and Safeguarding Policy; change revision time to annual or sooner if legislation requires.
- DBS Application still to be received for 1 Governor.
- Mrs Stobbart is to access training for Level 3 Safeguarding.

**HSBP
Com
School
JD / FS**

No new safeguarding issues have arisen since the last meeting.

14. Governors Accounts

The Governors accounts have been externally audited for the year ending 31st December 2016; the balance sheet was available to all Governors.

Balance in Governors account as of 14th February 2017 is £6,799.24.

It was agreed to ear mark another £1,000 towards the replacement of windows in the School House; HSBP Committee to arrange this.

**HSBP
Com**

15. Governors Monitoring Report(s)

a) Nursery Provision

Monitoring visit is still outstanding.

FR

b) Safeguarding

See Item 13 – Safeguarding Issues.

c) Progress In Workbooks

The Governors were given a report from Mrs Alston who had completed a review of progress in English and Maths Workbooks from Years 3, 4, 5 & 6; this was well received and no areas of concern were raised. Particular mention was given to the excellent handwriting in Years 5 & 6, especially boys.

Signed as true and Correct

16. Policy & Procedure Updates

The following policies were re-adopted at this meeting following recommendation from the committees:

- Maths Policy (Version 1)
- Charging & Remissions Policy (Version 1)
- School Uniform Policy (Version 1)
- TOR Finance & Personnel Committee (Version 1)

17. GB Effectiveness Review Sheet

The section Vision, Ethos and Strategy was completed at this meeting.

It was agreed to conduct the parent questionnaire again at the end of this school year 2016/17.

JD

18. School Website

Mrs Ritson, Mrs Stobbart and Mrs Mitchinson met to discuss and review the School Website in line with Ofsted requirements; this was a productive meeting and although most of the requirements are in place an action plan has been drawn up to help with compliance.

19. Confidential Items

See attached sheet.

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

World Book Day – Thursday 2nd March 2017
Parents Evening – Tuesday 7th March 2017
Walby Farm Park Trip – Wednesday 8th March 2017
Easter Service (Walton Church) – Thursday 6th April 2017, 9.00am

21. Date of Next Meeting(s)

Full Governing Body -
Wednesday 3rd May 2017 / Wednesday 28th June 2017, 6.30pm at Lees Hill School.

Health, Safety, Buildings and Premises Committee –
Wednesday 19th April 2017 / Wednesday 14th June 2017, 3.30pm at Lees Hill School

Pupil Progress & Discipline Committee –
Wednesday 19th April 2017 / Wednesday 14th June 2017, 4.30pm at Lees Hill School

Finance & Personnel Committee –
Wednesday 22nd March 2017, 5.30pm at Lees Hill School
Wednesday 19th April 2017 / Wednesday 14th June 2017, 5.30pm at Lees Hill School

Mrs Mitchinson is to speak to Rev. Allon-Smith to see whether or not he is still able to take over as Chair for the next 2 meetings, as agreed, following his retirement at Easter and also the Diocese to see if a temporary replacement will be put in place until the new incumbent has been appointed.

Clerk

Signed as true and Correct



**LEES HILL CHURCH OF ENGLAND SCHOOL
GOVERNORS MEETING**

MINUTES OF THURSDAY 16th FEBRUARY 2017

CONFIDENTIAL ITEMS

Present:

Action

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