



LEES HILL CHURCH OF ENGLAND SCHOOL GOVERNORS MEETING

MINUTES OF WEDNESDAY 3rd MAY 2017

1. Apologies for Absence

Action

No apologies were received.

Present:

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

Also present was Mr Tim Gordon, a prospective candidate for the Co-opted Governor vacancy; Mrs Alston welcomed Mr Gordon to the meeting.

2. Declaration of Interest in an Agenda Item

No declarations of interest were given.

3. Minutes of Meeting Held on Thursday 16th February 2017

The minutes of Thursday 16th February 2017 were signed as a true and correct record.

4. a) Matters Arising from Thursday 16th February 2017

Item 4 (February 2017) – Matters Arising

Mrs Dalglish reported that the findings and recommendations of Hugh McCorr's report had been received and progress was being made with everything progressing satisfactorily at present.

Mrs Alston is still to sign the form authorising the Headteachers 1% pay increase; this will be done at the end of this meeting.

MA

Mr Brown asked if any progress has been made on the Sparsity Grant application. Applications for this are not until September 2017 and the school intends to apply although research shows that we may not be successful if the criteria stays the same as in previous years.

Item 6 (February 2017) – Finance Committee Report

The Headteachers Appraisal Committee had still not received Mrs Dalglish' Performance Management Meeting Report; Mrs Dalglish is to forward again.

JD

Item 9 (February 2017) – Pupil Progress & Disciplinary Committee

Mrs Stobart is still to upload photographs of the displays in school onto the school website.

FS

Signed as true and Correct

Item 12 (February 2017) – Link Governor Report

The NGA GEL programme trial is to be discussed under Item 11 – Link Governor Report, of this agenda.

Item 13 (February 2017) – Safeguarding Issues

No meeting of the Health, Safety, Buildings and Premises Committee has been held since the last meeting so the review of the Child Protection & Safeguarding Policy, as mentioned in the Safeguarding Monitoring Report, has not yet been carried out.

**HSBP
Com**

The DBS Check for Mr Dalgleish is still outstanding although School Admin are aware of this and have it in hand.

**JD /
School**

Mrs Stobbart is still to sign up for the Level 3 Safeguarding Training as recommended in the Safeguarding Monitoring Report.

JD / FS

Item 14 (February 2017) – Governors Accounts

Windows have been replaced in the school house to the dining room and bathroom at a cost of £1,479.60.

Item 17 (February 2017) – GB Effectiveness Review Sheet

Parent Questionnaire will be conducted in Summer 2017.

JD

Item 21 (February 2017) – Date of Next Meeting(s)

Mrs Mitchinson spoke to Rev. Allon-Smith who thought it best to not take on chair, as planned, for the next 2 meetings following his retirement but he would still be involved with the Governing Body where possible. Mrs Alston agreed to act as Chair for this meeting but was unable to for the June meeting.

Contact was also made with the Diocese to stress the need for an interim replacement for Rev. Allon-Smith until a new Incumbent is appointed. Rev. Allon-Smith indicated that a stand in has possibly been identified.

b) Outstanding RAIL Actions

7th October 2015

The Nursery Monitoring Visit is still outstanding. It was asked if we should still do this as there are currently no children accessing the school nursery. It was agreed that we should but make it more of a final statement as to what provision is on offer to any prospective parents. Mrs Stobbart said, as a parent, that there was a need for childcare from the age of 2 years and maybe this was something that the school should look into for the future.

FR

29th February 2016

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

AK

25th April 2016

Mrs Dalgleish and Mrs Mitchinson are still to meet and finalise the Health & Safety and Child Protection and Safeguarding Policies as discussed. Although the Health, Safety, Buildings and Premises Committee have been assigned to review the Child Protection & Safeguarding Policy as recommended by Mrs Alston in the Safeguarding Monitoring Visit carried out.

JD/Clerk

**HSBP
Com**

27th June 2016

The Clerk is still waiting for completed Safeguarding Training Logs from some Governors; she will e-mail again those who have not returned theirs and ask them to do so ASAP.

Clerk

Sports Funding and Pupil Premium Statements are still to be updated on the School Website; the Finance & Personnel Committee are to help finalise these.

FP Com

8th December 2016

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

JD/Clerk

Rev Allon-Smith is still to produce the Flow Chart for the Procedure of Headteachers Performance Review.

RAS

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.

Mrs Ritson will act as Chair for next full Governors Meeting on Wednesday 28th June 2017.

6. Finance Committee Report

The minutes from the Finance Committee meeting of 26th April 2017 were available to all Governors prior to the meeting.

Main points arising were:

- TOR's were agreed but the list of policies are still work in progress with a view to reduce the number as we go along.
- Public Sector Equality Duty Statement; Ms Kendrick is working on updating this and will involve other Governors where appropriate.
- Staffing was discussed from June/July 2017, when Miss Williamsons Maternity leave will commence, it was noted that plans are in place to cover this.
- Mrs Lyons will be offered more hours to cover the extra responsibilities taken on with the financial matters.
- Financial situation is fairly healthy going forward thanks to the school being frugal with this years spends although we are expecting to see a few big spends shortly i.e. Oil. The carry forward for the year was confirmed to be £11,640.17 which is considerably more than the projected £2,262 but is still within our allowed 8% carry forward.
- Mrs Mitchinson agreed to draw up an 'Acceptance Sheet' for staff to sign annually to confirm they have reviewed the content of the Whistleblowing Policy.

Signed as true and Correct

- The Committee agreed that the Governors would finance the purchase of a new dishwasher in the kitchen.
- The SIP was reviewed with note given to the progress of the Early Years Projects, specifically the Sports Gates, which should be completed by the end of the Summer Term.

Further to the Committee meeting Mrs Dagleish and Mrs Lyons have met with Capita this morning, 3rd May 2017, to set the budget for 2017/18; it was felt this was a very good meeting. Capita have taken the papers away to finalise then return, it was agreed that the Finance & Personnel Committee would meet on Wednesday 24th May 2017, 5.00pm to discuss and ratify the budget before the submission deadline.

Projected balance carry forward for the year at present is £11,640.17.

Governors Account Balance as at 2nd May 2017 is £6,614.64.

7. Health, Safety, Buildings & Premises Committee Report

There had been no meeting of the HSBP Committee since the last Governors meeting but Mrs Ritson gave a verbal report on the matters the committee have been working on.

The Tree Survey findings have been received and some works have been identified; the committee will be gaining quotes for the works prior to commencement.

Several Contractors have visited school to look at the repairs required to the roof area and walls within the infant classroom and kitchen area with a view to tender for the job with County; it is hoped that these works will be completed Summer 2017.

The Ampitheatre area is in need of a lot of attention and the committee are looking into making it safe through possible grants from the Co-op.

From a safeguarding point they are looking into extending the higher fencing all around the school perimeter and the Sports Gates in the infant area have been agreed and ordered.

The septic tank is in need of attention and initial discussions have taken place with a drainage specialist prior to any works taking place; the tank is to be emptied before a remedial inspection is carried out.

8. Pupil Progress & Disciplinary Committee Report

The minutes from the Pupil Progress & Disciplinary Committee meeting of 26th April 2017 were available to Governors prior to the meeting.

This was a very productive meeting with the English and Transition Policies reviewed and ready for adoption by the Governors at this meeting. It was felt that the SEND Policy and Information Report should be added to the Agenda for the full Governing Body and this will be discussed under Item 15 of this agenda.

Ms Kendrick suggested that we look at other schools websites to see what SEND information they publicise and suggested some schools that were very good.

9. Headteachers Report

Mrs Dalgleish had provided a written report prior to the meeting.

Educational Excellence

- Parents evening well attended but need to change format to run smoother.
- There have been 4 incidents of behaviour reported to County. One child has a temporary, part-time placement at Gillford Centre which is periodically reviewed.
- Attendance awards have been given out for the Spring Term.
- Sport Facilities in the Infant area (Sports Gates) have been confirmed.
- Interfire have commissioned 12 new computers funded by Formula Capital.
- World Book day was a great success, photos on Cumberland News website, thank you to Mrs Stobbart
- Trip to Walby was fun and educational; children baked and looked around the animal barn. Photos in Cumberland News, thank you to Mrs Stobbart
- All Year 5 attended a taster day at WHS supported by J Armstrong.
- Easter service at Walton Church was well attended.
- Whole school attending weekly swimming lessons until the end of term.
- Whole school will attend the 'Pentecost Experience' at Lanercost Priory on 8th June 2017.

Strategic Leadership

- PGCE Teaching Degree student from Northumbria University on an 8 week placement; the student has settled very well and has forged good relationships within the school.
- A consultant from the Diocese will be visiting this half term to offer any support which may be necessary; Mrs Ritson suggested that the school asks the Consultant to offer any ideas on how to implement RE issues in schools so as to get the balance between CofE and other religions.
- Mrs Stobbart will attend training from Chris Quigley re Continuous Provision in KS1 and 2.

Operational Management

- ISBQ and VAT returns have been completed and submitted.
- New budget for 2017/18 to be set and submitted by the end of May 2017.
- Works are going ahead on roof and windows but no confirmed dates as yet.
- Works are going ahead for sports facilities in infant area.
- Working on a new SIP which will be rolled out to staff and Governors soon.

Extra-Curricular

- Mrs Stobbart is still holding booster sessions for Y6 pupils prior to their SATS.
- All after school clubs are still very well attended.

Upcoming Events

- Headteachers Jury Service is still scheduled at the end of August as teaching isn't an exempt profession despite the school stressing our situation in terms of size, staffing etc. Mr Gordon offered to enquire further into this for us.
- SAT's take place w/c Monday 8th May for Y6 and w/c Monday 15th May for Y2.

TG

- The school hall will be used for elections on both Thursday 4th May and Thursday 8th June; school will be open as usual.
- Whole school will be joining with Bewcastle School to work on the 'One Small Bird' project

Transition

- Nursery child has moved house and school; communication in place with new school.
- Y5 attended a taster day at William Howard School.
- Y6 will attend discover days at WHS and QEGS.
- Y6 will attend sports transition day at WHS.

Mrs Dalgleish confirmed that the recent 'Clothes Drop' had raised £134.40 for school funds.

10. Attendance

Attendance statistics between and including 27/02/2017 and 07/04/2017

Total school percentage attendance: **98.43%**

Total school percentage authorised absences: **1.45%**

Total school percentage unauthorised absences: **0.12%**

There have been **60** sessions / **26** absences of which **2** have been unauthorised.

The percentage of all absences that are unauthorised is: **7.69%**

The number of pupils with at least one authorised absence is: **9**

The number of pupils with at least one unauthorised absence is: **1**

Number of students on roll: **28**

It was also noted that school had received reasons for the unauthorised absences but that they were not classed as exceptional circumstance therefore could not be authorised.

11. Link Governor Report

Mrs Alston had trialled the National Governors Association GEL e-learning programme and reported to Governors her thoughts; this would cost us £150 per year to subscribe as opposed to £140 per year for Modern Governor.

The pros and cons of each service were discussed with the decision taken to subscribe this year to the NGA's GEL; Mrs Mitchinson is to arrange this.

TM

Mr Brown, Ms Kendrick and Mrs Ritson are to be booked onto the CASL Governor Roadshow on Tuesday 9th May 2017.

TM

12. Safeguarding Issues

No safeguarding issues have been raised since the last meeting.

13. Governor Monitoring Reports

a) Nursery Provision

Mrs Ritson is still to conduct this.

FR

b) Use of Displays to Celebrate Learning

Mrs Alston produced a report covering her monitoring visit to all Governors prior to the meeting but due to the size of the pictures of supporting evidence these were viewed by all Governors at the meeting. Everyone agreed this was very thorough and reflected the hard work of the children and staff; the full report is in the Governors minute file for future use.

Mr Gordon left the meeting at this point but thanks were expressed for his interest and attendance and Mrs Mitchinson will contact him soon.

TM

14. Policy & Procedure Updates

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

- English Policy, incorporating Handwriting and Spelling Policies (Version 1)
- Transition Policy (Version 2), a small change to the Transition Policy was suggested to the Role of the Governors and agreed – "Report directly to the Governors at the first meeting of each academic year *or as appropriate*".

15. SEND Info Report v Policy

Mr Brown has put a lot of work into the SEND Information Report that is required for the school website but has requested input on the more specific areas from school and Governors.

Governors asked for clarification on the differences, Information Report – detailed information on how the school identifies and supports individuals, Policy – Generic SEND information; Mr Brown had created a comparative for the Governors to work with highlighting what we currently have / do not have.

Ms Kendrick suggested we look at other schools websites who are known to have SEND pupils as a starting point; she also agreed to look into other schools offers.

AK

Mr Brown, Mrs Dagleish and Mrs Stobbart to liaise and finalise the Information Report once the SATS are over.

**MB/JD/
FS**

It was also identified that work needs to be done on completing an Accessibility Plan; it was agreed the HSBP Committee would work on this.

**HSBP
Com**

16. GB Effectiveness Review Sheet

The section Effective Accountability was completed at this meeting, some actions were raised following this:

Point 15 – How well do we understand the Schools Performance Data?
We would like to make this a priority now that data is presented differently; perhaps with a report to Governors with an overview and suggested key indicators of the data.

Mrs Alston pointed out that the GEL learning programme has a module to cover this and suggested that as many Governors do this module as possible. Ms Kendrick also noted that because our official data is more often than not suppressed due to our cohort size that we do tend to rely on in school data/tracking more.

All

Point 16 – It was agreed that Governors do regularly visit the school but it would be nice if every Governor could at least visit school once per year.

Point 19 – Although our financial management systems were deemed as robust, Ms Kendrick and Mr Dalgleish were keen to carry out a '10 Things Finance Audit' they used at the recent Finance training they attended.

AK/MD/
JD

- Rev Allon-Smith left the meeting; before leaving he was presented with a small token of thanks for all the work and support he had given to the school and the Governing Body over the last few years.

17. Governors Progress Against the SIP

The Governors felt that the areas of the SIP identified for Governors input were progressing well as agreed; the Governors will continue to monitor the progress at the start of each committee meeting with the 'working copy' displayed in the staff room.

Mrs Dalgleish is currently working on an updated version of the SIP to incorporate and adapt to any changes within school.

18. Confidential Items

None discussed.

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

Community Lunch – Wednesday 7th June 2017, 12.00noon. (please book)
Sports Day – TBC
End of Year Celebration – TBC

Mrs Ritson indicated she had had enquiries from parents as to whether there would be a residential for KS2 pupils next year? There are plans to but no firm arrangements have been made.

20. Date of Next Meeting(s)

Full Governing Body - Wednesday 28th June 2017, 6.30pm at Lees Hill School.
Committees - Wednesday 14th June 2017, 3.30pm at Lees Hill School
Finance & Personnel Com – Wednesday 24th May 2017, 5.00pm at Lees Hill School

Ms Kendrick informed everyone of a conference hosted by the University of Lancaster on 15th June 2017 where the speaker will be Professor John Hattie; flyers were given to Governors to take away.

Mrs Stobbart is arranging a social evening for Governors.