

WALTON & LEES HILL CE PRIMARY SCHOOL

GOVERNORS MEETING

MINUTES OF Thursday 14TH November 2024 AT 4:00pm

1. Apologies for Absence

Mrs Laura Irving (LI)

Present:

Chair- Mr Joss Scouler (JS), Mary Alston (MA), Mrs Fiona Stobbart (FS), Mrs Fiona Ritson (FR), Mrs Lynn Rooney (LR), Mrs Karen Booth (KB), Ms Claire Gilliland (CG) [Clerk], Miss Bethany Robinson (BR) [Clerk].

2. Declaration of Interest in an Agenda Item

Mrs Lynn Rooney, Head teacher's appraisal.

3. Minutes of the Last Governors Meeting – Thursday 12th September 2024

The minutes of the meeting held on Thursday 12th September were signed as a true and correct.

4. a) Matters arising (not covered elsewhere on the Agenda)

No matters arising.

b) Outstanding RAIL Actions

Signage and speed restriction outside school is ongoing.

Ongoing repairs to School House.

The governor's training and policy updates are ongoing. LR and JS to complete PREVENT training.

JS asked if there was a better way of governors knowing when they need to update their training.

BR (Clerk) is going to make a spreadsheet with all training and due dates, so that they can be kept more up to date if they are due to renew any training.

5. Governor Vacancies

LA Governor and Foundation Governor. As BR has now become Clerk a new parent governor is expected to attend the next meeting.

BR will send out a Welcome letter.

6. Head Teachers Appraisal – See Confidential minutes.

7. Head Teachers Report

This report was handed to all Governors and discussed verbally:

Safeguarding – Only a few minor safeguarding issues reported to CPOMS. Nothing to report to MA (Safeguarding governor).

Signed as true and correct

SEND- LR and FS are trying to push an early review for one SEN child who is requiring a lot more 1-1 support than is funded by the Local Authority. FS has chased this up with the Local authority who are not responding to any emails about a panel review. FS and LR to look further into this.

JS asked FS 'Does this funding need to be applied for or is it automatically given?'

FS stated 'I have chased this since the child started in September with no response from anyone of the local authority'

KB asked 'Are these meetings closed meetings? Or can other members of the school community attend'

JS asked LR and FS 'What is the solution to this?'

LR stated 'Support is ongoing in school, but the funding long term needs to be approached in a different manner. LR is going to speak to the local authority general advisor for additional support'

KS1 Child is expected to be leaving mid half term. No discussion from parents beforehand, just informed school of the move. Parents have said the move is due to larger class sizes and the neighbouring nursery accepts children from 9 months for a sibling.

All schools have now to offer wraparound care. Wraparound care is not in high demand, but we now have the funding for 2 years to try to establish a sustainable provision.

KB asked 'How would this be staffed? How many staff would you need for both the breakfast and afterschool club?'

LR said 'I think 1 TA and the head being around the school. We will arrange advertising and promotion of this to parents'

CG 'It's nice to know this is offered for any of the parents who do get stuck and know their children will be safe at school rather than worrying and rushing to be back at school for pick up'

Wellbeing – JS and LR has a wellbeing meeting together on 17th October 2024. Everything was discussed from staff wellbeing to children's wellbeing in school.

CPD- Staff are being encouraged to access CPD to contribute to their role as subject leaders.

Fiona Stobbart is working to towards the NPQ SENCO.

Lynn Rooney has completed the NPQH and is undertaking Primary Maths Specialist training with the NNW Maths hub. This training is funded so school will be able to fund staff release.

Arts and Design lead, Fiona Ritson is leading the school to qualify for the Arts Mark award.

PE Subject lead, Claire Thomson is looking into the opportunity for school to achieve the Active Mark.

Julie Batey has now made an application to undertake a Level 5 Apprenticeship in Early Years, to support her in her role as Nursery lead.

Attendance – Consistently higher than the national average in attendance. Attendance is slightly lower than this time last year but still very good. National attendance data was shared with governors.

Curriculum - LR is working on a 4year rolling curriculum programme, on the recommendation of the school's General Advisor.

Signed as true and correct

Health and Safety – Since bringing the catering in-house, school has recently had an inspection from environmental health and has been given some advice on record-keeping and system management. This is all now in place ready for the next inspection.

JS asked, 'Record keeping?'

LR responded 'Records for the kitchen regarding fridge, freezer and food temperatures and kitchen management documents, the inspector was really helpful, everything is now in place'

Governors have a copy of the heads report to read in full.

7. Curriculum & School improvement plan-

Improvement plan target, Staff wellbeing and Pastoral support for all staff.

All staff have a Monday morning huddle meeting to discuss the week. Works well for staff.

JS asked 'Are the governors approachable? Would staff feel happy and comfortable to approach a governor if needed?'

FS responded, 'Maybe more presence of governors in school would help?'

CG suggested 'Ask staff that aren't on the governors board'

KB asked, 'To come into school to introduce herself to staff and get to know who people are'. This to be arranged alongside monitoring visit.

Suggestion of a staff questionnaire to be sent around to ask how they feel governors could improve in school.

8. Safeguarding-

None to report.

9. Staffing and Wellbeing-

Staffing and Wellbeing discussed in previous agenda item.

10. OFSTED/SIAMS-

Nothing to report. Expecting OFSTED at any point so keep working towards their visit.

11. Health and Safety (Sub-committee)-

Oil Tank needs replacing. This is now in the hands of the local authority. They have been and looked around the school, possible relocation of the tank may need to take place.

12. Finance (Sub-committee)-

Mid-year budget review, this is looking positive. 3year budget is anticipated to have a surplus. Income for wraparound care has been ringfenced by school to give a true reflection of the normal operational budget.

Cleaning contract is up for review following a meeting LR had with Orian. A new cleaning company to give LR a quote for comparison, school bursar has given a rough quote of how much this would cost to take in-house.

Signed as true and correct

13. Teaching and Learning (Sub-committee)-

Now working in three cohorts (Acorns, Saplings, Oaks) which allows the curriculum and developmental needs of each age group to be met more effectively.

14. Governor Monitoring and Feedback-

School monitoring visits to help governors have a better understanding of the school and the curriculum.
KB to come into school Thursday 28th November 10am/10:30am to get to know staff and observe.
JS monitoring Early Reading/Phonics Monday 2nd December 9/9:30am.

15. Policies and Procedures-

Some policies to be sent to Kym Allen to update and ensure they are in line with updates to Safeguarding, KCSiE etc.
Admission policy ready to review – CR to update.
All Policies are on the school website for staff to access.

16. Governor Training –

Ongoing training through NGA.
JS and LR to complete PREVENT training.

17. School House-

Work has made good progress on School House. LR has overseen the majority of the work that has gone into School House. Governors thanked her for this.
School House is now all decorated and carpeted, kitchen is to be refurbished.
LR hoping the house could be advertised to potential new tenants at the beginning of January.
BR to give H+H an email to chase up deposit.
BR and JS to send over complaints to H+H.

18. Upcoming events – List of school events have been given to all Governors. PTFA Pudding night – 30th November. Community Lunch, Wednesday 18th December 12pm.

19. Confidential minutes – See Confidential Minutes.

20. Date of Next Meeting – Thursday 23rd January at 5pm. New Parent governor to attend this meeting.

Signed as true and correct