

# WALTON & LEES HILL CE PRIMARY SCHOOL

## GOVERNORS MEETING

### MINUTES OF Thursday 24<sup>TH</sup> January 2025 AT 5:00pm

---

#### 1. Apologies for Absence

##### 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), Mr Ned Rawlings (NR), Miss Bethany Robinson (BR) [Clerk]. Mrs Laura Irving (LI)

#### 2. Declaration of Interest in an Agenda Item

Miss Bethany Robinson – School House.

#### 3. Minutes of the Last Governors Meeting – Thursday 14<sup>th</sup> November 2024

The minutes of the meeting held on Thursday 14<sup>th</sup> November 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. NR to complete PREVENT and Safeguarding training.

#### 5. Governor Vacancies

LA Governor and Foundation Governor. NR new parent governor. Thank you from all governors for joining the governing board.

All governors introduced themselves one by one to NR and made him familiar with faces and names.

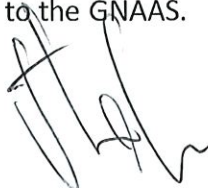
#### 6. Head Teachers Report

This report was handed to all Governors and discussed verbally:

LR stated that Autumn term 2 got busy unexpectedly with an Ofsted visit in amongst the run up to Christmas. Although it was busy it was productive.

The PTFA organised a pudding night that was well attended by the school and wider community. This event raised a massive amount of £650. This has been split between paying for the transport for the Christmas trip and £200 to the GNAAS.

Signed as true and correct



LR discussed how she found it very helpful to have 2 days of Ofsted inspection so extra thoughts and ideas that linked to day 1 could be discussed on day 2 if they had been forgotten to be mentioned. There were no surprises from the Ofsted report. All suggested improvements were already in the SIP and SEF. LR thanked all the staff and governors for everything they do to help the school and pupils.

KB attended school as a "getting to know" the staff of the school to introduce herself and familiarise herself with faces and names so she knows who people are when spoken about at governors' meetings.

There has now been an onsite inspection regarding the installation of a new oil tank for school. The LA is funding this project due to the price being £19,000+.

The school's new oil tank is due to be fitted in the February half term, but the extraction of the old tank will take place during the summer break.

Work on the renovation of school house is in its final stages, just some minor works to be finished off. Sarah Gemmell of C+D Rural has been to meet with LR to discuss marketing of the property and EPC inspection has now been carried out.

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

Ofsted inspectors were very impressed with our standard in punctuality, attendance and the effective record of any behaviour or safeguarding concerns we have in school.

**SEND-** LR discussed we currently have 2 children with EHCPs in place now. FS and LR are currently in the process of requesting an early review of one of the EHCPs because the allocated funding does not support the suggested level of support in the EHCP. We have put learning support in place for the full day to meet this child's complex needs and to maintain safeguarding standards.

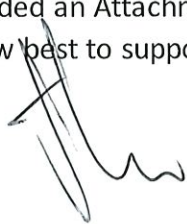
Jo Israel our SEND specialist advisory teacher has visited the school and had a meeting with FS. She carried out a thorough review of provision. FS is going to be following up anything that was discussed during her allocated SENCO time in school.

LR discussed how it was recognised by the Ofsted inspectors that we gave pupils with a range of education, emotional and behavioural needs and that the good relationships are at the core of us identifying and providing for each individual child's needs. Ofsted also recognised the hard work that goes into providing an inclusive setting and providing all the support school can but also knowing when to engage for external support.

LR informed the governors that the SEN register has now changed due to a new pupil who joined the school in December.

All teaching staff attended an Attachment & Trauma training session, delivered by the virtual school to help us understand how best to support our new Year 5 pupil.

Signed as true and correct





**Admissions** - LR informed governors of the new starters we have had in school. One Year 2 pupil in November and one Year 5 pupil in December. We also had 2 new nursery pupils joined at the beginning of January.

**Wraparound Care** - LR informed governors that school has been given some funding to support wraparound care. This is something that has always been available for parents to use however is never needed. We will promote this to parents again in Spring 2 to see if there is any new requirements.

**Wellbeing** – JS and LR has a wellbeing meeting together on 17<sup>th</sup> 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 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.

Julie Batey is now due to begin her Level 5 Apprenticeship in Early Years beginning in April.

**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.

**Health and Safety** – The Schools health and safety policy has been updated in line with the local authorities guidance.

## **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.

## **7. Safeguarding-**

None to report.

Signed as true and correct



#### **8. Staffing and Wellbeing-**

New apprentice is due to start in school within the next few weeks. They have been appointed but due to not working in early years before they are undergoing a bootcamp to prepare them for working in an EY setting.

LR is going to put together an advert for a new TA to join the team. This is due to Claire Rawlings unfortunately leaving us to undergo her teacher training at university at the end of the summer term.

#### **9. OFSTED/SIAMS-**

Inspection happened in December and report has now been circulated to all parents and staff. The inspection is summarised in a standard format.

The report is 'Good', school was awarded 'Good' in all 5 of the graded areas within the new grading system.

JS asked, "Did staff have any questions about the report?"

LR replied "No questions as nothing was a surprise that was flagged up in the suggested improvements, all the points were already on the SIP and SEF"

KB "reports can be overwhelming for parents"

LR "The key to it is to look at all the detailed feedback given"

Early reading that was flagged up in the last Ofsted report has made a massive improvement. As quoted by Ofsted "Reading is the heart of the curriculum".

LR will be rewriting the SIP soon to reflect the suggested comments from Ofsted.

LR has placed a board in the office to help build up the bigger picture of what the school does because being a smaller school it can be hard to find the evidence. So building up a bigger picture of things that we do all year round that will provide specific evidence to support this. Some things can be hard to remember to mention to Ofsted over only 2 days because we do so much all of the time.

FR stated "This is the first inspection of school with nursery"

KB asked How many pupils will go from nursery into YR in September?

FS replied "There will be 3 pupils moving up fulltime from nursery which is good"

#### **10. Health and Safety (Sub-committee)-**

Oil Tank being replaced. This is due to be completed by the end of February half term.

#### **11. Finance (Sub-committee)-**

ISBQ needs to be signed off.

If spending continues in the way, its planned we are looking at maintaining a small surplus.

#### **12. Teaching and Learning (Sub-committee)-**

FS feedback to governors about T+L.

We are working with a topic thread, the same topic embedded over all the subjects.

Signed as true and correct





Use of balance between all the different subjects taught this helps with teaching to the children's needs and be flexible with their learning.

Looking forward following on from Ofsted is looking at a journey of a subject and not just the present work. This will show the extent and the progress amongst the children.

LR "Ofsted mentioned about low-level behavior within our pupils". We need to recognize this behavior and the route causes. Attachment training course will help staff be aware of all the children's specific needs.

JS said "This is the good nature of having a small class so the needs can be met"

LR "Better capability of meeting the child's needs because of numbers"

LR is meeting with the maths hub for the embedding phase of the maths training. LR has been recognised for her work and has been suggested to be used as an example school.

### **13. Governor Monitoring and Feedback-**

School monitoring visits to help governors have a better understanding of the school and the curriculum. KB came into school as a get to know everyone session. KB found this useful to put names to faces of staff that worked in the school.

JS came into school and carried out a monitoring session with FS on Early Years.

FS said "JS visiting was helpful for not only him but for me as a teacher as well looking at what was in front of me and thinking about the things we were learning that lesson. It can be an automatic thing as a teacher to just do it but it was nice to explain to someone else. Its reassurance for teaching"

JS and KB to come into school for wellbeing monitoring. Mondays and Thursdays when most of staff are in school. – Monday 10<sup>th</sup> February 12pm.

Developing SEND – NR and LI to come into school for a monitoring visit with FS. – Thursday 27<sup>th</sup> February between 2:30-3:30pm

### **14. Policies and Procedures-**

BR has reviewed the transport policy and is currently working through any that are due to be reviewed in the next few months.

All Policies are on the school website for staff to access.

### **15. Governor Training –**

Ongoing training through NGA. NR to complete Safeguarding and PREVENT.

### **16. School House-**

BR discussed with the governors the total cost of £7625.93 is an up-to-date figure of what we have spent on the house refurbishment. BR said there are still a few bills to come in so the total will increase slightly.

FS said 'That's a better figure than we first had in mind'

BR then left the room for conflict of interest in this item.

Signed as true and correct



BR returned to the room after discussion took place to discuss the rent of the property. Governors agreed unanimously that they would support BR's application to rent the School House. Application and references to be handled by C+D. C+D will complete an inventory and set photos for the start of the tenancy.

Governors agreed to set the rent at £650 per month, to be reviewed annually in conjunction with C+D. BR told governors that we are no longer owed any money from H+H the deposit was returned into the bank account.

C+D have been instructed to advertise the property and maintain the lease.

A huge thank you to Lynn who has worked hard on getting the property ready to be let out again.

**17. Upcoming events** – Community Lunch for Easter – No date as of yet.

FR informed governors that next year the school turns 150 years old. If anyone has any ideas of how we could celebrate. Will be an item on the next agenda.

**19. Confidential minutes** –

**20. Date of Next Meeting** – Thursday 6<sup>th</sup> March 2025 - 5pm

Signed as true and correct

A handwritten signature in black ink, appearing to be 'H. M.', is written over the text 'Signed as true and correct'.