



**MINUTES OF LEADERSHIP, MANAGEMENT & ENVIRONMENT COMMITTEE
WESTON VILLAGE PRIMARY SCHOOL – 16.30, Friday 1st February 2019 in Aqua Class**

PART 1 - ATTENDANCE AND APOLOGIES:

No	Name	Governor Type	Date Term of office ends	Attendance/ Apologies	Specialist Role
1	Rev Dr Michael Leyden	Co-opted	31/10/18	A	
3	Timothy Lloyd	Parent	19/11/19	P	
4	Jennifer Adlam	Parent	19/11/19	P	
6	Genevieve Narey	Co-opted	15/06/22	P	
7	Thomas Cutts	Headteacher		P	
8	Samantha Hornby	Staff	30/09/18	P	
11	Emma Loveland	Staff	15/06/22	Ap	
12	Helen Ward	Co-opted	23/11/22	P	
13	Rebecca Clifford-Ball	Co-opted	23/11/22	P	
14	Susan Snelling	Co-opted	23/11/22	P	
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16					
17					
18					

[Key: P = Present, Ap = apologies received and accepted, A = Absent]

Name of Governor who chaired meeting	Timothy Lloyd
Signature of Governor	
Date:	

In attendance:	
Name	Position:
Audrey Machin	Clerk to Governing Body

Please note: - For your information for the purpose of these minutes, individuals will be referred to by their initials, ie Tom Cutts, TCu etc

Meeting opened at 17.20 pm

No.	Item	Action
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1	To receive and accept apologies for absence.	Chair
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Apologies accepted from Emma Loveland.

2	To receive Part 1 Minutes of the meeting held on 9/11/18	Chair
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Item 4 - 'once link governors are established at the FGC, TI will spend time' should read 'TC will spend time'.

3	Matters arising from Minutes of 9/11/18	Chair
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Item 6 & 7 queried PTA coming to next FGB, TCu said already arranged with Lisa McGowan.

4	Opportunity for Governors to declare an interest in any of the items on the agenda	Chair
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No declarations of interest.

5	Apprenticeships Offer	Hwa
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Hwa – Apprenticeship scheme in place for approximately 2 years initially for entry level learners. Apprenticeships provision has improved and can now be bolted onto existing roles e.g teaching assistant and leadership roles. Cheshire East Council apprenticeship levy can be gifted to another provider. Weston would need to plan strategically, to use money for existing staff - SHo asked if a course like her NPQSL course would be covered, Hwa – only covers courses on an approved list. HW – We need to check AMAT's levy and how we can get access to it. The list of training and providers would need to be checked. TC asked if it is only used to pay training fees? Hwa – Yes, it pays tuition fees and suitable candidates are entitled to 20% off the job learning. We need to consider flexible ways of making it work i.e projects. SH does it apply if you do a course and then you are out of school 2 days? Hwa – No, it needs to be listed as one of the standards. Discussion took place – it would partly depend on the motivation of the individual. It is necessary to explore opportunities and what skills are needed. At previous finance meeting SRe said the apprenticeship levy is available to Weston. Hwa – It is easy to track and have an account. TC - Is the 20% release time externally monitored? SSn said she had an apprentice working in her office and you don't have to give supporting evidence but do receive visits from a training provider. HW to investigate further and report back to committee.

6	Parent and Staff Questionnaires Updates CPD Update	Chair
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TLI had already discussed the parent survey with TCu and agreed that it was not the right time to do this questionnaire however, this will be done in the summer term so that the results can be factored into school improvement planning at an appropriate time and that this direct response to parental feedback can be effectively communicated to parents.

TLI had agreed that the staff well-being survey would be done through Survey Monkey by TCu as soon as possible and fed back to governors.

Maths CPD – all staff accessed Maths Training, Terri Lawton, Eileen Jones and Jackie Bate attended maths transition training at Alsager - training is irrespective of which school children are going to. It is clear that Alsager School want to learn from us and we will continue to access training, which was of a very good standard.

Charlotte Moss accessed behaviour training through Springfields and Adelaide. Staff came to Weston to offer training and give guidance and in some cases parents have been pointed in the direction of training. TCu there needs to be a consistency between home and school. TCu - staff have come from Adelaide and Springfields 6 times

this year. They always leave a report and it is good supporting evidence for children who may need further help through an EHCP.

HW said that the letter sent yesterday (regarding children’s inappropriate use of mobile phones and other technology outside of school, which is apparently quite widespread) was really useful for parents. TC said that the message to children in school is consistent but not all parents will engage when parent workshops are offered. Safeguarding – staff already accessed lots of training on issues such as cyber bullying. TCu and Linda Rendall to speak to RCB regarding staff accessing training around emotional well being.

There is single point access looking at supporting schools and practitioners and free online information for parents. HW - Have you had feedback from the letter? TC – Yes, lots. There has been a need to follow up on lots of areas. SH – the message for children is they need to tell their parents.

7	School Website Compliance	Chair
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TC – Weston now uses a contact from the high school who updates our calendar dates, news section (using Facebook feeds), statutory Ofsted information, statutory Ofsted information, governance, including names, terms of office. The website is up-to-date and ticks statutory boxes but governors who have not already done so need to submit pen portrait asap.

8	Premises – Health and Safety (to receive the H&S Inspection report and note actions)	Chair
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As Health and Safety governor, TLI liaises with Audrey Machin & Kevin Meakin on premises issues. JA queried if anyone was on gate duty while Site Maintenance Officer is absent, they need to wear reflective jacket – TLI confirmed with AMa that this should now be the case. HWa commented that the pavement outside school had been very icy and although grit bin provided no one is actually gritting - GNa said she had spoken to council and agreed that when icy conditions she will put grit down. GNa asked if there had been any reportable accidents and AMa confirmed one in school building. AMa to meet with Matt Harris (Alsager Premises Manager) and Kevin Meakin next week to discuss items on Health and Safety Report – fire risk assessment, ladder training and lone working. TLI will then meet the following week to discuss findings and actions.

9	Policy Updates Lockdown Policy	
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TC had produced a Lockdown Policy but we would need to have a different alarm fitted (received one price so far at a cost of £3500). Could not use existing alarm system, too old and unsuitable for modifications. TC told governors that it is not compulsory to have the policy at the moment. An airhorn was suggested as an alarm. TC will factor this into the policy and circulate information to governors.

10	Governor Training Preparation for Ofsted Inspection 6 June Governor School Visits	
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6th June Ofsted training from SIP, Liam Trippier in the morning. There is a link governor course available – gives information about monitoring visits, will book for 2-3 people to attend and then cascade information to other governors. JAd to send out information to governors and put onto share point. GNa will work on an induction programme for governors. TLI asked if governors wait until they’ve completed their introductory training then book on? JAd - no book governor link training as soon as possible.

11	Marketing Strategy for School and Kids Aloud	
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TCu will work on marketing leaflets and SHo will get the printing done for free. HWa said she felt the USP for Weston in the family feel and SSn added that the outdoor space was also a good selling point. JAd will bring a marketing contact in to see TC to get the template set up. HWa felt that we should maximise our advertising with our Alsager link.

Tll need to set up a group of governors to champion Kids Aloud. JAd and HWa volunteered to be part of the committee. SSn will obtain a timetable of activities from Stepping Up.

12	Any Other Business	
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None

ITEM TO ACTION:

Governor Comment/Question/Challenge

Headteacher Comment/Question/Challenge

Chair Comment/Question/Challenge

Governor Comment/Question/Challenge

Name of Governor who chaired meeting	
Signature of Governor	
Date:	

Part 2 Items

No.	Item	Action
1	To receive and accept apologies for absence. Apologies received from Emma Loveland.	Chair
2	To receive Part 2 Minutes of the meeting held on 9/11/18 Part 2 minutes received.	Chair
3	Matters arising from Minutes of 9/11/18 No matters arising.	Chair
4	Any other business	Chair

None.

Meeting closed at ????

Date of next scheduled meetings – see chart below.

**All Meetings to be held on Fridays
and will commence at 16.00 (unless otherwise stated or advised)**