



**MINUTES OF LEADERSHIP, MANAGEMENT & ENVIRONMENT COMMITTEE
WESTON VILLAGE PRIMARY SCHOOL – 16.00, Friday 7th June 2019 in Aqua Class**

PART 1 - ATTENDANCE AND APOLOGIES:

No	Name	Governor Type	Date Term of office ends	Attendance/ Apologies	Specialist Role
1	Timothy Lloyd	Parent	19/11/19	P	Chair
2	Jennie Adlam	Parent	19/11/19	P	Sports Premium/PE Link Governor
3	Genevieve Narey	Co-opted	15/06/22	P	English/Literacy Link Governor
4	Thomas Cutts	Headteacher		P	
5	Samantha Hornby	Staff	30/09/18	P	
6	Emma Loveland	Staff	15/06/22	P	
7	Helen Ward	Co-opted	23/11/22	P	SEND/Forest Liasion Link Governor
8	Rebecca Clifford-Ball	Co-opted	23/11/22	Ap	Safeguarding Link Governor
9	Susan Snelling	Co-opted	23/11/22	P	Science/MFL Link Governor

[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 16.00 pm

No.	Item	Action
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1	To receive and accept apologies for absence.	Chair
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Apologies received and accepted from Rebecca Clifford-Ball.

2	To receive Part 1 Minutes of the meeting held on 01/02/19	Chair
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HWa - Apprenticeship introduced in 2017 and is ongoing.
Minutes proposed JAd, seconded HWa

3	Matters arising from Minutes of 01/02/19	Chair
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TCu speak to staff re: emotional wellbeing.
GNa - Induction programme for governors still to sort.
GNa - Are we members of NGA – AMa Yes.

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	CPD Update	Head
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LR & MM have accessed additional training on emotional wellbeing drive this year and will continue to drive this.
Governor Comment/Question/Challenge - HWa asked if this is just for children? - TCu responded yes but very mindful of staff wellbeing but not accessed any formal training. AMa commented that the absence insurance company provide some training free as part of the insurance package.
TCu - School have had access to an external training provider for power maths, continue to access training through maths hub.
TCu - to access training on new Ofsted framework, CPD for next year on new framework, JAd to attend conference for governors re: framework.

5a	Apprenticeship Update	JAd
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JAd spoke to SRe at AMAT to ensure money still available for staff training and about providers - approximately £18k available. Looking for a Playworker qualification for a current member of staff (ME) in KA Level 2 £1.5k and Level 3 £2.5k, 2 providers currently use BCGT and Eden Training. There will be a closer look at who to use once approved. The provider will visit member of staff to decide if she does L2 or L3. Also governors considering sending a member of the office staff (SD) to gain qualification in business management, cost £6k.
HWa provision for SEN qualification will be available shortly.

6	Parent and Staff questionnaires for comment/query	Chair
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TCu informed governors a Survey will go out to parents next week. The staff survey will have a separate analysis for support and teaching staff. Staff need to feel comfortable raising issues.
Governor Comment/Question/Challenge - HWa asked how parents will complete survey? - TCu online.
Governor Comment/Question/Challenge - ELo - Children's survey – younger children could complete with the help of older children – don't want the older ones to lead them so would need to choose right children carefully.

7	Feedback from Liam Tripper's visit and any follow-up action required	Chair
	School Improvement Plan/School Development Plan	

TC - Five governors and Richard Middlebrook available at meeting with LT. LT's feedback was very positive – he has a 7 year association with the school and commented that it is in the best position he has ever seen it in. English and Maths very impressive, curriculum needs more development, impressed by progress that governors have made in a short time. Governors are aware of his suggested actions for the governing board.

Governor Comment/Question/Challenge - JAd commented that need to get together and decide where we want to be.

Governor Comment/Question/Challenge - ELo commented it would be really useful to coincide this with subject leader meetings and understand the information behind data.

Governor Comment/Question/Challenge - HWa said governors need to feel part of school.

TCu - Phil Choi new SIP for September 2019.

JAd - Dates for governor meetings have been agreed and tabled at FGB.

Governors did not have any questions or comments on the School Improvement Plan.

8	Premises – Health and Safety (to receive the H&S Inspection report and note actions)	Chair
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TLI - FOW are still using stationery storage cupboard which is causing some difficulties – TCu said at meeting with FOW Chair had confirmed that FOW would purchase a shed for on-site storage to alleviate any issues.

TCu confirmed FOW have agreed to pay a contribution towards the golden mile – the total cost is between 15k to 20k.

Governor Comment/Question/Challenge - TLI asked about information regarding water checks - AMa to check water records.

AMa to obtain quotes for Carpets & Blinds.

Governor Comment/Question/Challenge - GNa asked about the use of socket covers in KS1 – new legislation means it should be removed, if socket cover is put in upside down by a child it can cause electric shock. AMa to check information.

Governor Comment/Question/Challenge - JAd – Do we have accident tracking for staff – AMa no, but all recorded.

Governor Comment/Question/Challenge - JA where do our jurisdiction end for accidents? At school gates, what about children coming to school and crossing the road in front of gates? AMa to check with solicitor.

Headteacher Comment/Question/Challenge - TC said that SD had met with highways about double yellow lines being marked on the roads around school – funding can be applied for the work – highways department will submit a proposal.

8a	Window and Door refit	Chair
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AMa gave governors a brief update - Official tenders will be submitted from 5 companies for the work, tenders will be opened on Wednesday 12th June at 2.30pm and following analysis tender awarded later that week. The project will probably start around the fifth week of the summer holidays and will be supported by a member of staff from Alsager and Kevin Meakin. Successful company will need to provide evidence of DBS checks for all of their staff and a copy of their business insurance.

8b	Catering Update AMa updated	Chair
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AMa informed governors that Aramark have been to visit on Tuesday 4th June and met with TCu and AMa to discuss our requirements. Aramark are the current provider for Alsager School under the Chimney House agreement, this automatically gives Weston access to a previously sourced contract. Very positive meeting. Aramark to submit a proposal on Monday 10th June which will include capital revenue.

JAd – thought consultant would be looking at wider range of contractors not just current one plus one more, is £700 value for money? AMa – working closely with school on current contract and what school want from catering service in the future, a lot of work going on behind the scenes, AMa will check detailed invoice.

8c	Business Continuity Planning TC	Chair
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TCu obtained the one that Alsager currently have and will work on providing one for Weston.

9	Marketing Strategy for School and Kids Aloud	
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TCu - leaflet now complete just needs printing, will be sent to local nurseries and homes in the area, full for Reception in September 19 plus additional in year. **Headteacher Comment/Question/Challenge** TC – stated parents who visit Weston have commented that it has a family feel in contrast to Shavington, which feels like a high school.

JAd – KA rebrand, 9 people voted - majority voted for the Hive name and GNa offered to sort out the logo, all governors agreed to go ahead.

10	Any Other Business	
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None.

ITEM TO ACTION:

- Summer term parent survey – TCu.
- Staff survey – TCu.
- Emotional wellbeing training for Staff – TCu/AMa
- Induction programme for governors - GNa.
- Marketing leaflets - TCu & SHo
- Apprenticeship Training - JAd
- School Development Plan – Jad
- Water checks- AMa
- Socket Covers - AMa
- Jurisdiction on accidents - AMa
- Business Continuity Planning – TCu

Name of Governor who chaired meeting	
Signature of Governor	
Date:	

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)