



**MINUTES OF LEADERSHIP, MANAGEMENT & ENVIRONMENT COMMITTEE
WESTON VILLAGE PRIMARY SCHOOL – 16.00 WEDNESDAY 2ND OCTOBER 2019 IN BLUE 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	Ap	
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
Samantha Davies	The Hive Admin
Emma Grindley	The Hive Supervisor

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 RCB and EL.

2	To receive Part 1 Minutes of the meeting held on 07/06/19	Chair
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Minutes proposed HW, seconded JA

3	Matters arising from Minutes of 07/06/19	Chair
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FOW have not provided the storage shed - TC to email FOW to ask them for a date when this will be sorted.
 Socket covers in classes to be addressed.
 Business Continuity plan will be shared this term.

4	Opportunity for Governors to declare an interest in any of the items on the agenda	Chair
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TL declared wife has taken job as playworker at The Hive.

5	CPD Update including SIP Visit	Head
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See Curriculum update on T&L minutes (2/10/19).

6	The Hive	Head/SBM
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TC said that staff had done a fantastic job in making The Hive so successful. Anna Lloyd is the successful candidate for the playworker role at The Hive. Governors discussed the significant increase in attendance which currently requires 4 staff during the afternoon session and at least 3 during the morning but these numbers are also increasing. The ad-hoc sessions have also increased which is causing some issues with staffing, washing up and planning meals. Governors agreed to monitor the numbers on a monthly basis. Discussion took place about the importance of ratios and staff to child numbers. Governors agreed to The Hive to use the main kitchen sink for washing up and AM will speak to Aramark to discuss pricing the catering. SH said that the ad-hoc short notice sessions may have to provide a lighter meal or to give a minimum of 24 hours notice and anything less than this would need parents to send a packed meal. JA said that she would rewrite the T&Cs with EG. TL said on behalf of governors, he would like to formally thank all staff involved for their hard work in making the The Hive such a big success. GN said the need to encourage bookings to be in the week before and ad-hoc sessions will be offered subject to availability. TC to send letter encouraging parents to book the week ahead or risk not getting a place due to no availability. Governors agreed to establish a new committee to deal with The Hive consisting of JA, SS, GN, HW and The Hive staff. The committee will meet monthly until all the difficulties have been sorted out.

7	Apprenticeship Levy	Chair
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AM had made contact with Acacia Training Ltd for the Playworker qualification for a member of staff from The Hive. The training is at a cost of £2500 not £1500 as originally thought. AM will go through paperwork and discuss in more detail with provider. AMAT have stated that there is not enough left in the Apprenticeship levy to cover the business management apprenticeship for a member of the admin team.

Governor Comment/Question/Challenge – HW asked about obtaining extra funding from Cheshire East Council, AM said that she was unaware of this. HW will speak to a contact at Cheshire East Council and advise AM. HW pointed out that the levy is a monthly income and that clarity was needed over exactly when funding would be available for the business management apprenticeship.

8	Surveys	Chair
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TL said staff survey very positive even though not all staff had responded.
 TC had only received 58 parent surveys. Governors commented on the overwhelming positivity of the results and the need to publicise this together with a 'you said, we are doing' response.

Governor Comment/Question/Challenge - JA – to increase participation could we encourage parents to do the survey at a parent's evening and have laptops in the hall?

TC – in future a more measured approach will be taken to the surveys to ensure that a full pupil survey is conducted.

9	Premises update (windows, fire safety inspection, H&S provider)	Chair/SBM
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TC – We had experienced some difficulties with the contractor (Aztec) specifically relating to the DBS enhanced certificates, E3 Cube (consultants) have been dealing with the issues and advising us accordingly. TC expressed his thanks to Kevin Meakin, Site Maintenance Officer and Audrey Machin for all their help with the project.

AM – Informed governors that the blinds are due to be fitted before half term.

Governor Comment/Question/Challenge – TL what is the cost and how long will it take? AM – cost is around £3900, will take up to a full day but a very short period in each room.

AM – new carpets will be laid in the KS2 classrooms over the October half term.

Governor Comment/Question/Challenge - What is the cost for these? AM – Approximately £4k.

Governor Comment/Question/Challenge – JA – Has the situation with nut trees on the premises been resolved? TC said we had received written advice from the solicitors which states the steps taken so far are correct and constitute the necessary reasonable adjustments. Cutting down trees would not be reasonable due to the prohibitive cost and the impact on the curriculum (forest school).

10	Aramark Update	Head/J Adlam
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TC – Some initial teething problems with allergen food, delivery timings and staffing levels, issues have been addressed.

GN – It is important that the statements made by Aramark in their offer, such as regular parent questionnaires, are adhered to and that school should hold them to it.

AM – Staffing levels have been increased and food has improved considerably from previous provider.

11	SDP and SES	Head
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TC – presented the SDP which was previously emailed to governors. **Governor Comment/Question/Challenge** - JA told governors she had met with Phil Choi and he stated that school is between RI and good – link visits from governors must continue.

Governor Comment/Question/Challenge TL – the ethnic minority group was showing much higher than in previous years, was there a reason for this? **Headteacher Comment/Question/Challenge** TC – The information comes via SIMs and is based on how the parents identified their child’s ethnicity. TC to provide governors with more detail in future.

Governor Comment/Question/Challenge TL – Had there been any issues with EAL?

Headteacher Comment/Question/Challenge TC – A child in Y6 with Italian as first language had initially had difficulties but now has individual one to one support. Previously two German speaking children had been at school but picked up the language quickly within a few months.

Governor Comment/Question/Challenge TL – Do teachers know which children are Pupil Premium?

Headteacher Comment/Question/Challenge TC – Yes teachers are aware. Due to UIFSM parents don’t feel the need to apply until their child enters Year 3. Currently Weston has 7 disadvantaged children but Ever 6 provides funding for 20 children plus forces children.

Governor Comment/Question/Challenge HW - What support does the funding provide for children?

Headteacher Comment/Question/Challenge TC – It varies from each child and is dependent on individual circumstances – it could be in the form of uniform, PE kit, assistance with trips. However, this is not something that school actively advertises. A lot of the money provides TA support which enhances the educational experience of PP children.

JA - Could we offer subsidised breakfast places at the hive for pupil premium children – SH commented that this is not a situation that has arisen, generally the children in this category usually come into school at the normal starting time – governors all agreed that should this situation arise, school would be happy to offer this.

12	Link Governors	J Adlam
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13	ICT Review/Strategy	Head/SBM
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TC – TC and AM have had discussions with five companies to establish an ICT strategy. Currently school has issues with broadband connectivity, wifi and equipment. School have given notice to terminate the broadband contract with Cheshire East which will end at the end of December, this will also mean that the current telephone lines will need to be replaced as we cannot keep the telephone number. We have decided to work with Apex who have met with us twice and provided a comprehensive plan to enable staff to improve the delivery of the curriculum and our ICT framework. In order for Apex to effectively deliver the plan, we will also use their weekly support package.

Headteacher Comment/Question/Challenge

14	Ofsted Framework	Head
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TC – The new Ofsted Framework has driven lots of the SDP and we embrace the positive messages around the wider curriculum and staff wellbeing. The staff have been briefed and CPD is aligned to it.

15	Any other business	Chair
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GN – When do the policies need to be updated? AM – Currently working with Alsager to provide a combined schedule and organise which policies will be presented for approval at each FGB meeting.

GN – Is the governor attendance information on the website up to date? TC – Yes all up to date.

ITEM TO ACTION:

FOW have not provided the storage shed - TC to email FOW to ask them for a date when this will be sorted.

Socket covers in classes to be addressed.

Business Continuity plan.

Name of Governor who chaired meeting	
Signature of Governor	
Date:	

Part 2 Items

No.	Item	Action
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1	To receive and accept apologies for absence.	Chair
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Apologies received from RCB and EL.

2	To receive Part 2 Minutes of the meeting held on 07/06/19	Chair
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Part 2 minutes received, proposed by HW and seconded by JA.

3	Matters arising from Minutes of 07/06/19	Chair
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No matters arising.

4	Any other business	Chair
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None.

Date of next scheduled meetings – see chart below.