



MINUTES OF LEADERSHIP, MANAGEMENT & ENVIRONMENT COMMITTEE
WESTON VILLAGE PRIMARY SCHOOL – Friday 9th November 2018 in Purple 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	Ap	SEN, Leadership & Management
2	Rupert Lowery	Parent	09/11/18	P	Finance
3	Timothy Lloyd	Parent	19/11/19	P	Leadership & Management
4	Jennifer Adlam	Parent	19/11/19	P	Teaching
5	Nikki Turnock-Ley	Co-opted	15/06/22	P	Administrative/Financial
6	Genevieve Narey	Co-opted	15/06/22	P	Publishing
7	Thomas Cutts	Headteacher		P	Leadership, Teaching, Literacy
8	Samantha Hornby	Staff	30/09/18	P	EYFS/KS1 Specialist
9	Emma Loveland	Staff	15/06/22	P	Mathematics
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[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

Summary Sheet from Part 1 Minutes of the Teaching & Learning committee meeting held on 9th November 2018

Agenda Item	Description
1	To receive and accept apologies for absence – Rev Dr Michael Leyden
2	Pecuniary Interests – nothing to declare
3	Receive minutes of last meeting 23/05/18 & matters arising – minutes received, no matters arising.
4	<p>Strategic Impact Plan – TC informed governors that the report had been quality assured by Liam Trippier from ECM and shared with Richard Middlebrook at a meeting this morning. The report informs the action plan for curriculum senior leaders. GN asked TC if the document is shared with staff - TC responded ‘yes it is a working document, actions may change following feedback’ and TC will then update governors. TL asked how we update information – TC responded ‘at the end of each section notes are made to update actions completed’, these actions will then be recorded in the minutes of the Teaching & Learning Committee. TL commented on the comment in the report about the majority of parents living on gated community which he felt was not accurate. TC agreed and said the start of the section on the school’s context had remained unchanged from last year. He will change it to a more accurate reflection. TL also commented on the challenge staff face teaching a class of 44 (currently Y4). TC pointed out that there will never be a class of 44 due to our mixed-age class structure. NTL queried the action plan behaviour development welfare on P17, TC responded that all action plans follow same format for a consistent approach. Discussion took place about behaviour development welfare and SH confirmed that the plan represents the whole school and an individual plan would be written for specific children where necessary. Once link governors are established at the FGB, TL will spend time with each link governor explaining the role. GN commented that her SIP document was a blank template, TC confirmed he will resend correct information.</p> <p>TL queried the links with Shavington Academy as we are now part of AMAT - TC replied that Weston is still a feeder school to Shavington and it is important to maintain links with other schools. TL proposed and RL seconded, all in favour.</p>
5	<p>Parent and staff questionnaires – TL said he wasn’t sure if this was the right time to carry out a survey following BM’s retirement and now with Acting Headteacher. School have previously used QDP which has been quite expensive. RL talked about using Survey Monkey, SH demonstrated this to the committee through the website. Many of the features are free but school would still need to purchase to enable the data extraction and analysis. RL proposed to purchase and TL seconded, AMM will action this.</p> <p>CPD Update – TC will provide this in the HT report at the next FGB.</p> <p>Maths Hub – support accessed by EL, Jackie Bate and Jenny Wright. School will receive funding from Maths Hub in the New Year. EYFS are also now accessing maths hub – Charlotte Moss and Stephanie Bell went on training on 8/11/18.</p>
6	<p>Premises – Health and Safety (discuss any outstanding items ahead of full H&S Audit) - TL went through outstanding items from last visit asking AM to confirm had now been completed:-</p> <p>The Fire Risk Assessment which was due to be renewed in March 2018 – AM will follow up with compliance team.</p> <p>SH asked if hazard boxes for bodily fluids are fully stocked - AM confirmed items had been purchased to re-stock but would check with Site Maintenance Officer.</p> <p>Defibrillator batteries – JA had dealt with this and Weston have now been supplied free of charge by St John’s Ambulance who had also donated a set of adult and paediatric pads, the replacement pads are battery is usually needed every 2 years at a cost of about £100. Originally the defibrillator had been purchased by the PTA (Friends of Weston) and it was understood that it would be maintained by them but this does not appear to be the case and school will be expected to pay in future years and continue with the weekly checks.</p> <p>RL asked how the PTA decide when and what money to donate to school - TC confirmed that he meets regularly with Lisa McGowan, Chair of PTA to discuss what funding school needs. JA said that she was no longer on the PTA and left as she had taken up the role of governor as she understood that she could not be a</p>

	<p>part of both. She felt there appeared to be a divide between governors and PTA and she had asked the PTA about their emergency planning for events but had not received any information on this. GN said that it would be better to work with PTA and invite them to a meeting when their annual report is available to show what the funds have been spent on.</p>
7	<p>Premises – Health and Safety (discuss any outstanding items ahead of full H&S Audit) - TL went through outstanding items from last visit asking AM to confirm had now been completed:-</p> <p>The Fire Risk Assessment which was due to be renewed in March 2018 – AM will follow up with compliance team.</p> <p>SH asked if hazard boxes for bodily fluids are fully stocked - AM confirmed items had been purchased to re-stock but would check with Site Maintenance Officer.</p> <p>Defibrillator batteries – JA had dealt with this and Weston have now been supplied free of charge by St John’s Ambulance who had also donated a set of adult and paediatric pads, the replacement pads are battery is usually needed every 2 years at a cost of about £100. Originally the defibrillator had been purchased by the PTA (Friends of Weston) and it was understood that it would be maintained by them but this does not appear to be the case and school will be expected to pay in future years and continue with the weekly checks.</p> <p>RL asked how the PTA decide when and what money to donate to school - TC confirmed that he meets regularly with Lisa McGowan, Chair of PTA to discuss what funding school needs. JA said that she was no longer on the PTA and left as she had taken up the role of governor as she understood that she could not be a part of both. She felt there appeared to be a divide between governors and PTA and she had asked the PTA about their emergency planning for events but had not received any information on this. GN said that it would be better to work with PTA and invite them to a meeting when their annual report is available to show what the funds have been spent on.</p>
8	<p>Policy Updates – Governors had received a copy of the safeguarding policy - TC explained this is the Cheshire East standard policy which Weston have adopted, JM is no longer safeguarding lead, a new governor will take this role which will be dealt with at the FGB on 23rd November. TL proposed adopted the policy, NTL seconded all remaining governors in favour.</p> <p>Lockdown Policy – TC - this is not currently statutory. EL commented that an adult could gain forceable entry potentially to gain access to a child. SH commented that a policy would work hand in hand with the gate closure - TC will look at new policy template taken from The Key and work on creating a suitable policy.</p> <p>TC had met with Sue Reissing after the last finance meeting on 23/10/18 regarding accessing funding for electronic gates/fence from CIF funding.</p> <p>Pupil premium document – TC had provided governors with information on the allocation and use of the funding which has predominantly been used to fund the use of teaching assistants delivering interventions. Governors discussed the FSM criteria and eligibility, TC commented that the UFSM available to KS1 discourages parents from applying. Previous parents who had met with TC to discuss difficulties in paying for trips did not fit into the criteria so wouldn’t be eligible to apply. NTL asked about current numbers who are PP criteria. TL proposed, JA seconded.</p>
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10	<p>Any Other Business</p> <p>TL - Marketing – how do we encourage more parents to enrol their children at Weston? This will be picked up</p>

	at FGB along with the link governors. See part 2
11	Meeting ended 17.20

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

ITEM TO ACTION:

Governor Comment/Question/Challenge

- 4) GN – Is SIP shared with staff
- 6) SH – Are hazard boxes for bodily fluids fully stocked
- 6) RL – How do the PTA decide when and what money to donate
- 8) NTL – Current numbers who are PP

Headteacher Comment/Question/Challenge

Chair Comment/Question/Challenge

- 4) TL – Challenge staff facing teaching a class of 44 (current Y4)
- 4) TL – Queried the links with Shavington Academy as we are now part of AMAT
- 5) TL – Is this the right time to carry out a parent and staff survey

Governor Comment/Question/Challenge

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

Date of next scheduled meetings – see chart below.

Please see amendment to time of next T&L Meeting

WESTON VILLAGE PRIMARY - GOVERNANCE 2018-2019

DATE	COMMITTEE	TIME
Tuesday 23rd October 2018	Finance	16.00
Friday 9th November 2018	Leadership, Management & Environment	16.00
Friday 9th November 2018	Teaching & Learning	17.00
Friday 23rd November 2018	Full Governing Body	16.00
Friday 25th January 2019	Finance	16.00
Friday 1st February 2019	Leadership, Management & Environment	16.00
Friday 1st February 2019	Teaching & Learning	17.00
Friday 1st March 2019	Full Governing Body	16.00
Friday 24th May 2019	Finance	16.00
Friday 7th June 2019	Leadership, Management & Environment	16.00
Friday 7th June 2019	Teaching & Learning	16.00
Friday 21st June 2019	Full Governing Body	16.00

Minutes, agendas and any other paperwork for the sub-committee meetings will be sent out 7 days prior to meeting dates - Committee Chair to meet with H/T 10 days before meeting date to set agenda

END OF MINUTES