



**MINUTES OF LEADERSHIP & MANAGEMENT COMMITTEE  
WESTON VILLAGE PRIMARY SCHOOL – 16.00 WEDNESDAY 12<sup>th</sup> FEBRUARY 2020 IN THE STAFF ROOM  
PART 1 - ATTENDANCE AND APOLOGIES:**

No	Name	Governor Type	Date Term of office ends	Attendance/ Apologies	Specialist Role
1	Timothy Lloyd	Co-Opted	25/11/23	P	Chair/Pupil Premium & Health & Safety link Governor
2	Genevieve Narey	Co-opted	15/06/22	P	English Link Governor
3	Thomas Cutts	Headteacher	ongoing	P	
4	Samantha Hornby	Staff	23/11/22	P	
5	Emma Loveland	Staff	15/06/22	P	
6	Helen Ward	Co-opted	23/11/22	Ap	SEND/Forest School Link Governor
7	Rebecca Clifford-Ball	Co-opted	23/11/22	P	Safeguarding/Humanities/PSHE Link Governor
8	Susan Snelling	Co-opted	23/11/22	P	Science/MFL Link Governor

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

In attendance:	
Name	Position:
Audrey Machin	Clerk to Governing Body
Sam Davies	Clerk Training

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

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

2	To receive Part 1 Minutes of the meeting held on 02/10/2019	Chair
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Minutes proposed GNa, seconded SSn.

3	Matters arising from Minutes of 02/10/2019	Chair
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FOW shed – item to be moved to Finance and Environment Committee.

GNa to arrange committee for The Hive.

TCu to conduct pupil survey after February half term.

All governors agreed Terms of Reference to be reviewed and agreed at next committee meetings.

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

5	School Development Plan Update	Head
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TCu- The subject leader training from ECM has been moved from November 2019 to March 2020. The PSHE curriculum is working well and will be reviewed and monitored next half term.

**Governor Comment/Question/Challenge** - GNa- Has there been any particular feedback?

**Headteacher Comment/Question/Challenge**-TCu-We have received one emailed concern from a parent regarding the teaching of gender identity, which was responded to with full clarity. Any feedback regarding the curriculum will be shared at the Curriculum and Standards meeting on 14<sup>th</sup> February.

RCB volunteered to be the link governor to PSHE, as links in with safeguarding.

**Governor Comment/Question/Challenge** - GNa- How is the support programme for the two identified teachers going?  
**Headteacher Comment/Question/Challenge**-TCu- The teachers have responded well and lessons are better planned, appropriately challenging and show much improved grammar subject knowledge.

GNa- The figures on page 11 are above the expected success criteria.

TCu- Governors should question the accuracy of assessments. Papers are swapped between teachers to remove the teacher's knowledge of the child, which gives a more accurate assessment that teachers see as being entirely transparent.

**Governor Comment/Question/Challenge**-GNa-In the final autumn term summary, the girls are outperforming the boys.  
**Headteacher Comment/Question/Challenge**-TCu- This is a key point that will probably be interrogated by Ofsted. We specifically discuss performance by gender in pupil progress meetings and actions are drawn out that related to improving boys performance without negatively affecting girls' performance.

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6	<b>Policies – Critical Incident, First Aid, Behaviour, Anti-Bullying, Health and Safety</b>	Head
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TCu- Weston policies needed to be standardised and several will come to various committees in accordance with the schedule.

Critical incident

TLI- An excellent policy. GNa- Interesting scope of what is covered i.e. external things happening.

**Governor Comment/Question/Challenge** -TLI – Noted that staff personal numbers are included in the document – should this be marked sensitive/personal?

**Headteacher Comment/Question/Challenge**-TCu- The document would be securely stored and marked as sensitive.

**Governor Comment/Question/Challenge**-TLI – Would support be available for staff after an incident?

**Headteacher Comment/Question/Challenge**-TCu – Yes, support would be available from OHU.

**Governor Comment/Question/Challenge** -SSn – Is there a contingency plan if premises unavailable?

**Headteacher Comment/Question/Challenge**-TCu – Cheshire East may be able to assist with mobile classrooms but it's unlikely that the whole school could be accommodated.

**Governor Comment/Question/Challenge** – RCB- What are the sanctuary arrangements?

**Headteacher Comment/Question/Challenge**-TC – These arrangements are for out of school hours for the Hive children to relocate to The White Lion in the event of an incident.

First Aid

TC- 6 more staff will receive full paediatric training.

**Governor Comment/Question/Challenge** –RCB-Who is the Health and Safety Executive?

**Headteacher Comment/Question/Challenge**-TCu-AMA is responsible for reporting to H & S Executive which is a Government agency, with TC being ultimately responsible overall.

Behaviour and Anti-Bullying

**Governor Comment/Question/Challenge** – TLI- Are the good to be green stickers still being used in KS2?

**Headteacher Comment/Question/Challenge**- TCu- No, line to be removed.

**Governor Comment/Question/Challenge** – RCB-How are governors informed of bullying incidents?

**Headteacher Comment/Question/Challenge**- TCu- This information is included in the Head Teacher's report at FGB

**Governor Comment/Question/Challenge** –TLI-What is CPOMS?

**Headteacher Comment/Question/Challenge**- TCu- Child Protection Online Management System. Any behaviour incidents and red and yellow cards given are all logged on CPOMS.

Health and Safety

TLI spoke about the possible need for Personal Emergency Evacuation Plans (PEEPs) in the future for children with disabilities/temporary mobility issues and staff with medical issues or pregnant.

**Governor Comment/Question/Challenge** – GNa- Is there a separate policy for administering medicine?

**Headteacher Comment/Question/Challenge**-SDa is currently doing a level two training course for this.

The governors formally agreed and adopted all policies.

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<b>7</b>	<b>Pupil Numbers</b>	Head
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TCu moved item to confidential part 2.

<b>8</b>	<b>Governor and Staff CPD Feedback</b>	Head
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TCu – The Hive Supervisor has completed safeguarding lead training. TCu is taking a Mental Health first aid course and also a Coaching course, which will give the knowledge to train other staff members. SDa is taking the Medicines course.

RCB completed Future Planning governor training and has shared the documents with all governors. GNa and SSn reported the feedback was extremely useful.

<b>9</b>	<b>Link Governor Reports – Pupil Premium, Safeguarding</b>	Chair
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**Governor Comment/Question/Challenge** – TLI- Do the staff know who the Pupil Premium children are?

**Headteacher Comment/Question/Challenge**-TCu-Yes, though we have very few at Weston. There are two children in EYFS who have applied for free school meals but many who are eligible do not apply until Yr 3 when UIFSM ends. RCB to meet with AMa re: NSPCC training and produce termly reports with TCu. RCB created a proforma to cover all statutory items.

TLI gave feedback from his recent PP visit. There was a key change in how this was being allocated. An independent PP review will be arranged in the summer term.

<b>10</b>	<b>Any other urgent business</b>	Chair
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No other urgent business

**ITEM TO ACTION:**

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Signature of Governor	
Date:	



