



Westminster Community Primary School  
John Street, Ellesmere Port, CH65 2ED

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**Spring Term 1**

**The Governing Body of Westminster Community Primary School**

**Part One Minutes of the Virtual Full Governing Body Meeting  
held on Thursday 28 January 2021 at 4.00pm**

Composition of the Governing Body

Name	Category of Governor	date of end of tenure	Designated Role
Miss Phillipa Watton	Co-opted	23-02-2023	
Ms Laura Turner	Co-opted	07-10-2023	
Mrs Kath Lloyd	Co-opted	08-06-2024	
Mrs Kathleen Spain	Co-opted Staff	18-12-2024	
Mrs Susan Mayers	Co-opted	14-02-2022	Chair to Autumn 2021
Mrs Lisa Chapman	Co-opted	24-03-2022	
Ms Anne Thompson	Co-opted	09-07-2022	Vice Chair to Autumn 2021
Mrs Lisa Denson	Parent	19-01-2024	
<b>VACANCY</b>	Parent		
Mr Ken Spain	Local Authority (LA)		
Mrs Jo Seaward	Staff	16-02-2023	
Ms Sue Finch	Headteacher		Headteacher
Miss Emma Dunn		17-10-2021	Associate member
Ms Lisa Hughes		08-07-2021	Associate member

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**MINUTES**

All Governors attending confirmed that they were in a confidential and secure environment during the meeting

**1. APOLOGIES**

Apologies for absence received from Governors Mrs Lloyd and Mrs Chapman. Mr Spain was absent with no apologies

**RESOLVED:** That the apologies for absence be accepted.



## 2. DECLARATIONS OF INTEREST

There were no conflicts of interest declared with items to be discussed.

There were no new declarations of interest to be made as full disclosures were reported at the September meeting.

All governors, except for Mr Spain and Mrs Chapman, have returned their completed annual declaration of interest forms to the school.

## 3. MEMBERSHIP

Governors noted the Parent Governor Vacancy, they agreed this will be postponed until after lockdown.

The Headteacher reported that the process to appoint a staff governor had taken place and that Mrs J Seaward had been reappointed for a further term of 2 years

**ACTION:** Parent governor election to be instigated after lockdown has ended.

## 4. MINUTES OF LAST MEETING

Governors reviewed the part 1 minutes of the meeting held on 19 November 2020 and agreed that they were a correct record. The Chair of Governors will sign the minutes and return them to school.

**RESOLVED:** That the minutes were agreed to be a correct record.

## 5. MATTERS ARISING

There were no matters arising.

Governors received an update on actions from the previous meeting minutes:

Agenda Item	Action	Who/When	Update
Item 2	Complete and return declaration of interest forms to the school asap.	Mr Spain Mrs Chapman	Clerk to email both governors to remind them to return the declaration with immediate effect. Action ongoing.
Item 3	Parent governor election to be carried out in the spring term.	Headteacher	To be completed after lockdown. Action ongoing
Item 5	Liaise with Mrs Chapman to ensure she can access virtual meetings	P Watton	Contact attempted. Action completed.
Item 5	Send in biographies to school	Lisa Denson	Action ongoing



Item 9	Send out invites to governors to the half termly review meetings.	Headteacher	Action completed
Item 12	Text LD to offer extra help with the food parcel deliveries.	Laura Turner	Action completed
Item 14	All governors to advise Mrs. Lloyd when they attend training.	All Governors	Action ongoing

## 6. FINANCE ITEMS

Governors received an update on the budget and the following matters were noted.

- The three-year financial plan had been updated.
- There was a predicted deficit for the end of next year of £7450.
- The deficit figure took account changes to staff hours.
- School had received £1200 funding for remote learning.
- It was hoped that by the end of the year a saving would be made on the costs of supply staff.
- Savings had been made due to not hiring the swimming pool or sports coaches.
- The aim was to resolve the issue with the path on the field by the end of March.
- The DFC fund balance was £5102. DFC money had been spent on furniture, doors, and chrome books.
- A claim for a further £908 COVID-19 funding was submitted in December, we do not know yet if we will receive this.

The Budget versus actual report was available for governors to review, they were asked to submit any questions to Mrs Hughes.

The contract for ground maintenance was due for renewal and three quotes had been obtained as follows:

- Current provider Mid Cheshire £90 a month for a 2-year contract.
- Cropper 1 year at a cost of £2400.
- Council Equip £1500.

The Headteacher proposed remaining with the current provider as they provided a good service.

*Q: Do they cut the grass in the Early Years area?*

*A: Yes*

*Q: Why do they not remove the grass cuttings?*

*A: No company does this, it could be a job for the site manager.*

**ACTION:** Headteacher to check with Mid Cheshire if they can remove the grass cuttings.



It was reported that the SFVS is currently in draft format but will be ready for signing off at the next meeting and will be submitted in time for the deadline date of 31 March.

## **7. PREMISES / HEALTH & SAFETY**

The report had been available to governors to view prior to the meeting. The following items were noted.

- The premises annual Health and Safety review is due to take place on 8 February.
- The COVID-19 risk assessment is reviewed on a weekly basis.
- The new site manager has settled well into the role. Some of his training has been delayed due to COVID-19. He has received all the reading materials but not the official training and school will ensure this takes place as soon as possible.

A governor commented that the report did not contain the correct site manager name. The Headteacher will update the report and upload tomorrow.

## **8. MONITOR YOUR SCHOOL'S CONTINGENCY PLAN FOR REMOTE LEARNING**

The remote learning report had been made available to governors prior to the meeting and the following noted:

- The report is monitored regularly.
- The remote learning plan had been completed in September and updated in January.
- There had been good feedback from parents regarding the quality of remote learning.

## **9. HEADTEACHER'S REPORT**

The report had been made available to governors prior to the meeting.

The document is updated regularly in Governor Hub and the following noted:

- The school improvement visit had taken place on 26 January but was currently in draft report.
- The SIP report was positive and would be shared once finalised. Remote learning figures were contained within the report.
- School had not reopened for one day after the Christmas holiday, the decision had been taken to remain closed for the first day.
- School had reverted to issuing free school meal vouchers after the uptake of food parcels had not been as high as expected.
- The Headteacher extended her thanks to everyone involved in issuing food parcels and FSM vouchers.
- The report contains all the school targets
- Absence data is in the report.



A governor noted that the report contained an incorrect date of Autumn 2002, under monitoring and evaluation, this should be 2020; this will be corrected.

Governors thanked the Headteacher for a comprehensive report.

**10. PUPIL VOICE / PARENT VOICE**

The pupil/parent voice review had taken place in the Autumn Term.

Remote learning feedback had been received.

School had received good formal feedback that they were able to respond to.

**11. REVIEW YOUR SCHOOL'S EQUALITY INFORMATION AND OBJECTIVES**

The up-to-date policy was available on Governor Hub. It remained very similar to last year.

School had been asked to reapply for the Rainbow Flag award; additional staff had received the training to support the application.

Work on the project was progressing well and governors were invited to share any ideas they may have to support the application.

**12. SCHOOL EVALUATION AND DEVELOPMENT PLAN**

The January meeting had been postponed.

**13. SCHOOL IMPROVEMENT ADVISOR REPORTS**

The SIP visit had taken place on 26 January, the report was in draft format and would be shared with governors once finalised. The report was positive.

**14. POLICIES**

The Policy Review Schedule had been reviewed by governors.

It was noted that the updated Complaints Policy had not been amended on page 2 to include the new Chair of Governors name.

**RESOLVED;** That the updated Policies be agreed by the FGB

**15. SCHOOLS BULLETIN**

The January Bulletin was not available at the time of the meeting.

**16. GOVERNOR TRAINING AND VISITS**

Governors asked that this item be added to the agenda for the next meeting.

**ACTION:** Clerk to add governor training and visits as an agenda item to the next meeting.

**17. CORRESPONDENCE TO THE CHAIR OF GOVERNORS OR CHAIR'S ACTIONS**

Neither the Chair or Vice Chair had received any correspondence or taken any actions since the last full Governing Body meeting.



**18. DATE AND TIME OF NEXT MEETINGS**

Confirmation was received that the meetings will take place at 4pm on the following dates:

- Thursday 18<sup>th</sup> March 2021
- Thursday 13<sup>th</sup> May 2021
- Thursday 15<sup>th</sup> July 2021

Summary of Actions

Agenda Item	Action	Who/When	Update
Item 5 Carried forward	Complete and return declaration of interest forms to the school asap.	Mr Spain Mrs Chapman	Clerk to email both governors to remind them to return the declaration with immediate effect. Action ongoing.
Item 5 Carried forward	Parent governor election to be carried out in the spring term.	Headteacher	To be completed after lockdown. Action ongoing
Item 5 Carried forward	Send in biographies to school	Lisa Denson	Action ongoing
Item 5 Carried forward	All governors to advise Mrs. Lloyd when they attend training.	All Governors	Action ongoing
Item 6	Headteacher to check with Mid Cheshire if they can remove the grass cuttings from early years.	Headteacher	New action
Item 15	Clerk to add governor training and visits as an agenda item to the next meeting	Clerk	New Action

Signed..... Date .....

Minutes prepared by Margaret Pearson Clerk to Governors