St. Luke's
PRIMARY SCHOOL

Leadership & Management Committee
9th February 2026
4.00pm to 5.23pm.

Notes

Governor Members Present:	Simon Wattam (HT), Justine Stephens, Peter Sowrey, Jamie McQuillan, Ramzy Omran, Felix Grey.
Associate Members Present:	None.
Officers Present:	Rose Roberts – DHT, Su Owen (Clerk).
Quorum:	Membership shall consist of at least four governors plus the Headteacher. To be quorate the meeting requires - Three governors, and the Headteacher, of which at least 2 should be non-staff governors. **The meeting was quorate.**

Agenda item

1. Apologises for absence and Declaration of Interests.
2. Election of Chair.
3. Review and approval of Terms of Reference
4. Notes of the Leadership and Management Working Party – 10th November 2025
5. Review of Leadership and Management section of the School Improvement Plan
6. Decide on committee focus for meetings, governor visits
7. SEF review
8. Governance update; skills audit, self-evaluation, plans for vacancies
9. Policy updates required: Data Protection Policy
10. Training update
11. AOB

Signature.....Date.....1/6/26

1.
No apologises received from BL.
JM is the NEU Rep. RO is the Finance director for a youth theatre group.

2. FG is nominated as Chair of this committee. **All Governors approve.**

3.
PS has constructed the Terms of Reference (ToR) for this new committee. They are based on the Finance, Personnel and Premises Committee ToR. The membership wording needs to be adjusted to account for proper quoracy.
ACTION – Clerk to adjust.
Q-The ToR mentions that all committees need to be concerned with safeguarding?
A-Yes, but there is another committee which focuses in more detail on Safeguarding.
Terms of Reference were approved, subject to the amendment above.

4.
Notes from the last working group on 10th November 2025.
Accuracy – no adjustments requested or required.
Matters arising –
No actions from the last working group notes but the Ht added that he is having ongoing conversations with patrents regarding communication. Governors also pointed out that the St Luke's header logo needs to be updated.
ACTION – Clerk to update the header (and to check all other documents have the correct header).
Q-Will the results of the staff survey come to this committee first before being distributed?
A-The HT explained the process for the staff survey. It was ready to be distributed before Christmas but that is not a good time to send it out, it is a very busy time for the school. The survey has now gone out about a week and a half ago. The HT will chase up the responses. The results are anonymised and the results will be compared to previous years, and other schools. The last survey was solely based around the recent Ofsted visit.
Q-Do the LA do a cross city survey?
A-No, but they do have one for the children.
Q-When looking at the results will there be an opportunity for the staff to view/respond to the results?
A-Yes, in fact currently JM does this with the staff (in his capacity as Union rep) but going forward this can be expanded. Once the survey results have come in the committee will see them.

5.
Big conversations about the SLT have been had.
Q-What success criteria have been used, how do the job descriptions translate at working level?

A-The teaching and learning has moved to Assistant HT's and there is just one full time SenCo now. The HT is checking that everything is working as it should.
The GB is more complete now and JS and PS met with ES, who works in a secondary school, and who has expressed an interest in becoming a co-opted Governor. She will now attend the next FGBM.
Q-The Governance points seem rather basic, should it also cover areas like training, etc. Also, can Governors be involved in the strategic construction of the SIP?
A-At the very least Governors can be involved in the review cycle and their contributions would be welcome. The timing of the summer Governor meetings would facilitate this.
4c1 – Governor self evaluation. It's too early to consider this at the moment. The new Governors need to settle in.
Q-It sys 100% filled, do we aim for this?
A-The Instrument of Governance states how many and what type of Governors the school should have.

6.
Governor visits are decided at each committee meeting based on the areas of focus from the SIP. There should be one a term ideally, depending on the need/criteria. At the moment the middle leaders do need to settle into their roles.
Q-Regarding observation, they don't always translate back to the SIP. The staff survey results might provide more tangible sources.
Q-Are there opportunities to speak to subject leaders?
A-Yes. During a visit, for example, Governors would be able to go through the action plans with them. The summer term might be a better time to do this.
Governors commented that the new Governors should have a buddy on their first school visit. It was also noted that the 3 new Governors have recently had an accompanied introductory school visit. With regards this term, the Governor visits week is scheduled for the second half of the term – w/c 2nd March 2026. RR will email the schedule to Governors.
ACTION – The Clerk will add the Governor visits week to the FGBM agenda.
The focus for these meetings – the SenCo role needs to be explored. At the next Leadership and Management committee meeting the findings from the Governor visit week can be shared; success criteria discussed, etc. Governors referenced back to the committee schedule that PS presented at the last FGBM and added that excellent though it was, it would probably work better next year once a full years worth of tasks was added (including Governor week).
JS leaves the meeting at 4.53pm, returning at 4.55pm

7.
The HT stated that he has not updated the SEF since the Ofsted visit, also Ofsted has re-written the criteria so this need to be factored in. The document is for the school, about the school; its progress, its direction etc. It is useful for the school to have all

this information to hand, especially when Ofsted visit. The actions from an Ofsted visit should also infomtr the next steps. It is a working document but not constructed specifically for Ofsted. The school needs to evaluate itself against the new framework criteria, but not be driven by it.
School are not required to have a SEF but it is a useful document.
One of the Governors attended the Governors briefing which discussed Ofsted at length, they have requested the slides form the briefing to share with the GB. Some serious concerns were raised about the new Ofsted approach.
It was noted that the SEF on the website needs to be updated.

8.
The skills audit has been sent out to all Governors but it was mentioned at the last FGBM that this newer version was not as detailed as the previous version and does not provide the school with the insights it would like.
ACTION – The HT will check if there is a more suitable version on The Key, or on BEEM.
ACTION – JS, FG and the HT will look at the skills audit to review the skills of the current GB. Timescale – approximately 3 weeks.
Governor support now has adverts for Governor vacancies on BEEM.
Plans for vacancies – this will be revisited once the skills audit process has been completed.
JS leaves the meeting at 5.15pm.

9.
The Data protection Policy was only added to the meeting one drive folder yesterday. It is based on a robust policy from The key which PS has made bespoke to St Luke's. CCTV is one issue to review. The Chair was happy for committee members to have one week to review it before approving it. The HT considers the policies in The Key to be very good. The HT will furfrther review and tweak it prior to circulation at the next committee where it will be ratified.
ACTION – Governors to review the Data protection Policy in the one drive folder. Approval to be emailed to the committee chair by the end of the w/c 27th February 2026.

10.
An agenda item for the FGBM – Governor training. All training booked on BEEM is recorded and a report is available to review.
ACTION – FG and JM to complete their Governor Induction.

AOB
Q-What is the usual timing of this committee meeting?
A-Approximately one hour.

Meeting Ends – 5.23pm

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Actions from the Meeting: Leadership & Management Committee 9th February 2026.		
Item no.	Details of Action.	Lead Officer
3	ToR membership wording needs to be adjusted to account for proper quoracy.	Clerk
4	Clerk to update the St Luke's header (for all minutes)	Clerk
6	The Clerk will add the Governor visits week to the FGBM agenda.	Clerk/PS
8	The HT will check if there is a more suitable version of the Skills Audit on The Key, or on BEEM. JS, FG and the HT will look at the skills audit to review the skills of the current GB. Timescale – approx 3 weeks.	SW/JS/FG
9	Governors to review the Data protection Policy in the one drive folder.	All
10	FG and JM to complete their Governor Induction.	FG/JM

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