



**Meeting of the full governing body  
Western Road Community Primary School  
Monday 3<sup>rd</sup> October 2016 at 7pm  
MINUTES**

Governor members present:	Sam Caughey (Co Chair), Roy Watkinson, Matthew Montebello, Jenny Westaway, Ruth O'Keefe, Flora Jenkins, Ros Kellaway, Jonathan Sharpe (Co Chair), Fay Moorat
Associate members present:	Irena Wooler
Officers present:	Nicola Gibson (clerk)
In attendance:	

	<b>Agenda Item</b>	<b>Lead</b>
1	<p>a) <b>Apologies for absence</b> - these were received from Ken Caplan, Alison Teagle &amp; Sherry Wilson &amp; all accepted. Due to prior engagements, Ruth O'Keefe &amp; Ros Kellaway arrived slightly later.</p> <p>b) <b>Declaration of interests</b> - No declarations were made</p> <p>c) <b>Election of chairs</b> - Email nominations for Sam Caughey &amp; Jonathan Sharpe were made prior to the meeting by Ros Kellaway. Matthew Montebello seconded these. Sam Caughey &amp; Jonathan Sharpe were voted in again as co chairs of the governing body.</p>	<p>SC</p> <p>SC</p> <p>NG</p>
2	<p><b>Last meeting dated 14<sup>th</sup> July 2016</b></p> <p>a) <b>acceptance of minutes</b> - these were accepted &amp; signed for by Sam Caughey</p> <p>b) <b>Matters arising</b> - there were no matters arising</p>	<p>SC</p> <p>SC</p>
3	<p><b>Headteacher's Report</b></p> <p><b>Staffing for Sept 2016</b> Mary McGarry has been given a year's leave of absence. Megan Edwards has been appointed to the new HLTA role &amp; will cover teachers' PPA throughout the week.</p> <p><b>Beginning of the new academic year</b> This started with three INSET days. New reception pupils were reported to have settled in well. The new Staff Handbook has been sent to all staff &amp; governors &amp; was received with compliments from the governing body.</p> <p><b>Strategy Group &amp; school priorities for this academic year</b></p>	<p>MM</p>

<p>The group met on 12<sup>th</sup> September to discuss whole school priorities for the year ahead. These were as follows:</p> <ul style="list-style-type: none"> <li>▪ What is Learning? Develop a common framework and common language for learning</li> <li>▪ Plan new curriculum overview which ensures continuity and progression and builds on learning, year on year</li> <li>▪ Identify trips which support non-core subjects</li> <li>▪ Develop units of work in non-core</li> <li>▪ Invest in tailored Good to Outstanding programme for 2 or 3 identified teachers</li> <li>▪ New staff handbook establishes expectations of all our staff</li> <li>▪ Develop systems to accurately measure children's progress and give teachers and TA's greater ownership of this (Target Tracker), enabling assessment to inform planning</li> <li>▪ Continue to develop role of subject leaders - begin monitoring and supporting with writing SoW</li> <li>▪ Consistent approach to homework, spellings handwriting etc across the school</li> <li>▪ Curriculum enrichment - Art, Maths and Science weeks, Railway land project, involving a wider range of stakeholders</li> <li>▪ Invest in ICT</li> <li>▪ Sharing best practice with our partner schools in the Trust (joint INSET planned for 6<sup>th</sup> January - Talk for Writing, Maths leaders meeting next Monday etc)</li> <li>▪ Reduce absence, especially persistent absence</li> </ul> <p><b>Key Dates</b> Key dates for the school year are now on the Strategic Calendar. Specific dates where governor support would be most welcome have been sent to governors. The most important events at which governor presence is key are the parent mornings/afternoons. <a href="#">ACTION - Governors to let Nicky know which ones they can attend</a> <a href="#">ACTION - Irena to coordinate visits</a></p> <p><b>Different models of partnership</b> The Lewes Cooperative Learning Partnership has asked for ways of how schools within it can work more effectively together. JW attended arecent ESCC event exploring this topic &amp; later in the meeting delivered a presentation about it.</p> <p><b>Safeguarding</b> One referral has been made this term to Social Services.</p> <p>FJ has checked the Single Central Record &amp; has identified training needs. Chris (Paterson?) will handover responsibility for the SCR to the school bursar who will undergo training on 4<sup>th</sup> November.</p> <p>The safeguarding governor gave all governors a 'Keeping Children Safe' document &amp; it was reported that all staff have now had safeguarding training. Safer recruitment training has also been completed. FM confirmed that she is the governor responsible for E-Safety &amp; will an update at the next FGB. <a href="#">ACTION - Fay to give update on E-Safety for 28<sup>th</sup> November meeting.</a></p>	<p>All IW</p>
--	-------------------

<p>Safeguarding issues at the afterschool clubs have now been addressed, with all club leaders being asked to sign the school's Letting Policy. There was no Safeguarding Report produced for this meeting but there will be one circulated for the next.</p> <p><b>Teaching &amp; Learning</b> MM has now observed all lessons &amp; the school SENco has begun TA appraisals.</p> <p><b>Data</b> MM talked through the Governor Data Pack which was distributed to governors before the meeting. The key points are as follows:</p> <ul style="list-style-type: none"> <li>▪ <b>Early Years</b> - Whilst the figure of pupils who reach a good level of development is down on last year (currently at 82%), it is still above the county average and national average.</li> <li>▪ <b>Year 1 Phonics Screening</b> - The data demonstrates an upward trend at Western Road &amp; is well above the East Sussex &amp; national average at 90%.</li> <li>▪ <b>Key Stage 1</b> - There is a very strong set of data for this cohort. It was reiterated that whilst pupil work is teacher assessed, assessment is rigorously moderated.</li> <li>▪ <b>Key Stage 2</b> - Another strong set of data. A combined score of 83.3% which is again higher than the East Sussex average (51%) &amp; indeed puts Western Road in 5<sup>th</sup> place of all schools in the county. The national average is 66%.</li> </ul> <p>The data shows that pupils' attainment is significantly above national and county averages. Pupils make better than expected progress in Reading and Writing from the end of Key Stage 1 to the end of Key Stage 2, whilst progress in maths is in line with national expectations. Vulnerable groups of pupils including those with Special Educational Needs make good progress from their starting points.</p> <p>The current Year 6 at WR has a relatively higher number of disadvantaged and vulnerable pupils. To ensure this groups of pupils make good progress, SW is now working directly with these pupils in addition to the support they receive from other adults in the class. Together with the class teacher she is coordinating &amp; tracking support for this cohort of children. There will be additional opportunities for booster groups after Christmas when KB returns to work.</p> <p>One governor asked whether the school receives feedback from Priory regarding CAT scores for our pupils. IW reported that Priory had visited the school to observe a maths class &amp; were very impressed with the learning taking place there.</p> <p>When RAISE Online figures are published in November, they will provide more detailed information about progress at Western Road.</p>	<p>FM</p>
---	-----------

	<p><b>Community</b></p> <p>It was reported that 'Friends of Western Road' have very kindly donated £5 000 to pay for two new interactive whiteboards plus an extra £300 per class for trips &amp; £1,000 towards curriculum enrichment weeks. They have also agreed to fund yoga for additional year groups after Christmas. Governors expressed their genuine appreciation of this generosity.</p> <p>RW attended the recent Parents Forum meeting to comment specifically on the car park issue. He gave parents helpful information about the school's ongoing plans to tackle the issue of the car park with Southover School.</p> <p>The decision by Southover School to close their school gate at 9am preventing parents at Western Road from crossing their playground has now been revised.</p> <p>MM &amp; IW reported that their presentation to Head teachers at a recent County Head's meeting on 'How to prepare for Ofsted' had been well received.</p>	
4	<p><b>Discussion re. the impact of potential changes to the Trust structure</b></p> <p>To introduce this topic, JW (who had recently attended the East Sussex Governor's conference, a follow up ESCC session on partnerships &amp; a Lewes Cooperative Learning Partnership meeting) provided some context to the discussion highlighting the national government position around encouraging academisation, and the challenges East Sussex county council face around continued budget constraints and resourcing support to schools. She outlined some of the perceived benefits of stronger partnership, and how through the Trust, Lewes schools have initiated exploratory discussions about how to strengthen partnership across the town.</p> <p>There was a general feeling amongst governors that it is important for Western Road itself to take time to consider its own strategy for the future at the same as working with other schools to ensure the trust is working as well as it might, and that the governors are involved in discussions around partnership options.</p> <p><i>ACTION - A possible meeting to be called of the governing bodies of both Priory &amp; Western Road schools</i></p> <p><i>ACTION - JW to email powerpoint presentation to clerk</i></p> <p><i>ACTION - JW attend the next Trust meeting (11<sup>th</sup> October)</i></p>	<p>JR/SC?</p> <p>JW</p> <p>JW</p>
5	<p><b>Report on governor visits &amp; subject leader review visits</b></p> <p>This was postponed until the next meeting in November</p>	

6	<p><b>Reports/recommendations including approving policies</b></p> <p>The following policies were all approved:</p> <ul style="list-style-type: none"> <li>▪ Teacher's Pay Policy</li> <li>▪ Safeguarding Policy</li> <li>▪ Teacher Appraisal</li> </ul> <p>It was suggested that we may need to set up a Pay Committee</p> <p><b>ACTION - Put this as agenda item for next Strategy Group meeting</b></p>	NG
7	<p><b>Receive &amp; question other governance &amp; regular items</b></p> <p>Budget papers had been circulated to governors before the meeting. There were reported to be pressures in a couple of areas but that generally the budget is in good health. It was suggested that the governing body do need to start thinking about the next financial year however.</p> <p><b>ACTION - Budget to be discussed in more detail at the next Strategy Group meeting</b></p> <p><b>Land Transfer</b></p> <p>A lengthy discussion was had around the transfer of land issues that have been ongoing. It was reported that finally a transfer of assets took place in August of this year by operation of law. The 'Shared Site Agreement' or memorandum of understanding, dated June 2016, had been distributed to governors before the meeting &amp; it was urged that governors carefully read this &amp; give their approval. Governors gave their approval for head teacher to sign agreement.</p> <p><b>ACTION - All governors to read the Memorandum of Understanding &amp; email Ros Kellaway their approval.</b></p> <p><b>ACTION - Conclude discussions with solicitors, DWF</b></p>	<p>JS/NG</p> <p>All</p> <p>RosK/RW</p>
8	<p><b>Any other business</b></p> <p><b>ACTION - Electronically distribute Standing Orders for review &amp; approval before the next FGB meeting</b></p>	RW
9	<p><b>Dates of next meetings</b></p> <ul style="list-style-type: none"> <li>▪ 28<sup>th</sup> November, 30<sup>th</sup> January, 20<sup>th</sup> March, 22<sup>nd</sup> May, 3<sup>rd</sup> July - all meetings to commence at 6pm</li> </ul>	

**Papers for this meeting:**

- Agenda
- WRCPS Staff Handbook
- Minutes of 14<sup>th</sup> July FGB Meeting
- Lewes Cooperative Learning Partnership - Learning Visit Report May 2016
- Lewes Cooperative Learning Partnership - SWOT Analysis July 2016
- WRCPS Pay Policy 2016/17
- Child Protection & Safeguarding Policy & Procedure - Sept 2016
- WRCPS Appraisal Policy - Sept 2016

Signature.....Date.....

- Headteacher's Report - 3<sup>rd</sup> October 2016
- Cumulative Expense Analysis - Ledger Code Summary
- WRCPS Governor Data Pack - 2016
- Budget Monitoring Report - 2016/17
- Shared Site Agreement - June 2016
- Map pertaining to Shared Site Agreement