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**Headteacher: Garry Thompson**

## Meeting of Full Governing Body

17<sup>th</sup> September 2013

6pm

School Hall

### MINUTES

**Governors Present:** Ken Caplan (Chair), Chloe Edwards, Maya Fender (Vice Chair),  
Lynn Gayford, Saskia Knowles, Ruth O'Keeffe, Sara McKenna, Alexis Maguire,  
Philip Rowland, Romey Sawtell, Garry Thompson, Debbie Ticehurst,  
Ros Toomey (from 6:20), Roy Watkinson.

**Associate Member Present:** Carol Ofield

**Locum Clerk:** Ruth Henson

### Agenda Item

#### 1. Introduction

##### a) Apologies for Absence

There were none.

##### b) Declarations of Interest

Governors completed declaration of interest forms.

Garry Thompson and Carol Ofield withdrew from item 4a, Head-Teacher Recruitment.

#### 2. Annual Elections

##### a) Chair of Governors.

5 nominations were received for Ken Caplan. There were no other nominations.  
Ken was proposed by Debbie Ticehurst and seconded by Garry Thompson.

**AGREEMENT - Ken Caplan was elected as Chair of Governors**

##### b) Vice Chair of Governors.

4 nominations were received for Maya Fender. There were no other nominations.

Maya Fender was proposed by Chloe Edwards and seconded by Garry Thompson.

**AGREEMENT - Maya Fender was elected as Vice Chair of Governors.**

**c) Chair of Resources Committee**

Roy Watkinson was proposed by Ken Caplan and seconded by Garry Thompson.

**AGREEMENT - Roy Watkinson was elected as Chair of Resources Committee.**

**d) Vice Chair of Resources**

Ken Caplan was proposed by Debbie Ticehurst and seconded by Romney Sawtell.

**AGREEMENT - Ken Caplan was elected as Vice Chair of Resources Committee.**

**e) Chair of Teaching and Learning**

Lynn Gayford was proposed by Ken Caplan and seconded by Garry Thompson.

**AGREEMENT - Lynn Gayford was elected as Chair of Teaching & Learning Committee**

**f) Vice Chair of Teaching and Learning**

Chloe Edwards was proposed by Ken Caplan and seconded by Garry Thompson.

**AGREEMENT - Chloe Edwards was elected as Vice Chair of Teaching & Learning Committee.**

**3. Last Meeting dated 8<sup>th</sup> July 2013**

**a) Acceptance of the Minutes**

The Full Governing Body reviewed and approved the four pages from the meeting held on the 8<sup>th</sup> July. The Chair signed the minutes as confirmation of their accuracy.

**b) Matters Arising from the Meeting not included elsewhere on the agenda.**

In the Home School Agreement it was agreed that in the second to last bullet point the word **our** to be replaced by **my**.

**AGREEMENT - governors approved The Home School Agreement.**

The teachers pay policy was not ready. Training regarding this was scheduled for 20<sup>th</sup> October.

**4. Strategic Items**

**a) Headteacher Recruitment (considered after item 4b)**

James Roberts from Governor Services spoke about the recruitment process. (Pack distributed at meeting.)

Governors undertook group activity in which they considered the type of person they would like to recruit and what that might mean in terms of the interview process and range of assessments. (Appendix 1)

Either Lesley Wickham or Lorraine Bangert would support the panel, attend the interview and broker the arrangements for an interim head. It was confirmed that this would be negotiated with the governing body and that any interim arrangements would depend on the capacity within the school and what was available.

It was confirmed there would be no additional costs for an interim Head-Teacher.

The timescales, dates for interview, recruitment packs were discussed. Personnel and Training (PAT) provide support, which would include the recruitment pack for £700. It was confirmed that this would be a one off fee. 10 days would be required for the advert to be placed on county site and PAT would manage the external process.

Although the pack is standard, governors would work with personnel to decide what is needed at a local level such as including a letter from the Chair. The contact would be Janet Bowen.

It was confirmed that the interviews could take place before the 31<sup>st</sup> October for appointment in January but the timescales were very tight especially in view of the consultation.

In response to questions about links between the HT recruitment and the consultation it was advised that applicants would need a clear picture about the direction of the school and that the consultation should be built into the timescales.

It was confirmed the selection panel would need a minimum of 3 governors and advisable for five to be identified as part of the whole process. All panel members must be involved in the shortlisting. One member must have done Safer Recruitment training. This is available online. (Link on CZONE.) The local authority would have a representative on the panel and the panel would need to have due consideration to their advice.

It was confirmed that whilst there was nothing in law to state that a staff governor could not be on the panel, the local authority felt this was inadvisable.

Other governors could be involved as part of the day but not as part of the assessments.

The nature of the assessments was discussed. The NCSL websites had lots of assessment resources.

A FGB meeting should take place on the selection date to receive the panel's recommendation. Stephanie Weedon would provide advice on salary range.

**ACTION - Following discussion governors agreed that they would like to start the recruitment process as soon as possible.**

**ACTION - Following some discussion about what alternative options are available, governors also agreed for Jessica Stubbings to talk to them as an information gathering exercise in view of the current educational landscape.**

James Roberts left at this point.

**AGREEMENT** - Head-teacher recruitment panel to consist of Chloe Edwards, Debbie Ticehurst, Ros Toomey, Maya Fender , Philip Rowland and Ken Caplan.

**ACTION** - Ken to send email to each working group to start the process.

**ACTION** - A meeting of the HT's recruitment group to be set up.

**b) Lewes Co-operative**

Roy reported that the Co-operative Trust Planning group had met on the 22<sup>nd</sup> June, meeting attended by Garry, and on the 3<sup>rd</sup> September, at which there were various representatives from a number of schools. The next meeting was on the 26<sup>th</sup> September.

The formal process would entail a joint letter from Priory School and Western Road to the local authority informing it of the governing bodies' intention to consult.

On the meeting of the 3<sup>rd</sup> September the following timetable was outlined:

- Revised Booklet 1 to be issued along with package.
- Consultation starts 30<sup>th</sup> September for 4 weeks. Package including booklet 1 and 2 and various documents to be issued to parents.
- Proposed consultation day is 7<sup>th</sup> October. A strong governor representation was recommended.
- John O'Connor from the college will be available on the consultation day.
- He would speak to all governors at 6:30 on the 7<sup>th</sup>.

Concerns were expressed about the little time between the introduction and the consultation period and concerns for staff. Governors wanted to know what other options might be available and what the partnership would mean for the school.

**ACTION** - Maya Fender to liaise with Ros Toomey re questions to ask John O'Connor about liabilities for the school if Western Road entered the partnership. It was confirmed ESCC could answer questions regarding the legal position.

**ACTION** - Maya Fender to organise a meeting with Fiona Wright before the 7<sup>th</sup> October.

**ACTION** - A link to be put on the school's website about the consultation.

It was confirmed that governors would receive a copy of the materials before it went to parents and that the consultation period was a time for further listening, parents to make comments, and that governors would make a decision at the next GB meeting on what they think will be in the best interests of the school.

Carol Ofield to be the staff representative on the group. A staff meeting was planned for the 26<sup>th</sup> September at 3:40pm. Governors were invited to attend, especially those on the sub-group.

Ruth O'Keefe left at 7:00pm and returned at 7:40pm

**5. Governing Body for current Year.**

Comments to be sent to Ken Caplan

**6. Committees and Link Governors for current year**

It was proposed and agreed that committee membership remain the same for this year and the link governors. There was a request for an Early Years Link Governor.

**7. Policies and Other Documents for Approval**

**ACTION - Chair of Governors to ask for comments on the other documents and policies on the agenda by email.**

**ACTION - In respect of there being no complaints policy on the website Clerk to source standards complaint policy.**

**8. Any Other Business**

**a) The New Security Arrangements in the School.**

The Headteacher referred to some breaches of school security and measures to address this which include locking the white gate and locking down the front door. Parents are expected to leave the site at 3:45pm.

Some governors reported that parents have felt this has reduced networking opportunities and whether there was any leeway on this.

The Headteacher confirmed that some staff would attend the parents' forum to speak about why the school needs to be secure and locked at a certain time.

It was suggested that perhaps the time could be moved to 4:00pm as a possible compromise.

### Summary of Actions arising from the FGB Meeting 17<sup>th</sup> September 2013

Agreed Actions	By who	By when	Status
<b>Actions re Lewes Co-operative</b> <ol style="list-style-type: none"> <li>1. Cover letter to be drafted</li> <li>2. Contact cooperative college re question of legal liabilities.</li> <li>3. Meeting between Priory School and Western Road.</li> <li>4. Ken to write to the Head/Chair of Governors of Priory School</li> <li>5. Organise meeting with Fiona Wright</li> <li>6. Agree staff meeting with governors to discuss</li> <li>7. Subgroup to review Booklet 1</li> <li>8. Link/additional information on website</li> <li>9. Decision on link person during consultation process. Possible designated surgery.</li> <li>10. Meeting on Monday for sub-group if Booklet 1 is received.</li> <li>11. 2 places to be offered to staff on the LASER conference.</li> </ol>	RT  KC  MF		
<b>Re Headteacher Recruitment</b> <ol style="list-style-type: none"> <li>1. Process to commence as soon as possible. Meeting of HT's recruitment group to be arranged.</li> <li>2. Jessica Stubbings to speak to governors about evolving educational landscape and available options.</li> <li>3. Email to Working groups to start process.</li> </ol>	KC		
<b>Policies and other Documents for approval</b> <ol style="list-style-type: none"> <li>1. Email to be sent to governors inviting comments.</li> <li>2. Complaints Policy is required.</li> </ol>	KC TC		
<b>AOB</b> <b>Security.</b> Possible change to school playground lockdown			

Governors made the following comments in respect of what sort of Head-teacher they would like to recruit.

Caring

Sound knowledge of foundation and primary curriculum and data

Good budget manager

Good listener – listens to concerns of parents

Excellent leader

Outstanding Ofsted

Energy, enthusiasm, superb judgement

Understanding good classroom practice

Able to establish excellent relationships

Commitment to pastoral care

Ability to develop staff

Understands the concept of community

5 years experience as T&L practitioner

All stakeholders points of view considered

Clear performance management

Belief that all children can achieve their potential

Intelligent leader

Background of excellent practice

Passionate about education

An innovator

A tweaker rather than a bulldozer

Approachable

Well organised

Enjoys being with children and has fun

Sense of humour

An experienced and reflective practitioner

An intelligent leader who will nurture and foster the development of the school

