



**Meeting of the Full Governing Body
Western Road Primary School
Monday 22nd May 2017 at 6pm
MINUTES**

Governor members present:	Sam Caughey (Co Chair), Roy Watkinson, Matthew Montebello, Jonathan Sharpe (Co Chair), Alison Teagle, Stephen Docherty, Jenny Westaway, Sherry Wilson, Ruth O'Keeffe, Daire McGrath
Associate members present:	Irena Wooler
Officers present:	Nicola Gibson (clerk)
In attendance:	

	Agenda Item	Action
1	a) Apologies for Absence – No apologies were received b) Declarations of Interest – No declarations were made	
2	Last Meeting dated 20 th March 2017 a) Acceptance of Minutes – One small word error was reported. b) Matters Arising from Meeting not Included Elsewhere on Agenda – There were no matters arising	NG
	Headteacher Report Attendance Figures It was reported that there are currently 203 pupils on roll. Term 4 attendance for the whole school is 96% & 92.5% for Pupil Premium pupils. Four new pupils have left the school this term & four have since joined. The Persistent Absence (PA) rate for Term 4 is 8% which is lower than the East Sussex rate of 10.2%. MM reiterated that records for all pupils with persistent absence are duly recorded & appropriate actions subsequently taken. Teaching & Learning MM reported that he is in the process of carrying out Term 5 lesson observations. They are the final observations as part of the Performance Management cycle. School Trips It was reported that the new trips programme is progressing well. A number of exciting trips have taken place & others are lined up for Term 6. The feedback from parents has been very positive.	

	<p>Staffing</p> <p>The school SENco post will be advertised at the beginning of next term. An ad for a Key Stage Two class teacher will also be published.</p> <p>TA posts for next year will be advertised next term.</p> <p>SC confirmed that he can attend the interview panel for the KS2 teacher on the afternoon of 23rd June. RW can attend the TA interview on the morning of 22nd June. AT volunteered to help with shortlisting for KS 1 position which has been advertised this week.</p> <p>Afterschool Club</p> <p>MM confirmed that even if the school sub-contracts out to external providers, it is still responsible for these activities & has to have a first-aid trained member of staff available at all times to oversee afterschool activities. All staff are First Aid trained and MM has completed longer 3 day First Aid at Work course.</p> <p>MM is currently looking into another dance club provider as Premier Sport have had to cancel Tuesday's club due to low numbers.</p> <p>Term 4 Data</p> <p>It was reported that Term 4 data for all year groups is now broadly in line with the targets in the School Development Plan.</p> <p>IW informed governors that Key Stage 1 SATs results will be moderated after half term. She also spoke about current Year 6 SATs & reported that both her & Mrs Bedford were very pleased with the children's efforts & attitudes towards SATs. Positive comments have also been received from parents in how the school has managed the process to ensure that children felt reassured & supported. Year 6 pupils started each day with a SATs breakfast, kindly arranged by Mrs Winter & partly funded by Friends of Western Road.</p> <p>The Year 1 Phonics Check will take place during the week beginning 12th June. Sophie Mackinnon held an information session for Year 1 parents regarding the Phonics Check.</p> <p>Premises & Resources Update</p> <p>The headteacher informed governors that the school had had to be recently evacuated due to a suspected gas leak. Parents reported how this emergency had been very well managed. Due to this incident, the Local Authority will soon be meeting with both MM & a boiler engineer. It was reported again that the school's boiler is</p>	
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	<p>now fifteen years old & that (£2, 500) has been spent on essential repairs to it in the last two months alone. It is advisable that it is now replaced.</p> <p>MM informed governors that the contract for the RISO printer has now expired & that RISO are preparing quotations for the school to consider, including paying for the penalty charge to end the school's contract with Konica (the supplier of the second photocopier in the building).</p> <p>A number of resources including library books, shelving & portable staging from the closure of Pells School will shortly be coming to Western Road for use there.</p> <p>Regarding the issue of smoke alarms, it was reported that the school has fitted internally connected radio smoke alarms. Alan Cager has advised the school on the type and model. In his Fire Risk Assessment he recommends that the school be fitted with fully connected smoke alarms that are linked to a call centre. This would have to include Southover School. It was noted by RW that the school is legally compliant with its current arrangements.</p> <p>Wi-Fi in the school still needs upgrading & to this end, Capital Funding of £6,000 has been applied for. This should also cover the costs of a new server.</p> <p>MM was very pleased to report that the school's windows will be replaced & improved over the summer.</p> <p>Community The headteacher stated that he would be delighted if governors could help out at the school's summer fair on Saturday 24th June. Action – Governors interested & able to help out, please contact IW</p> <p>Pupil Premium Progress SW gave a brief update on Pupil Premium. There are now twenty two pupils at the school entitled to PP funding which is lower than the national average. Nine of these children are on the Special Educational Needs & Disability (SEND) register. SW reported pupils entitled to the PP are making good progress. She will present a fuller report at the next FGB.</p>	All
4	<p>Teaching & Learning JS confirmed that Fay Moorat who was responsible for teaching & learning has stepped down from the governing body. JS has now approached another professional who might be able to replace Fay. Until a new governor is appointed, he will assume responsibilities</p>	

	<p>for this post. It was reiterated by JS that the role is an onerous one for just one person & that it would be better to have a small group/committee of three or four people headed up by one individual. It would mean additional meetings & also looking specifically at how teaching assistants are most effectively deployed in the school. Both AT & SD kindly volunteered to be part of this group.</p> <p>Megan Edwards is currently responsible for languages but as a higher level teaching assistant (HLTA) it was reported that she doesn't have the capacity to undertake this role. MM indicated that a teacher would have responsibility for this from September.</p> <p>The Subject Review timetable has been circulated to governors. It was reported that Subject Review meetings give Subject Leaders an opportunity to tell governors about the work they have done. It was noted that developing the role of Subject Leaders is a key OFSTED priority for the school.</p> <p>A programme of governor visits is due to take place for Term 6. The planner for this has now been finalized & will include monitoring for the Talk for Writing & English books which JT kindly volunteered to undertake.</p> <p>Action – Liaise re Term 6 visits Action – email all current subject review reports to governors Action – RW to attend a science review meeting Action – Liaise re. Talk for Writing & English book monitoring Action – Send out Term 6 planner to all governors</p>	<p>JS/MM IW</p> <p>RW AT/IW</p> <p>IW</p>
5	<p>Safeguarding Update</p> <p>Daire McGrath, the governor with responsibility for safeguarding, reported no new concerns since the last report in March. She suggested that it might be helpful for Kerry Bedford, the teacher responsible for PHSE & SRE, to give a presentation to governors on the teaching of PHSE in the school in the autumn term.</p> <p>Action – Liaise with Kerry Bedford re presentation Action – Re-send Safeguarding Report to all governors</p> <p>It was also reported that Stephen Docherty has now met with Ruth Delaney regarding e-safety within the school. Ruth leads a computing club with neighbouring Southover School. One issue raised from this meeting is how to engage parents regarding digital learning.</p> <p>Action – Write up report following E-Safety meeting</p>	<p>DM DM</p> <p>SD</p>

6	<p>MAT Update</p> <p>It was reported that the internal Multi-Academy Trust (MAT) Working Group has not formally met since the last governing body meeting, but have been involved in various activities including:</p> <ul style="list-style-type: none"> - JS and SC meeting informally with the chair of priory, with a further and subsequent meetings planned to ensure communication is ongoing - Plans in place for Sarah Hall from the Regional Schools Commissioners office to come and visit the body after the general election - Plans to visit a Brighton Universities academy after the Lewes primary heads have met with the CEO on the 13th June <p>In addition, RW, JW, and MM attended the LCLP and provided an update on this, including notification that a MAT project group has been set up by Priory and South Malling – this is to consider option for the establishment of a MAT for the Lewes community of schools.</p> <p>The LCLP will be the mechanism through which the project group will keep the rest of the schools up to date with progress on this, and so it is important that we engage with this group, and that we have ongoing discussions with the WRS governing body in addition to doing our own investigations.</p> <p>Papers from the LCLP relating to the MAT project group will be shared through One Drive. All thoughts are welcomed.</p> <p>RW also informed the group that WRS is committed to paying £300 towards the School Cooperative Society and CSNet membership as part of our participation in the LCLP.</p> <p>In addition, RW raised the fact that it was agreed that the LCLP core work would continue alongside the MAT project group</p> <p>Transfer of School Land</p> <p>RW gave an update on this matter which until resolved will hold the school up in being able to deal with the ongoing car park issues. He has written to Pauline Young at the local authority to gain some insight into the delays. She acknowledged the school's frustration & explained that East Sussex are still waiting on documents from the legal team. Governors agreed that further action is needed.</p> <p>Action – Write again to Pauline Young with governor concerns around safety in the car park</p>	
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7	<p>Governor Recruitment Update JS reported that he has approached a teacher at Lewes Old Grammar who was recommended by a former WR governor & who might be interested in one of our vacancies. Action – Liaise & arrange meeting with JW or SC</p> <p>Following an ad placed in Priory News, a further person has come forward regarding one of the governor posts. She is a highly qualified retired headteacher from South Africa. Action – Make further contact with a view to inviting to the group</p> <p>DM has also found someone who may be interested in joining the governing body. This is a parent at the school with experience in social work who could support Daire in her role as safeguarding lead. It was noted that the Governing Body should aim for a broad-based membership to include a range of governors from different backgrounds and interests and that we should explore the possibility of appointing non-parent governors. MM pointed out that any parent with a child in the school with additional needs should not ideally be a governor with responsibility for Additional/Special Needs or a related area. RoK agreed. Action – JW & DM to meet with this parent after half term</p>	<p>JS</p> <p>SC</p> <p>DM/JW</p>
8	<p>Any other Business Request for flexible learning - It was reported that a parental request for flexible learning has been made to the headteacher for a reception-aged child who currently attends 4 days per week, to extend this into Year One. The head brought the matter to governors at the meeting for further discussion.</p> <p>Whilst the headteacher acknowledges the merits of flexible learning, governors were unanimous that to do so would prove problematic from a teaching & planning point of view. It was agreed that children should attend full time when in Year 1.</p> <p>Governor Meeting for Staff – JS confirmed that himself & JW will be available to meet with staff at the school to discuss general well-being. This will take place on 14th June. Action – Advertise the meeting to all staff at the school</p>	<p>MM</p>
	<p>Dates of Future Meetings:</p> <ul style="list-style-type: none"> • FGB - 10th July, 2nd Oct, 27th Nov, 29th Jan, 19th March, 21st May, 9th July • Strategy: 11th Sept, 15th Jan, 30th April 	