



WESTERN ROAD C.P. SCHOOL
SOUTHOVER HIGH STREET
LEWES EAST SUSSEX
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Headteacher: Garry Thompson

Additional Meeting of Full Governing Body

29th January 2013

7pm

School Hall

MINUTES

Governors Present: Ken Caplan (Chair), Chloe Edwards, Maya Fender, Lynn Gaylord, Sara McKenna, Alexis Maguire, Philip Rowland, Romey Sawtell, Garry Thompson, Roy Watkinson,

Associate Members Present: Carol Ofield

Officers In attendance: Teresa Carter (Clerk)

Agenda Item

Action

- 1 **Introduction**
 - a) **Apologies for Absence - Apologies** for absence received from Ruth O'Keeffe, and Debbie Ticehurst. Ros Toomey was absent without apologies having been received.
 - b) **Declarations of Interest** - None
- 2 **Last Meeting dated 10th December 2012**
 - a) **Acceptance of Minutes** – The Full Governing Body reviewed and approved three pages of confidential minutes and four pages of non confidential minutes from the meeting held on 10th December subject to the addition of initials to the final sentence in 6c. Following the amendment the Chair signed the minutes as confirmation of their accuracy.
 - b) **Matters Arising from Meeting not Included Elsewhere on Agenda**
 - Website - to be an agenda item on the Full Governing Body meeting on 11th March 2013.
 - School development plan - had been discussed at the Teaching and Learning Committee meeting where it was agreed that a revised format be trialled which made clearer the cause and effect of each key area of development.
Role of Governing Body – The Chair proposed a division of areas of the school activities according to the expertise of individual non staff Governors. Examples of potential links were given and Governors supported the proposal.

ACTION – Chair to email individual Governors regarding the school areas that they would be aligned to. KC

- Budget – The current estimated outturn position was a deficit which was a concern and may require detailed reporting to the Local Authority though it was noted that the amount was currently forecast to be less than 1% of the total budget share allocation for the school.

3 Main Strategic Items

- a) **Changes to Constitution of Governing Body**
 - Following an introduction to the 2012 constitution regulations for Governing Bodies, a capacity audit had been completed to help identify the areas where the Governing Body were lacking expertise.

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

- The summary report was reviewed but did not provide the Governing Body with a clear view of the main skills shortages. In the view of the Governing Body it was felt that two areas could be strengthened, being expertise / experience in communications and marketing and in human resources.
- The Governing Body has a vacancy for a Parent Governor with two parents expressing an interest and rather than go to election, the option of reconstitution was considered as a way of providing flexibility over appointments.
- The Clerk advised that under the new constitution regulations, there was only one position for elected staff governor from either teaching or support staff, but staff members could be appointed as community Governors up to a set limit overall.

AGREEMENT – The Full Governing Body approved in principle to the reconstitution of the Governing Body with conversion of one parent elected position and one staff elected position to Co-Opted Governors.

ACTION – Information about two interested Parents to be circulated for Governors to consider and state their preferred candidate for position of Co-Opted Governor following which a formal agreement to reconstitute would take place at the next meeting, along with appointment of two Co-Opted Governors.

ALL

b) **Skills Audit** – This item was discussed under 3a above.

4 **Policies and Other Documents for Approval**

a) **Home School Agreement** – The Chair reported that the home school agreement had been rewritten into a much shorter document and that it would be circulated for approval.

AGREEMENT/ACTION – The Full Governing Body agreed to approval of the home school agreement by email on the basis that no comment by a specified date would signify approval.

KC

b) **Sex and Relationships Education Policy** – Governors were advised that the sex education and relationships policy that had been revised after parental feedback had been rejected by the Local Authority as it did not match with the national curriculum and that some of the proposed areas for teaching were not suitable for the age range of children at Western Road. Governors requested an update regarding discussions at the Full Governing Body in March.

ACTION – Update on the sex education and relationships policy to Full Governing Body in March.

GT

5 **Any Other Business**

a) **Health and Safety Issue** – The Headteacher reported that scaffolding for emergency maintenance work at the school had created a safety issue due to the blockage of exits from the hall. This had meant that whole school assemblies had to be put on hold until the scaffolding had been assembled and children's safety had been assured.

Official Full Governing Body Meeting ended at 7.50pm
Date of next meeting 11th March 2013