



**Meeting of the Full Governing Body  
Western Road Primary School  
Monday 30<sup>th</sup> November at 6pm  
MINUTES**

Governor members present:	Sam Caughey (Co Chair), Roy Watkinson, Matthew Montebello, Jonathan Sharpe (Co Chair), Fay Moorat, Alison Teagle, Daire McGrath, Stephen Docherty, Ros Toomey
Associate members present:	Irena Wooler
Officers present:	Nicola Gibson (clerk)
In attendance:	Jo Salanson

	Agenda Item	Action
1	<p>a) Apologies for absence - these were received &amp; accepted from Ruth O'Keeffe, Jenny Westaway &amp; Sherry Wilson</p> <p>b) Declarations of interest - made by Stephen Docherty</p> <p>c) Election of New Governor - Western Road parent, Stephen Docherty, was invited to the meeting &amp; left the room whilst SC gave a short description of his background &amp; credentials (a Chief Information Officer for South London &amp; Maudsley NHS Trust &amp; on the board of a charity). He was successfully accepted on to the Governing Body with a responsibility for e-safety &amp; communications. Stephen was described as being a great asset to the school.</p> <p><i>ACTION - Clerk to begin induction process</i></p> <p><i>ACTION - Clerk to send minutes of 28<sup>th</sup> November to bursar</i></p> <p><i>ACTION - Send minutes of 9<sup>th</sup> January Strategy Group meeting to clerk for amendments</i></p>	<p>NG</p> <p>NG</p> <p>DM</p>
2	<p><b>Last meeting dated Monday 28<sup>th</sup> November 2016</b></p> <p>a) <b>Acceptance of minutes</b> - minutes were approved &amp; signed for by the chair</p> <p>b) <b>Matters arising</b> - There were no matters arising</p>	

3	<p><b>Finance – Receipt &amp; questioning of the proposed budget for 2017/18</b></p> <p>Documents pertaining to the discussion were distributed prior to the meeting &amp; had also been scrutinized by governors at a recent strategy group meeting. The bursar gave an overview of the school's finances reiterating the increasing pressures on the budget such as the new Apprenticeship Levy, funding cuts &amp; an increase in pension contributions for staff. Pupil Premium, the Sports Grant &amp; Free School Meals funding will remain the same for the next financial year.</p> <p>A discussion ensued regarding the Apprenticeship Levy &amp; whether Western Road should have to pay this given that it is a foundation school &amp; the governing body is the employer (even though East Sussex County Council administers the payroll). The HT has asked the Local Authority for advice on how to make further savings and will report back to the Governing Body.</p> <p><i>ACTION – Prepare draft budget to be sent to governors ahead of the next FGB meeting in March</i></p>	MM
4	<p><b>Headteacher's Report</b></p> <p><b>Attendance</b></p> <p>There are currently 200 children on roll &amp; there was 96% whole school attendance in Term 2 which is roughly in line with Term 1 of this academic year. The persistent absence rate for Term 2 is 8% which is the same as for Term 1. The head reiterated that detailed records of persistent absence &amp; actions taken by the school are on a case by case basis &amp; records are maintained in the school office. It was suggested that governors may wish to review cases of persistent absence given that this was a key area from our recent Ofsted &amp; Daire McGrath has volunteered to do this, reporting back at the next FGB.</p> <p><i>ACTION – Review &amp; report back on persistent absence at the FGB in March</i></p> <p><b>Open Days in November &amp; December for Prospective Parents</b></p> <p>The head expressed thanks to all governors who were able to attend these. Western Road has an indicated 28 first place preferences for Sept 2017 which is similar to last year.</p> <p><b>Strategy Group Meeting &amp; The Budget</b></p> <p>The budget was discussed in depth at a recent strategy group</p>	DM

	<p>meeting.</p> <p><b>Land Transfer Meeting with Governors &amp; Representatives</b>  RW &amp; RT attended a land transfer meeting with heads from Southover &amp; Western Road &amp; representatives from the Local Authority. This has been a long standing issue but it was felt by the governors leading on this matter that progress is being made. Further discussions will need to follow with the Diocese &amp; Southover School &amp; RW reported that there is a likelihood that Western Road will require an agreement in relation to mutual uses of the property. To this end it was suggested that the Governing Body draws up a property arrangement which will then need to be drafted by a solicitor. It is hoped specifically that in the not-too-distant future car parking issues at the school can be resolved.</p> <p><b>Health Grant Spending – The Daily Mile</b>  The school has applied for the Health Grant of £10,000 which must be spent on raising levels of fitness in the school. A proposal was made to governors of building a path around the perimeter of the field to encourage pupils from both Western Road &amp; Southover to take daily exercise on. The Western Road governing body gave their full approval. The next step is for Southover Governors to approve the proposal and for the schools to submit a joint application to the LA.</p> <p><b>SEND Report from the SENCO</b>  There are currently 20 children identified with SEND on the SEND register at Western Road. The SENCO has continued to support children &amp; staff in both key stages through assessment &amp; diagnostic work, guidance for planning &amp; differentiation for SEND support in the classroom, coordinating involvement of outside agencies &amp; training teaching assistants in the delivery of intervention programmes. The next review period will be at the beginning of Term 4.</p> <p>The headteacher requested that it would be highly beneficial to have another SEND governor to review &amp; monitor provision &amp; progress in the school.</p> <p><b>Monitoring the Quality of Teaching &amp; Learning</b>  The headteacher is carrying out lesson observations for performance management throughout this term &amp; it was reported that the quality of teaching &amp; learning observed has been of a very high standard.</p>	
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	<p><b>Governor Visits</b> Once again, the head thanked governors for the time taken to take part in subject leader interviews during Term 2. These showed that in most subject areas, leaders were making good progress. Clear objectives &amp; priorities have been defined for each subject leader following these meetings &amp; progress will be checked again in Term 5.</p> <p>FM expressed how helpful it had been to attend these visits</p> <p><b>Training</b> The head explained how teaching assistants have been receiving training from Linda Goode in how to lead &amp; supervise traditional playground games at the school. It is hoped to see a revival of these games in the playground, with teaching assistants actively involved. One governor asked if TAs could also run nurture groups at lunchtime. MM explained how this is already being carried out at lunch time by qualified teachers who are very skilled in working with some of our more vulnerable pupils.</p> <p>The whole school took part in joint INSET with Iford &amp; Kingston at the beginning of term 3. Entitled "Talk for Writing", the training explored ways in which teachers can employ a range of strategies to support pupils' writing. It was attended by two governors, one of whom described it as "very good, quite illuminating".</p> <p>A joint follow-up staff meeting in relation to "Talk for Writing" is planned for Term 4.</p> <p>Irena Wooler has attended the first of a number of designated safeguarding lead network meetings for local schools to share safeguarding best practice. She has also attended LA workshops on SATS.</p> <p><b>Term 2 Data</b> The Head shared Term 2 data with governors. Term 2 data is strong.</p> <p><b>ACTION - MM to give updates on this cohort at each FGB meeting</b></p> <p><b>Premises Update</b> The headteacher presented governors with an update on premises expenditure. One area in need of repair is to the drainage system</p>	MM
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	<p>outside the white gate and in the car park. For £2,000 a section of the drain can be repaired. To repair the entire system however would be simply too expensive. MM has raised this issue with Tony Wilkinson at County.</p> <p><b>ACTION - MM to report back on his meeting to the governing body</b></p> <p>MM &amp; RW will also be meeting County Fire Safety Officer, Alan Cager, to discuss fire safety measures taken by the school.</p>	MM
5	<p><b>Safeguarding</b></p> <p>Governor Daire McGrath has now taken over from Flora Jenkins as governor lead for safeguarding. Her first safeguarding report was distributed to governors ahead of the meeting. A concern was subsequently raised relating to safeguarding at the school, namely in relation to the car park &amp; pupil safety there. One governor felt that there is distinct lack of courtesy shown by parents who use the car park to drop off &amp; pick up &amp; it was felt that a reminder should go out regarding safety in this area of the school. A suggestion was also made that a sign be put up in the car park, reminding users to drive and park safely.</p> <p><b>ACTION - Reminder to go in school newsletter</b>  <b>ACTION - MM to investigate signage with Mr Elliot</b></p> <p>A short discussion was had regarding exclusions &amp; governors were content for school to follow County Model guidelines in the event of an exclusion.</p>	MM MM
6	<p><b>Teaching &amp; Learning - Update on Plans for Governor Visits &amp; Data Monitoring</b></p> <p>Fay Moorat, lead governor for learning at Western Road, led this discussion. She has now drafted a policy &amp; template for governor visits. FM's stated aims for visits is to link them with school improvement priorities. Each year the Senior Leadership Team &amp; FM will plan a series of formal visits for governors which should all link to school improvement. It is hoped that governors will be able to carry out at least one visit per year. Feedback from governor visits will be a standing agenda item.</p> <p><b>ACTION - Send policy &amp; template to clerk for distribution to governors.</b>  <b>ACTION - Share governor visits schedule with all governors</b></p>	FM/NG FM

	<p>IW has demonstrated to FM how to use 'Target Tracker'</p> <p><b>ACTION - IW to provide Fay Moorat with passwords to TT</b></p> <p>Recommendations were also made to form a data group who can meet to scrutinize school data in terms 2, 4 &amp; 6. It was suggested that this group meets at the beginning of term 5 &amp; that 'data' becomes a standing agenda item at full governing body meetings.</p>	IW
7	<p><b>Handwriting Policy</b></p> <p>The teacher who has drafted this policy was unwell &amp; unable to attend the meeting. Discussion re. this item has therefore been postponed to the next FGB in March.</p> <p><b>ACTION - SW to present policy at March FGB</b></p>	SW
9	<p>Dates of next meetings:</p> <ul style="list-style-type: none"> <li>FGB - 20<sup>th</sup> March, 22<sup>nd</sup> May, 3<sup>rd</sup> July</li> <li>Strategy - Tuesday 2<sup>nd</sup> May at 7.15pm</li> </ul>	

**Documents to accompany this meeting:**

Actions arising from 28<sup>th</sup> November 2017 FGB Meeting  
 MM Migration Report for Leavers  
 Handwriting Policy  
 HT Report Term 3  
 Minutes of Strategy Group meeting 9<sup>th</sup> January 2017  
 New children since 1<sup>st</sup> September 2016  
 Safeguarding Report to the GB January 2017  
 WRS School Development Plan December 2016  
 Yr 1 Age Related Expectation Summary Report  
 Yr 2 Age Related Expectation Summary Report  
 Yr 3 Age Related Expectation Summary Report  
 Yr 4 Age Related Expectation Summary Report  
 Yr 5 Age Related Expectation Summary Report  
 Yr 6 Age Related Expectation Summary Report  
 WRS Working Party 170117  
 Agenda 30<sup>th</sup> January 2017