



**Meeting of the Full Governing Body
Western Road Community Primary School
Monday 2nd July 2018 at 6pm
MINUTES**

Governor members present:	Sam Caughey, Roy Watkinson, Alison Teagle, Matthew Montebello, Christine McCarney, Debra Schmidt, Kerry Bedford, Daniel Hahn, Tom Jeffery, Jenny Westaway, Stephen Docherty, Andrew Willcocks
Associate members present:	Irena Wooler
Officers present:	Nicola Gibson (clerk)

	Agenda Item	Action
1	<p>a) Apologies for absence – Apologies were received from Jonathan Sharpe & Daire McGrath & duly accepted</p> <p>b) Declarations of Interest – No declarations were made</p> <p>c) Coopting of new governor – Governors were introduced to Andrew Willcocks who briefly described his experience for his suitability of the role of safeguarding governor (to take over from DM & DS). As well as being the parent of a child at Western Road, Andrew is a former nurse & now hospital director with extensive safeguarding experience. He comes highly recommended by the chairs & a reference has been received. Governors duly coopted Andrew to the role.</p>	
2	<p><u>Last meeting dated 21st May 2018</u></p> <p>a) Acceptance of minutes – Actions were checked & Minutes were approved & signed off. Amended minutes from 19th March FGB were also signed.</p> <p>b) Matters arising from the meeting not included elsewhere on the agenda – There were no matters arising</p> <p>c) Thanks to departing governor – The FGB warmly thanked Debra Schmidt for her contributions to the safeguarding governor role</p>	
3	<p><u>Headteacher's Report to the FGB</u></p> <p><u>Attendance</u> – there are currently 204 pupils on roll & since the end of Term 4, three new pupils have started & two have left. Attendance at the end of Term 5 for the whole school was 94.9% (cumulative).</p>	

	<p>An attendance working group is meeting on 9th July to discuss & agree on measures to improve attendance. MM will report back to the FGB at the beginning of the next academic year.</p> <p><u>Staffing</u> – MM reported that this is secure with the exception of the bursar & caretaker who have both resigned. Advertisements are being placed for these roles.</p> <p><u>Governor Standards Visits (May 2018)</u> – Subject leaders presented their work to governors in the final week of last term & a report was written up & presented to governors by TM. Formal thanks were expressed to those governors who took part.</p> <p>TM reported how useful the day had been. He delivered three main messages from it. Firstly, the introduction of subject leadership has been enormously valuable, to the school as a whole, & to the development of the teachers concerned. Secondly, following the effort rightly put first into English & maths &, by the subject leaders, into music, sport & PHSE, there was now an opportunity to develop the school's approach to the humanities & science. Thirdly, the challenges for the final term of 2017/18 & for the next year, were to secure consistency across the school & to maintain continuity & progression as individual Subject Leaders moved on.</p> <p>Thanks were expressed to Chris Paterson, Sherry Wilson, Judith Beechey, and Zoe Fisher for their contribution to the school. Governors wished them every success in their new roles.</p> <p>Action – Discuss format of Subject Leader meetings at next Strategy Group meeting</p> <p>Land Transfer</p> <p>RW updated governors on progress with this. It is hoped that the process for land transfer is very close to completion. Once resolved, the aim is to start discussing plans for the school car park. Governors expressed thanks to RW for all his efforts with this endeavour.</p> <p>Safeguarding Update</p> <p>There have been no referrals to Children's Services since the last FGB report & no exclusions.</p> <p>IW updated governors on progress towards action points on the Safeguarding Audit.</p> <p>General Data Protection Regulations (GDPR)</p> <p>The HT & DHT have completed the GDPR toolkit & have met with a consultant from the Local Authority. As a result of this meeting the school has a number of actions to be completed by the beginning of September. The consultant reported that the school is making good progress.</p> <p>School to School Project</p> <p>The HT, DHT & School Improvement Champions have attended training for this project sponsored by the Education Endowment Foundation. IW has carried out an initial visit to Iford & Kingston School & will be participating in a full day of monitoring activities later this term.</p>	NG
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	<p>Action – Report back to Oct FGB</p> <p>Data</p> <p>Pupils in Early Years, Year One, Two & Six have completed statutory assessments. Year Six writing levels have been externally moderated & validated by Local Authority moderators. In Year One, 86.6% of pupils achieved the Phonics Screening Check.</p> <p>The HT & DHT met with TJ to discuss the way in which the school data will be presented in future to the FGB. It was agreed that data will be presented three times a year. TJ stated how important it is to ask questions about particular groups such as pupils with SEND & those on Pupil Premium.</p> <p>Thanks were expressed to TJ & Val Bradshaw for all their work for pupils with SEND.</p> <p>Lewes Schools Writing Project</p> <p>Literacy leads will meet at Iford & Kingston later this term to continue work developing a set of exemplary materials for writing moderation to be used across the partnership.</p> <p>Educational Trips</p> <p>A number of trips, part funded by Friends of Western Road (FOWR) have taken place this term.</p> <p>INSET</p> <p>On the last INSET day, teachers & teaching assistants took part in workshops in which they learned about strategies for raising pupils' self esteem. RW also attended. Feedback from staff was positive.</p> <p>New Parents' Intake</p> <p>The school welcomed new parents for September's Reception class into school for an information morning at the beginning of term. Parents reported that the presentation was very helpful and informative & thanks were expressed to both Carla & Janine (Reception teachers).</p> <p>Friends of Western Road (FOWR)</p> <p>The HT reported that the school fair held on 30th June had been a lovely event which raised almost £1,000. Warm thanks were expressed to the organisers and chair of FOWR, Sarah Hamblin.</p> <p>Action – Write to Sarah Hamblin</p>	IW
4	<p><u>Teaching & Learning Update</u></p> <p>Please see Item 3, Governor Standards Visits</p>	NG
5	<p><u>Health & Safety Visit Feedback</u></p> <p>A comprehensive health & safety review compiled by RW was shared with governors prior to the meeting & thanks were expressed for his work on this.</p> <p>RW recently conducted a H&S school premises tour with the HT. A lot of areas were covered that hadn't been reviewed for some time & RW has concluded that the school is considered to be in good command of the key aspects of health &</p>	

	<p>safety. A small number of observations were made that warrant further attention however: in particular a County Fire Safety Report recommending an upgrade to the fire alarm system, essentially to provide improved notification of a fire in silent hours. This has budgetary implications (this has already been noted, see FGB minutes 20th March 2017). It was also reported that the school's whole water system has now been upgraded & a new Legionella assessment now needs to be carried out. Again, this has budgetary implications. A further issue raised in the meeting was around the weight bearing capacity of the bridge over the Culvert.</p> <p>Action – Conduct research into bridge load bearing capacity</p> <p>As highlighted above, the school caretaker who also performs the school's health & safety coordinator role has recently resigned & a new person, as well as a health & safety staff rep, will need to be appointed.</p> <p>It was suggested that the HT includes H&S as a regular feature of the HT Report.</p>	RW
6	<p><u>Safeguarding Update</u></p> <ul style="list-style-type: none"> The safeguarding report was shared with governors ahead of the meeting. A safeguarding audit meeting will take place on Friday 5th July. KB presented a report on how safeguarding is taught to pupils at the school. This is done through a very comprehensive list of activities, all of which aim to incorporate safeguarding values. A question was raised on if there is any teaching on the UN Convention of the Rights of the Child. KB reported that the school does include this in its range of teaching & learning on safeguarding. Online Safety – SD reported back to governors regarding the online safety kitemark. Whilst it was unanimously agreed that purchase of the top tier kitemark is financially prohibitive, the school is now in a position to use the middle tier kitemark ('Committed to online safety'). SD stated how researching online safety had been a very helpful exercise and that the school is now fully compliant in E-Safety. Governors thanked SD for all his work in this area. <p>Action – Plan for 2018/19 E-Safety training for families. Report back at next FGB</p> <p>Add E-Safety logo to school website</p>	SD IW
7	<p><u>LCLP/MAT Update</u></p> <p>Following a presentation on the proposed Lewes multi academy trust to governors at the May FGB, a discussion was had amongst governors & details passed back to the Lewes Community Learning Partnership (LCLP). Tony Smith, headteacher at Priory School, has since met with the Regional Schools Commissioner who expressed positive views for a future MAT in Lewes & the surrounding area if the Diocese is also committed. A timeline has been drawn up by the LCLP & a grant of £100k approved for the process if it goes ahead.</p> <p>A brief discussion was then had regarding the LCLP proposed raise in subscription fees for pupils (Action 9:1 from the LCLP Board Minutes of 15th May 2018). It was agreed by WR governors to keep the fees at the current rate of £2 per pupil.</p>	

8	<p><u>Any other business</u></p> <p>A request was made for governors to review policies recently emailed out by 13th July</p> <p>AT who is currently conducting a governing body evaluation, asked governors if they could please comment on what the GB could be doing better.</p> <p>Action – please send comments to AT by 13th July</p>	All
	<p><u>Dates of next meetings:</u></p> <p>FGB: 8th Oct, 26th Nov, 28th Jan 2019, 25th March, 20th May, 8th July</p> <p>Strategy: 17th Sept, 14th Jan 2019, 29th April</p>	

Papers to accompany this meeting: HT report, FGB Minutes from previous meeting, Safeguarding Report, H&S Visit June 2018, Governor Local Area Forum Report & papers, Actions from 21st May FGB, Governor Feedback on Term 5 Subject Leader meetings

Policies for approval via email & minuting: Whistleblowing, Complaints, Health & Safety, Supporting Pupils with Medical Conditions, Anti-Bullying, E-Safety