



**Meeting of the Full Governing Body
Western Road Primary School
Monday 16th October 2017 at 6pm
MINUTES**

| | |
|----------------------------|--|
| Governor members present: | Daire McGrath, Alison Teagle, Matthew Montebello, Irena Wooler, Jenny Westaway (chair), Stephen Docherty, Ashlee Masterson, Christine McCarney, Debra Schmidt, Tom Jeffery |
| Associate members present: | Irena Wooler |
| Officers present: | Nicola Gibson (clerk) |
| In attendance: | |

| | Agenda item | Action |
|---|---|---------------|
| 1 | a) Apologies for absence – Apologies were received from Jonathan Sharpe, Ruth O’Keeffe & Roy Watkinson b) Declarations of Interest – There were no declarations made | |
| 2 | Budget Update This will be prepared & presented at the next full governing body meeting on 27 th November 2017 | |
| 3 | Housekeeping ‘Declaration of Business Interests’ forms were completed & photos taken of governors for the school website. National Governor Association skills audit forms were also distributed for completion by the first day of the new term. Electronic versions of this will be sent out again too. Results will be collated by the clerk, analyzed & presented for discussion at the January FGB. Action – ALL governors who haven’t already done so, to complete either the electronic Skills Audit or the hard copy & return to the clerk by email or return to clerk’s pigeon hole by the first day of the new term (30th October) | ALL |
| 4 | Last meeting dated 10th July 2017 a) Acceptance of Minutes – Minutes were approved with one two small word amendments & signed off b) Matters arising from meeting not included elsewhere on the agenda – there were no matters arising | |
| 5 | Roles & Responsibilities of Governors An updated version of this document was shared with governors prior to the meeting. Governors all agreed to the allocated responsibilities. | |

| | | |
|---|--|----------|
| | <p>It was agreed that the clerk will send the new ESCC Induction sheet to all governors once she has amended it for WR use. Action – NG to send to governors in November</p> <p>It was also agreed that papers for each meeting are sent in one email only, to go out by the Tuesday prior to each FGB or Strategy Group meeting. All papers will be uploaded to the 'Share Point' on Office 365. Governors can access the 'Share Point' during the meeting on their devices but if they prefer to receive hard copies, they should email the clerk to request them. Any additional papers for each meeting that are generated less than a week before, will be tabled.</p> | NG |
| 6 | <p>Signing off of Scheme of Delegation & Policies The Scheme of Delegation & following policies were circulated for approval prior to the meeting:</p> <ul style="list-style-type: none"> • Child Protection & Safeguarding policy & procedure • Staff Behaviour policy/Code of Conduct • Model Pay policy <p>These were all approved & signed off. Action – The Scheme of Delegation needs to be signed by one of the chairs before the end of the month</p> <p>MM explained how a recent INSET day had been devoted largely to a presentation of the 'Child Protection & Safeguarding policy & procedure'. The new Safeguarding policy has been shared with staff and this document is referenced in the new updated Staff Handbook.</p> | MM |
| 7 | <p>Governor Data Pack The headteacher presented the data pack to governors. He reported an overall strong set of data.</p> | |
| 8 | <p>Headteacher Report Attendance - There are 203 pupils currently on roll & whole school attendance for last year was 95.2%. Overall attendance for this term has fallen slightly and is just below the national average for primary schools. The Local Authority (ESBAS) will be visiting the school to explore ways of how attendance can be improved. MM will bring back their suggestions to the governing body. Action – Include information about school attendance in the next school bulletin Action – Research attendance data of other schools for benchmarking exercise School Development Plan & Self Evaluation Form – these were shared with governors prior to the meeting. In conjunction with the SDP, the school has also developed an up-to-date Self Evaluation Form, identifying progress over 2016-17 & next steps for this year.</p> | MM MM |

| | | |
|---|--|----|
| | <p>The SDP has now been signed off by the Local Authority as ‘fit for purpose’ with clearly identified priorities. The Self Evaluation form has also been agreed by the LA as accurate and based on a range of internal and external sources.</p> <p>Land Transfer & Recent Meeting of the Lewes Co-operative Learning Partnership (LCLP) – MM reported that significant progress had been made with the transfer of land from the Local Authority to the Trust & that the school is now in a position to instruct solicitors to finalise this process. RW will present further details at the next FGB.</p> <p>Action – Prepare Land Transfer update for the next FGB</p> <p>Safeguarding - MM reported that there have been no safeguarding concerns raised since the last FGB in July.</p> <p>Monitoring & Quality of Teaching & Learning – As part of the performance management cycle, the headteacher has observed teaching in all classes this term.</p> <p>Staffing Update – Interviews are currently being conducted for a maternity cover post for Ruth Delaney. MM also reported how the new Year 1 teacher has made an excellent start at the school.</p> <p>The current acting SENCo can continue in her role until Easter. It has been decided to readvertise the post in the new year.</p> <p>Windows Update – The headteacher gave a progress report on the installation of the new windows. This work will take a little longer than originally anticipated. All windows will now be replaced by the end of Term 2</p> <p>Benches – A new bench has been very kindly donated to the school from the Old Girls Association of Lewes High School for Girls. This has been placed in the junior playground.</p> <p>Action – Clerk to write letter of thanks on behalf of governors</p> | RW |
| | | NG |
| 9 | <p>Teaching & Learning Update</p> <p>Ashlee Masterson is now governor lead for teaching & learning at the school. She reported her priority is now to convene the teaching & learning group.</p> <p>Action – AM to email the group to arrange to meet</p> | |

| | | |
|----|--|-----------------------------------|
| | <p>MM described an exercise conducted last year that had been particularly fruitful & constructive. This involved T&L governors meeting initially with the Senior Leadership Team to scrutinize school data, followed by a learning walk & then further scrutiny of pupil books to gain a holistic picture of teaching & learning at the school. Dates have been identified on the Strategic calendar to repeat this exercise and next term governors from the Teaching and Learning group will accompany the head and deputy on learning walks on 9th November.</p> <p>Action – AM to liaise with the T&L team to identify governors who can attend this date</p> | |
| 10 | <p>Safeguarding Report Daire McGrath shared the report prior to the meeting. She informed governors that there are no concerns since the last FGB meeting in July & that she is confident the school is fulfilling its safeguarding duties. The School’s safeguarding audit will be completed next term. The school will also review its lockdown procedures and carry out a “practice lockdown.”</p> <p>Irena Wooler (DSL) shared the Local Authority’s model Child Protection & Safeguarding Policy with staff and governors & this was approved by the governing body.</p> <p>E-Safety Audit Update Stephen Docherty presented his report to the governing body. Discussion was had around the use of lottery funding (£10k) for IT improvements at the school. IW reported that some of the laptop trollies at the school are becoming out of date & will soon need replacing. A discussion was had about the advantages and disadvantages of laptops and desktops. It was suggested that the Friends of Western Road might be able to help with some of the funding needed.</p> <p>Action – SD to look at quotes for both trollies & IT equipment Action – SD to also research online eSafety training for parents to access</p> <p>Recommendations & next steps are as follows:</p> <ul style="list-style-type: none"> To conduct the eSafety Audit with Ruth Delaney – to be reported on at the next FGB To review & update the Computing, eSafety & Cyberbullying policy & bring it back to the next FGB for ratification. To also update the acceptable use policy & meet with DMcG to align safeguarding To discuss the forthcoming GDPR compliance & to agree on | <p>SD SD</p> <p>SD SD</p> |

| | | |
|----|---|-----------------------------------|
| | <p>‘awareness’ sessions or check with ESCC for any seminars or training around this aspect</p> <ul style="list-style-type: none"> • To discuss the Lottery Funding Application & plans for additional IT equipment • To support Ruth Delaney in the Code Club & Digital Leaders & any other ways to promote computing in the school <p>It was also agreed that the Safetynet should be booked again for Online safety week, and that consideration should be given to having a parents’ workshop and/or identifying an online course that parents might be able to access (at no cost).</p> | <p>SD</p> <p>SD/All</p> <p>SD</p> |
| 11 | <p>Any other business</p> <p>A meeting of the WRCPS Parent’s Forum will take place on Wednesday. A request was made for one or two governors to attend. Tom Jeffery & Jenny Westaway will check availability and agreed to attend if possible.</p> <p>The governing body would also like to repeat the Xmas social event for staff & governors. It was agreed that this will take place on Wednesday 13th December from 10.15 to 11am. Further details will be given at the November FGB meeting.</p> | |
| | <p>Dates of future meetings:</p> <ul style="list-style-type: none"> • FGB - 27th Nov, 29th Jan 2018, 19th March, 21st May, 9th July • Strategy – 11th Sept, 15th Jan, 30th April | |

Papers accompanying this meeting:

- Agenda
- WR GB Roles & Responsibilities
- WR Scheme of Delegation Oct 17
- Model Staff Code of Conduct from County
- Child Protection & Safeguarding Policy Sept 2017
- Schools Model Pay Policy 2017-18
- SEF Western Road October 2017
- WRS School Development Plan October 2017
- Headteacher Report October 2017 Term 1
- Instrument of Government 2014
- Confidential Minutes FGB 10th July 2017
- Minutes FGB 10th July 2017
- Attendance Register
- WRCPS Governor Data Pack
- Briefing paper for eSafety & Computing

- WRCPS Attendance Sheet 2016/2017
- WRCPS Persistent Absence Sheet 2016/2017
- Appendix 2 – Fundamental Teaching & Learning Expectations for all teaching staff at WRCPS