



**Meeting of the Full Governing Body  
Western Road Community Primary School  
Monday 8<sup>th</sup> October 2018 at 6pm  
MINUTES**

Governor members present:	Jonathan Sharpe, Christine McCarney, Roy Watkinson, Alison Teagle, Matthew Montebello, Stephen Docherty, Tom Jeffery, Hilary Turner, Daire McGrath, Eleanor Murphy, Jenny Westaway
Associate members present:	Irena Wooler
Officers present:	Nicola Gibson (clerk)

	<b>Agenda Item</b>	<b>Action</b>
1	<p>a) <b>Apologies for absence</b> – Apologies were received from Sam Caughey, Ruth O’Keeffe, Andrew Willcocks &amp; Daniel Hahn</p> <p>b) <b>Declarations of Interest</b> – No declarations were made</p>	
2	<p><b><u>Last meeting dated 17<sup>th</sup> September 2018</u></b></p> <p>a) <b>Acceptance of minutes</b> – Minutes from 2<sup>nd</sup> July 2018 &amp; 17<sup>th</sup> September Exceptional FGB were duly approved &amp; signed off.</p> <p>b) <b>Matters arising from the meeting not included elsewhere on the agenda</b> – Governors celebrated the conclusion of the land transfer issue which has been ongoing for several years. Thanks were expressed to Roy Watkinson for all his hard work on this.</p> <p>c) <b>Co-opting new governors</b> – The governing body welcomed to the meeting, Hilary Turner and Eleanor Murphy who left the room whilst governors discussed their suitability for the roles of co-opted members. Eleanor has a background in children and education. She is currently a teacher at Bhasvic &amp; keen to expand her interests beyond the secondary sector. Hilary also has a background in education. She was a music teacher in Suffolk &amp; has recently retired. She also has considerable experience with staffing matters which bear a relevance to safeguarding. References for both governors have been received &amp; accepted. Governors unanimously approved their membership of the governing body.</p> <p>d) <b>Formal appointment of Tom Jeffery as LA governor</b> – Following the completion of a selection process by East Sussex County Council, Tom was officially accepted by the governing body as the new LA governor to replace Ruth O’Keeffe.</p>	

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	<p>e) <b>Election of Chair &amp; Vice Chair</b> – Prior to the meeting, governors had been asked to nominate a chair &amp; vice for the coming academic year. JS nominated himself &amp; was seconded by AT. TJ was nominated by JS &amp; seconded by RW. JS was formally appointed again as chair &amp; TJ as the new vice chair to replace JW.</p>	
3	<p><u><a href="#">MAT Proposals Update</a></u></p> <p><b>JW presented notes &amp; next steps from a recent meeting regarding the MAT proposals.</b></p>	
4	<p><b><u>Head teacher's Report</u></b></p> <p>The head teacher's report was circulated to governors ahead of the meeting along with notes from a recent INSET day presentation to all staff. Key areas for development are summarized below:</p> <ul style="list-style-type: none"> <li>• Writing progress in Key Stage 2, especially for those children whose writing was not secure at the end of Year 2</li> <li>• Implementing numicon in maths lessons to support children's understanding of mathematical concepts</li> <li>• Continuing to develop Units of Work for all subjects for all year groups</li> <li>• Continue to develop the PHSE programme, including Circle Time &amp; Mindfulness in the classroom</li> <li>• Continue to develop the buddy programme</li> <li>• Working with our partner schools to deliver the Peer Review Programme</li> <li>• Improve attendance</li> <li>• Governors to explore the benefits of joining a local multi-academy trust (MAT) with our partner schools</li> </ul> <p><b>On Roll</b></p> <p>There are currently 206 pupils on roll.</p> <p><b>Attendance</b></p> <p>This continues to be a focus for the school. Overall attendance last year was 95.2% which is in line with County and slightly below the national average. It is hoped that attendance will improve this year with incentives &amp; prizes.</p> <p><b>Staffing</b></p> <p>It was reported that all new staff have made a good start to the academic year.</p> <p><b>Senco</b></p> <p>Current consultant SENco, Val Bradshaw has taken a leave of absence to visit family in New Zealand &amp; will return in December. During this time, year 6 teacher, Kerry Bedford, is assuming the SENco role. She is supported by Val via Skype &amp; by the SENco at Southover.</p> <p><b>Bursar</b></p> <p>The advert for a new school bursar has been placed &amp; interviews will take place on 12<sup>th</sup> October. In the meantime, the school is still using a temporary bursar for one day a week.</p> <p><b>Caretaking arrangements</b></p> <p>The head teachers of Western Road &amp; Southover have come to a temporary</p>	

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<p>arrangement, sharing the caretaker across both sites. Zoe Fisher is working at Western Road for approximately 3 hours per day &amp; extra cleaning is being undertaken by contract cleaners.</p> <p><b>INSET</b></p> <p>The term began with two INSET days. Training covered an introduction to the new Staff Handbook, Safeguarding &amp; Child Protection update, Health &amp; Safety awareness training, understanding attachment disorder &amp; working with pupils who present challenging behaviour. Further insets are planned for rest of the year.</p> <p><b>Local Authority Visit</b></p> <p>A Local Authority visit to the school is taking place on 17<sup>th</sup> October. The visit will include feedback for senior leaders &amp; a governor representative. TJ volunteered to attend this.</p> <p><b>Action – TJ to attend meeting at 12.30.</b></p> <p><b>Performance Management</b></p> <p>MM is in the process of setting performance management targets for all teaching staff in-line with whole school targets.</p> <p><b>Governor Standard Visits</b></p> <p>The Governor teaching &amp; learning visit has been planned for 8<sup>th</sup> November where there will be a focus on pupil progress through the scrutiny of data &amp; work in pupil books with a particular emphasis on pupil work in KS2. EM &amp; CMcC both volunteered to carry out this monitoring. MM will coordinate the timetable.</p> <p><b>Action – Attend teaching &amp; learning visit on 8<sup>th</sup> November.</b></p> <p><b>Trust Meeting</b></p> <p>A meeting with the Lewes Co-operative Learning Partnership took place on the 25<sup>th</sup> September to discuss the Lewes MAT Project. This was chaired by RW with MM &amp; JW in attendance.</p> <p><b>Safeguarding</b></p> <p>There has been one referral to children’s services this term which has been discussed with DMcG &amp; AW. There have been no exclusions since last term. All staff updated their SG training on a recent INSET day.</p> <p><b>GDPR training</b></p> <p>Training for all staff will take place on 4<sup>th</sup> January INSET day. The school has circulated its Privacy Notice to all parents, along with data collection sheets. Consent forms, including trip consent forms, have been sent to all parents. The School’s Record of Processing Activities is in place &amp; will be updated as required. Data Breach policy &amp; Data in Transit policy have been drafted but are yet to be completed.</p> <p><b>Data</b></p> <p>The Governor Data Pack for Western road was circulated before the meeting &amp; MM has met with TJ to scrutinize this. MM then talked through the data with</p>	<p>TJ</p> <p>CMcC</p> <p>EM</p>
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	<p>governors. The overview of KS1 is less strong as last year but in line with county and above the national average. Pupil Premium &amp; SEND pupils have made good progress.</p> <p>Combined reading, writing &amp; maths at KS2 is at 70% expected standard so higher than county and national averages and up on last year. MM acknowledged that there needs to be more focus on pupils who enter KS2 with lower starting points in writing &amp; these children will be a focus this year.</p> <p>Western Road is currently in the top 29 percent of schools nationally for reading writing and maths combined attainment.</p> <p><b>Enrichment activities</b></p> <p>Enrichment activities for terms one &amp; two have been planned.</p> <p><b>Early Years Foundation Stage</b></p> <p>MM reported that all pupils in EYFS have settled into school, following a staggered start. Most pupils are attending all day, although some younger pupils will remain part-time till Christmas. Feedback from parents in EYFS has been very positive.</p> <p><b>Lesson observations</b></p> <p>MM &amp; IW have begun to carry out joint lesson observations.</p> <p><b>Peer Review Project</b></p> <p>This is a system of school-to-school support where Senior Leaders from different local schools carry out monitoring activities in partner schools, identifying opportunities for improvement. This is followed by improvement workshops led by trained Improvement Champions from local schools.</p> <p>Tony Smith and Lisa Walker came to WR earlier this term &amp; looked at planning, data &amp; books &amp; observing lessons with a focus on improving writing, particularly those children with lower prior attainment. A follow-up workshop with all staff &amp; governor TJ has resulted in a short-term action plan to use writing moderation materials to identify gaps &amp; improve classroom questioning. The impact of these measures will be assessed in follow-up monitoring day towards the end of Term Two. Tony Smith has offered an SLE from Priory for one hour a week to work with Yr 6 pupils at WR.</p> <p><b>Health &amp; Safety</b></p> <p>Thanks were expressed to RW for having delivered Health &amp; Safety awareness training to staff.</p> <p>A tree on the perimeter of the field &amp; Grange road has a potentially dangerous overhanging branch which was reported by a member of the public. The Local Authority has obtained one quotation to remove this &amp; is seeking another two. The school has been advised that the work does not need to be carried out immediately. MM stated that a Memo of Understanding regarding ongoing maintenance needs to be reviewed with Southover.</p> <p>Legionella testing has been booked in for the new term.</p> <p><b>Friends of Western Road</b></p>	
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	<p>Halloween discos for EYS/KS1 &amp; 2 will take place on 18<sup>th</sup> October.</p> <p><b>Hannah's Van</b></p> <p>FOWR are very keen for Hannah to park on the field once a week to sell coffees &amp; morning snacks to parents at drop-off, in return for 10% profit. The school is currently discussing the plan with Southover.</p> <p><b>Parents Evening</b></p> <p>MM reported a 95% take up rate &amp; lots of positive feedback from parents.</p> <p><b>Upcoming Community Events</b></p> <p>MM invited governors to attend forthcoming open sessions at the schools.</p>	
5	<p><b><u>Safeguarding Update</u></b></p> <p>The Safeguarding Report was circulated to governors ahead of the meeting. Only two points required highlighting. Firstly, it was reported that a recent training day by the play therapist to support pupils with complex needs was much appreciated by both teachers &amp; teaching assistants. Secondly, the safeguarding lead reported that the school has only one looked-after child currently.</p> <p>The formal handover of the safeguarding lead governor role has been made by DMcG to AW. Governors thanked DMcG for all her hard work &amp; contribution to the governing body.</p>	
6	<p><b><u>Feedback from the Governing Body Evaluation</u></b></p> <p>AT circulated a report from the recent evaluation &amp; thanks were expressed to governors who contributed to this. Discussion of this has been postponed to the FGB meeting on 26<sup>th</sup> November as AT had to leave this meeting early.</p> <p><b>Action – Include as item on next agenda</b></p>	NG
7	<p><b><u>Draft policies for formal approval</u></b></p> <p>The following policies were sent to governors for electronic approval on 29<sup>th</sup> June.</p> <ul style="list-style-type: none"> <li>• Anti-Bullying</li> <li>• Complaints</li> <li>• Attendance</li> <li>• Health &amp; Safety</li> <li>• Whistleblowing</li> </ul> <p>The draft Child Protection Policy was also sent to governors for their electronic approval on 6<sup>th</sup> Sept &amp; the draft Scheme of Delegation with actions was circulated with papers for this FGB meeting. Bar the Anti-Bullying, Complaints &amp; Health &amp; Safety policies which still require amendments, formal approval was noted.</p> <p><b>Action – Make amendments to Anti-Bullying, Complaints &amp; Health &amp; Safety policies as per email of 30<sup>th</sup> June. Please forward all updated policies to clerk for files.</b></p> <p>EM has now taken over governor responsibility for policies from TJ.</p> <p><b>Action – AM to meet with NG to discuss</b></p>	IW  EM/NG

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8	<p><b><u>Roles &amp; Responsibilities</u></b></p> <p>The table of governor roles &amp; responsibilities has been updated &amp; was circulated prior to the meeting. Acknowledgement was made that the workload needs to be more evenly distributed &amp; that governors have many commitments. Acknowledgement was also made that Pupil Premium &amp; SEND are areas the FGB need to focus on. It was suggested that there be a distinct slot on the FGB meeting agenda, particularly in Term 4.</p> <p><b>Action – Have PP &amp; SEND as regular distinct items on future agendas</b></p>	NG
8	<p><b><u>Any other business</u></b></p> <p>A date for the Governor’s traditional tea &amp; cake for staff has been set for Monday 10<sup>th</sup> December.</p>	
	<p><b><u>Dates of next meetings:</u></b></p> <p><b>FGB: 26<sup>th</sup> Nov, 28<sup>th</sup> Jan 2019, 25<sup>th</sup> March, 20<sup>th</sup> May, 8<sup>th</sup> July</b></p> <p><b>Strategy: 17<sup>th</sup> Sept, 14<sup>th</sup> Jan 2019, 29<sup>th</sup> April</b></p>	

**Papers to accompany this meeting:** Minutes from exceptional meeting of the FGB 17<sup>th</sup> September 2018, Minutes from the FGB meeting 2<sup>nd</sup> July 2018, confidential minutes from the FGB meeting 2<sup>nd</sup> July 2018, 1<sup>st</sup> October MAT meeting notes, Agenda, WR Roles & Responsibilities, Scheme of Delegation draft, Scheme of Delegation Actions, Safeguarding Lead Report October 2018, Head teacher Report Sept 2018, SEF Sept 2018, Governor Data Pack 2018, Attendance Register, Actions Arising from 2<sup>nd</sup> July 2018 FGB meeting,

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

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