



3	<p>Last Meeting dated 9th July 2014</p> <p>a) Acceptance of Minutes The Full Governing Body reviewed and approved five pages of minutes from the meeting held on 9th July 2014. The Chair signed them as confirmation of their accuracy.</p> <p>b) Matters Arising from Meeting not Included Elsewhere on Agenda</p> <p>DELEGATION/ACTION - The Full Governing Body delegated the approval of the statement of behaviour principles to the Teaching and Learning Committee.</p>	T&L
4	<p>Chairs Update - Verbal Update</p> <ul style="list-style-type: none"> Lewes Co-operative Learning Trust (LCP Trust) Governors were advised that since the last meeting the LCP Trust had been legally established and that the first meeting would be 15th October 2014, which the Chair intended to attend along with two other Governors if possible. Governors were keen to see the Trust in action and meeting the educational outcomes that it had been set up for. <p>6.33pm - Ruth O'Keeffe arrived at the meeting.</p>	
5	<p>School Improvement Items</p> <p>a) School Outcomes 2013/14</p> <ul style="list-style-type: none"> A report on outcomes for year 6 had been reported at the last meeting of the previous academic year. Further data had been provided for pupil achievement and progress throughout the school that evidenced an improvement on the disappointing results the previous year. It was noted that the school was back where it should be and results were above ESCC and National Averages for end of Key Stage Attainment. Ofsted gradings had been applied to each class and each subject for progress and attainment to highlight the areas requiring further focus to bring progress in line with the high expectations for the school. Governors were advised that despite the pleasing results which overall were above county averages the Local Authority had retained the school within a potential at risk category; this is soon to be revised. Year 1 had not done as well in the phonics test as they were capable of as evidenced by a later follow up outside of test conditions. Governors urged the school to do what ever it could to ensure that all children left with the expected age related achievement. A discrepancy in the level 5 maths achievement compared with writing and reading was pointed out to Governors who were advised that the reasons for this would be investigated further. The use of a quadrant for tracking all pupils was discussed which gave Governors reassurance that individual's progress and attainment would be closely monitored by the school throughout the year with feedback provided at Teaching & Learning Committee meetings. The Headteacher would provide up-to-date end of year executive analysis data for pupil progress and attainment. Governors asked how parents would be informed of their child's progress without levels and were advised that an indication of their progress against age related expectations would be provided. Governors further asked about the tracking for children in vulnerable groups such as the free school meals group and were advised that the year groups were further broken down into groups for analysis. Twelve pupils were currently on the free school meals/ever 6 register. Governors offered to assist the school with negotiations with the Local Authority to ensure that support offered was coherent and in line with the school's development plans. <p>b) School Development Priorities 2014/15 The proposed school development plan for 2014 /15 had been circulated in advance of the meeting. Unfortunately Governors had not been able to be fully engaged in consultations regarding the key objectives and having seen the targets felt that they should ensure it was</p>	

Signature.....*K. G.M.*.....Date.....8/12/14.....



aspirational in terms of pupil outcomes. It was noted that the objectives were realistic and based on prior attainment. The Headteacher had advised that the School Improvement Partner had been engaged in the planning process and validated the objectives from an educational perspective. Whilst disappointed that they had not been involved in the school development planning, governors felt that the Headteacher had been provided with appropriate direction on appointment and was now fulfilling the expectations set. Governors were happy with the suggested content of the Headteacher's report for 2014/15.

AGREEMENT - The Full Governing Body approved the proposed school development plan in principle subject to a two-week period during which Governors could make comments and suggestions for amendments to the plan.

c) School Hours - Update on Consultation

Governor comments on the proposed consultation had been collected. It was noted that there was some reticence around the proposal to close the school on Friday afternoons though in principle there was support for the idea of a whole school planning and development session weekly.

ACTION - All Governors to send in their personal responses to the proposals regarding school hours to enable a working group to develop the proposal before consultation with parents.

7.47pm - Ruth O'Keeffe left the meeting.

ALL

6 Other Governance and Regular Items

a) Committee Structure and Terms of Reference

AGREEMENT - The Full Governing Body approved the current committee structure and the terms of reference for both the Resources and the Teaching and Learning Committees.

AGREEMENT - The Full Governing Body appointed Roy Watkinson as Chair of Resources Committee and Lynn Gayford as Chair of Teaching & Learning Committee, both for one academic year.

AGREEMENT - The Full Governing Body delegated the Headteacher appraisal to a group of three Governors, Ken Caplan, Debbie Ticehurst and Ros Toomey.

Note - see appendix 1 for the committee structure and membership for 2014/15

b) Associate Members - Appoint

AGREEMENT - The Full Governing Body appointed Carol Ofield as an Associate Member for the academic year.

c) Governing Body Work Plan - Proposals

Governors were advised that the committee chairs and clerk had met to work through an annual work plan for the Governing Body the principles of which were outlined in a written report. The main principle involved having main topics for each meeting that linked with either a key objective area for the year or an area of committee business.

ACTION - Clerk and Headteacher to develop a detailed agenda for the year based on principles within the Governing work plan report.

d) Proposed Meeting Dates

The proposed meeting dates were noted. All Full Governing meetings to start at 6pm. Committee to decide their own timings.

TC
MG

Signature.....

K. GA

Date.....

8/12/14



7	<p>Policies and Other Documents for Approval</p> <p>a) Governors Allowances Policy</p> <p>AGREEMENT - The Full Governing Body reviewed and approved the existing governor allowances policy.</p> <p>b) Standing Orders & Code of Practice</p> <p>ACTION - Governors to email any comments about the proposed standing order and code of practice documents to the Clerk in advance of the December meeting where they would be approved.</p>	All
8	<p>Any Other Business</p> <p>a) Car Park Governors were advised of on going difficulties and concerns regards safety due to unauthorised and indiscriminate parking in the school's shared car park and particularly in the emergency access bays. Governors were aware of an expansion of a neighbouring school, which was likely to add to the difficulties. That school had suggested a parking management contract to resolve the issues.</p> <p>b) Parents Evening A parents evening was hoped for in October or November during which feedback would be provided on the parental survey outcomes, which would be completed in advance.</p> <p>c) Governor Development The Full Governing Body talked briefly about bespoke finance training, self evaluation and preparation for Osted.</p> <p>d) Finance Support Update Governors were advised that support was being provided by Alfriston School for 4 afternoons a week.</p> <p>Meeting ended at 8.21pm Date of next meeting - 8th December 2014</p>	



Actions Arising from Full Governing Body meeting 22nd September 2014

Actions Agreed	By Who	By When
Standing order document to be amended to enable Governors to express an interest in the Chair and Vice Chair position at meetings in future.	TC	Next FGB Meeting
Covering letter to go to parents notifying of a governor vacancy. The letter would highlight that individuals with Human Resources skills and/or aspirations and skills to be a Chair of Governors would be encouraged to apply .	KC/TC	End October
The Full Governing Body delegated the approval of the statement of behaviour principles to the Teaching and Learning Committee.	T&L	Next T&L meeting
All Governors to send in their personal responses to the proposal regarding school hours to enable a working group to develop the proposal before consultation with parents.	ALL	By next FGB meeting
Clerk and Headteacher to develop a detailed agenda for the year based on principles within the Governing work plan report.	TC & MG	By next FGB meeting
Governors to email any comments about the proposed standing order and code of practice documents to the Clerk in advance of the December meeting where they would be approved.	All	By next FGB meeting

Signature.....*K. G. L.*.....Date...*8/12/14*...



Appendix 1

Western Road School, Governing Body Committee Structure 2014/15

	<u>Full Governing Body</u>	<u>Teaching & Learning</u>	<u>Resources</u>	<u>HT Review</u>	<u>Appeals</u>	<u>Exclusions</u>
Authority	Ruth O'Keeffe		Ruth O'Keeffe			
Co-opted	Romey Sawtell	Romey Sawtell			Romey Sawtell	Romey Sawtell
Co-opted	Ros Toomey	Ros Toomey		Ros Toomey	Ros Toomey	Ros Toomey
Co-opted	Maya Fender	Maya Fender	Maya Fender			
Co-opted	Saskia Knowles	Saskia Knowles				
Co-opted	Debbie Ticehurst		Debbie Ticehurst	Debbie Ticehurst		Debbie Ticehurst
Co-opted	VACANCY					
Foundation	Roy Watkinson		Roy Watkinson			
Foundation	Ken Caplan	Ken Caplan	Ken Caplan	Ken Caplan		
Parent	Lynn Gayford	Lynn Gayford				
Parent	VACANCY					
Parent	Philip Rowland		Philip Rowland		Philip Rowland	
Staff	VACANCY					
Staff/HT	Martyn Giddens	Martyn Giddens	Martyn Giddens			
Current numbers	11 out of 14	7 (min 5)	7 (min 5)			
Associates	Carol Ofield		Carol Ofield	2 to 3	min 3	min 3
Chair	Ken Caplan	Lynn Gayford	Roy Watkinson			
Vice Chair	Maya Fender	TBA	TBA			
Clerk	Teresa Carter	Teresa Carter	Teresa Carter			

Signature.....

K-GAL

Date.....

8/12/14