



**Meeting of the Full Governing Body  
Western Road Community Primary School  
Monday 28<sup>th</sup> January 2019 at 6pm  
MINUTES**

Governor members present:	Jonathan Sharpe (chair), Hilary Turner, Christine McCarney, Roy Watkinson, Alison Teagle, Matthew Montebello (Headteacher), Tom Jeffery (Vice Chair), Eleanor Murphy
Associate members present:	Irena Wooler
Officers present:	Nicola Gibson (clerk), Jane Roche (bursar)

	Agenda Item	Action
1	<p>a) <b>Apologies for absence</b> – Apologies were received from Andrew Willcocks, Kerry Bedford &amp; Daniel Hahn</p> <p>b) <b>Declarations of Interest</b> – No declarations were made</p>	
2	<p><b><u>Last meeting dated 14<sup>th</sup> January 2019 (Extraordinary meeting of the FGB)</u></b></p> <p>a) <b>Acceptance of minutes</b> – Minutes duly approved and signed</p> <p>b) <b>Matters arising from the meeting not included elsewhere on the agenda</b> – There were no matters arising</p>	
3	<p><b><u>School Budget Update</u></b></p> <p>The chair introduced governors to the school’s new bursar, Jane Roche who has been in post since November 2018.</p> <p>Copies of the Budget Monitoring Report were shared with governors. Based on current staffing and projections the school’s financial position is secure until end of 2021.</p> <p>Western Road will receive its budget share from County towards the end of February &amp; by the next FGB, the bursar will have drawn up a draft budget for the new financial year.</p> <p>The issue of the Health Grant (worth £17,000). The stipulation of the grant is that it is to be spent on specific items for the school. One option might be to create an athletics track in the field to share with Southover. There will need to be an evaluation of the impact of this grant.</p>	

	<p>Governors also discussed laptops. The headteacher is considering the purchase of 30 new ones for the dedicated space upstairs (enough for each whole class) and recycling some of the older laptops which would give teachers greater flexibility. The total cost of the purchase would be £18,000. The school already has a grant of £7,000 which would leave a shortfall of £8,000 (not including VAT) and Friends have kindly agreed to make up the difference. The laptops are guaranteed for five years. However, the school buys into the County ICT service for ongoing support &amp; maintenance.</p> <p>Governors approved the budget monitoring.</p> <p><u>Actions</u></p> <p><b>Thank FOWR for ongoing support</b></p> <p><b>Email Budget Monitoring Report to clerk</b></p>	<p>NG</p> <p>JR</p>
4	<p><b><u>Receive &amp; question Head Teacher's Report to the FGB</u></b></p> <p>The headteacher presented his January Headteacher's Report to the governing body.</p> <p><b><u>Attendance</u></b></p> <p>There are currently 206 pupils on roll.</p> <p>Attendance data for the end of Term 2 was the best it has ever been at Western Road &amp; is above both national and county averages. Persistent absence has also dropped to its lowest ever. All children with 100% attendance have been awarded certificates.</p> <p><b><u>Staffing</u></b></p> <p><b><u>SENco</u></b> - Val Bradshaw has returned to work, providing one day SENco support on a consultancy basis. Thanks were expressed to Kerry Bedford for very successfully covering this role in Val's absence.</p> <p><b><u>Caretaking</u></b> – Zoe Fisher is providing caretaking cover for 3 hours per day on a sessional basis. Governors discussed the possibility of making the role permanent with a shared contract with Southover. Governors approved this suggestion.</p> <p><b><u>Inset training on 4<sup>th</sup> Jan.</u></b> – The morning session consisted of GDPR training led by an LA GDPR consultant. In the afternoon IW &amp; MM talked through the school's lockdown procedure with all staff in preparation for lockdown drill on 8<sup>th</sup> February. A letter has been shared with all parents about this. MM will also talk to all pupils before and after the drill.</p> <p>Twilight INSET sessions are planned for 3<sup>rd</sup> &amp; 24<sup>th</sup> April &amp; governors are very welcome to attend these.</p> <p><b><u>Safeguarding</u></b> – No Safeguarding Report from the Safeguarding Governor has yet been produced for this term.</p> <p>There have been two informal referrals to Children's Services this term &amp; no exclusions. The Safeguarding Audits have been completed &amp; will be sent to County this week. Smoothwall Analysis has been shared with SD. IW met with Julian</p>	

Patmore, the lead Crisis Management consultant for the LA to discuss lockdown procedure. This information was shared with all staff at the last INSET.

**New EYFS intake for Sept** - Open Days at the end of last term were very well attended. The total number of applications were 70 with 37 registering Western Road as their first choice. This is financially also very positive for the school & reflects the high regard in which the school is held in the local community. MM confirmed that the Admissions Policy is up-to-date. Any appeals would go to the Local Authority.

**MAT Update** – A meeting was held for parents in December & attended by several members of the governing body. Following this, there was an extraordinary meeting of governors at which the decision not to continue to engage with the MAT working group was taken. Since that meeting, MM & JS have received a letter from the head of Priory School which was also sent to Priory parents. It raises the question of further discussions of various alternative forms of partnership. Governors agreed that it will be useful to have a conversation about this at some point.

**Governor induction in December** – HT & EM visited the school in December as part of the Governor Induction Programme. Thanks were expressed to both governors for attending.

#### **Teaching, Learning & the Curriculum**

**EYFS Parent Workshop** – Early Years teachers held a workshop for parents last term. The session was very well attended & focused on the teaching of reading & phonics & how parents can support pupils at home. Feedback was also very positive.

**Subject Leader Meetings** – Subject Leader meetings for all subjects took place at the end of Term 2. Please see Agenda Item 5 for further details.

**Educational Enrichment Activities** – The School Choir took part in the Big Sing Christmas Concert at Glyndebourne in December. Thanks were expressed to Miss Hoare for organising the event.

Year 4 visited the Hindu Mandir in Neasden earlier this term. Thanks were expressed to Alice Cottingham & Mr Wingate for coordinating & leading this trip.

**Healthy Living Week** - There was also a Healthy Living week at beginning of this term. The NHS school team visited each class & led a workshop on healthy living. Miss Hoare has started her New Year's Resolution Club on Thursday & Friday mornings in the playground. Thanks were expressed to Kerry Bedford for planning & organizing the week.

**Lesson Observations** - The headteacher updated governors on his assessment of teachers' performance.

**End of Term Two Data** – MM reported that this is overall very positive.

#### **Premises, Resources & Health & Safety**

**Car Park Update** – The car park will be resurfaced over half term. A meeting has been arranged for 11<sup>th</sup> February with representatives from Southover, Western Road

	<p>&amp; Creative Parking Solutions to discuss management of the school car park. Governors expressed their ongoing concern about pedestrian safety.</p> <p>MM also confirmed that the school's heating system will be upgraded.</p> <p><b><u>Work on the School Grounds</u></b> – Work planned to cut down &amp; remove 1 ash tree &amp; 8 elms on the school grounds. The total cost of £1,400 will be shared with Southover School.</p> <p><b><u>Community</u></b></p> <p><b><u>Artists and makers fair</u></b> – this year the fair raised over £11,000 for school funds. Governors expressed their gratitude for this.</p> <p><b><u>Christmas Events</u></b> – A whole range of Xmas events took place at the end of last term. Thanks were given to Tom, Jenny, Christine and Hilary for providing and hosting cake and tea for staff which was greatly appreciated.</p> <p>Friends of Western Road are considering an Easter Disco as well as a special quiz night with food and an auction on Wednesday 13<sup>th</sup> February at 7.30pm. Governors are invited to take part. Tickets can be obtained from the office &amp; cost £10 which includes a meal.</p> <p><b>Action - Eleanor to coordinate</b></p>	EM
5	<p><b><u>Teaching &amp; Learning Update</u></b></p> <p>TJ shared two reports with governors. He and governor colleagues had attended a series of subject leader meetings in December. Those meetings demonstrated once again the value of subject leadership to the school and to teachers' professional development. By already having this system in place the school was in a good position to address the new Ofsted framework. Nonetheless, subject leadership was particularly challenging for a small school. The meetings had shown some excellent examples of subject leadership, but there was a good deal to be gained from wider partnership working: the school would benefit from expertise in neighbouring schools and would also have much to offer to others.</p> <p>Upon her return, TJ will talk with the school's SENco, Val Bradshaw, to learn how additional provision for children with SEN was made and how that provision was reflected in class teachers' lesson planning and delivery and in the marking of books. It would be important that the full governing body had an opportunity at least annually to consider the school's work with children with SEN.</p> <p><b><u>Action – TJ meeting Val on Wednesday on 31st January. Learning Visit next term might look at KS1 English and Year 3 and 5 marking.</u></b></p> <p>There will be a second round of subject meetings in Term 5.</p>	TJ
6	<p><b><u>Safeguarding Update</u></b></p> <p>No report was produced for this meeting.</p> <p><b><u>Staff well-being survey</u></b></p>	

	Governors discussed staff well-being & acknowledged that a survey needs to be created specifically for this purpose.	
7	<p><b><u>Governing Body Development</u></b></p> <p>There are now two governor vacancies on the Western Road Governing Body.</p> <p><b>Action - write to parent body to ask for nominations.</b></p> <p>The Western Road Governing Body will need to appoint a Foundation Governor to the Lewes Cooperative Learning Partnership to replace Jenny Westaway. In the short term however TJ will act as trustee on that board.</p> <p>JS announced he will be stepping down as chair of governors at the end of this academic year. A new chair will need to be elected in September.</p>	
8	<p><b><u>3 Year Plan Development</u></b></p> <p>JS &amp; TJ will meet soon with MM to create a Terms of Reference and how they relate to the School Development Plan.</p>	
	<p><b><u>Dates of next meetings:</u></b></p> <p><b><u>FGB: 25<sup>th</sup> March, 20<sup>th</sup> May, 8<sup>th</sup> July      Strategy: 29<sup>th</sup> April</u></b></p>	

**Papers to accompany this meeting in order of the meeting:**

WR Subject Leaders Dec 18, Partnership Lewes Schools Jan 19, Minutes of the previous meeting (Extraordinary 14<sup>th</sup> Jan 2019), Maths Subject Lead Dec 18, Agenda, Register, Headteacher Report, Sciences & Humanities Learning Visit, Lockdown letter