



Meeting of the Full Governing Body

Western Road Community Primary School, Lewes

Monday 25th March 2019 at 6pm in Classroom 6

MINUTES

Governors Present	Roy Watkinson, Alison Teagle, Holly Atkins, Rosie Gloster, Hilary Turner, Eleanor Murphy, Matthew Montebello, Daniel Hahn, Tom Jeffery (VC), Stephen Docherty
Associate Members Present	Irene Wooler
Officers Present	Claire Roberts (ESCC) for second item only, Nicola Gibson (Clerk)

	Agenda Item	Action
1	<ol style="list-style-type: none"> 1. Apologies – Apologies were received from JS, KB & CMcC 2. Declarations of Interest – There were no declarations of interest 3. Introduction of new governors – TJ congratulated Holly Atkins on her appointment as a new parent governor 4. Appointment of associate governor - Rosie Gloster was welcomed to the meeting & duly approved as a new interim associate member. Governors approved Rosie’s intention to apply to ESCC to become an LA governor to eventually take over from TJ. 	
2	<p><u>Presentation from Claire Roberts – ESCC</u></p> <p>Claire was warmly welcomed to the meeting having been invited by JS to discuss head teacher recruitment & the future of smaller schools. Claire is a senior manager at ESCC & has oversight of head teacher recruitment within the county.</p> <p>CR expressed her support of IW fulfilling the role as acting head at least until December. This would buy the school some time to reflect on vision & strategy & decide next steps on recruitment. ESCC would be able to support in the recruitment process.</p> <p>She went on to outline the wider East Sussex context where a quarter of schools are academies within which a third of total pupil numbers are educated. 7.4% of ES schools work in collaboration with others where collaboration implies a temporary arrangement. 20% on the other hand are federated where federation signifies a greater level of commitment between schools. CR explained how some of the smaller schools will struggle in East Sussex due to a low birth rate as schools with fewer pupils have less money available to spend. ESCC fully recognize the financial challenges such schools are faced with & with this in mind are updating their ‘Excellence for All’ document which clearly sets out the LA vision for schools to work more closely together.</p>	

	<p>Governors thanked Claire & expressed how helpful it was to have a wider LA perspective. They were then invited to put forward questions.</p> <ol style="list-style-type: none"> <u>Is there a cost for the recruitment package?</u> - Not for the basic package of advice. The administrative support package costs £750 & includes all admin support. <u>Can we assume that the ‘Excellence for All’ document will not significantly change?</u> - ESCC expect that partnership working in the county will only increase. In the future, the Local Authority will no longer be able to offer the same level of support as it has in the past. <u>We hear all the time that there is less money available to schools. What are the implications of this for Western Road?</u> - It might decide to buy into services eg. Purchase a HR consultant as a cluster of schools. In the future, schools will have to become more independent in developing their own capacity for improvement. CR commented that Western Road is already very good at this. She also suggested that the school researches the partnership working that is already happening in counties like Devon to help with developing the vision for the school. <p>Claire was again thanked by governors and left the meeting.</p>	
3	<p><u>Plan for HT Transition</u></p> <p>JS had already proposed that governors quickly establish two working groups, one to focus on vision & strategy, the other to prepare for the recruitment process. Governors agreed that the recruitment package would represent value for money and welcomed the offer of continuing advice from ESCC.</p> <p>Action – TJ & JS will nominate & invite governors & constitute two groups.</p>	JS/TJ
4	<p><u>Last meetings dated 28th January 2019 & 14th March 2019</u></p> <ol style="list-style-type: none"> Acceptance of Minutes – Both sets of minutes were duly approved & signed for <u>Matters arising from meeting not included elsewhere on agenda</u> – There were no matters arising 	
5	<p><u>Planning for 2019/2020</u>– MM explained that the a 3-year budget planner had been produced with the school bursar & that it would be finalized over the Easter holidays when the period 12 report is available. He suggested that budget papers, once ready, be emailed to governors & put forward for approval at the Strategy Group meeting in April in time for submission to County by 7th May. Governors were content.</p>	
6	<p><u>Receive & Question Head Teacher’s Report to the FGB</u></p> <p><u>Leadership & Management</u> - There are currently 207 pupils on roll & overall attendance is at 95.96% & in line with National.</p> <p><u>INSET Training 3rd April & 24th April</u> – Governors are most welcome to attend both of these sessions which will focus on children with autism.</p>	

<p><u>Safeguarding</u> – There have not been no referrals to Children’s Services since the last FGB & no exclusions this academic year.</p> <p>The school carried out a number of online safety activities for Online Safety Week including workshops for parents & children on how to keep safe when using the internet.</p> <p>The school has successfully carried out its first whole-school lockdown drill. The practice was carried out in a professional & calm manner. Lessons to be learned from the practice include exploring the possibility of purchasing desktop-alert software rather than relying on the intermittent bell.</p> <p><u>Trust Update</u> – The Trust has circulated questions for governors to consider in relation to future partnership arrangements. Governors are asked to consider these questions & send any thoughts they might have to JS and TJ to help shape future developments.</p> <p><u>Budget</u> – The school has produced a draft budget for the next three years (see above).</p> <p><u>SIP</u> – MM shared the pre-Ofsted report from Dr Phillips, the Local Authority School Improvement Partner (SIP,) with governors. The report was very positive. Dr Phillips would make a further visit on 9 May. As with previous SIP visits, Governors would attend her feedback session.</p> <p><u>Work with partner schools</u> – Early Years Foundation Stage colleagues from St Pancras have met with our EYFS team to share good practice. Writing moderation has taken place with teachers from partner schools for Early Years, & Years 2, 3,4 & 6. Plans are in place for moderation in other year groups to take place next term. Writing moderation ensures teachers’ assessments are validated by colleagues teaching in parallel classes within our partnership. NfER tests in Reading, GPS & Maths are planned for the week beginning 18th March.</p> <p><u>Parents’ Evening</u> – Interim reports were sent out to parents at the end of last term & this was followed by Parents’ Evenings. 94% of parents attended.</p> <p><u>SEND Report</u> – Val Bradshaw has prepared a report in order to give an overview of SEND within the school. This will be discussed more fully with Tom Jeffery at the SEND monitoring day on 25th April & with all governors at a future FGB.</p> <p><u>Curriculum Events</u> – The school celebrated World Book Day on 7th March. Local author, David Fuller, read extracts from his bestselling children’s novel in assembly.</p> <p><u>Action for Climate Breakdown Day</u> – The school recognized the International Action for Climate Change Day on Friday 15th March. Renowned academic & environmentalist, John Parry, led an inspiring assembly to the whole school which was well attended by parents. Children participated in workshops & activities.</p> <p><u>Future monitoring dates</u> – English & Maths book monitoring (3rd April), SEND day (25th April), Foundation subjects book monitoring (2nd May), Second pre-Ofsted visit by LA (9th May)</p>

	<p><u>Car park update</u> – There have been further discussions on the implementation of a car park management system.</p> <p><u>Overhanging trees</u> - This work has not yet been started due to delays in securing planning consent. Both schools are actively pursuing this matter.</p> <p><u>Health & Safety Audit</u> – The Local Authority are due to carry out the school’s Health & Safety audit on Thursday, 21st March.</p> <p><u>Asbestos Survey</u> – An asbestos survey was carried out at the school during the recent half term break. The school has yet to receive the full written report. However, the inspector had given MM verbal feedback. In some parts of the school the cavity between the ceiling & the rafters is contaminated with asbestos residue. This is noticeable on the nails which were used to attach the asbestos tiles to the rafters and were not removed with the tiles. We have been advised that each nail will need to be individually drilled out and that this is likely to require a significant amount of work. MM will keep RW & the other governors updated as & when he receives more information. In the meantime, we may consider carrying out an air quality survey to satisfy ourselves that there is no immediate risk.</p> <p><u>Work over Easter</u> – All radiators will be fitted with an attractive covering to prevent children trapping their hands or getting burned.</p> <p><u>Parent Art Project</u> – The project continues this year. So far parents have worked with EYFS, Years 1 & 2 to produce some beautiful collaborative art work linked to the children’s Learning Journeys.</p> <p><u>FoWR Quiz Night</u> – FoWR held their first quiz night on Wednesday 13th February & raised an impressive £2,000 for school funds. Congratulations to the staff team, who achieved the highest score & took home the trophy. The governors came a very credible eighth.</p> <p><u>Comic Relief</u> – On Friday 15th March the school celebrated Comic Relief with a cake sale which raised over £200.</p> <p><u>Bunny Bop Disco</u> – FoWR are hosting an Easter disco on 4th April from 3.40pm until 6.30pm. All are welcome & tickets can be purchased in the school office.</p>	
7	<p><u>Feedback on Staff Well-Being Questionnaire</u> HT recently carried out a survey of staff well-being at the request of the chair. As only nine forms were returned, it was acknowledged that it had been difficult to come to a robust conclusion but HT gave a summary of her findings nonetheless, which were generally positive. Governors acknowledged that they still need to find the most effective way to consistently monitor staff well-being. They thanked Hilary & staff for their time in completing this & will return to the topic at the next Strategy Group meeting. Action – Add to Strategy Group agenda</p>	NG
8	<p><u>Safeguarding Update</u></p> <ul style="list-style-type: none"> • IW presented the latest Safeguarding Report to governors. HT has now very kindly assumed responsibility for producing the termly Safeguarding Report with IW. TJ thanked her for this. 	

9	Any Other Business <ul style="list-style-type: none"> • Formal approval of Complaints Policy – Add to next agenda. 	NG
10	Dates of Next Meetings FGB – 20th May, 8th July Strategy – 29th April	

Papers to accompany this meeting in order:

Attendance Register, Agenda, Governor Nomination, Exploring the benefits of partnership working, FGB Minutes from 28th January and 14th March, Budget papers, HT Report, Results of well-being survey, SG Report, Complaints Policy, NAG SE Conference Notes, SFVS,