

Western Road Primary School, Lewes
 Full Governing Board Meeting
 Monday 28th November 2022 18:00 - 20:00



Governors :

Initial	Name	Position
IW	Irena Wooler	Head Teacher
RH	Rea Hamilton	Deputy Head, Associate Governor
GJ	Gabbie Jerrit	Vice Chair, Co Opted
AJ	Antonia Jewels	Parent Governor
EM	Eleanor Murphy	Foundation Governor
HG	Hamish Gale	Co Opted
JB	Janine Bishop	Staff Governor
RG	Rosie Gloster	Local Authority Governor
RW	Roy Watkinson	Foundation Governor
TJ	Tom Jeffrey	Co Opted

Apologies Received and accepted from:

Initial	Name	Position
HT	Hilary Turner	Chair, Co Opted
PM	Patrick Mulhern	Parent Governor
SH	Sami Howard	Co Opted
LP	Luke Palmer	Co Opted
KB	Kerry Bedford	Co Opted
HA	Holly Atkins	Parent Governor

Clerk:

Sue Gothard (SG) - Locum Clerk to the Governors

The following documents and minutes were circulated prior to the meeting:

- 1 Minutes of FGB Meeting 3rd October 2022
- 2 Safety Guarding Report (HT)
- 3 WR Pay Committee Report
- 4 HT Report
- 5 Health and Safety Policy
- 6 Pay Policy (to discuss points 18.2, 18.3 and 18.4 at FGB)
- 7 Equality policy
- 8 First Aid Policy
- 9 Asbestos Policy
- 10 Fire Safety Policy
- 11 Alliance Partner Report (Simon Chandler)
- 12 Wallands Pupil Attendance Policy
- 13 Lewes Wide Attendance Policy



1. Acceptance of Minutes from FGB 3rd October 2022:

RW asked about the lack of voting rights on the last minutes. GJ to look into it The Governors unanimously approved the previous minutes as an accurate reflection of the previous meeting.

2. Declaration of Interest:

Declarations of Interest were received from:

Rosie Gloster RG

Janine Bishop JB

3. Finance:

3.1 Pay Committee Report - TJ

3 things to note:

1. The pay awards this year whilst affordable this year will have issues for future years.
2. Pay awards for 23/24 are being discussed at present.
3. Pay award to be approved by FGB.

3.2 Budget - RW

At the moment solvent and should be so for the rest of the year. Due to the pay committee report and the teacher pay awards, working towards a possible surplus of £5,000 providing there are no additional expenditures for the rest of the year. Budget approved and expected

3.3 School Financial Value Standards

There is an expectation to answer around 30 questions and how to deal with the outstanding points by 23rd January 2023.

3.4 Scheme of Delegation

RW requested that IW submit the report for the draft policies to be approved by the FGB. The FGB can therefore continue to employ staff in lieu of a bursar.

4. Head teacher Report - IW

4.1 Data

206 students currently on role.

There were 65 students and 6 members of staff out in week 7 due to illness.

Currently, WRPS is the only Lewes school that does not fine student absence although the Head teacher has the discretion to fine in certain circumstances. A governor **asked** if there was any evidence that fining addresses absence, it was suggested there was none at the present time. Discussion took place within the governors about the benefits and drawbacks of fining. It was **agreed**, unanimously, that the attendance policy would be consistent with other schools and provide the Head teacher with the authority to fine if appropriate, within the guidelines. A governor **asked** about the vaccination

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program for students. IW advised that the program would be brought forward for next year.

Teaching and Learning are on track for this time of year although a number of years are struggling with gaps in some areas.

RH - analysing planning, paths and progress and would like conferencing to occur in science.

The focus on subject leadership continues and will have meeting with governors to discuss progress.

Subject interviews are being held week beginning 28th November:

Wednesday - Science and Maths - GJ

Thursday - Art and DT - GJ, possibly AJ (via teams)

Friday - PE - HG

Enrichment activities and after school clubs will continue to be funded.

Staffing - 1 resignation at the end of this term, can be covered until staff member returns from maternity leave.

No Bursar at the present time, despite a number of advertisements Visitor from STEM hub to talk to teachers, advised about:

How to increase STEM ambassadors

How to obtain free books

PGCE student did not pass and will not be returning

Pay by phone car parking, in collaboration with Southover, is very successful

The outdoor fencing is currently progress, as is the new vehicle entrance. The pedestrian entrance is still waiting confirmation about the electrical supply. The key stage 2 playground fencing is complete. The costing of £1,342 which will be split with Southover, there are also remedial repairs of around £3,000 which will not leave much to cover any other unexpected issues.

Up and coming Dates:

Christmas Fair 7th December 3.30 - 5.00

Christmas Joy 16th December in the morning

The photocopier contract ended and a new contract with Canon entered into. Governors approved the purchase of new photocopier.

4.2 *Pupil Progress Meetings* - GJ

A number of meetings had taken place. The science interviews with students were enjoying the subject it but would like more practical work and visits outside of school.

RG suggested visiting other schools to provide enrichment.

4.3 Curriculum Leader Interviews

5. Estates - IW

Completed previously



6. Attendance Policy - IW
Completed previously

7. Safeguarding Report - RH

There were no referrals in the published report, but there will be one in the next report.

There had been one issue of bullying which had been followed up with both families. Therapeutic support and protective measures within the school environment had been provided in the form of safe spaces and check-ins. One student still being supported from a play therapist, the other student has since left the school. It was suggested it might be helpful to get feedback from student that had left the school to see if the actions taken could be improved.

RH is currently working towards the Advanced DSL training, which is a 3 part course and has completed 1 part.

SH missed the Linked Governor Safeguarding training last term. Will re-book on the next course and advise.

All Governors need to sign children's barred certificate. RH to email form out ASAP.

Discussion took place concerning some student behaviour issues in class and the solutions being used. A Governor suggested that if student is placed in Head teachers office, all day, then it should be recorded that this was being done in preference to the student being excluded.

Family support workers are working with several families to address various issues.

HG left meeting 19:30

8. Mental Health Update - LP
Not covered at this meeting

Equality Diversity & Inclusion Update - TJ

A lot of work has gone in to the policy by the working party and RG. The Policy requires updating to report on the achievement of last year's objectives, although not possible to achieve all of them. Set objectives for this year which will include bring forward any outstanding one as well as the school improvement plan. Working policy to reconvene to update the policy ready for the meeting on the 23rd January 2022

9. EIP Update - IW

Continue to meet every 2 weeks to support with strengths and offer support to other schools.

White Paper Discussion - HT

Meeting set for next Thursday to discuss

10. Policies for Approval:

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Comments on the following policies to be sent to IW by next Friday

- 10.1 Pay Policy
- 10.2 First Aid Policy
- 10.3 Asbestos
- 10.4 Fire
- 10.5 Health and Safety

11. Any Other Business:

RG asked about the Governors Hub and when it might be available. SG advised it should be available fairly soon.

Governors Christmas cake on Friday 9th December 10:00am

No:	Action	Lead	Completed By
1	Check voting rights for RW	GJ	23/1/23
2	Prepare report for SFVS	IW	ASAP
3	SH to complete Governors Safeguarding Training	SH	ASAP
4	All Governors to sign the Children's Barred Certificate. RH to email form	RH All	ASAP
5	Comments on the policies listed for approval to IW	All	9/12/22