



MINUTES

Governors :

Initial	Name	Position
IW	Irena Wooler	Head Teacher
RH	Rea Hamilton	Deputy Head, Associate Governor
GJ	Gabbie Jerrit	Acting Chair, Co-opted
HT	Hilary Turner	Acting Vice-Chair, Co-opted
TJ	Tom Jeffery	Co-opted Governor
IS	Ian Sandbrook	Co-opted Governor
KW	Karen Wallis	Co-opted Governor
EM	Eleanor Murphy	Foundation Governor
HA	Holly Atkins	Parent Governor

Apologies received from:

Initial	Name	Position
PM	Patrick Mulhern	Parent Governor
JB	Jannine Bishop	Staff Governor
RW	Roy Watkinson	Foundation Governor
HG	Hamish Gale	Co-opted Governor

Also in Attendance:

Initial	Name	Position
SC	Sarah Clifford	Bursar
KB	Kerry Bedford	SENCO
SG	Sue Gothard	Locum Clerk to the Governor

1. Welcome and Apologies:

GJ welcomed all to the meeting. Apologies as listed above were received and accepted. The meeting was confirmed as quorum.

2. Declaration of Interest:

There were no declarations of interest declared for this meeting.

3. Actions from Previous Meeting 5th March 2024:

No:	Action	Lead	Completed By
1	Send out timetable for subject leader interviews	IW	completed
2	Documents not received by the Friday before the Monday meeting will be carried forward to the next meeting.	All	completed
3	Feedback to the next FGB with regard to the situation to payroll.	SC	In hand
4	Investigate whether the trees can be labelled.	SC	In hand



MINUTES

5	Comments on the Admissions policy to GJ by Friday 9 th February.	All	Non received
6	Investigate whether there are any evaluations been completed with regard to trends and minor injuries.	IS	In hand
7	Staff to be asked about the regularity of the survey	GJ	Outstanding See note:
8	Comments on the MHEW document to be sent to GJ by 8 th February	All	In hand

Note for item 7: IW will be asking for staff comments with regard to the regularity of the survey not GJ

4. Acceptance of Minutes from 5th February 2024:

EM advised that she had been at the meeting and requested that she be removed from the apology list. Clerk confirmed she had amended the minutes. Governors unanimously approved the previous minutes as an accurate reflection of the previous meeting.

5. Budget Update - SC

Advised as it was month 11, the report would be short. Carry forward of roughly £20,000 was slightly better than anticipated. There are a few small projects but nothing major although there is a contingency in hand.

Tree work money has been carried forward to next year as quotations have not yet been received and the grounds contractor is changing next year so will be discussed with the new contractor.

No additional invoices will be presented for this year.

There were no further updates on the gas meter issue as the scheduled meeting did not take place. Another meeting will be arranged.

Income from FOWR is not in the budget as amounts have not yet been confirmed. A budget will be circulated next week, any comments will be welcome.

TJ discussed whether it might be helpful to look at the benchmarking figures in relation to other schools, once the budget has been completed.

GJ asked about the SFVS, IW confirmed it was in hand and would be circulated next week.

GJ thanked SC for her work on the budget, there were no further questions.

SC left the meeting at 18:20

1. ACTION - Circulate SFVS by 28th March 2024 - IW



MINUTES

6. Headteacher report - IW

Pupils on Role:

211 children on roll, the appeals panel has advised that the child, under appeal for year 3, would need to be admitted, even though the class was oversubscribed. A governor **asked** whether all the issues surrounding the admission of this child had been put forward to the panel. IW confirmed everything was provided to the panel but they still decided, on balance, the child should be allowed to go to the school. Discussion took place as to whether there could be additional requests for places for other members of the same family.

There are projected 30 first choices for September 2024.

Attendance:

The contract with WPA formally finishes 19th March 2024. The figures are currently being checked and a decision will be made as to whether the school continues to work with the company. IW discussed the strategies that were currently in place to improve attendance.

General Update:

Parent evening was well attended. IW thanked governors for their time and written reports for the subject learning walks. A governor **asked** whether it might be possible for Ofsted priority subjects to be supported. IW confirmed there was support available at no additional costs. A governor **asked** about a possible Ofsted visit and whether the school was ready. IW confirmed that she was mostly confident but a couple of subjects include PE would require additional support.

The visit by Simon Chandler was discussed, the focus of which was an Ofsted visit. A governor **asked** whether there might be any indication as to an impending visit. IW confirmed it is difficult to know when, but a visit is expected.

The EIP moderation had been completed for all year groups and had been useful.

Data:

IW discussed the data reports that had been previously circulated. RH discussed the situation with regard to the year 5 children. A governor **asked** whether the volunteer would be interested in a permanent employment contract. RH advised that the person had a lot of volunteer commitments but it would be worth asking the question. A governor **asked** about using specific tools for learning and whether this caused any difficulties for the volunteers. RH explained that the volunteers are mostly helping to practice rather than instructing on new areas. A governor **asked** about the year 6 data and whether the cohort requires additional help. RH advised that the current volunteer had only been in place for a few weeks and the current TA is on limited timetable. There was optimism that the current volunteers would be with the school for the foreseeable future. There were no further questions.



MINUTES

Premises:

IW discussed the need to change the toilets. There are not enough toilets for the number of children and inadequate disabled toilets available. This is currently being looked at and possible suggestions for reconfigurations are awaited. KB advised that once the quotation has been received, County could be approached for possible funding.

Policies:

IW asked for any feedback on the policies that had been sent out by next Thursday 28th March 2024. A governor asked whether updated policies would be available on the website. IW confirmed they would.

2. ACTION - Comments on policies to IW by Thursday 28th March 2024 - IW

IW discussed the potential class changes for Walland school. There had been agreement on the understanding that other Lewes schools would support taking children should the need arise. IW advised she had provided agreement in principal, but also confirmed that Western Road does not have the capacity to take additional children at the school as the classroom limit of 30 has been reached.

IW advised that KB was expecting a baby, the governors congratulated her. There would now be a need to look for maternity cover.

SEND Update - KB

KB went through the documents she had provided and how the figures were obtained. She then discussed the report that had been previously circulated to governors. There were no further questions.

7. Safeguarding Report and Audit Update - IS

Safeguarding:

Comparable figures from other schools had not yet been available.

There had been an unusually large number of “struck by object”, but generally there was no cause for concern. The incident with regard to Andrew Tate was discussed and potential implications. HA mentioned the year 6 parent discussions on WhatsApp concerned about phone usage.

KB left the meeting at 19:15

8. E D & I Update - HA

The learning walks report had been previously circulated. HA went through and discussed the various items.

In December the EDI working party met to confirm the policy detail.

Attending EDI working sessions on line and keeping pace as to where we should be. Parent forum were regularly asked for feedback and suggestions.



MINUTES

Newsletter now includes a specific section providing an update on EDI for parents. HA and TJ had met recently to update the governors narrative. TJ asked about the governor's narrative and the importance of not sending it out, too often, for comment.

9. MHEW Framework (Mental Health and Emotional Wellbeing) - GJ

The framework has been updated slightly following a recent meeting. GJ will send the document to governors and staff for comments which will, eventually, result in a mental health policy for pupils and staff. GJ asked for volunteers to attend the training.

3. ACTION - Send MHEW documents to staff and governors for comment - GJ

10. Subject Leader Discussion - Follow up:

Already covered previously, no additional comments from governors

11. Pupil Voice - HA

HA confirmed that the observations were very positive although also observed that the classroom 3 was very tight for space. The display in Reception was discussed and confirmed it was mostly for adult use. A governor asked what the expectation was for learning walks / pupil voice. HA went through what her agenda was for the pupil voice which had been previously agreed with IW. She advised that she had not completed many learning walks. GJ advised there was not currently a schedule for learning walks as they were carried out when requested. RH suggested it might help if learning walks were aimed at governor's specific area of concern.

There followed discussion about the options relating to learning walks. It was suggested to prioritise areas in the SIF and SEV although the importance of preserving information visit was also mentioned.

Coffee morning scheduled for Tuesday 30th April 2024 in the morning at drop off in remembrance of Chris.

4. ACTION - Look into formalising/ scheduling learning walks and pupil voice - IW / GJ

5. ACTION - Look at learning walk planner received 18/2/24 and feedback to governors - IW

12. Any Other Business

None mentioned

13. Dates for Future Meeting:

FGB - start time 6pm
13th May 2024



MINUTES

1st July 2024 -or move to coincide with release of SATs results

Strategy - start time 6pm

29th April 2024

17th June 2024

Informal Meeting - 15th July 2024

Meeting finished at 19:50

Actions from this meeting 18th March 2024:

No:	Action	Lead	Completed By
1	Circulate SFVS by 28 th March 2024	IW	28/3/24
2	Comments on policies to IW by Thursday 28 th March 2024	All	28/3/24
3	Send MHEW documents to staff and governors for comment	GJ	Next FGB
4	Look into formalising/ scheduling learning walks and pupil voice	IW / GJ	Next FGB
5	Look at learning walk planner received 18/2/24 and feedback to governors	IW	Next FGB

Signed by:

Chair of Governors

Date