



Governor members present:	Tom Jeffery (Chair), Christine McCarney, Eleanor Murphy, Luke Palmer, Irena Wooler (Head Teacher), Roy Watkinson, Holly Atkins, Rosie Gloster, Stephen Docherty, Rea Hamilton
Associate Members:	Louisa Adams
Officers present:	Nicola Gibson (clerk)
Others present:	

	Agenda Item	Action
1	<p>1. <b>Apologies for absence</b> – Apologies were accepted &amp; received from HT, RoK &amp; DH. The chair informed governors that Daniel Hahn had resigned due to work commitments.</p> <p>2. <b>Declarations of Interests</b> – there were no declarations of interest</p> <p>3. <b>Welcome to prospective governors</b> – TJ welcomed Luke Palmer to the meeting. He had been invited by the chair as a prospective coopted governor. Luke had a daughter in Yr 2 at Western Road and was a trained child psychotherapist working in a secondary school in Brighton. He also supported staff in that school. Governors all agreed that he would make an invaluable contribution to the governing body especially in view of his expertise in mental health and well-being.</p> <p>TJ also welcomed Rea Hamilton who had been elected as staff governor.</p> <p>A welcome was extended to Louisa Adams, acting Deputy Head Teacher, who was joining the governing body as an associate.</p> <p>There were two potential parent governor candidates. As there was only one parent governor vacancy, an election would be held. Depending on their strengths, the unsuccessful candidate might be asked to join the FGB as a coopted governor.</p> <p>4. <b>Deputy Head Teacher and other appointments</b> – IW updated governors. Louisa Adams was currently acting Deputy Head on secondment from Iford &amp; Kingston until Christmas 2019. Shortlisting for the substantive role had taken place the previous Friday; interviews would follow on the Friday of the current week.</p> <p>The school was also recruiting teachers for Year 5 and Year 1. TJ reported that there had been encouraging interest in all the roles, reflecting well on the popularity of the school.</p>	

	<p>5. <b>Formal election of Chair and Vice-Chair</b> – Tom Jeffery was formally and unanimously elected as Chair. Nominated by RG and seconded by TJ, HT was unanimously elected as Vice-Chair..</p>	
2	<p><b>Last FGB Minutes dated 8<sup>th</sup> July 2019</b></p> <ul style="list-style-type: none"> <li>• <b>Acceptance of minutes</b> – Minutes were duly approved and signed for</li> <li>• <b>Matters arising not included elsewhere on agenda</b> – there were no matters arising</li> <li>•</li> </ul>	
3&4	<p><b>Receive &amp; question Head Teacher's Report</b></p> <p>This was IW's first Head Teacher Report.</p> <p><b>Quality of Education</b></p> <p><b>Overview</b> – EYFS children had settled in quickly. Year 6 buddies were supporting the younger children at break and lunchtimes.</p> <p>IW/LA were carrying out lesson observations with a focus on quality of teaching.</p> <p>All teachers and TAs had recently reviewed the school's marking policy ensuring it was fit for purpose and relevant. Marking codes would be displayed in classrooms 1 and 2.</p> <p>NfER moderation tests took place in years 1,3, 4 &amp; 5 to identify gaps and inform planning and interventions.</p> <p>Parents' evenings were very well attended. Thanks were expressed to TJ for his support at them.</p> <p><b>Vulnerable Groups</b></p> <p>14 pupils were entitled to Pupil Premium, 6 of whom had identified SEND. There are 12 pupils with SEND and no pupils with EHCPs.</p> <p><b>Club Attendance</b></p> <p>Clubs were generally well attended. There was a broad target to increase attendance, particularly the participation of girls in football. All fixtures were mixed ability and gender. Governors welcomed Irena's focus on the participation of Pupil Premium children in after-school clubs. In addition to reporting PP children's membership of clubs, it would be important in future to focus and report on those children who did not attend, to understand the reasons and to consider measures which might encourage their attendance.</p> <p>Pupil passports were in place for children with SEND. These would be reviewed and renewed at the end of Term 1 by Val Bradshaw. Val had also completed TA performance management meetings and set targets in-line with the SIP.</p> <p>Suzy Bennett had analysed data on the achievement and progress of Pupil Premium children from the previous academic year and, in consultation with Val, identified appropriate interventions. She was working with each child entitled to PPG.</p> <p><b>Enrichment</b></p> <p>The school had expanded enrichment activities and was currently exploring the scope for introducing Spanish and Chess clubs.</p>	

	<p><b>Leadership &amp; Management</b> There were currently 204 pupils on roll.</p> <p><b>Attendance Data for 2018/19</b> Overall attendance for 2018/19 was 96.34%. All children with 100% attendance for Term 6 and 100% for Terms 1-6 cumulatively had been awarded attendance certificates. Governors noted the significant improvement in attendance in 2018/19, reflecting much hard work on the part of the Senior Leadership Team. The attention given to the attendance of PP and SEND children and the improvement in persistent absence among all children were particularly commendable. It would be important in the coming year do everything possible to improve attendance further and to bring home to parents and children the need for punctuality.</p> <p><b>Outcomes for Pupils 2018/19</b> <b>Early Years Foundation Stage</b> – 83.3% of pupils at WR achieved a Good Level of Development at the end of Early Years Foundation compared to 76% in East Sussex and 71.8% nationally.</p> <p><b>End of Key Stage One</b> – The percentage of pupils achieving the Expected Standard at WR in reading was 83.3%, 80% in writing and 80% in maths. These were all higher than County and national averages.</p> <p><b>Key Stage Two</b> – 90% of pupils achieved the Expected Standard in reading, 86.7% in writing, 90% in maths, 86.7% in reading, writing and maths combined, and 90% in grammar, punctuation &amp; spelling.</p> <p>The proportions of pupils achieving a High Level of Attainment were 66.7% in reading, 20% in writing, 33.3% in maths, 16.7% in reading, writing &amp; maths combined and 50% in grammar, punctuation and spelling.</p> <p>Governors commended all staff on these very good results which reflected much hard work on the part of teachers, Teaching Assistants and the children themselves. TJ stressed to governors the need to be suitably challenging on those children who were not making expected progress, whatever their starting points, and to maintain their focus on the small but no less important numbers of Pupil Premium and SEND children.</p> <p><b>Safeguarding</b> IW had met with the Safeguarding governor this term. A report had been circulated to governors. There had been no referrals to Children's Services.</p> <p><b>School Improvement Partner</b> Dr Lin Philips, our school improvement partner, met with IW &amp; TJ on 26<sup>th</sup> September. She had found all aspects of the School's work to be 'Good'. At the same time, she had identified priority actions, including at least maintaining current levels of attendance; developing strategies to support middle leader and inexperienced teachers; developing subject leadership in the interests of delivering a broad and progressive curriculum; and giving sustained attention to mental health and well-being. These accorded closely with the priorities set by the SLT and would be the focus of FGB meetings over the coming year.</p> <p><b>Staffing</b> IW reported that new staff have settled well. Miss Patience would go on maternity leave in November. Mr Linton had resigned and would leave at the end of Term 2. The school was recruiting for both posts.</p>	
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	<p><b>INSET/Staff Meetings</b> Real PE training took place with WR teachers and staff from Iford &amp; Kingston at the beginning of term. All staff and several governors attended safeguarding and child protection training followed by training on the Staff Handbook and Staff Code of Conduct. There was also General Data Protection training for all staff in the current term and joint subject leader training would take place with Southover in the current month. There were fortnightly TA meetings with VB, LA and IW.</p> <p><b>CPD Opportunities</b> Staff had taken up several training opportunities, including maths leadership across the curriculum and computing skills and progression. Planned SEND training included supporting struggling writers and dyslexia screening.</p> <p><b>Premises, resources, health &amp; safety</b> IW had met with Kim Hicks, LA Health &amp; Safety Consultant, following the Health &amp; Safety Audit in March. Kim had advised the following actions:</p> <ul style="list-style-type: none"> <li>• To review and re-write (as necessary) risk assessments</li> <li>• Meet with health and safety governor and carry out fire risk assessment</li> <li>• Update staff training matrix</li> <li>• Train another member of the Senior Leadership Team in positive handling</li> <li>• IW to attend IOSH, managing health and safety and asbestos management training courses</li> <li>• Fire extinguishers (checked and replaced on 7<sup>th</sup> October)</li> <li>• Lighting conductor check took place on 8<sup>th</sup> October</li> <li>• New tables &amp; chairs for the hall would be ordered as part of a rolling programme with County</li> <li>• Legionella risk assessment (took place on 28<sup>th</sup> September)</li> </ul> <p><b>Community</b> IW had reminded parents about after-school use of the playground and not using scooters.</p> <p>Friends of Western Road had completed the painting of fences and pagodas across the summer holidays. They had also paid for playground markings in KS1 and KS2 playgrounds and additional board games for KS2.</p> <p>WR's first MacMillan Coffee Afternoon raised £168.</p> <p>Future events included Artists and Makers on 7<sup>th</sup> December and the Halloween Disco on 24<sup>th</sup> October.</p> <p>There were three volunteers in place for reading and class support. Five additional volunteers were going through the induction process.</p> <p><b>Budget and Scheme of Delegation</b></p> <p>Jane Roche, the school bursar, would present the budget at the November FGB. This would be followed by a full budget discussion in January, in good time to allow the FGB to contribute to planning for the next year. There should be some budget discussion at every FGB with extended discussions twice a year.</p>	
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	<p>Scheme of Delegation – Having made minor changes regarding the delegation of authority, RW confirmed that the document was ready for sign off. <b>NB – Since this FGB, another change has been made to the Scheme of Delegation &amp; shared with the Strategy Group for their electronic approval.</b></p> <p>The Governing Body thanked RW for his work on the Scheme of Delegation and for all his work regarding finances. TJ was very clear that the GB should adhere closely to Roy's advice and the requirements of the Scheme of Delegation and accompanying action plan.</p>	
5	<p><b>Presentation of vision for Western Road</b></p> <p>IW had presented initial ideas on the School's Vision at the September Strategy Group meeting. The current draft had been created with invaluable input from pupils and staff. IW would also consult the Parents' Forum for their input. It would be finalised by half term and displayed at the entrance to the school. IW commented on what a really good and memorable exercise it had been garnering views from all stakeholders.</p>	
6	<p><b>SEF (School Self-Evaluation) &amp; SIP (School Improvement Plan) Presentation</b></p> <p>The School Self-Evaluation (SEF) had been shared with governors ahead of the meeting. The document followed the categories of the new Ofsted framework and would be reviewed in terms 2, 4 &amp; 6.</p> <p>The School Improvement Plan (SIP) followed a similar format to the SEF. The vision and context of the School were set out alongside a summary of the School's priorities. The SIP contained aspirational targets for each year group and for vulnerable groups, based on the Fisher Family Trust targets. Governors thanked IW for the considerable work undertaken in reviewing the SIP.</p>	
7	<p><b>Presentation of Safeguarding Report</b></p> <p>Both the FGB Safeguarding Report and the Strategy Group Safeguarding Report had been circulated to governors ahead of the meeting.</p> <p>In the light of advice from Hilary Turner, Lead Governor for Safeguarding to the Strategy Group, IW asked governors to consider the purchase of CPOMS, a system which allowed for the centralized electronic recording of safeguarding and behaviour issues. Governors endorsed this proposal in principle, subject to RW checking costs.</p> <p><b>Action – Subject to budget, purchase CPOMS.</b></p>	RW
8	<p><b>Discussion &amp; allocation of roles &amp; responsibilities</b></p> <p>The WR Governor Roles document had been shared with governors ahead of the meeting. A slightly revised version, reflecting the roles EM was able to take on, was tabled at the meeting. The proposed roles reflected priorities in the SIP, which in turn reflected the new Ofsted Framework categories. TJ reiterated that this was a draft document and that governors should take on only such responsibility as they could reasonably manage.</p> <p>TJ explained that the Lead Governor role might entail a discussion with IW and the Senior Leadership Team (SLT) as to how the Lead Governor could best support the School; taking some responsibility for leading discussion at FGB of their particular lead area according to the FGB schedule (see below); being</p>	

	<p>ready to speak to Ofsted as and when required; and offering support to the SLT as issues arose.</p> <p>LP accepted responsibility for Personal Development on the understanding (readily agreed by FGB) that he would need time to familiarize himself with the School and with this area. All other proposed roles set out in the tabled document were agreed..</p> <p><b>Action – Amend Gov. Roles document to reflect changes</b></p> <p>TJ also presented a proposed schedule of issues to be discussed at all FGB meetings and those School priorities to be considered at particular meetings over the course of the school year. It was agreed to follow this schedule but with some flexibility to allow for discussion of new and topical issues as they arose.</p>	NG
9	<p><b>Preparing for Ofsted</b></p> <p>A WR governing body WhatsApp group had been set up. TJ thanked IW for her work with Val Bradshaw and Louisa Adams on preparing the School for the possibility of a visit from Ofsted. While it was important that the School should be ready for any such visit, it was vital that all preparatory work should be consistent with and reinforce the School's own development priorities and should not be conducted for its own sake. TJ also outlined the role of Governors during an Ofsted inspection. He had circulated a draft narrative and sought Governors' views..</p> <p><b>Action – please let Tom have comments &amp;/or suggestions by 21<sup>st</sup> Oct</b></p>	All
10	<p><b>Feedback from last LCLP meeting</b></p> <p>The LCLP had met on 24<sup>th</sup> Sept with the main item of discussion being the future of role of the Partnership. Having found no consensus for a multi academy trust (MAT), further options were being explored. In the light of the emphasis which East Sussex County Council was putting on EIPs as a means of promoting school-to-school improvement, the LCLP meeting had invited Andrew Dobell (Head Teacher, Iford and Kingston) to convene a meeting of Heads and Governors to consider the relationship between the LCLP and the Lewes Education Improvement Partnership and to suggest options. At the same time, LCLP had arranged presentations from two Kent partnerships. The forthcoming Lewes governors' forum might be a further arena in which to consider options for partnership working. RW and TJ would keep FGB members in touch with discussions as they developed .</p> <p><b>Action – Return to this discussion at Nov &amp; Jan FGB meetings</b></p> <p>RW explained that his term of office as an LCLP Foundation governor was coming to an end. Governors decided unanimously that they would be happy for him to continue representing WR on the LCLP.</p> <p><b>Action – Write to LCLP to request that RW re-elected</b></p>	NG  TJ
11	<p><b>Car Park Update</b></p> <p>RW reported that the School would meet again with Southover to further discussions.</p> <p><b>Action: RW and IW to arrange discussion with Southover</b></p>	RW
12	<p><b>Policies for Approval</b></p> <p>A number of policies were circulated electronically to governors ahead of the meeting. The following were approved: Safeguarding, Health &amp; Safety, Admissions, Staff Handbook and Governor Allowances.</p>	

	<p>SD will review the Online Safety Policy.</p> <p><b>Action - SD to send note back to IW &amp; NG</b></p>	SD
13	<p><b>AOB</b></p> <p>Thanks were expressed to EM for all the work she had done in assessing the currency of the School's statutory policies. RW suggested that those that had County headings should be amended to indicate WR ownership. It was also agreed that each policy should be prefaced by a document control sheet to show Lead Governor responsibility, date of approval and scheduled date for review.</p> <p><b>Action - TJ to review readiness of all policies with NG and IW.</b></p> <p>TJ gave dates of forthcoming governor training sessions with County encouraged Governors to participate, so far as other commitments allowed. Please contact Nicky or apply directly through Governors online</p> <p>Lewes Gov Network – 6<sup>th</sup> Nov on mental health</p> <p>External Funding opps – 26<sup>th</sup> Nov</p> <p>Gov Area Forum – 21<sup>st</sup> Nov</p>	NG/TJ IW

**Papers to accompany this meeting:** 08 WRS Gov Roles 2019-20, 2073 WR Standards Visit, Agenda, Attendance Register, East Sussex 9998 2019 Primary Gov Data Pack, Election papers for chair & vice, HT Report Oct 2019, Minutes of last meeting dated 8<sup>th</sup> July 2019, Oct Safeguarding Report, Safeguarding Report to Strategy Group, WR 19/20 Schedule, WR Goves Narrative, WRS Admissions Policy, WRS Priorities 2019/20, WRS SEF Sept 2019, WRS SIP Sept 2019, Scheme of Delegation,