



**Meeting of the Full Governing Body
Western Road Community Primary School
Monday 23rd November 2020 at 6pm on Teams**

MINUTES

Governor members present:	Tom Jeffery (Chair), Hilary Turner (Vice-Chair), Roy Watkinson, Irena Wooler (Head Teacher), Eleanor Murphy, Holly Atkins, Luke Palmer, Antonia Jewels, Stephen Docherty, Rosie Gloster,
Apologies received from:	Ruth O'Keeffe, Sami Howard
Associate Members:	Rea Hamilton
Officers present:	Angela Samuels (Bursar), Nicola Gibson (Clerk)

Agenda Item	Action
<p>Apologies for absence Apologies were received from Sami Howard and Ruth O'Keeffe and accepted by the governing body.</p> <p>TJ informed colleagues that, regrettably, due to family commitments and a new job, Toby Meanwell had resigned from the Governing Body. TJ acknowledged what a loss Tony would be to the Governing Body. TM's departure now meant that there were two co-opted Governor vacancies.</p> <p>TJ said, that notwithstanding IW's success in maintaining a sense of normality at the school, Covid circumstances inevitably meant that the current Governing Body meeting was being held on a virtual platform.</p> <p>Declarations of Interests There were no declarations of interests.</p>	
<p>Last FGB Minutes dated 5th October 2020 Minutes from 5th October FGB meeting were circulated in advance. These were accepted by attendees.</p> <p>Matters arising not included elsewhere on the agenda There were no matters arising.</p>	
<p>Receive & question Head Teacher's Report including Mental Health IW presented her report to Governors which is summarised below (acronym key at the bottom of this report):</p> <p>On roll & Attendance There were currently 208 pupils on roll and overall Term 1 attendance was 96.99%. Attendance and punctuality continued to be closely monitored but attendance certificates would be reintroduced only when the current climate changed. The staggered start and finish times were vital for everyone's safety.</p> <p>Quality of Education including SEN & Pupil Premium & Enrichment opportunities A Revised curriculum was in place across the school with range of new topics, knowledge and skills maps.</p>	

Signature Date

<p>All teaching staff had identified gaps and/or need for additional support (including in MHEW) in their classes for SB/KB to work through and plan interventions. This would be ongoing.</p> <p>Suzy Bennett was working with PPG pupils on Wednesdays and some on Tuesdays using part of the catch-up funding and PPG funding.</p> <p>The Online video call system 'School Cloud' would be used for Parents' Evening, alongside telephone calls for particular parents.</p> <p>There would be INSET training on 'Amazing Me' by ESCC focusing upon the importance of inclusive practice and making adjustments in the classroom to help children with SEND.</p> <p>ESCC Consultant, Lin Phillips, had worked with all subject leaders on 10.11.2020 and 11.11.2020 and had produced a report shared with governors.</p> <p>The School Improvement Partner, Simon Chandler, had visited on 14.9.2020 with a focus on EYFS and phonics/reading. He too had produced a report which had been shared with governors.</p> <p>IW had met with ESCC Curriculum Consultant, Liz Rea, regarding next steps for curriculum development.</p> <p>The DfE had allocated 1x laptop to the school (yet to arrive). This allocation was based on FSM numbers.</p> <p>An Archery Club run by Premier Sports (Years 5/6) started on 10.11.2020 with 15 participants.</p> <p>Football Clubs run by Albion in the Community (Years 3/4) started on 12.11.2020 with 8 participants.</p> <p>Bigfoot Drama were running Drama Clubs each Monday in Term 2.</p> <p>IW was looking into Forest School provision for Term 3 to take place in school time or as an after-school club.</p> <p>The school supported Children in Need on 13.11.2020 and the Royal British Legion Poppy Appeal & raised £190 and £390 respectively.</p> <p>Anti-Bullying Week was celebrated with associated PSHE activities. Planned drama workshops were postponed due to second lockdown restrictions.</p> <p>Harvest Festival assemblies took place on 9.11.2020 and the school community were very generous in their donations for Lewes Food Bank.</p> <p>LA was now working one day a week at the school. Any staff absence in terms 1 and 2 had been covered internally by WR staff rather than relying on supply, with the associated cost.</p> <p>The school was awaiting Microsoft Teams training in order to be able to carry out live lessons if necessary.</p> <p>KB had started her Senco training. RH had succeeded LA as Designated Safeguarding Lead. Janet Wilde continued to work with two pupils in Year 5</p>	
---	--

Signature Date

<p>and with nurture groups in Year 1 and Year 4. The Fegan's counsellor had started and feedback from the first session was very positive.</p> <p>Following additional training, all staff were now using CPOMS.</p> <p>Parent volunteers remained integral to running lunchtimes to maintain staffing class bubbles and running the lunch hall for hot meals.</p> <p>EYFS 2021/22 EYFS visits were planned for December via Teams and in person (depending upon lockdown restrictions).</p> <p>A partnership with South Malling and Wallands would arrange for a British Sign Language interpreter for the EYFS meeting to ensure value for money across the EIP.</p> <p>Budget A bursar report was circulated ahead of the meeting.</p> <p>The school was awaiting reimbursement from the DfE for COVID expenditure for which an application had been made in July 2020.</p> <p>3x University of Sussex third year BA students would be joining the school on 4.1.2021 until 19.3.2021 for placement in Year 2, Year 3 and Year 6. The student expected to join Reception had left the course and would not be joining the school on placement.</p> <p>1x University of Brighton third year BA student would join the school on 30.11.2020 to 5.3.2021 for placement in Year 1.</p> <p>Estates A PCSO had supported the school in reminding two car owners that the school car park was for school use and not for general use across the week/weekend.</p> <p>Staff were using the disabled toilets as the upstairs toilets were now being used by Years 4/5/6 to ease congestion in toilets downstairs.</p> <p>IW met with Funding Diversification working group on 9.11.2020. The report was shared with governors.</p> <p>The contract for the car park has been shared with Southover following legal advice from County. RW would now collate the response from Southover and send to Creative Parking Solutions.</p> <p>Health and Safety A Health and Safety walk took place with RVW on 4.11.2020 and 16.11.2020. A report was shared with governors.</p> <p>Partnership, including LCLP The EIP continued to meet weekly/fortnightly. The current focus included Maths Mastery, joint remote learning policy, joint attendance policy and Pupil Admission Numbers across the town. ESCC had launched a formal consultation on PAN revisions: the upshot would affect admissions from 22/23. TJ reported that a letter had been sent to Maria Caulfield MP on behalf of the LCLP and all Lewes heads including WR to explain the pressures on Lewes schools as a result of the pandemic. Following recent correspondence with Head Teachers, Chairs of Governors of primary schools in the EIP were also writing to the organisers of</p>	
---	--

Signature Date

	<p>Patina to ask them to ensure that their plans for 2021 were realistic and affordable in view of the many additional demands on schools. It was encouraging that the EIP and the LCLP were working effectively together in support of all Lewes schools.</p> <p>An EYFS moderation meeting took place remotely on 10.11.2020, led by Janine Bishop, who had emailed all Lewes Year 1 teachers inviting them to start a Year 1 hub to share good practice.</p> <p>FoWR</p> <p>The Halloween Discos took place in class bubbles on 22.10.2020 and, along with the Creepy Cake Sale, raised £900.47. The second-hand uniform sale raised £420.</p> <p>Plans were underway for a Christmas celebration with voluntary contributions, in addition to tea towel sales and a cake sale.</p> <p>TJ thanked IW for her 'really positive' report: the school was doing 'a brilliant job but was very, very stretched'.</p> <p>As per the agenda, discussion then turned to mental health in the school. IW would soon meet LP, the lead link governor, to discuss progress and next steps. The 'Zones of Regulation' scheme was already working well in Reception and Year 1. The plan was to roll it out across the entire school. When they met, LP and IW would consider the relative benefits of and the potential relationship between Zones of Regulation and the Therapeutic Thinking approach. Some Governors had recently attended Therapeutic Thinking training. As LP pointed out, an advantage was that it provided a common language in which different educational and welfare professionals could speak about mental health issues. On the other hand, it entailed a significant commitment in terms of funding and staffing.</p> <p>It was noted that, while no one Governor had specific, named responsibility for mental health, many Governors had a strong interest in the issue. LP, with responsibility for Personal Development, was, in effect, the 'lead link governor'. Governors with lead interests in the curriculum, SEND, behaviour and staff well-being would have much to contribute. The way forward, therefore, might be for LP, with IW, to convene that group of Governors from time to time. It was agreed that the first such meeting should take place in Term 3 and should report to the FGB in March. That report would also consider further the scope for engagement in the Therapeutic Thinking approach.</p> <p>TJ ended this item by once again thanking IW and all staff for their hard work & commitment.</p>	
	<p>Safeguarding</p> <p>A Safeguarding Report by Safeguarding link governor, HTurner, was circulated to governors prior to the meeting. Hilary had only one outstanding concern which was around an increased number of pupils falling over. LP had also noted this phenomenon in another school. IW suggested that it might be a result of 'lockdown fever' and would mention it at the next EIP meeting.</p> <p>Other than that, HTurner had no further concerns.</p>	
	<p>Health & Safety Update</p>	

Signature Date

	<p>Following a Health & Safety audit of the premises with IW, RW had produced & circulated a written report to governors which had identified non-urgent issues other than COVID (covered by a comprehensive Risk Assessment).</p> <p>IW was currently seeking clarification from County on who is responsibility for the perimeter wall & on water temperature at the school in relation to Legionella safety.</p>	
	<p>Budget TJ introduced this item stating that the current financial situation at WR was reassuring only insofar as other factors continued to hold good.</p> <p>RW then talked to the budget summary he had circulated prior to the meeting. The overall financial position was that there was a modest potential £50k surplus forecast for the end of the financial year. This was by no means guaranteed: it could quickly be whittled away by Covid-related costs in the latter part of the financial year. Close scrutiny therefore remained essential. AS said that the school had been fortunate so far in that it had avoided having to bring in supply staff. AS added that the PGL claim has been successful, while the school had also received some reimbursed COVID cleaning expenses.</p> <p>TJ thanked AS for all her work on the budget. The figures would continue to be refined and would be one of the main items for discussion at the January Strategy Group and FGB meetings.</p> <p>Funding Diversification TJ stated that whilst the school was immensely grateful to Friends of Western Road, their support would inevitably be depleted in the current Covid circumstances. It was therefore all the more important to seek funding from a wider range of sources. Following a meeting of the Funding Diversification Working Group, a report had been circulated to Governors. This set out WR's funding needs in priority order and with associated costs. If the provision of new toilet and washing facilities for the Reception class could be met by ESCC, the top priority was to improve the space outside the ground floor classrooms, including by providing disabled access, enhancing outdoor learning opportunities and weather-proofing the mound. Other priorities included revamping the library and providing nurture resources in the Senco room.</p> <p>Governors welcomed this project and endorsed the work to date. Next steps were to liaise with ESCC on improved toilet facilities, to work up the evidence base for enhancements to the outdoor space and to assess the requirements of potential funding sources. The Group would continue to meet on a regular basis and would report further to the FGB in January.</p>	
	<p>Pay Issues The paper before the FGB reported the formation of a Pay Committee (made up of Hturner, RW, TJ and IW) and the decisions made by that Committee on 2020 pay awards. It also asked the FGB to approve a revised Pay Policy. Letters to teachers informing them of pay adjustments would be left in the school office for TJ to sign. TJ confirmed that the distribution of the letters after 31 October would not detrimentally affect teachers' pay: changes would be backdated to 1st September.</p> <p>Action – letters to be left with Cris for TJ to sign</p>	IW/TJ

Signature Date

<p>SIP Priority</p> <p>Curriculum Development</p> <p>The 'Quality of Education – Curriculum Developments' Report by EM had been circulated to governors ahead of the meeting. The key focus in this challenging year was on achieving and delivering a broad and balanced curriculum that was linked to the school's vision.</p> <p>The report highlighted key achievements at the school, such as the alignment of the curriculum with the school's vision and values. There was now an overall curriculum map and a series of subject knowledge and year group maps. EM acknowledged that the school had really progressed in terms of sequencing which had been an issue highlighted in the last Ofsted report.</p> <p>The report also highlighted key areas for development, including coordination through subject leadership teams, conducting pupil voice exercises to assess the impact of the curriculum and work on class-based planning.</p> <p>EM acknowledged the invaluable support received from Lin Philips, Simon Chandler and Liz Rea. She commended the hard work of RH in establishing contacts with external organisations as part of curriculum development at WR. RH's contribution was helping reinforce the idea of WR being a community school.</p> <p>Whilst EM acknowledged that so much had been achieved in this area at WR in just a year and the great contribution of IW and RH as curriculum designers and staff in their delivery of the curriculum, she also reiterated how curriculum development remained an ongoing, high priority at WR.</p> <p>TJ concluded this item by thanking EM for all her work on the report. IW also thanked teaching and support staff who, she acknowledged, had done an excellent job in very difficult circumstances. She also thanked Lin Philips at ESCC for her clarity and focus which she described as 'unbelievably helpful in encouraging curricular leaders'.</p>	
<p>Governance Issues</p> <p>Diversity</p> <p>HA reported first steps in her work as lead Governor for diversity. A recent webinar organised by ESCC had demonstrated the importance and the wide scope of such work. A first step might be to conduct an internal audit of what the school already did well in terms of promoting diversity and what needed to improve, for example, diversifying library material. HA encouraged governors to share any ideas they might have for the project.</p> <p>In response to a question from RG, HA said that a full audit might cover all aspects of the school's activity, including the curriculum, teaching practice, the contents of the library and the make-up of the Governing Body. EM commended material produced by the NGA on the diversity of governing bodies. It was noted that, in the light of any such audit and HA's work, the school's equality policy at WR would also need to be updated.</p> <p>There would be full discussions of these issues at the January Strategy Group and FGB meetings.</p> <p>Pupil Voice</p>	

Signature Date

<p>HT and RH were continuing their discussions about Pupil Voice activities. The next event could be Year 6 interviews with governors when they came into school for learning visits on 7th and 8th December.</p> <p>Governor Development Following the publication of the very constructive ESCC Governor Development Programme Summary, TJ suggested that it would be useful for the WR GB to conduct, in due course, a self-evaluation. Action – Include in Jan SG agenda/Circulate record of all training undertaken by Governors as basis for preliminary discussion</p> <p>New Governors TJ and HTurner would discuss with IW next steps in the appointment of new Governors.</p> <p>Learning Visits These would take place on the 7th and 8th December.</p> <p>Approval of Policies Following the electronic circulation of a number of policies ahead of the meeting, governors were asked to submit any comments to the Chair and IW by Monday 30th November. Action – Comments to TJ/HTurner/IW</p>	<p>NG</p> <p>TJ/ HTurner</p> <p>All</p>
<p>AOB In the absence of the normal Christmas celebration for staff and governors, TJ offered to contribute cakes for the December staff meeting. He reiterated how important it was that their efforts were acknowledged through this small token of thanks.</p> <p>IW confirmed, in response to a question from RG, that the school was aware of which families had internet connectivity and/or computers at home in the event that teaching had to be delivered virtually again. If a class had to isolate, teaching would be delivered through Microsoft Teams. TJ acknowledged that the school had so far been lucky but would be prepared for a range of contingencies.</p> <p>LP said that he had been inspired by having virtual contact with his child's class teacher at the beginning of term and asked if there are plans to continue with this practice. IW stated that she would discuss this with teaching colleagues.</p> <p>TJ concluded the meeting by offering very warm thanks to the Senior Leadership Team and to all colleagues in the school who, he acknowledged, had kept going so brilliantly, and for so long.</p>	

Papers to accompany this meeting: Agenda; Attendance Register; Minutes of last FGB meeting; Head Teacher's Report; Safeguarding Report; Health and Safety Update; Budget papers; Funding Diversification Report; Pay Committee Report; Curriculum reports; ESCC Governor Development programme, Notes on diversity issues, Policies for approval, including Safeguarding (including On-line Safety); Health and Safety (including Asbestos, First Aid and Fire); Behaviour; Appraisal; PSHE, including RSE; Teachers' Pay, Term 2 Risk Assessment; WR Pay and Performance; Cover Note for Race Equality Notes & Slides; Schools Race Equality Presentation; Notes from School Equality Webinar; ESCC Governor Development Programme One Page Summary;

Acronym Key: DfE (Department for Education); EYFS (Early Years Foundation Stage); ESCC (East Sussex County Council); FSM (Free School Meals); CPOMS (Child Protection Online Management System); EIP (Education Improvement Partnership); LCLP (Lewes Cooperative Learning Partnership); FoWR (Friends of Western Road); PAN (Published Admissions Numbers)

Signature Date

Signature Date