



**Meeting of the Full Governing Body
Western Road Primary School
Monday 10th July 2017 at 6pm
MINUTES**

Governor members present:	Sam Caughey (Co Chair), Matthew Montebello, Alison Teagle, Jenny Westaway, Sherry Wilson, Daire McGrath, Ashlee Masterson, Christine McCarney, Debra Schmidty, Tom Jeffery
Associate members present:	Irena Wooler
Officers present:	Nicola Gibson (clerk)
In attendance:	Before the meeting proper started – Sarah Hall

	Agenda item	Action
1	<ul style="list-style-type: none"> a) Apologies for absence – Apologies were received from Jonathan Sharpe, Ruth O’Keeffe, Roy Watkinson, & Stephen Docherty b) Declarations of Interest – Declarations were made by Ashlee Masterson, Christine McCarney, Debra Schmidty & Tom Jeffery during the coopting part of the meeting 	
2	<p>Presentation on MATs by Sarah Hall from the Regional Schools Commissioner’s Office</p> <p>In light of the school’s consideration of, & ongoing research into academisation, Sarah Hall from the Regional Schools Commissioner’s Office was invited to the meeting to give a short presentation on some aspects of the process. She began by setting out the current national picture & stated strongly that she was not at the meeting to sell academisation to the school. She reiterated current government policy that there is no deadline for schools to become academies & that good & outstanding schools will not be forced to convert. Sarah stressed that the RSC will no longer support single schools becoming academies, but rather they will need to be part of a MAT. The Regional Schools Commissioner’s Office is interested in high quality applications with a clear statement of the what the trust ethos is. They are also looking for a highly skilled governing body.</p> <p>The presentation was followed by a short question & answer session.</p>	
3	<p>Introduction of new governors & coopting them onto the Governing Body</p> <p>Four new governors – Tom Jeffery, Christine McCarney, Ashlee Masterson & Debra Schmidty - were introduced to the governing body & then promptly left the room whilst existing governors discussed the considerable contributions they feel the new governors will bring to the board. Governors then returned to the meeting, were officially coopted in & officially welcomed to the Western Road governing body.</p>	
4	<p>Last meeting dated 22nd May 2017</p> <ul style="list-style-type: none"> a) Acceptance of Minutes – Minutes were duly approved & signed b) Matters Arising from the meeting not included elsewhere on the agenda – There were no matters arising 	

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5	<p>Headteacher Report MM delivered an abridged report due to time restraints in this meeting.</p> <p>Attendance Figures It was reported that there are currently 204 pupils on roll, set to increase to 207 in September. One child has relocated this term & two have joined. Term 5 attendance was at 95% with a persistence absence rate for the same term of 8% (in line with the national figures). MM reiterated that it will be important to look at both cumulative & discrete termly figures for attendance next year. Following an ESBAS visit, recommendations had been made to the school which were then discussed in the meeting. One suggestion was that the school publicly acknowledges pupils who have 100% attendance. This was considered controversial by governors & they stated how uncomfortable they were with this suggestion. The head teacher stated that he is working closely with other local heads to develop a consistent approach to attendance management across Lewes schools based upon a shared policy. Action – Include the subject of term time holidays in the school bulletin</p> <p>Trust & Multi Academy Trusts conversations In an ongoing exploration of future options for the school, MM and other Lewes Heads have met with the CEO of the Brighton University Academy Trust. The BUAT are a teacher training provider & have 15 schools across East & West Sussex. There is an expectation that all schools in the BUAT will support each other with school-to-school support & will work cooperatively & not competitively. MM reported being impressed with the visit & that the next step will be for governors to visit one of the 15 BUAT schools.</p> <p>Teaching & learning Firstly MM thanked all governors who had been able to attend recent subject leader review meetings. At these, subject leaders presented information about their individual subjects to governors. MM expressed how constructive this had been in helping to clarify priorities for subject leaders. He also stated how much stronger subject leadership is now than one year ago. Reports have been fed back to teachers & notes for individual subjects had been circulated to governors ahead of the full governing body meeting.</p> <p>Book monitoring & learning walk This consists of a day when 2 or 3 governors look at the learning environment and, alongside school leaders, look at children's progress over time from evidence in their books. AT described how useful the exercise is & proposed that governors continue to use this model in future, carrying out the monitoring & learning walk 3 times a year with a rolling programme of all subjects. She stated that what governors had observed in the classroom was in line with what reports governors have had from the leadership team & that there had been "some really joyful things to see" on the visits. Action – Circulate proposed dates for next round of monitoring & learning walks</p> <p>School Trips MM reported that the educational trips calendar had been updated. In line with this a number of exciting trips have taken place this year to enrich learning. Recent & upcoming trips include visits to Brooklands Motor Museum, Fishbourne Roman Palace & the Sealife Centre. Funding from The Friends of Western Road has covered coach cover & it is envisaged that each class will have 2 exciting trips per year.</p>	<p>MM</p> <p>IW</p>
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	<p>governors are most welcome to attend. Year 6 will also perform the end of year play on 13th July. Again, governors are warmly welcome.</p> <p>Uniform letter</p> <p>MM began this discussion by explaining that expectations regarding school uniform had become unclear and that there was a need for greater clarity & consistency, without however wanting to be draconian. He shared a letter to be sent out to all parents & following previous consultations with the Parent's Forum. In response to a question from a governor, he said that it was unnecessary to insist on all uniform items having the school logo, where less expensive, suitable alternatives were available. Governors gave their approval to the letter which outlined the school's expectations for uniform from September 2017.</p>	
6	<p>Feedback from staff meeting</p> <p>JS & JW recently met with school staff to discuss staff well-being. They reported that they met with five teachers, seven teaching assistants & the caretaker & spent roughly 20 minutes with each individual. All staff stated that they valued the opportunity to discuss their well-being in a confidential setting. Indeed, JW strongly suggested that the discussions need to be repeated but with better timetabling & to have two governors present within each meeting. The general positive themes to emerge from the meetings were that staff are very fond of pupils & that things have improved since MM assumed the role of headteacher.</p> <p>Following the meetings JS and JW wrote to all staff, thanking them for their participation and acknowledging their hard work this year.</p> <p>Next year the school will review its current behavior policy and continue to improve communication mechanisms for support staff.</p> <p>JW reported that she had recently received some really positive feedback about the school from parents. She suggested that in order to further improve communication, it would be very helpful for there to be a board displaying photos of governors in the foyer area of the school.</p> <p>Action – Add 'Photos' to agenda for 11th September & 2nd October Action – Send out to all governors</p>	<p>NG/IW JS</p>
7	<p>Safeguarding Update including attendance</p> <p>The Safeguarding Report (22nd May to 10th July 2017) was distributed to governors before the meeting. Daire McGrath, lead safeguarding governor, reported no new safeguarding concerns. She commented that numbers in the school were stable.</p> <p>Governors looked at which policies are due for review. MM reported that he is currently working on the Attendance Policy in collaboration with other headteachers. He will also be asking for the views of all school staff & the WR Parent Forum with regards to the Behaviour Policy which is due for review. The school's Whistleblowing Policy has been reviewed & updated & will be shared soon with the governing body.</p> <p>Daire reported that the School's E Safety Audit is overdue. SD will carry out this audit with RD prior to the next FGB.</p> <p>ACTION – Stephen to review ahead of the next FGB on 2nd October</p>	<p>SD</p>

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	A discussion was had regarding the East Sussex County Council suggestion that governors should provide references. The governing body believe it is sufficient that DBS checks are carried out but will keep the suggestion under review.	
8	Any other Business There were no additional items presented	
	Dates of future meetings: <ul style="list-style-type: none"> • FGB - 2nd Oct, 27th Nov, 29th Jan 2018, 19th March, 21st May, 9th July • Strategy – 11th Sept, 15th Jan, 30th April 	

Papers accompanying this meeting:

- Letter to staff
- Model Attendance Policy for Schools
- Uniform letter to parents & carers
- 'Withdrawal from Learning' form
- Attendance Policy May 2016
- Western Road CP Upgrade Proposal June 2017
- Photocopier Review Notes
- July 2017 Budget Notes
- Agenda
- Minutes from 22nd May
- Confidential Minutes from 22nd May
- Headteacher Report July 2017 Term 6
- Data reports
- Safeguarding Report

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