

Western Road Primary School, Lewes
 Full Governing Board Meeting
 Monday 27th November 2023 18:00 - 20:00



MINUTES

Governors :

Initial	Name	Position
IW	Irena Wooler	Head Teacher
RH	Rea Hamilton	Deputy Head, Associate Governor
HT	Hilary Turner	Chair, Co-opted
GJ	Gabbie Jerrit	Vice Chair, Co-opted
JB	Janine Bishop	Staff Governor
RW	Roy Watkinson	Foundation Governor
TJ	Tom Jeffery	Co-opted
HA	Holly Atkins	Parent Governor
IS	Ian Sandbrook	
KW	Karen Wallis	Co-Opted

Apologies received from:

Initial	Name	Position
EM	Eleanor Murphy	Foundation Governor
AJ	Antonia Jewels	Parent Governor
PM	Patrick Mulhern	Parent Governor

Non Attendance No Apologies Received from:

Initial	Name	Position
HG	Hamish Gale	Co-Opted Governor
LP	Luke Palmer	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:

HT welcomed all to the meeting and mentioned the collection in aid of the bench. 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 9th October 2023:

No:	Action	Lead	Completed By
1	Speak to contractors about additional lighting for the gate	IW	In progress
2	Look into the car park contract and fees	IW	On agenda



MINUTES

3	Distribute Scheme of Delegation for comments	IW	completed
4	All governors to check the Scheme of Delegation and make any comments	All	completed
5	Check governors narrative and send responses to TJ	All	completed
6	Feedback and comments about respective policies to IW and HT	All	Completed, and on website

4. Acceptance of Minutes from 9th October 2023:

Governors unanimously approved the previous minutes as an accurate reflection of the previous meeting.

5. Budget Update - SC

SC went through the information contained on the Budget Share Snapshot discussed at the Strategy Meeting on 6th October 2023. A copy was provided to governors. There is a meeting scheduled with IW and RW on the 30th November 2023 to check figures and costs.

Budget Notes mentioned:

- The application to Friends has now been approved.
- KB is applying for additional funding to support SEM requirements
- TA included in the budget to replace Mrs Johnson who is now School Secretary.
- Building maintenance diary is now up to date and costs covered.
- No GDPR breaches to report.

Building maintenance:

- Photocopier is now defaulted to print black and white
- Tree Survey - waiting for report back on a significant tree which may require felling. RW advised that there had previously been a survey and this particular tree may have been included. SC confirmed that the tree was on the current survey.
- Gas meter separation. There is no updated information, the situation is ongoing.
- Single Central Record is in progress, the largest area is third party people who only visit the school periodically.

A governor asked about the over-time payments and can they be afforded. CS confirmed that she had included an amount for overtime payments in the budget.



MINUTES

A governor **asked** about the funding for the pupil in year 2. SC advised that the money had run out. KB discussed the current situation and updates will be provided. KB also confirmed that the support had been scaled back slightly. A governor **asked** if this was causing any issues. IW advised that at present the situation was acceptable.

A governor **asked** if we carried on with the budget as it is, would the school be in deficit at the end of the year. SC confirmed that, at present for this year, it would be alright, but future years would be in deficit.

SC left the meeting at 18:30

6. Pay Committee Report - IW, RW

The committee met last week for the Headteacher appraisal and also discussed teacher pay awards. 3 staff had applied for the upper pay scale which had been accepted. This was financially difficult, but this should not affect the decision making. No staff members will be automatically moved to a higher pay grade. However, if any staff member does apply, it could cause difficulties. There has been a small turnover of staff for the past few years whilst good for the school and pupils, can be problematic for finances.

A governor **advised** that the committee was required to approve the pay report. Comments back by the end of term.

1. **ACTION - Governor comments about the pay committee report to IW, RW by 15th December 2023**

7. SEN and PPG Report - KB:

KB went through the report that had been previously circulated to the committee. A governor **asked** about funding for the laptops and whether Friends could fund it. KB advised they could but that they were also looking at specific trolleys that would be particularly supportive to SEN. There followed discussion about the pupil in EYFS and the difficulties being experienced.

8. Head Teacher Report - IW

IW went through the Headteacher report that had been circulated previously. A governor **asked** what APO stood for. IW confirmed Assessment and Planning Officer.

JB confirmed that year 1 were generally, as a whole class, keeping up with the learning required.

IW advised that the whole school is concentrating on writing.

JB had completed a learning walk and overall the level of maths taught in the school was good quality and the children were happy in their learning.

Friday morning assembly teachers stay in the class with children that require additional support whilst the TA's attend the assembly. Teachers confirmed that this has been very well appreciated by the teachers.

A governor **asked** about Forest School. IW advised that the school does not run during the winter months but would continue next year.



MINUTES

KB discussed the English Hub visit which was looking at class books, data and other areas across the school. Friends have been approached to provide more appropriate books. Funding should be available for Soundwrite from Friends. A governor **asked** whether there could be a Soundwrite session for governors who come into the school. KB confirmed that this would be a good idea and that some parents get involved in order to help their children.

IW had the meeting with regard to the car park and discussed the various options that were available. These were to stay as it is or go with a patrolling company. A governor **asked** how much income had been generated so far. IW confirmed around £1600 every three months. A governor **asked** what a patrolling company might do. IW advised that at the moment she had not looked into a company. Discussion took place with regard to the various options.

IW discussed the situation with the shared meters. At the moment there is no progress. IW has contact with an independent electrician to come in to look at the situation and the best way forward.

The Health and Safety meeting has been rescheduled for 13th December 2023. A governor **asked** for clarification about the buddy system. IW provided an explanation about most of year 4 wanting to be a buddy which has resulted in a rotor system.

HT mentioned the year 6 who were taking potential families around. Subject leader interviews are to be scheduled at the beginning of term 3 - January, IW asked for volunteers and to let her have any availability and subject preferences.

2. **ACTION - organise Soundwrite sessions for governors and parents**
3. **ACTION - Look for a car park patrolling company and find out details - IW**
4. **ACTION - Governors to advise IW availability and subject areas for subject leader interviews**

9. Safeguarding Report - HT:

There is less on this report than the earlier one for the beginning of the year. Some of the bullying issues from last term, were really friendship issues and are being monitored. The relevant policies have been reviewed. The people voice figure have been kept from the survey carried out in the summer and will be checked against the next survey to see if the situation has changed. The governor scrutiny document for County has been completed. Most areas were green, and the situations that were amber were out of our control. A governor **asked** whether it was practical to carry out the pupil survey again. Discussion to place as to the mechanics of actually carrying out the survey and that having notice is very beneficial. It was agreed that it was very helpful. GJ asked whether any help was needed. HJ confirmed it would be helpful.



MINUTES

10. E D & I Update - HA:

There was a working party meeting carried out to formulate the objectives for the next year. Any suggestions or changes by 15th December 2023 ready for the next FGB in January. A governor asked about the Nativity. HA advised that there seems to be some confusion about a faith school and a community school and some parents do not understand. There is a need to communicate to the parents what the nativity is - not an act of faith but an act of celebration. Continuing discussions with schools in more diverse and rural areas and talking to them about how they navigate their multi culture groups. There then followed discussion about gender identify and the work that is going on with that area.

5. ACTION - Suggestions or changes for E D & I to HA by 15th December 2023

11. Behaviour Report - HA:

HA advised she had recently visited the school to observe pupil engagement across the board. She then went through the notes that she had previously circulated adding comments about particular classrooms she had visited and pupils she had spoken to. The overall observations were very positive and a more extensive and detailed observational report will be submitted to IW.

6. ACTION - HA to provide updated report on recent learning walk visit

12. Health and Safety Audit - IW:

This has been delayed, to be put on the agenda for the next FGB

13. Car Park - IW:

Already covered in HT report

14. Any Other Business:

HT mentioned cakes for the staff break time.

Wednesday 13th December at 10:00 was agreed for governors to bring in cake, homemade or shop bought, to the staff.

15. Dates for Future Meeting:

FGB:

5th February 2024 - note the change of date from the Agenda

18th March 2024

13th May 2024

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

Strategy - start time 6pm as agreed:

15th January 2024

4th March 2024

Western Road Primary School, Lewes
 Full Governing Board Meeting
 Monday 27th November 2023 18:00 - 20:00
MINUTES



29th April 2024
 17th June 2024
 Informal Meeting - 15th July 2024

Meeting finished 19:50

Actions from this meeting 27th November 2023:

No:	Action	Lead	Completed By
1	Governor comments about pay committee report to IW / RW by 15 th December 2023	All	15/12/2023
2	Organise Soundwrite sessions for governors and parents	KB	When appropriate
3	Look for car park patrolling company and obtain details	IW	ASAP
4	Governors to advise IW with availability and subject areas for subject leader interviews	All	ASAP
5	Suggestions, comments or changes to E D & I report	HA	15/12/2023
6	Provide updated report on recent learning walk visit	HA	ASAP