



	Agenda Item	Action
1	<p>a) Apologies for Absence – Apologies were received from Christine McCarney & Alison Teagle</p> <p>b) Declarations of Interest – There were no declarations made</p>	
2	<p>Last meeting dated 27th November 2017</p> <p>a) Acceptance of Minutes – Minutes were approved but with one change to be made & signed off at the next FGB</p> <p>b) Matters arising from meeting not included elsewhere on the agenda – There were no matters arising</p> <p>c) Governor Elections – Ruth has formally now stepped down as LA governor on the WR Governing Body but was duly elected as an associate Action – Undertake resignation & appointment process with Governor Services Tom Jeffery has agreed to apply to be elected as LA governor Action – Initiate process with Governor Services</p> <p>d) New Governor recruitment – this will be discussed at the next Strategy Group meeting in May Action – Add to May Agenda</p>	<p>NG</p> <p>NG</p> <p>NG</p> <p>NG</p>
3	<p>Draft Budget for Approval</p> <p>A variety of comprehensive budget papers were shared with governors ahead of the meeting. These were then discussed and the draft budget was provisionally approved. Acknowledgement was made of the very valuable contributions from Friends of Western Road to the school. Action – Finance group to meet at the start of next term</p> <p>Thanks were expressed to Jo Salanson for her success in managing to obtain a Health Improvement Grant for the school for an amount of £17,000.</p>	<p>MM/ JS/ RW</p>

4	<p>LCLP (Lewes Cooperative Learning Partnership) Update</p> <p>JW & RW reported back to governors from their recent attendance at a meeting of the Trust. The overall conclusion from the meeting was positive & they were particularly impressed with the amount of joint working that is taking place amongst school headteachers. They reported that there are a lot of projects moving forward & the existence of a variety of funding sources. The MAT scoping group is in the process of developing some draft articles and a scheme of delegation for consideration alongside visiting a number of other MATs to understand better how operations are managed.</p> <p>JS & JW will be meeting shortly with the chair of Priory School to continue discussions, and it is expected that the scoping group will report back to the trust soon. The documents will also be shared with governors when they become available. JS has also invited members of the scoping group to come to the next FGB – this will be finalized following JS and JW’s meeting with the chair.</p> <p>Action –JS to confirm attendance of scoping group members at next FGB</p>	JS
5	<p>Headteacher’s Report</p> <p>On Roll & Attendance</p> <p>There are currently 205 pupils on roll & two places have been offered to new pupils in Year Two.</p> <p>The school is still slightly below the national average for attendance. An acknowledgement was made that the school needs to focus on this. To this end IW & MM will be attending a conference on attendance. The school also needs to make a list of options to help improve attendance. This will be presented and discussed at the next FGB meeting.</p> <p>Staff Appraisals</p> <p>MM has completed mid-year appraisals for all teaching staff. The school SENco has almost completed TA appraisals & target setting. It was acknowledged that this has made a very positive impact on the school.</p> <p>Interim Reports & Parents’ Evenings</p> <p>Mid-year reports for pupils were sent out to parents this term prior to parents’ evening which saw a 90% attendance by parents.</p> <p>Land Transfer</p> <p>Documents finalising the land transfer have been drawn up by the school’s solicitors. The Trust’s secretary, Chris Horton, is currently reviewing these documents prior to signing. RW will then also sign before sending to County to be signed & sealed. After this, solicitors will carry out a final search before completion. The school is hopeful that the remaining process should be completed by the end of term. The deeds refer to certain Covenants. It was agreed that the school should understand the effect of these Covenants on the use of the field and Car Park. RW to check implications of Covenants with solicitors.</p> <p>Action – JW & RW to sign documents once MM has given them the papers to check.</p> <p>Safeguarding</p> <p>There has been one referral to Children’s Services & one referral to ESBAS since the last FGB. There have been no exclusions since the last report. IW has attended local safeguarding cluster meeting where it was explained how lockdown</p>	MM/ RW/ JW

	<p>procedures should be practiced. It was decided by governors to discuss this process first with teachers at the next available INSET.</p> <p>Action – Add lockdown procedures discussion to July FGB agenda</p> <p>Staffing Staffing currently remains unchanged for the next year.</p> <p>Snow Days MM was pleased to report to governors that the school remained open during recent snow days although it did close a little earlier on three days. Parents told the school that communication had been clear & helpful.</p> <p>Anti-Bullying Workshops These took place for KS2 at the beginning of term. It was reported that the workshops were very impressive & that the children responded very positively to the presentations. Teachers have carried out follow-up work with their classes.</p> <p>Additional anti-bullying training for all staff has been planned for 4th June INSET. Governors are also welcome to attend this.</p> <p>Online Safety Workshops Workshops were held separately for pupils & parents at the beginning of February. MM reported that these had been very successful with around 15 to 20 parents attending.</p> <p>World Book Day For the first time this year the school carried out a second-hand book swap & MM reported how successful this had been.</p> <p>Open Classrooms At the beginning of term, the school held open afternoons for the second time this year. It was reported that this had been very popular. A third open afternoon is planned in Term Six.</p> <p>Maths Training Romey Sawtell has continued to lead maths training for TAs in both key stages. Further training is planned for next term.</p> <p>Term 3 Data Overall attainment & progress data for the year is broadly speaking in-line with whole school targets. Expected end of year attainment is currently: 82% of pupils in EYFS to achieve a Good Level of Development 75% of pupils in Year 2 to achieve the expected standard in Reading, Writing and Maths 70% of Pupils in Year 6 to achieve the expected standard in Reading, Writing and Maths</p> <p>Premises & Resources update Governors were informed that there is still some outstanding work to be carried out on the building's windows. A new water tank for the children's toilets has been installed. All electrical appliances in the school have been PAT tested this term.</p> <p>Community Skipping workshops have been held which were part funded by FOWR.</p>	NG
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	Thanks were expressed to all staff who helped organise attendance at the 'Voice in a Million' concert in London.	
6	<p>Draft Behaviour Policy</p> <p>The draft Behaviour Policy for WR was initially presented to governors at the January FGB meeting. Following that discussion & ones with school staff, Parents' Forum and the children, the policy has now been amended & formally approved by governors. It was suggested by MM that the policy might form part of the focus for a future governor visit. A query was raised about the policy around lunchtime exclusions & it was agreed to remove the relevant text from the document.</p> <p>Action – Remove text from the policy</p> <p>As governors had requested that the Anti-Bullying Policy be reviewed alongside the behaviour policy, it was noted that JW had also circulated the draft Anti-Bullying policy that KB is completing. It was agreed that once the final version with the child friendly policy is completed, it can be circulated and agreed in principle ahead of the May FGB meeting and an update can be provided then.</p> <p>Action – Distribute final version Add this to May FGB agenda</p>	<p>MM</p> <p>KB/JW NG</p>
7	<p>Teaching & Learning Update</p> <p>TJ delivered a report from a recent teaching & learning visit at the school. The focus of the visit was data, lesson planning & the teaching & marking of maths in KS2. Governors Christine McCarney & Ruth O'Keeffe also attended.</p> <p>The overall impression from the visit was reported as being 'very positive', 'purposeful & useful'. The report also highlighted issues for further consideration. Governors agreed that the report should be shared with relevant staff. They also acknowledged possible pressure on staff of such visits although it is quite common to have learning walks in schools & gives governors the opportunity to understand better how the school works.</p> <p>Action – Circulate TJ's report to relevant staff Action – Circulate dates of future learning walks & the school's Strategic Calendar to clerk to forward to governors</p>	<p>MM IW</p>
8	<p>Safeguarding Update</p> <p>DMcG circulated her report ahead of the meeting. She reported that there was nothing to add to this since the last update. It has been agreed that KB will present a report at the next FGB on how safeguarding is taught to pupils at the school.</p> <p>Action – Add to May FGB agenda</p> <p>MM advised governors that the school SENco will attend the July FGB to give a presentation on SEND. Action points from the Safeguarding Audit will also be discussed at this meeting.</p> <p>Action – Add to July FGB agenda IW also agreed that DS and DM will arrange to meet the play therapist at one of their next visits and report back to the FGB in their next report</p>	<p>NG</p> <p>NG</p>
9	<p>Online Safety & IT</p> <p>As part of this ongoing project with a view to applying for the Online Safety Mark (360 Degree Safe), SD has created an Online Safety Compliance Tracker which was shared & discussed with governors at the meeting. It was agreed that IW now needs to focus on the action points within this document.</p> <p>Action – Systematically progress through the action points.</p>	<p>IW</p>

	It was also agreed that at the July FGB, the governing body needs to reach a decision about applying for the Safety Mark which comes at a cost of £800 + VAT. Governors queried what the benefits are & SD will research & confirm these. He believes that in relation to online safety the school is already in a strong position to gain accreditation. Governors acknowledged all the hard work that has already gone in to advancing this project.	
10	Any Other Business The issue of the forthcoming GDPR (General Data Protection Regulation) was raised. By 25 th May this year, the school has to have completed its data protection audit which will then generate an action plan leading to full compliance. A named data protection officer from the Local Authority will be assisting the school with this as WR has already bought into the ESCC support package for this compliance objective. Action – Send relevant GDPR info from The Key to clerk to circulate to governors	RW
	Dates of future meetings: <ul style="list-style-type: none"> • FGB - 21st May, 9th July • Strategy – 30th April 	

Papers to accompany this meeting:

- Staffing spreadsheet 2018/19
- Budget Comparisons
- Budget Planner 2018/19
- Budget Share 2018/19
- Ledger Code Explanations 2018/19
- Services to Schools
- Online Compliance Safety Tracker
- Agenda
- WR Learning Visit
- Draft Anti-Bullying March 2018
- SFVS Draft
- WRS Behaviour Policy Draft
- WRS Admissions Policy May 2018
- HT Report March 2018
- FGB Minutes 29th January 2018
- Safeguarding Report 9th March 2018
- Confidential Minutes 29th January 2018
- Attendance Register 19th March 2018