



**Meeting of the Full Governing Body
Western Road Community Primary School
Monday 21st May 2018 at 6pm
MINUTES**

Governor members present:	Jonathan Sharpe (Chair), Roy Watkinson, Daire McGrath, Matthew Montebello, Kerry Bedford, Tom Jeffery, Jenny Westaway, Stephen Docherty, Sam Caughey, Alison Teagle, Christine McCarney, Daniel Hahn,
Associate members present:	
Officers present:	Nicola Gibson (clerk)
In attendance:	For initial presentation only: Tony Smith (Priory School), John Griffiths (Priory School), Jo O'Donoghue (South Malling)

	<u>Agenda Item</u>	<u>Action</u>
1	<u>Presentation about proposed Lewes Multi-Academy Trust</u> Tony Smith, headteacher of Priory School, John Griffiths (Chair of Governors at Priory School) & Jo O'Donoghue (Chair of Governors at South Malling) were welcomed to the meeting. Tony gave a presentation on the proposed Lewes MAT & this was followed by contributions from Mary & John with questions from governors. Action – Feedback to governors on meeting with RSC	Tony Smith
2	<u>Governor discussion regarding the proposed Lewes MAT</u> After guests had left, governors conducted an in-depth discussion regarding the proposals. Governors will wait until September before reaching any decisions regarding the MAT & in the meantime welcome the opportunity to be involved with discussions. Action – Feedback to John Griffiths	JS
3	a) Apologies for absence – Apologies were received from Ruth O'Keeffe, Debra Schmidt & Irena Wooler & duly accepted b) Declarations of Interest – No declarations were made	
4	<u>Last meeting dated 19th March 2018</u> a) Acceptance of minutes – Minutes were approved but with one small amendment to be made & signed off at the next FGB Action – make amendment & take to July FGB for sign off b) Matters arising from the meeting not included elsewhere on the agenda - Governor recruitment. JS reported that	NG

	<p>letters have been sent out to parents advertising the two outstanding governor vacancies. One parent has expressed initial interest in the safeguarding role. Governors were asked to think about who else might be approached. There is also an ad going out in the June/July edition of the Priory & Castle News. Action – Contact the parent who has expressed interest in the SG role</p> <p>c) Coopting new governor – Daniel Hahn left the room whilst governors discussed his suitability for the role of coopted governor. They agreed that he will make a valuable addition to the governing body & he was duly coopted in. Daniel is a writer living in Lewes and has been a governor of two schools in the past (in London and Brighton). He has an interest in writing for young people and has some experience of education from his previous time as a governor. JS has also received a positive reference for Daniel. Action – Begin induction process for Daniel</p>	<p>MM</p> <p>NG</p>
5	<p><u>Attendance</u></p> <p>JS reported that he has conducted some research on attendance & relevant papers were shared with governors including one on the correlation between attendance and attainment, and a document which highlighted the number of children who are absent between 90 and 95% (rather than persistent absence at 90%). Overall, attendance averages for East Sussex last year were 95.4%. Attendance last year at Western Road was 95.2%. The county average for persistent absence was 10.2%. At Western Road it was 9%.</p> <p>MM reiterated that governors need to examine the wider context of attendance eg why children might be absent from school. He reported that he had examined all attendance data and looked at pupils with attendance below 96% & then matched this up with progress data. His findings are that there is a small number of children whose attendance is low and who are not making at least expected progress. In terms of reasons for absence, by and large, MM reported that this is due to illness. He added however that he trusts the good judgment of parents regarding this. The other principle reason for absence is holidays despite the fact that term-time holidays are not authorized by the school. Whilst MM contacts parents when attendance drops below 90%, he reiterated that the school does not have capacity to address this between 90 and 95%. One governor stated that the school has to take particular responsibility around the attendance of pupils with SEND & those on Pupil Premium.</p> <p>Whilst governors were reminded that attendance needs to be scrutinized, it was also noted that attainment at end of year 6 last year was significantly higher than the national average and that this was also the case the previous year.</p> <p>Nonetheless, the FGB and MM agreed that further work should be done to promote good attendance. It was agreed that MM will look into the cost and possibility of the employment of an EWS/family liaison role on a part time basis to follow up on cases between 95 and 90%.MM then shared</p>	

	<p>strategies used by other schools. These include the following:</p> <ol style="list-style-type: none"> 1. Employing additional staff to contact parents 2. Fining parents for holidays 3. Celebrating good attendance in school 4. Inset days all together so parents can take term time holiday <p>It was also agreed that it is important to work alongside parents in developing an approach to attendance, and that a short life working party be formed to look specifically at this. JS, DMcG, KB & AT stated that they will volunteer to be involved in the working party. MM will invite 2-3 parents who can report back to the parents forum. Action. Report back on working party discussions & decisions at next FGB meeting in July.</p>	MM
6	<p><u>Headteacher Report</u></p> <p>On Roll & Attendance – There are currently 205 pupils on roll & three new places have been offered to parents</p> <p>Budget – The Strategy Group have formally approved the 2018/19 budget & this has now been submitted to the Local Authority.</p> <p>Staffing for next year – Mr Patterson, Year Two teacher & KS1 lead & Mrs Wilson, Year Four teacher, have both resigned to take up new positions elsewhere. Adverts for these positions have been placed on the ESCC website & some initial interest has been received. The school also has an interim bursar following the resignation of Jo Salanson. It is planned to advertise & appoint a new bursar in Term 6 to start in September. One TA is still on long-term sick leave & a second has resigned due to caring commitments. Governors took the opportunity to warmly thank Rachel Willats for all her hard work & commitment to the school.</p> <p>Governor Standards Visits 23.5.18/24.5.18 – Subject leaders will present their work & discuss progress towards targets on their curriculum action plans on 24th & 25th May to Governors. Action – HT & Governors to feedback to FGB at July meeting</p> <p>Trust Meeting – RW and MM reported on the trust meeting – a key proposal was that pupil contributions be increased to £4 to increase the funding available to carry out joint projects.</p> <p>Land Transfer – Land transfer documents have been signed & returned to the Local Authority to be sealed before the final solicitor's search. MM confirmed that the school's buildings & contents are insured by the Local Authority's blanket policy but the school will need to decide whether it wishes to continue with this or put alternative arrangements in place after transfer is complete. Pauline Young from the LA has confirmed that following the land transfer, the Trust will be responsible for the culvert running through the school field.</p> <p>Safeguarding – There have been no referrals to Children's Services since the last FGB report & no exclusions. Fire evacuation practice was carried</p>	HT/TJ/ CMcC

	<p>out successfully in Term Five.</p> <p>General Data Protection Regulations – MM & IW have completed the GDPR toolkit in preparation for a visit by a GDPR consultant on 22nd May. Some staff training has already taken place and more is planned for next term. Action – Put GDPR on July FGB agenda</p> <p>Term Four Data – In school data for Term Four indicates that all classes are making good progress towards targets set at the beginning of the year. Pupils from vulnerable groups are making good progress from their starting points.</p> <p>Observations for Teachers’ Appraisals – Seven out of ten teachers have been observed this term.</p> <p>EYFS Visit – Gemma Howell, outstanding EYFS practitioner & County moderator from St Pancras visited the school & spent the day with Early Years teachers, moderating their assessments and sharing best practice.</p> <p>Moderation – Year Two and Six teachers attended cluster moderation sessions with colleagues from partner schools. All their judgments have been verified by colleagues which means our assessments are secure.</p> <p>Lewes Schools Writing Project – Western Road is fully engaged in the Trust’s writing project across all Lewes schools. Teachers from WR have observed literacy lessons in Key Stages Three & Four & teachers from Priory have observed lessons at WR. The next stage of the project is for literacy leads to meet with County English Consultant to identify core skills required at the end of each year to allow students to successfully progress to the next year group.</p> <p>EEF Project – Western Road is participating in the Schools’ Partnership Programme, part funded by the Education Endowment Fund. This is a peer review programme in which senior leaders from each school visit schools to carry out monitoring activities, work with the headteacher to identify areas for development & then work with staff to put in place a programme of action. IW & Jo O’Donogue will start the project by visiting Ilford & Kingston School to carry out initial monitoring visits next term. Tony Smith & Lisa Walker are due to visit WR in September.</p> <p>Premises – Some remaining work needs to still be completed on the windows. The path at the side of the school has been resurfaced.</p> <p>Friends of Western Road – FOWR have elected a new chair, Sarah Hamlin, who is working hard to prepare for this year’s summer fair on Saturday 30th June. Governors are warmly welcomed to get involved. Action – please contact MM or IW if support can be given</p>	NG
7	Safeguarding Update – the May Safeguarding Report was shared with governors ahead of the meeting & discussed as part of the HT Report & attendance item.	
8	Any Other Business - Supply teachers - governors asked how supply teacher checks are carried out. MM reported that the school requests hard copies of all their certificates, QTS & DBS. Action – Check this on	All

	Single Central Record	DM
	<p><u>Dates of next meetings:</u></p> <ul style="list-style-type: none"> FGB: 2nd July, 8th Oct, 26th Nov, 28th Jan 2019, 25th March, 20th May, 8th July Strategy: 10th Sept, 14th Jan 2019, 29th April 	

Papers to accompany this meeting:

- Agenda, Attendance Register, Lewes MAT Structure paper, Lewes MAT April 2017, 170601 Vision & Values, HT Report May 2018, Safeguarding Report May 2018, Minutes of the FGB meeting 19th March 2018, Confidential Minutes of the FGB meeting 19th March 2018, Attendance papers