



MINUTES
Meeting of the Full Governing Body
Monday 20th May 2019 at 6.00pm
Year 6 Classroom, Western Road Community Primary School

AGENDA

Governors Present:	Jonathan Sharpe, Roy Watkinson, Matthew Montebello, Stephen Docherty, Tom Jeffery, Eleanor Murphy, Hilary Turner, Kerry Bedford, Rosie Gloster
In Attendance:	
Associate Members:	
Officers:	Nicola Gibson (clerk)

	<u>Agenda Item</u>
1	<p>1. Apologies for Absence – Apologies were received & accepted from AT, IW & HA. AW has now resigned.</p> <p>2. Declarations of Interest – No declarations were made</p>
2	<p>Last Meeting dated 25th March 2019</p> <p>a) Acceptance of Minutes – Minutes were duly accepted and signed</p> <p>b) Matters Arising from the meeting not included elsewhere on the agenda – Question was raised re the issue of the overhanging trees. MM reported that he has been in contact with Southover about this & is still waiting to hear back from ESCC.</p>
3	<p>Receive & question the Head teacher's Report to the FGB</p> <p>There are currently 209 pupils on roll which is the fullest the school has been. Cumulative attendance for terms 1, 2, 3 & 4 was 96%. Certificates for good attendance are still proving very popular with pupils.</p> <p>Action – write to parents about attendance in next school newsletter (MM)</p> <p><u>Staffing</u></p> <p>A number of staffing changes are planned for next year. The school has recently appointed two new teachers and arrangements are in place for an interim Deputy Head teacher, seconded from Iford and Kingston, to start in September. MM reported that the school has found it easier to find staff who want to work part-time rather than full-time.</p> <p><u>INSET Training</u></p> <p>Staff and governors have attended two INSET training evenings in Terms 4 and 5 led by the Communications, Language and Autism Support Service to explore strategies for helping children with autism in the classroom.</p> <p>MM and IW attended a curriculum training event earlier this term with school leaders and governors from partner schools. The training focussed on the importance of the curriculum in the new Inspection Framework. Lewes schools have successfully applied for a grant to fund middle leader and subject leader</p>

Signature Date

training next year, so that each school can more clearly demonstrate **intention, and implementation** and **impact** of its curriculum.

MM reported that the School Improvement Partner's visit (under the new inspection framework) feedback had been complimentary about the curriculum at WR & that it will not need significant changes to comply with the new framework. (See SIP's visit below).

Prevent Training is planned for Monday 3rd June, to which all governors are invited.

Action – send out ESCC training dates to governors for curriculum training (NG)

Action – governors welcome to subject leaders day on 4th July (All governors)

Safeguarding

The DSL has met with the Safeguarding governor this term and the report has been circulated for the meeting.

There have been no referrals to Children's Services since the last FGB and no exclusions this academic year.

The Local Authority Advisor (SIP) noted in her visit report of 9th May:

"The school is very aware of its safeguarding responsibilities. The PREVENT training is now in place and safeguarding training for all staff is planned for the beginning of the September term. Staff are mindful and vigilant in carrying out their safeguarding responsibilities at playtimes, especially on the playing field which is more open to visitors. Staff on duty wear yellow visibility jackets and there is always a member of staff standing at the school gate checking who is entering or leaving the premises. This is good practice."

The NSPCC are visiting the school on the 5th June to carry out workshops with different year groups and lead Key Stage assemblies. (Governors are welcome to attend assemblies.)

Whole school safeguarding training is planned for 5th September, and again, all governors are warmly invited.

Budget

The school's three-year budget plan was approved at the Strategy Group Meeting on 29th April and has been submitted to the Local Authority.

SIP visit

The second pre-OFSTED Local Authority Advisor's inspection visit took place on Thursday, 9th May. This was a thorough inspection and the findings were very positive. MM, IW, VB and TJ attended the feedback. The inspector's overall judgement was that the school continues to make good progress.

Book Monitoring Visits

English, Maths & Humanities book monitoring activities were undertaken in terms 4 and 5. School leaders were accompanied by governors, HA & TJ. TJ reported that this had been a very positive experience. He also invited governors to the 5th Sept INSET day which will focus on book marking.

SEND Review Day

This took place on Thursday, 2nd May and provided an opportunity for teachers to discuss the progress of pupils with SEND in their class with school leaders and Governors. As a part of the day, Val Bradshaw led a Pupil Voice session, asking pupils to discuss their experience of school (TJ attended). The whole day was very positive. Teachers demonstrated how they planned for pupils with SEND, taking into account specific targets. They were able to show evidence of progress, referring to pupils' books and other pieces of work, and talked about partnership with parents and outside agencies. It is hoped this monitoring activity will

Signature Date

	<p>become a permanent feature of the school's monitoring programme. The day clearly demonstrated that teachers know their children very well and plan carefully for their needs to ensure they make good progress.</p> <p><u>SATS</u> Year 2 and Year 6 have completed SATS this term. MM shared expected results and reported that teachers were cautiously optimistic.</p> <p><u>Subject Leader Day</u> The date for Subject Leader monitoring has changed to Thursday, 4th July. TJ has kindly agreed to oversee the day. Governors to please inform MM or IW if they would like to participate.</p> <p><u>New EYFS Class Reception Meeting</u> New parents have been invited to attend a welcome meeting at 9.15am on Wednesday, 26th June. Early Years teachers will lead a presentation in the School Hall and parents will have an opportunity to ask questions about the school's induction process, home visits and starting dates. MM warmly welcomed governors to attend if possible.</p> <p><u>Community</u> Our parent art volunteers have worked alongside the Early Years staff this term to produce some beautiful sculptures inspired by their class story book & Easter activities at the school raised over £1000 for school funds. MM shared with governors the new Friends of Western Road newsletter which includes all the different ways that funds might be raised in the future for the school. They are hoping to produce this newsletter on a regular basis & MM & governors expressed their gratitude for all their invaluable support.</p>
4	<p>Strategy review update Pupil number projections – The Strategy group met recently to discuss amongst other items, pupil numbers. They utilised a document on pupil number projections produced by Rosie Gloster who also had some assistance from the data dept at ESCC. RG was thanked for contributing this piece of work. Essentially, there is overcapacity in Lewes but not at WR where there are currently 11 children on the admissions waiting list for next year's Reception class. Governors discussed the implications for Lewes as a whole. Governors also discussed partnership working between schools in the town.</p> <p>Collaboration approach (LCLP/other options) – TJ and RW recently attended a meeting of the Trust where a major discussion was had around how schools in Lewes would like to proceed with regards to options such as partnership working, hard federation, academisation etc. Attendees at the meeting were informed that there are a couple of organisations/schools? in Kent working on a cooperative model which it was suggested, WR might like to investigate & explore further. Also, the chair of governors at Southover has expressed a desire to work more closely with WR. The next meeting of the LCLP is in September.</p> <p>Action – working group to meet with IW & MM over the summer holidays to help write the School Development Plan</p> <p>Headteacher recruitment – The school will need to appoint a headteacher by the end of September. RW will lead the HT recruitment panel with EM & will purchase the Headteacher recruitment pack. One governor asked if it would be possible to advertise for a part time HT post. In the longer term, this might be a way of helping to reduce costs. The head teacher noted that this model would only work if there was sufficient capacity in the Leadership Team to allow this. It was decided that this was not an option governors wished to pursue at this time.</p>
5	<p>Teaching & Learning Update:</p> <p>SEND Day – volunteer governors are invited to attend on 4th July</p> <p>Book Monitoring - TJ shared a report with governors following a humanities, RE & PHSE book monitoring day on 2nd May which was also attended by MM & IW. The monitoring team sampled the books of children in each year group & gave particular attention to the books of Pupil Premium & SEND children. A future book monitoring session might look at children's homework books with a view to understanding whether homework</p>

Signature Date

	consistently adhered to the school's requirements for coverage of literacy, including spelling, maths and, on a discretionary basis, some further work; the relevance of homework to class work; and how parents were encouraged to engage in their children's learning.
6	Safeguarding Update <ul style="list-style-type: none"> The Safeguarding Report was presented to governors. Both HT & IW will be attending the Single Central Record training in June. The Safeguarding policy is due to be reviewed in Sept & the school's Health & Safety policy due for review in July. Many thanks were expressed to Hilary for taking on the Safeguarding role.
7	Any other Business <ul style="list-style-type: none"> Both the Complaints Policy & Admissions were ratified at the meeting having been circulated prior to it. The Complaints Policy will however need to be reviewed again in Sept. Burgers and bingo on 4th July Action – RW to send changes to IW & EM Action – IW to change names in Complaints policy in Sept
	Dates of next meetings: <ul style="list-style-type: none"> Farewell & thank you dinner for MM – 17th July at 7pm, Cote Lewes FGB: 8th July, 14th Oct, 25th Nov, 27th Jan 2020, 23rd March, 18th May, 6th July Strategy: 23rd Sept, 13th Jan 2020, 27th April

Papers to accompany this meeting in item order: Attendance Register, Agenda, Minutes of last FGB, HT Report, Pupil Projections, WR SEN Day, SEN Pupil Voice April 2019, WR Maths & English Books, WR Book Monitoring May, Safeguarding Report, Admissions Policy, Complaints Policy

Signature Date