



**Meeting of the Full Governing Body
Western Road Primary School
Monday 20th March 2017 at 6pm
MINUTES**

Governor members present:	Sam Caughey (Co Chair), Roy Watkinson, Matthew Montebello, Jonathan Sharpe (Co Chair), Fay Moorat, Alison Teagle, Stephen Docherty, Jenny Westaway, Sherry Wilson
Associate members present:	Irena Wooler
Officers present:	Nicola Gibson (clerk)
In attendance:	Jo Salanson

	Agenda Item	Action
1	a) Apologies for absence - These were received & accepted from Daire McGrath	
2	Last Meeting dated 30th January 2017 a) Acceptance of minutes - Minutes were approved & signed by the chair b) Matters arising - There were no matters arising	
3	Appointment of Vice Chair - Parent governor, Jenny Westaway, was nominated & duly appointed as vice chair of the governing body	
4	Budget Update - Prior to the full governing body meeting, the finance strategy group (JS, RW, MM, JoS & SC) met to discuss & scrutinise the budget in more detail. Documents pertaining to this discussion were distributed prior to the FGB & the head & school bursar presented the figures to the wider governing body. Governors were asked to look at the Services to Schools order and e mail any comments together with their approval of budget to the bursar by end of Term 4. Action - Governors to read The Services to Schools Order & liaise with bursar re. any queries by the end of this term Action - Bursar to send out budget to all governors.	All governors JoS

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	<p>Action – All governors to further scrutinize budget & email approval to bursar</p> <p>Action – MM to check with Southover re. rates</p>	<p>All governors</p> <p>MM</p>
5	<p>Headteacher Report – MM presented his termly report to governors.</p> <p>Attendance – There are currently 203 pupils on roll. Attendance for term 3 was 95%. Persistent absence rate for Term 3 was 9%, which is in line with or slightly better than other schools in the area. The head reiterated that detailed records of persistent absence & actions taken by the school on a case by case basis are maintained in the school office.</p> <p>Term 3 School Improvement Visit & Report – This visit focused on maths progress in Key Stage 2. The overall progress judgment is that the school is making "good" progress where poor, reasonable & good are the only three judgments the SIP is able to make. The three areas identified for development are:</p> <ul style="list-style-type: none"> • The Deputy head to carry out joint observations with the HT to develop her skills <u>set</u>; • Ensure maths displays are consistent in each class; • Ensure maths books show greater evidence of reasoning activities <p>Mid Year Reports & Parents' Evenings The head reported that parents' evenings were successful, well attended & that feedback had been overwhelmingly positive.</p> <p>Teaching, Learning & the Curriculum MM has conducted mid-year appraisal reviews for all teaching staff this term & reported that teachers are making good progress towards their performance management targets.</p> <p>A handwriting policy has been developed (please see Item 8).</p> <p>Various curriculum events have taken place this term including World Book Day & E Safety week. A number of exciting trips have happened & later in the term, years 2 & 3 will be visiting Wakehurst Place & The Globe Theatre. These trips are part of the school's new</p>	

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	<p>trips programme, partly funded by FOWR.</p> <p>Staffing – Mr Linton has been teaching the Year 5 class this term & will continue to do so for as long as is necessary. Mrs Anderson, the school SENCO has had an accident & injured her shoulder. Following an operation, she will be recuperating for about 12 weeks & Sarah Reeves (currently SENCO at Pells) will be undertaking the SENCO role on Tuesdays and Wednesdays.</p> <p>Term 3 Data & end of year predicted outcomes – Term 3 data for all year groups is broadly in line with targets on the school development plan. IW went through each set of year group data. End of year predicted outcomes for Early Years (EYFS), Yr 1 Phonics, Key Stage (KS) 1 & Key Stage 2 are as follows:</p> <ul style="list-style-type: none"> • EYFS - 81% GLD • Yr 1 Phonics Check - 76%, but with a good probability that this will increase to 80% • KS1 - 83% Combined at the expected standard • KS2 - 71% Combined at the expected standard <p>The head reported that additional interventions are in place for Year 1 phonics & KS2 & Mrs Wooler & Mrs Wilson are working with targeted pupils in Year 6 delivering helps give teachers more ownership of their class data & informs their planning. Target Tracker also allows teaching staff to input data as they are marking work instead of having to wait until the end of term as was the practice previously. In addition, it allows the school to compare with national data & identify gaps regarding children on Pupil Premium.</p> <p>Mrs Wooler will be leading a SATS information evening for Year 6 parents on 23rd March. Mr Paterson will be leading a similar evening for Year 2 parents on 20th April.</p> <p>Premises Update –</p> <p>MM outlined the extensive work that was carried out in the school over the February half term in his HT report.</p> <p>MM went on to list a number of key areas in the school where investment is needed. These included a new boiler, new windows and doors and drainage. A full list of work needed to be addressed is contained in the HT report.</p>	
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	<p>On 1st March the LA Fire Safety Officer, Alan Cager, carried out the School's Fire Risk Assessment. He recommended a number of actions, including upgrading the school's smoke alarms to a fully integrated system connected to a call centre.</p> <p>Community - MM reported on the campaign being led on Priory Street speed limits by local resident, Mr David Williams. School governor, Ruth O'Keeffe is also part of this campaign & it was suggested that the governors at Western Road might like to assist by writing a letter of support.</p> <p>Action - RoK to send draft letter to governors via the clerk to consider endorsing the campaign</p> <p>Afterschool Clubs - The school has been informed by the Local Authority that club coaches need to provide evidence of a Level 2 coaching qualification in the subject they are coaching. MM is currently liaising with Premier Sport to ensure all their coaches can comply with this qualification or its equivalent. This may result in some changes to provision. MM said that he would try to ensure that the school provided as many opportunities for after school activities as was safe and reasonable for a relatively small school.</p>	RoK
6	<p>Safeguarding Update - Daire McGrath, the governor responsible for safeguarding, was unable to attend this meeting due to her attendance at safeguarding training. An update/report was however circulated to governors in advance of this meeting. No issues were raised.</p>	
7	<p>Teaching & Learning Update - Fay Moorat has met with IW to scrutinise recent school data. They also discussed subject review meetings & what the focus of these can be, how subject leaders work with Target Tracker & where staff are with schemes of work. School visits with a focus on science are underway & maths visits have been planned for next term. It was suggested that school visits are planned at the beginning of each academic year so that these can be allocated to governors. MM stated that Cris Winters will continue to send out weekly email reminders to governors on forthcoming</p>	

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	curriculum events that they might wish to attend.	
8	<p>Handwriting Policy – Teacher Sherry Wilson, began this item with a PowerPoint presentation about the new draft Western Road handwriting policy which she has written & which was circulated to governors in advance of the meeting. It has also been shared with teaching staff.</p> <p>She reiterated how crucial it is for pupils to establish good handwriting skills early on & outlined the problems if this is not achieved. Sherry also described the rationale behind cursive writing & how consistency of approach is vital across the school.</p> <p>Action – Amend draft to final version & email to MM & Clerk</p>	SW
9	<p>Multi Academy Trust (MAT) Update</p> <p>This is an ongoing agenda item as the head, chairs & governors continue to actively explore how MATs are developing across the county & wider afield. Various visits have taken place, most recently to the MAT Fair & to the TKAT academy chain based in Kent. A visit to the latter was described as particularly useful & governors were impressed with the structure & practise there. Further visits are being planned to the University of Brighton/Hastings Academy to gain more insight.</p> <p>The headteacher's recent discussion with the Deputy Regional Schools Commissioner has highlighted the importance of Western Road taking its time with any decisions regarding academy conversion. Governors agreed that they will continue to explore options & gather evidence.</p> <p>Action – Continue to share information about academies with governors</p>	JW
10	<p>Any other business</p> <ul style="list-style-type: none"> SD requested that the E-Safety Audit be put on the next FGB agenda <p>Action – Add E-Safety to next agenda</p> <p>Action – SD to liaise with Ruth Delaney</p> <ul style="list-style-type: none"> The staff car park – Ongoing concerns were expressed 	NG SD

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	<p>by governors regarding the fact that the staff car park is still being used by other drivers & the danger this represents to pupils & their families. The Premises Governor reported that he and the Head have met with Pauline Young & Tom Jones at County regarding this & it is hoped that they will be able to report back at the next FGB meeting details of the land transfer & the future partnership with Creative Parking Solutions. This arrangement for managing the carpark cannot be put in place until the land is transferred to the Trust. Governors asked if in the meantime there is anything that can be done to help alleviate the dangers posed to children by the overcrowded car park. It was suggested that further notices go out in the school newsletter.</p>	
	<p>Dates of next meetings:</p> <ul style="list-style-type: none"> • FGB - 22nd May, 10th July • Strategy - Tuesday 2nd May at 7.15pm 	

Documents to accompany this meeting:

- Minutes of FGB meeting 30th January 2017
- Safeguarding Report to the Governing Body March 2017
- Yr 6 Age Related Expectation Summary
- Yr 5 "
- Yr 4 "
- Yr 3 "
- Yr 2 "
- Yr 1 "
- Western Road FRA 2017
- HT Report March 2017 Term 4
- Handwriting Policy
- 2073 WRCPS - Advisor Visit Report
- Agenda
- SFVS Final Copy March 2017
- Actions arising from FGB meeting 30th January 2017
- Confidential Minutes 30th January 2017
- Attendance Register
- Notes for FGB

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