



**Meeting of the Full Governing Body  
Western Road Primary School  
Monday 27<sup>th</sup> November 2017 at 6pm  
MINUTES**

Governor members present:	Jonathan Sharpe (Chair), Roy Watkinson, Ruth O'Keeffe, Daire McGrath, Matthew Montebello, Kerry Bedford, Debra Schmidt, Ashlee Masterson, Tom Jeffery, Jenny Westaway, Stephen Docherty
Associate members present:	Irena Wooler
Officers present:	Nicola Gibson (clerk), Jo Salanson (Bursar)
In attendance:	

	Agenda Item	Action
1	a) <b>Apologies for Absence</b> - Apologies were received from Christine McCarney & Alison Teagle b) <b>Declarations of Interest</b> – There were no declarations made c) <b>Introduction of new staff governor, Kerry Bedford</b> – This role was advertised to all staff. Kerry was the only member to put herself forward. She was duly & warmly welcomed to the Western Road Governing Body d) <b>Election of Chair &amp; Vice Chair</b> – Sam Caughey has stepped down as Co-Chair. Nominations were put out for both the Chair & Vice-Chair roles. Jonathan Sharpe & Jenny Westaway were nominated & duly elected	
2	<b>Last meeting dated 16<sup>th</sup> October 2017</b> a) <b>Acceptance of Minutes</b> – Minutes were approved & signed off b) <b>Matters arising from meeting not included elsewhere on the agenda</b> – There were no matters arising	
3	<b>Budget Update</b> The Budget papers were shared with governors ahead of the meeting. JoS reported no significant problems with the budget. It was recommended though that supply costs be reported back on at the next FGB. <b>Action – Report specifically on supply costs at next FGB</b>  JoS reiterated that the photocopier contract needs to be renewed. The Governing Body approved the proposal to upgrade & replace the photocopier (?). <b>Action – Sign new contract</b>  Thanks were given by governors to the Friends of Western Road for the £20,000 that it has raised for the school. They acknowledged how dependent the school is on these valuable funds & how grateful they are to FoWR for them. <b>Action – Write letter of thanks to FoWR</b>	JoS   JS   JS
4	<b>Headteacher's Report</b> <b>Attendance</b> – There are currently still 203 pupils on roll & attendance for Term 1 for the whole school was 95.9%.	

	<p><b>Teaching, Learning &amp; the Curriculum</b> – MM reported at how successful Art Week had been with lots of parents &amp; grandparents attending. He also reported a very successful Work Sharing Afternoon which gave parents the chance to see the classrooms &amp; look at their children’s work. There will be two more of these events next year. The recent Governor’s Learning Walk was described as “excellent” &amp; governors were warmly thanked for their comments &amp; insights (please see further details under Item 5).</p> <p><b>Pupil Progress Meetings</b> – All staff (except EYFS) have participated in Pupil Progress meetings with MM, IW &amp; the school SENco. This was an invaluable opportunity to discuss individual children’s progress &amp; SEND provision, intervention groups &amp; use of TAs in the classroom. Detailed records of Pupil Progress meetings are maintained by the school &amp; will be revisited in Term 4.</p> <p><b>Open Mornings</b> – MM reported that Open Days were being held each day for the week beginning 27<sup>th</sup> November. The school prospectus had been updated in preparation for these days &amp; copies were shared with governors.</p> <p><b>School Trips</b> – The headteacher listed recent successful trips for Years 4, 5 &amp; 6 pupils at Western Road.</p> <p><b>Staffing Update</b> – Two part-time EYFS teachers have been appointed to cover Ruth Delaney’s maternity leave. Both teachers will spend the day at school on 24<sup>th</sup> November to meet the children &amp; have a handover from Ruth &amp; Karen. MM reported that they are both very eager to start.</p> <p><b>Premises &amp; Resources Update</b> – MM reported that there has been significant investment in the school since the last FGB. Firstly, two new boilers have been installed. These are under a one-year warranty which will need to be subsequently extended.</p> <p><b>Action – Research extended warranties to protect the life of the boilers</b></p> <p>MM has received a guarantee that all new windows will be fitted by the end of the first week in December. All frosted panes of glass will be replaced with clear ones &amp; window sills will be made good.</p> <p>In addition to the above, a new server has also been fitted.</p> <p><b>Friends of Western Road Halloween Disco &amp; Children-in-Need Events</b> It was reported that the disco was well-attended &amp; raised £800 for the school. Over £300 was raised by activities for Children-in-Need. MM thanked Kerry Bedford for arranging these.</p> <p><b>Community</b> – A recent Parent’s Forum was attended by new governor, Tom Jeffery. A range of topics were discussed &amp; the Governing Body thanked Tom for participating in this.</p>	JoS
5	<p><b>Teaching &amp; Learning Update</b> A Governor Visit Report from 9<sup>th</sup> November &amp; compiled by Ashlee Masterson, Tom Jeffery &amp; Christine McCarney was shared with governors before the meeting. This was then discussed. The governor visit included an initial meeting with the Senior Leadership Team to scrutinize data &amp; study lesson plans. It also involved a ‘Learning Walk’ (short visits to all classes in pairs to observe teaching &amp; learning, with a particular focus on SEND &amp; Pupil Premium students), lunch with children, book scrutiny &amp; a final meeting to summarise what had been learnt from the day’s activities.</p>	

	<p>AM reported that the governor visit had been "very comprehensive and incredibly positive " &amp; she thanked Tom &amp; Christine for all their support &amp; the Senior Leadership Team for their warm welcome. It was reported that the school produces lots of thoughtful data &amp; that there is a strong correlation between lesson planning &amp; dialogue with pupils. She reported that lessons which had been carefully &amp; consistently planned showed in the quality of work in pupil books. The Teaching &amp; Learning team were also impressed by the school's consistent marking policy across the year groups. In addition, they witnessed a tangible sense that children at the school seemed "really happy &amp; sociable ".</p> <p>The HT agreed with the governors' report and acknowledged that one of the real strengths of the school is the way TAs are supporting the most vulnerable pupils.</p> <p>The Governor Visit Report suggests ideas for future governor visits &amp; these will be discussed at the next Governing Body Strategy Group meeting in January.</p> <p><b>Action – Add 'Governor Visits' to next Strategy Group agenda</b></p> <p><b>Subject Leader Meetings</b> The next Subject Leader meetings are on the 4<sup>th</sup> &amp; 6<sup>th</sup> December. JW &amp; RW agreed to attend two of the sessions on 4<sup>th</sup> December.</p> <p><b>Data Scrutiny</b> It was acknowledged that the Governors still need to convene a specific data group. Whilst IW &amp; MM conduct data analysis at the end of each term, governors would like to be able to routinely scrutinize this too. It was suggested that the Teaching &amp; Learning Team do this on the same day as the governor visits take place (end of terms 1, 3 &amp; 5).</p>	NG
6	<p><b>Safeguarding Update</b> The Safeguarding Report was shared with governors before the meeting and then discussed. One of the points raised is that Behaviour Policy needs to be signed off &amp; it was suggested that this goes on the next FGB agenda. It was also recommended that the Safeguarding Audit is also put on the next agenda.</p> <p><b>Action – Include discussion of the school's Behaviour Policy &amp; Safeguarding Audit on January's agenda</b></p> <p>Regarding the safeguarding of pupils, it was reported that the Parent Form has raised the issue of dogs being tied to railings in the car park which is on the school premises. Governors all agreed that in the interests of pupil safety, this should not be permitted. The headteacher will remind parents of this in the school newsletter and liaise with Southover on sending the same message to their parents.</p>	NG
7	<p><b>Online Safety &amp; IT</b> <b>E-Safety Audit Update</b> – SD reported that this whilst this is not in bad shape, some things need to be made more explicit. He suggested significant progress could be made at the E-Safety week in February, which is scheduled in the school calendar. SD will assist Ruth Delaney in the planning of this but there is a need to identify a staff member who will take over online safety leadership when Ruth goes on maternity leave. A discussion ensued about E-Safety accreditation for the school. Whilst it is not a necessary legal requirement, it was recommended that it would be good practice to pursue.</p> <p><b>Action – Research costs of implementing accreditation</b></p> <p><b>Lottery Funding for Equipment</b> – A brief discussion was had about the provision of laptops. It was agreed that these would give the school a degree of flexibility &amp; that there is a lot to be said about the provision of discreet ICT lessons. It was disputed that lottery funding would be enough to cover the cost of an entire computer suite.</p>	SD

	<b>General Data Protection Regulation Training</b> – SD, RW & possibly JW agreed to attend this when dates are issued in the new year.	
8	<p><b>Any other Business</b></p> <p><b>Land Transfer Update</b> RW reported that there are still some legal tweaks that County lawyers need to do to settle this issue. A concern was raised about the outstanding issue of the Culvert &amp; liability. Who is responsible for this section of the waterway? Ruth O’Keeffe offered to speak to the Environment Agency regarding this. It was agreed that RW should pursue final actions needed by the lawyers to settle the issue asap. <u>Action – Liaise with Environment Agency &amp; report back to the FGB</u> <u>RW to follow up with lawyers.</u></p> <p><b>13<sup>th</sup> December Xmas Gathering for Staff &amp; Governors</b> JW reminded governors of the event which takes place between 10 &amp; 11am. If any governors can attend, they are also warmly invited to donate cakes. <u>Action – Please email Jenny if you are able to attend &amp; contribute</u></p> <p><b>Staff Evening Out</b> Staff members from Western Road will be celebrating Xmas in Brighton this year. MM suggested that governors might like to contribute towards the costs and all governors heartily agreed.</p>	<p>RoK</p> <p>ALL</p>
	<p><b>Dates of future meetings:</b></p> <ul style="list-style-type: none"> <li>• FGB - 29<sup>th</sup> Jan 2018, 19<sup>th</sup> March, 21<sup>st</sup> May, 9<sup>th</sup> July</li> <li>• Strategy – 15<sup>th</sup> Jan, 30<sup>th</sup> April</li> </ul>	

**Papers accompanying this meeting:**

- Agenda
- Attendance Register
- E-Safety Update November 2017
- Detailed E-Safety Report November 2017
- Governor Visit 9<sup>th</sup> November 2017
- SD Nominations for Chair & Vice Chair
- Headteacher’s Report November 2017 Term 2
- November 2017 Budget Notes
- Budget Monitoring Report November 2017
- Photocopier Comparative Costs
- FGB Minutes 16<sup>th</sup> October 2017
- FGB Confidential Minutes 16<sup>th</sup> October 2017
- Term 2 Subject Leader Governor Meetings Timetable