



**Meeting of the Full Governing Body
Western Road Community Primary School
Monday 26th November 2018 at 6pm
MINUTES**

Governor members present:	Jonathan Sharpe, Matthew Montebello, Tom Jeffery, Daniel Hahn, Roy Watkinson, Alison Teagle, Kerry Bedford, Eleanor Murphy, Christine McCarney, Stephen Docherty, Andrew Willcocks, Hilary Turner
Associate members present:	Irena Wooler
Officers present:	Nicola Gibson (clerk)

	Agenda Item	Action
1	<p>a) Apologies for absence – Apologies were received from Ruth O’Keeffe, Jenny Westaway & Sam Caughey</p> <p>b) Declarations of Interest – No declarations were made</p>	
2	<p><u>Update on MAT Proposals/Meeting with Staff of Western Road CPS</u></p> <p>At the request of school staff, JS welcomed teachers, Laura Patience, Naomi Hoare & teaching assistant Linda Johnson to the meeting to discuss proposals for a local MAT.</p> <p>JS gave an update. The Governing Body at Western Road became aware of the proposals in February this year through the Lewes Cooperative Learning Trust. The project was initiated by the heads of Priory and South Malling schools and some governors. Western Road expressed an interest in hearing about these so as to be engaged in the process. The project itself became more crystallized at the beginning of this academic year. JS, JW & RW have attended various meetings pertaining to the proposals & the Western Road full governing body have discussed the project regularly & have also visited the TKAT MAT to improve our understanding of how it works. In addition, the FGB have communicated with East Sussex County Council to better understand the implications of not joining. They have also met with teaching staff & JW & TJ attended a recent Parents Forum to discuss the matter. JS has received emails from a small number of parents.</p> <p>It was reiterated that the governing body has made no commitment as to whether the school will join & the governors continue to consider what is in the best interests of the school.</p> <p>Following this introduction, JS then invited questions from the members of staff</p>	

	<p>present. These were as follows:</p> <p><u>Finance</u> - One teacher wanted to know what would happen to money raised by parents if the school becomes part of the proposed MAT ie would it also be allocated to other schools in the MAT? JS confirmed that this had not been discussed.</p> <p><u>Individual Character of the School</u> – A question was asked about how Western Road would retain its unique character. JS explained that part of the vision of the proposed MAT is that schools retain their individuality and that this is something that cannot be negotiated. He does not believe that this would be at risk. The fact that it is a mixed MAT means that the church and diocese will also be concerned that their schools retain individual character.</p> <p><u>Working Model</u> – Teachers wanted to know whether the governing body has visited a working model of a MAT that is successful. It was explained that only one school has been visited.</p> <p><u>Inevitability of MATs</u> – Teachers also wanted clarification on whether MAT status is inevitable for all schools. JS explained that about 75% of primaries are not MAT members. However, services provided by local authorities are now close to the statutory minimum & there are potential financial benefits in creating economies of scale. It is however quite clear that there is no additional money available by transferring to MAT status.</p> <p><u>Other schools</u> – JS was not aware of this but reiterated that the view of the Western Road governing body is that it is preferential to engage than not. A concern was expressed that the push for academisation is coming from secondary schools who might not have enough knowledge of the particular nature of primary provision. It was however agreed that cooperation between schools can significantly benefit all pupils.</p> <p><u>Support Staff</u> – The TA present reported that there rumors of cuts to support staff & asked for clarification about this. JS explained that contracts would not change for a fixed period of time & that there is no talk of academising to cut costs.</p> <p><u>Timeline</u> – Staff wanted to know when, if it is decided to join the MAT, would it happen. Whilst it would certainly not be in September 2019, it is still unclear when the start date would be.</p> <p><u>Communication</u> – Staff wished to know what message they should be giving out to parents regarding the proposals. It was reiterated that it has been decided that it is in the best interests of the school to engage in discussions but that no decision has been reached. The Governing Body will hold a meeting for parents on 10th December & the purpose of that meeting will be the same as this one, ie. a question & answer session. Comments from that meeting will be taken back to the MAT Working Group. Staff can also communicate directly with JS, MM & KB & are warmly welcomed to attend future governing body meetings.</p> <p><u>Final Decision</u> - There will be a formal statutory consultation period in much the same manner as the one preceding the creation of the Lewes Cooperative</p>	
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	<p>Learning Trust. The final decision will be voted on by the Western Road full Governing Body. It is important to acknowledge however that County have stated that if Western Road does not join the MAT at the onset, it can always decide to join at a later date.</p> <p>Finally, a request was made that it would be very useful to have a process map for the proposals, similar to the one created for the Lewes Cooperative Learning Partnership.</p> <p>Action – 10th December – Meeting with parents to discuss proposals. Email letter to parents.</p>	MM
3	<p><u>Last meeting dated 8th October 2018</u></p> <p>a) Acceptance of minutes – Minutes were duly approved and signed</p> <p>b) Matters arising from the meeting not included elsewhere on the agenda – There were no matters arising</p>	
4	<p><u>Receive & Question Headteacher's Report to the FGB</u></p> <p><u>On roll</u></p> <p>There are currently 206 pupils on roll.</p> <p><u>Attendance</u></p> <p>Overall attendance has significantly improved & was 97% at the end of Term 1 with 6% persistent absence.</p> <p><u>Staffing</u></p> <p>Ruth Delaney following maternity has resigned from her post. Miss Jones & Mrs Bishop have assumed Ruth's post & will now become permanent members of staff.</p> <p>The school has appointed Jane Roche as the new permanent bursar. Jane comes from Rodmell & has 20 years' experience. She will work Monday, Tuesday & Wednesday mornings.</p> <p>MM thanked KB who is doing an excellent job covering the SENco role on Tuesdays. She recently represented the school at the East Sussex SENco conference.</p> <p>Action – TJ meet with Val and KB next term</p> <p><u>Joint INSET – 6th November with all Lewes Schools</u></p> <p>The purpose of the day was to celebrate the collaborative work across the town & to look at some of the research into forming a mixed MAT carried out by Priory & South Malling. Colleagues then attended workshops held in each school. Chris Linton & IW led a workshop on writing for which feedback was very good.</p> <p>The next INSET on is 4th Jan on GDPR (General Data Protection Regulations).</p>	<p>TJ/KB</p> <p>VB</p>

	<p>All governors are welcome to attend this.</p> <p><u>Local Authority Visit to Western Road on 17th October</u></p> <p>Our School Improvement Partner, Lin Philips, (SIP) carried out a monitoring visit earlier this term. She spent the morning -visiting lessons and looking at pupil books. It was agreed that all targets from the previous visit had been met and were signed off. The SIP inspected the school against the OFSTED Framework & agreed with the school's judgement that the school is good in all areas. Two targets were set to improve school attendance and update Prevent training.</p> <p><u>Performance Management</u></p> <p>The headteacher's Performance Management was completed last week. Appraisals for all teachers are also now complete & TA appraisals will take place in the new year.</p> <p><u>Governor Standards Visits</u></p> <p>Visits took place on 8th November. TJ accompanied the headteacher & deputy on a learning walk to see how classroom environments support pupil literacy. A report was produced which was shared with governors ahead of the meeting. This was followed by a detailed book scrutiny of Key Stage 2 writing books, focusing on children with lower prior attainment. TJ reported that it was a very positive day. Some areas for improvement were identified & shared with governors.</p> <p><u>MAT Working Party Meeting</u></p> <p>The multi-academy trust working party met recently to discuss & share schools' budgets. JS & RW represented the school at this meeting.</p> <p><u>Safeguarding</u></p> <p>IW has met with the new SG governor, AW, & a report was produced & shared with governors. Andrew reported that there had been no referrals to Social Services this term & no exclusions since the last FGB.</p> <p>This term's SIP visit report included the following:</p> <ul style="list-style-type: none"> • "100% parents who completed Parent View in the last academic year said that their child is happy, safe and well looked after by the school. • All staff have received safeguarding training at the 2018 September INSET. • The safeguarding governor who reports to the full governing body reviews the safeguarding action plan. (Full governing body minutes on website.) • All staff have signed the statutory DFE documents (evidence seen at the meeting). • The Deputy Headteacher is the lead DSL and attends local DSL meetings each term to share best practice across the EIP. • On the back of all staff identity badges, there are emergency contact numbers. This is good practice. • The PSHCE coordinator has compiled a useful list showing how children's knowledge of safety is taught through the school. 	
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	<ul style="list-style-type: none"> • There is training for governors (evidenced at the meeting.) • Safer recruitment training has been properly completed by leaders and governors. ” <p><u>New Intake Open Sessions</u></p> <p>Open sessions for the Sept 2019 intake will take place during the week beginning 26th November.</p> <p><u>Educational Enrichment Activities</u></p> <p>There has been a recent Year 6 visit to the Imperial War Museum.</p> <p><u>Art Week</u></p> <p>MM reported that this had been a huge success. He thanked Laura Patience for having organized the event.</p> <p><u>Anti-Bullying Week</u></p> <p>Children learned about different types of bullying and what they should do if they experience or witness any unkind behavior. MM thanked KB for all her help in organizing the week.</p> <p><u>Peer Review Project Update</u></p> <p>IW has shared writing moderation materials with teachers to help assess children’s writing in different genres. This has led to teachers identifying gaps in children’s writing & trialing early morning grammar sessions & discrete grammar, punctuation & spelling lessons.</p> <p>MM took part in monitoring at Priory and Southover. He reported that it had been very useful for staff to look at work being done in other local schools.</p> <p><u>Health and Safety</u></p> <p>RW has carried out a Health & Safety visit term against the school’s H&S Policy. MM will now produce an index of all records kept by the school with links to all relevant policies. The bursar will update the yearly planner for all inspections related to H&S.</p> <p>RW also accompanied the County Arboricultural Officer on an inspection of school grounds regarding trees on the site. He reported that the longer term plan is to buy into a tree management system. We are currently waiting for the LA to send the schools a quotation for the necessary work.</p> <p><u>Community</u></p> <p>Friends of Western Road held a Halloween disco & raised over £1,200 for the school. The governors wished to minute their thanks to all those involved.</p> <p>Donations from the Harvest Festival with visiting speaker Debbie Twitchen, went to a local foodbank & were gratefully received.</p>	
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	<p>Children in Need Day at the school raised almost £300. Thanks were given to KB for having organized the event.</p> <p>The school choir will be singing at Glyndebourne on 6th December. Seats can be reserved for governors if they wish to attend.</p> <p>The FOWR Christmas Fair will take place on Saturday 13th December from 3.30 to 5.30.</p> <p>EYFS & KS1 will perform their nativity play on 12th December at 2pm.</p> <p>The Carol Concert will take place on 18th December at 10am.</p>	
5	<p><u>Feedback from the Governor Evaluation Exercise</u></p> <p>Alison Teagle thanked all governors who had participated in this review & went on to summarise the findings. SEND & Pupil Premium was mentioned a lot in the feedback from governors & they were invited to volunteer to be more involved in these two areas.</p> <p>AT made the recommendation that the GB needs a 3 & 5 year plan. The Governing Body also need to review their vision for the school.</p> <p>JS thanked AT for her work on conducting the evaluation.</p> <p>Action – Put 3/5 Year Plan & Vision on Strategy Group agenda to discuss</p>	NG
6	<p><u>Feedback from the November Teaching & Learning Visits</u></p> <p>Feedback from these was covered in the Headteacher's Report. TJ expressed this thanks to governor volunteers.</p> <p>The next T&L visits will be on Computing, PHSE and English, all day from Wednesday 5th December to the 6th. TJ confirmed he can cover them all. CMcM volunteered to do PHSE.</p>	
7	<p><u>Safeguarding Update</u></p> <p>AW presented his first Safeguarding Report having worked with IW to produce it. There are no policies outstanding & the Single Central Register was checked in October.</p> <p>IW and SD will meet to do the Online Safety Audit which has to be submitted to County by 1st February.</p> <p>Action – MM and JS to do Allegations against Staff training</p> <p>It was suggested that a staff well-being survey is conducted.</p> <p>Action – Staff well-being survey on January Strategy Group meeting</p> <p>E-Safety Training</p> <p>Action – Raise attendance of E-Safety training at next Parents Forum</p>	<p>JS/MM</p> <p>NG</p> <p>IW?</p>

	HT & EM requested permission to leave the meeting at 7.30 due to prior commitments	
8	<p><u>Draft policies for formal approval</u></p> <p>The following policies were sent to governors ahead of the meeting for electronic approval:</p> <ul style="list-style-type: none"> • Governor Allowances • Safer Recruitment • Data Protection • Scheme of Delegation • Anti-Bullying • Health & Safety <p>No comments were received from governors regarding these. It was acknowledged the Governing Body still needs a governor to be responsible for overseeing policy management.</p> <p>Action – Discuss with EM</p>	JS
9	<p><u>Any other Business</u></p> <p>Reminder re 10th December meeting with parents re MAT – 6.30pm</p>	
	<p><u>Dates of next meetings:</u></p> <p>FGB: 28th Jan 2019, 25th March, 20th May, 8th July</p> <p>Strategy: 17th Sept, 14th Jan 2019, 29th April</p>	

Papers to accompany this meeting in order of the meeting:

Agenda, Attendance Register, Forum Update MAT, Two sets of Minutes from last FGB on 8th October 2018 with Actions, Headteacher's Report November 2018, WR Learning Visit Notes November 2018, Safeguarding Report November 2018, Scheme of Delegation, Policies for Approval