



## MINUTES

### Governors :

Initial	Name	Position
IW	Irena Wooler	Head Teacher
RH	Rea Hamilton - left meeting 18:45	Deputy Head, Associate Governor
GJ	Gabbie Jerrit	Chair, Co-opted
HT	Hilary Turner	Vice-Chair, Co-opted
TJ	Tom Jeffery	Co-opted Governor
IS	Ian Sandbrook	Co-opted Governor
KW	Karen Wallis	Co-opted Governor
JB	Jannine Bishop	Staff Governor
BF	Bridget Flowers	Co-Opted Governor
EM	Eleanor Murphy	Foundation Governor
HG	Hamish Gale	Co-Opted Governor

### Apologies received from:

Initial	Name	Position
HA	Holly Atkins	Parent Governor
RW	Roy Watkinson	Foundation Governor
PM	Patrick Mulhern	Parent Governor

### Also in Attendance:

Initial	Name	Position
SC	Sarah Clifford	Bursar
SB	Suzy Bennett	SENCO
SG	Sue Gothard	Clerk to the Governor

### 1. Welcome and Apologies:

GJ welcomed all to the meeting. Bridget Flowers was welcomed to the meeting as a new Co-Opted governor. Apologies as listed above were received and accepted. The meeting was confirmed as quorum.

### 2. Declaration of Interest:

There were no additional declarations of interest for this meeting. HM highlighted that he had already disclosed that he oversees education services for ESCC and there was an agreement in place that if any pupils are discussed at either location, he would leave the discussion.

### 3. Actions from Previous Meeting 13<sup>th</sup> May 2024:

No:	Action	Lead	Completed By
1	Meet to discuss and agree a suitable meeting time to discuss the transition to secondary education	KB, TJ, KW	Completed report provided
2	Provide feedback on the home school agreement to IW by Friday 17 <sup>th</sup> May 2024	ALL	completed



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3	TJ will attend the meeting with parents with IW to discuss the home school agreement	IW, TJ	Completed
4	GJ to send out an email to all governors with details for the meeting with Mr Clive Dunn on the 8 <sup>th</sup> July 2024	All	Meeting completed

### 4. Acceptance of Minutes from 13<sup>th</sup> May 2024:

Governors unanimously approved the previous minutes as an accurate reflection of the previous meeting.

### 5. Budget Update - SC

Now monitoring for term 3. SC went through the various items on the budget share snapshot that was reviewed during the Strategy Meeting. Confirmed a carry forward figure of £29,069.00. Advised that the support staff pay increase is still awaiting acceptance although ESCC have advised that the amount should now be put in the budget. New software to be put on the laptops during the summer. Health and safety audit to take place during the second week of the new term. A governor asked about the cookers. IW advised that there are 2 new cookers that were paid for by the health grant and are awaiting fitting.

SC left the meeting

### 6. Headteacher report - IW

#### Data:

212 pupils currently on roll. Letters have been sent to families with attendance below 92%. Attendance figures were discussed and governors advised they were very good and thanked IW for the work done working with families to improve their attendance.

The various figures for each year group were looked at and some students / year groups, highlighted as being below the required level, are struggling but being given the necessary support. IW advised that the year 6 SATs were undertaken by the students extremely well and they were very well prepared.

#### Curriculum Report:

A curriculum review took place with Clive Dunn who was very helpful and supportive. He met and talked to several different teams during his visit and provided advice where required.

There was also a meeting with Simon Chandler after which a list of priorities for next year has been started. IW confirmed it was a very positive meeting.



Staffing:

There has been a teacher resignation who has now been replaced. The University of Brighton student has now finished.

Premises:

IW has chased County about the disabled toilet. The sink is to be fitted in Gallery area. The library is to be moved upstairs. Part of the current library has been transitioned into a sensory space to support children.

Simon Chandler is retiring at the end of the academic year - new Alliance Partner, Stephan Cook, has been allocated to all Lewes Schools.

Policy:

IW advised that the attendance policy had been reviewed in June 2024 and now includes a penalty notice for persistent lateness (10 incidences within a 10 week period, can go over two terms and into the following academic year). A governor **asked** how they would know if the policy was working. IW discussed what was in place. A governor **asked** whether the figures included any student that were being home educated. IW advised that at the present time, there were no home educated students. However, it was confirmed that pupils on a reduced timetable were included if they go below their agreed time, and this affects the figures, although the reduced timetable itself does not contribute to the figures. It was noted that the attendance was still very good.

## **7. SEND and PPG Report - SB:**

SB advised that she had completed a handover with KB before she went on maternity leave. The inclusion report which included reported information from SB had been previously shared with the governors.

SB went through the report in meticulous detail, providing additional information where necessary. Highlights included:

- 27 pupils currently on the SEN register. 5 pupils with an EHCP, 22 pupils identified as having some SEN.
- Schools receive a notional budget of around £6,000 per child on the register.
- 14 pupils on Pupil Premium Grant.
- 4 children on school support plans plus 25 other children not on support plans but are being monitored.
- 92% attendance with pupils on SEND, in comparison with whole school attendance of 95%.

SB discussed one pupil, in Reception, with an EHCP who is in receipt of Exceptional Case Funding. Due to the pupil's lack of understanding and the high risk that they can pose the school is currently awaiting a panel decision to change their school setting to a specialist school. There followed discussion about this pupil. It was



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confirmed that all support required was funded although it was taking a large amount of time and resources. It was also confirmed that there was still a long way to go before the situation is sorted out.

A pupil in year 1 is awaiting a decision for an EHCP due to increasingly dysregulated and dangerous behaviour, particularly towards staff members. The pupil has been receiving support.

There were a number of other pupils with SEN and additional needs listed on the report which were discussed.

SB then went through the rest of the report highlighting areas for discussion and additional input. There followed discussion about the lack of funding to provide the support some of the pupils require. A governor thanked SB for the report and confirmed it was a very comprehensive and reflected fully what the school was achieving.

SB left the meeting.

### 8. Safeguarding Report - IS

IS confirmed that at the present time, there had not been any significant incidences. The single central record was mentioned and the lack of training available. IS has met with SC to go through the procedure. IS commended SC for the systems that had been put in place. A governor **asked** about the audit and whether there were any outstanding items. IS confirmed there were only a few items and they were very small items. IW went through the outstanding items and confirmed they were all in hand and advised completion dates.

### 9. Code of Conduct and Policies Review - GJ

GJ confirmed that the policy had been put together and amendments made following discussion at the recent Strategy meeting. A governor **advised** that he thought there should be a clause about confidentiality of documents. GJ confirmed the statement within the document that covered this. The wording was confirmed as adequate.

The policy was unanimously agreed.

The code will be available via Governor Hub to sign from September.

### 10. Governance - IW, GJ

#### a. Election of LA Governor - Ian Sandbrook

IS was unanimously voted onto the board and welcomed to the meeting.

#### b. Election of Co-Opted Governor - Bridget Flowers

BF was unanimously voted onto the board and welcomed to the meeting.



- c. Governor Training - Update on any courses attended  
GJ completed the being prepared for OFSTED training and advised it was very useful and will circulate the slides.  
GJ attended the new network for MHEW and advised that attendance had been the particular focus.  
IS attended a networking for new governors meeting and evidencing was covered. He mentioned a new governor checklist. IS asked whether there was a training governor to advise appropriate courses that ESCC send out. There followed discussed about training. It was agreed to carry this forward to September after governor allocation of interests has been completed.

**11. Any Other Business**

GJ mentioned Governor Hub and asked for comments. After discussion, it was agreed to move forward putting documents on Governor Hub, although they will also be distributed by email.  
Clerk mentioned biographies for the website and asked for governors to email their information.

**12. Dates for Future Meeting:**

**FGB - start time 6pm**

7<sup>th</sup> October 2024

*Further dates will be emailed*

**Strategy Group - start time 6pm**

23<sup>rd</sup> September 2024

*Further dates will be emailed*

Meeting finished at 20:00

Actions from this meeting 15<sup>th</sup> July 2024:

No:	Action	Lead	Completed By
1	Distribution of further meeting dates	IW	
2	Distribution of slides from OFSTED course	GJ	

Signed by:

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Chair of Governors

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Date