

Western Road Primary School, Lewes
Full Governing Board Meeting
Monday 13th March 2023 18:00 - 20:00



Governors :

Initial	Name	Position
IW	Irena Wooler	Head Teacher
RH	Rea Hamilton	Deputy Head, Associate Governor
GJ	Gabbie Jerrit	Vice Chair, Co Opted
HT	Hilary Turner	Chair, Co Opted
PM	Patrick Mulhern Late	Parent Governor
HG	Hamish Gale	Co Opted
JB	Janine Bishop	Staff Governor
RG	Rosie Gloster	Local Authority Governor
RW	Roy Watkinson	Foundation Governor
TJ	Tom Jeffery	Co Opted
SH	Sami Howard (Late	Co Opted
LP	Luke Palmer	Co Opted
KB	Kerry Bedford	SENCO
EM	Eleanor Murphy	Foundation Governor
AJ	Antonia Jewels	Parent Governor

Apologies Received and accepted from:

Initial	Name	Position
HA	Holly Atkins	Parent Governor

Also in Attendance:

Initial	Name	Position

Clerk:

SG - Sue Gothard, Locum Clerk to the Governors

- 1. Acceptance of Minutes from FGB 23rd January 2023:**
Governors unanimously approved the previous minutes as an accurate reflection of the previous meeting.
- 2. Declaration of Interest, Apologies for Absence:**
Declarations of Interest were received from:
None declared

Apologies for Absence received and accepted from:
Holly Atkins

RH gave all governors present a copy of the Disqualification under the Childcare Act (2006) declaration form to be signed.



HT advised that all governors who joined prior to 2019 provided only 1 reference. They are now required to provide an additional reference.

ACTION - HT to send out an email to relevant governors.

3. Finance:

3.1. *Budget*

RW advised there were two elements to the finance report - Where are we now and what is required to do for next year.

The figures have only just become available via a comprehensive spreadsheet. The draft report provided by Cara Starbuck (CS) includes updates which will need to be agreed and approved. Excess of £86,271 which is £44,165 more than previously thought. Energy costs are less than anticipated due to contracts and less usage and will release £17,000. The contingency budget of £3,000 for the meter investigation will not be spent this year. There are additional high needs funding of approximately £7,000 as well as income from university students of around £5,000. There is an amount of £14,000, from the local authority, for EYFS moderation and HT supporting a school. Income from the car park was £2,000.

Due to the generous donations from Friends, the budget of £25,000 for the Key Stage 1 project has been reduced to £5,000. Additional information will be provided at the finance meeting.

In terms of costs more than budget, staffing costs are around £33,000 more. Some of the increases are due to increases in payroll but there had also been an increase in staff to support high needs pupils.

There was a request for approval for the Services to Schools which is around £48,000. Discussion followed as what the service included, an email will be distributed.

HT asked that governors check the email and make any comments ASAP.

A governor **asked** about the additional expenses. IW discussed some of the reasons for the expenses.

Due to the date when the budget needs submitting, some form of process needs to be agreed to approve the budget due to difficulties with the dates. Various meeting dates were discussed.

Setting the budget for next year will be more difficult, in part, due to impending pay claims which will not be settled or known for a while.

3.2 *SFVS (Schools Financial Value Standard)*

This requires to be submitted to county by 31st March 2023. It was suggested that the document was very nearly ready.

RW highlighted the outstanding actions.

The front page requires updating with the discussed information. Governors approved the document.

ACTION - IW to update the SFVS spreadsheet as discussed.



4. Head teacher Report - IW

4.1 *Data*

There are 207 students currently on role.

There had been 76 applications for September 2023 intake:

34	1 st choice
32	2 nd choice
10	3 rd choice

Alert for reception pupil in September with high needs but has additional funding.

There are a number of students in each class with poor attendance who are currently being supported.

A governor **asked** how this compared to other schools. Irena confirmed Western Road was probably in the middle of similar schools in the area.

A governor **asked** about the attendance for year 4. Irena explained the various reasons.

Quality of education

KB provided an overview of the student currently receiving help and the difference it is making. Discussion took place with regard to his behaviour and how it affected another student in the class. There were various discussions about the funding that was available but can be difficult to obtain.

Parent evening well attended. References are currently being obtained to provide another play therapist.

A governor **asked** about the work that Suzy Bennett did. IW discussed the various strategies that Suzy employs to assist children in their teaching and learning.

5. Safeguarding Report:

Data:

Year 1 - data is where it should be

Year 2 - data looking very strong with spelling interventions

Year 3 - nothing to add to the data

Year 4 - the data was as expected

Year 5 - RH advised that the class is as expected although it is a class of 2 extremes.

Year 6 - reading is strong, writing coming along well, maths some gaps

A governor **asked** for clarification of the data which IW provided. There was further discussion about the data and whether it was providing information that was helpful and understandable.



IW discussed the report from the Alliance Partner, completed by Simon Chandler. The agreed focus for the report was the Pupil Voice with an emphasis on PE. IW briefly went through the highlights of the report which included attendance, academisation and the school PE curriculum. There were positive points as well as suggestions for making learning more enjoyable and effective.

Audit:

HT discussed the relevant points within the report.

2 level 3 referrals made

Minor injuries trend only January figures provided

HT advised that she went to a Link governor network meeting in February which highlighted 3 serious cases of neglect in East Sussex. There are now reports being made to ensure any future cases can be picked up.

There was an issue with a family in early years which the school is currently monitoring.

There is one student in year one that is experiencing high levels of absence and is being monitored and helped.

Year 2 - a family support worker is working with one family with regard to their attendance.

Year 3 - a family support worker is also working with a student who was reluctant to attend school.

Year 4 - a family support worker is assisting a family in obtaining funds. There is one child that is not in school who has been out of the country. Due to the amount of time involved, the pupil has now been reported as missing in education.

Year 5 - there is one student experiencing attendance and family issues at home.

Year 6 - no issues

The Safe Guarding Audit has to be submitted by the end of March.

ACTION - HT and SH to meet to finalise and sign off the audit.

6. Staff Well Being Survey:

RG advised that the survey is currently being sent out. It is hoped to be completed by Easter.

7. Policies for Approval:

Capability Policy - advise HT by Monday 20th March with any comments

EDYS policy - No comments made, policy approved.

8. Dates of Future FGB Meetings:

Next FGB 22nd May 2023

The SATS are due out on 11th July 2023, therefore the FGB meeting has been moved to Wednesday 12th July 2023



9. Any Other Business:

HT advised that at an area meeting there was discussion about the chairs and vice chairs to continue to meet. A meeting arranged for 20th March had not received any comments.

ACTION - IW to send out a reminder for the Chairs and Vice Chairs meeting.

ACTION - HT to arrange a governor working party for MAT

ACTION - HT to arrange an informal strategy meeting

HT has attended a further meeting about academisation. She discussed the various things that were covered. There was a group from Portsmouth in attendance that had started as a very small school but is now part of a very large academy and was working successfully. There followed discussion about the various possibilities and discussions.

IW advised that a teacher had been signed off sick for 2 months and discussed how this would be managed and the costs involved.

No:	Action	Lead	Completed By
1	Send email to all governors who have only previously provided 1 reference to obtain a 2 nd one.	HT	ASAP
2	Update the SFVS spreadsheet as discussed	IW	ASAP
3	Finalise and sign off the Safeguarding audit	HT, SH	ASAP
4	Send out a reminder for the Chairs and Vice Chairs meeting.	IW	ASAP
5	Governor Working party for MAT to be arranged	HT	ASAP
6	Informal strategy meeting to be arranged	HT	ASAP