

Western Road Primary School, Lewes
Full Governing Board Meeting
Monday 23rd January 2023 18:00 - 20:00



Governors :

Initial	Name	Position
IW	Irena Wooler	Head Teacher
RH	Rea Hamilton	Deputy Head, Associate Governor
GJ	Gabbie Jerrit via speaker phone	Vice Chair, Co Opted
HT	Hilary Turner	Chair, Co Opted
PM	Patrick Mulhern	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	Co Opted
LP	Luke Palmer	Co Opted
KB	Kerry Bedford	SENCO
HA	Holly Atkins	Parent Governor

Apologies Received and accepted from:

Initial	Name	Position
EM	Eleanor Murphy	Foundation Governor
AJ	Antonia Jewels	Parent Governor

Also in Attendance:

Initial	Name	Position
CS	Cara Starbuck	Finance Support, County

Clerk:

SG - Sue Gothard, Locum Clerk to the Governors

The following documents and minutes were circulated prior to the meeting:

- 1 WR P9 Budget Monitoring Spreadsheet 2022 / 2023
- 2 School Finance Report January 2023
- 3 Equality, Diversity and Inclusion Policy Jan 2023
- 4 Safeguarding Report
- 5 Head Teachers Report January 2023
- 6 Inspection Data Summary Report January 2023
- 7 WRS Admissions Policy January 2023
- 8 Early Years Policy
- 9 Whistleblowing Policy
- 10 Year 1 Age Related Expectations Summary Report
- 11 Year 2 Age Related Expectations Summary Report
- 12 Year 2 Progress Breakdown Report
- 13 Year 3 Age Related Expectations Summary Report
- 14 Year 3 Progress Breakdown Report

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- 15 Year 4 Age Related Expectations Summary Report
- 16 Year 4 Progress Breakdown Report
- 17 Year 5 Age Related Expectations Summary Report
- 18 Year 5 Progress Breakdown Report
- 19 Year 6 Age Related Expectations Summary Report
- 20 Year 6 Progress Breakdown Report
- 21 School Improvement Plan (SIP) December reviewed 2022

- 1. Acceptance of Minutes from FGB 28th November 2022:**
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 from:
Eleanor Murphy
Antonia Jewels

3. Finance:

3.1. Pay Committee Report

This had been dealt with at the previous meeting of the FGB

3.2 Budget - CS

The estimate for the budget share for next year was £918,200, which was within the expected figure.

The November statement indicated an increase in planned funding for schools. There will be a lump sum of £4,510. A basic per-pupil rate of £119 for primary pupils, including Reception and a FSM6 per pupil rate of £104 per eligible primary pupil. These figures are subject to an area cost adjustment factor, but initial analysis indicates that the amount will be £30,300. Final school allocations will be confirmed later with actual payments being made in 2 tranches in May and October.

In addition, there is a one off payment of £39.50 per pupil from the Central School Service block. Initial analysis indicates this will be £8,100.

The overall prediction is there should be a year-end surplus of £28,761 which is £13,345 less than the original budget forecast.

In view of the contribution from FoWR, all of the Key Stage 1 Project budget of £25,000 that had been set aside might not be needed.

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All schools have been given a New Capital grant for Energy Efficiency projects Western Roads allocation is £14,000 to be used for energy reducing projects although it is not ring fenced so it could be used for other areas.

As utility bills are running behind based on bills to date and are not as high as expected, money that had been set aside could be used elsewhere. Water invoices still outstanding.

Other income includes £11,000 from Friends, £330 from parking and an amount from the University of Brighton. The year-end figures will look better as some money has not yet been allocated.

Some of the ring-fenced PE grant will not be able to be carried forward and therefore needs to be spent.

IW - mentioned the TIG support from ESCC that is being used for additional help for a student. The school was awaiting details as to how the money was to be allocated.

RW advised that although there would not be a deficit for this year, the expected surplus will be less. Salaries will be over budget as will energy costs. Additional income has helped additional staffing costs. Key stage 1 project could not have gone ahead without the support of the Friends.

Issues for concern for the next financial year will include increased staff and energy costs.

The capital project money for energy savings could be used to help finding ways for monitoring energy use.

The budget needs to be set for next year; FGB meetings do not coincide with the budget allocation requirements. A budget could be set by the Strategy Group and sent out electronically for approval by the Full Governing Body.

CS - advised that the £18,000 over spend was due to unexpected increased pay awards higher than budgeted which could not have been forecast.

In summary, the financial position is good and with due diligence should continue. However, careful management and difficult decisions might be required if a deficit in the future was to be avoided.

A governor **asked** about the key stage 1 project being underspent. CS explained that due to the donation by the FOWR, the budget set aside for the project was not all required.

HT - advised that when the electronic budget was sent out, it was very important that all governors respond quickly.



TJ mentioned the PE grant ring fenced for sport equipment. CS advised that only £10,000 could be carried forward and that has to be spent by the end of the academic year and care should be taken to ensure that the required criteria were followed.

3.3 School Financial Value Standards

RW read out the following statement about SFVS from the website:

The Schools Financial Value Standard (SFVS) helps to provide schools with assurance that they are meeting the basic standards necessary to achieve a good level of financial health & resource management. It is a mandatory annual exercise consisting of a checklist of questions which governing bodies should formally discuss and review. The questions are broadly the same as those posed last year. The answers are supported by reference to relevant evidence. For Western Road last year's SFVS produced a few action points around benchmarking. A copy of the signed standard is sent to the local authority's finance department by 31st March.

To ensure this is achieved, the Head Teacher and relevant Governors (Finance) will begin preparation of a draft SFVS for review at the next Strategy Group (20/2/23) and discussion at the FGB on the 13th March 2023

CS advised that it was appropriate to have action points

ACTION - CS to provide IW with access to the management report

CS left meeting 18:40

4. Head teacher Report - IW

4.1 Data

There are 207 students currently on role.

First choice for September 2023 admissions were up to 38, 6 of those were out of area. IW thanked everyone that was involved in organising the visits.

Currently, attendance is low, particularly on Mondays, due to a variety of reasons.

The school is in the process of fining 2 families for holiday absence Reinstated withdrawal from learning form

TJ commented that, while there did not seem to be variance across the year groups with regard to attendance, attendance of SEND and PPG pupils seemed to be well below expectations. It might therefore be important that these figures should be tracked throughout the year.



There was one child in particular is having issues with attendance.
IW - discussed various issues with a number of children.

Quality of education - subject leader interviews:

These were carried out towards the end of term 2. Discussion was had with the relevant teachers to improve and support. Everyone agreed it was a helpful process and helped clarify thinking and what to prioritise.

There had not been any formal meetings among staff so far; time needs to be given to allow teachers to work on suggestions.

GJ - advised that the science subject leader discussion was good, the maths one was great and the art and design teacher, who was fairly new, would benefit from additional time.

LP - had a very useful conversation about PSHE.

JB suggested allocating governors to a particular subject to provide continuity.

ACTION - IW to investigate whether it is feasible for governors to be allocated to a particular subject/teacher.

KB advised she thought there were issues with some secondary schools not supporting SEND children transferring from Western Road. IW confirmed that a lot of time and effort went in to helping year 6 be ready for the move and the secondary schools should be supporting this transition. RH advised that there had not been concerns in previous years. Discussion took place with regard to the various issues that were being experienced.

KB had successfully applied for a one off funding for a child in year 1 that had additional needs. £8,000 requested and provided. Meetings will take place regularly to discuss how to spend the money effectively.

GJ asked about the staff in year 1, KB thought they were managing but that the risk assessment should be checked. The child is very difficult to deal with. There was lengthy discussion about the current strategies being utilised.

KB advised that the therapeutic play practitioner had resigned, she is currently looking for a replacement.

IW - Katie Griffiths (EYFS TA) has resigned (effective 1st February 2023) to focus on Forest School coursework, but will stay on half a day a week.

IW wanted to thank County Finance for their help and support.

4.2 SIP and SEF

Discussed items on the report

No additional questions.

IW advised Ofsted had asked that their data report be sent to all governors.



4.3 Health and Safety Audit

There were 18 items noted that need to be completed by the end of the year.

5. Subject Leader Interviews - IW, RH, GJ

Already discussed elsewhere

6. Staff Wellbeing Survey - IW, GJ, RG, HG

A meeting is being organised to discuss questions that could be included in the survey. It is hoped that it will be sent out by the end of term 4 although this might be optimistic. Time will be allowed for staff to complete.

7. Safeguarding Report - HT

HT discussed the report that had been sent out. SH confirmed she will be completing the training in April. HT will attend the safeguarding networking meeting.

Safeguarding audit needs to be complete by the end of March.

HT has requested that everyone should update their safeguarding information and advised there were 2 governors still outstanding.

Governors should have received an email to join the governors hub and it was important that governors should register on it.

Contact Clare Cornford if another invite is required.

8. Equality Diversity & Inclusion Update and Review:

HG asked where there was information on diversity. It was confirmed that there are various items and events in place within the curriculum that ensures the relevant areas are included. Discussion took place with regard to the training that might be available.

ACTION - HG to send IW details on the anti-racist course he had recently completed

TJ - introduced the policy and advised that it had not been substantively changed. Objectives would need to be set for the current year and published in an updated policy. There followed a discussion about the items that should be in the policy. TJ requested that the governors check the policy and the revised objectives and raise any questions or comments by the end of the February half term to HA.

9. Area Schools Meeting

HT - advised that a meeting had been arranged to discuss how schools could collaborate more and to find out feelings about the white paper and the requirement that, by 2030, all schools should have plans to be part of a Multi Academy Trust (MAT).

The main focus of the meeting was academisation. There were suggestions that there could be a town MAT but by the end of the meeting, this seemed

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unlikely to be the preferred way forward. In making decisions, Church schools would need to have regard to the views of the diocese. No decisions had yet been made. The recent school newsletter had asked for any comments. So far, no comments have been received. It was agreed that there would be a statement in the next newsletter advising that this item is on the agenda. Discussion took place with regard to the issues and comments about the position of academies. It was suggested that, in some instances where a school had become an academy, there was no longer an incentive to share information.

There is a need to think about the next steps, looking at existing academy trusts and whether it should stay local. There is a definite feeling that they do not want to become a very large MAT. It was agreed that any decisions would be made by school governors in the best interests of the school and its pupils.

There is an academy working party which will be meeting again next term to discuss the next steps.

ACTION - any comments or anyone interested in joining the academy working party contact HT

10. Governor Training Feedback - FGB

None

11. Policies to be Updated:

Send any comments on the following policies to HT by 30th January.

11.1 EYFS

11.2 Admissions

11.3 Whistleblowing

ACTION - comments on EYFS, Admissions and Whistleblowing policies to HT by 30th January 2023

12. Any Other Business:

IW - discussed the staff strikes. The teachers had met and 7 had opted to take strike action. Unfortunately, this will mean the school cannot open. HT asked whether the striking teachers can set work, IW confirmed they are not allowed to set work but there are other arrangements in place.

A governor **asked** about cover provision for vulnerable families, IW advised there is only lunch provided that would need to be collected.

No:	Action	Lead	Completed By
1	Provide IW with access to the management report	CS	ASAP
2	Investigate whether it is feasible for governors to be allocated to a particular teacher / subject	IW	ASAP
3	Send details to IW on the anti-racist course recently	HG	ASAP

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	completed		
4	Any comments or anyone interested in joining the academy working party	HT	ASAP
5	Comments on EYFS, Admissions and Whistleblowing policies to HT	All	30/1/23