



**Meeting of the Full Governing Body
Western Road Primary School
Monday 29th January 2018 at 6pm
MINUTES**

Governor members present:	Jonathan Sharpe (Chair), Roy Watkinson, Ruth O’Keeffe, Daire McGrath, Matthew Montebello, Kerry Bedford, Debra Schmidt, Tom Jeffery, Jenny Westaway, Alison Teagle, Christine McCarney
Associate members present:	Irena Wooler
Officers present:	Nicola Gibson (clerk)
In attendance:	

	Agenda Item	Action
1	<p>a) Apologies for Absence – Apologies were received from Stephen Docherty & Sam Caughey</p> <p>b) Declarations of Interest – There were no declarations made</p>	
2	<p>Last meeting dated 27th November 2017</p> <p>a) Acceptance of Minutes – Minutes were duly approved & signed off</p> <p>b) Matters arising from meeting not included elsewhere on the agenda – There were no matters arising</p>	
3	<p>Draft Behaviour Policy</p> <p>This was shared with governors ahead of the meeting & a lengthy discussion followed. MM acknowledged that whilst the existing policy is very good it has been important to revisit it & this has been done in collaboration with the School Council, the Parent’s Forum, TAs & teachers.</p> <p>Some rewards and sanctions have changed over the last couple of years. In examining the policy, expectations of pupils have been looked at in detail & these cover four areas eg. lunchtime rules, playground expectations etc. Behaviour for learning has also been specifically looked at ie. If pupils are more engaged with learning, they are likely to have improved behavior. It was acknowledged however that the policy might need to be adapted for some children.</p> <p>MM stated that the school has started making phone calls to parents when their children have exhibited good behaviour has been a very positive move. A suggestion was also made to send postcards home for the same reason. There was some discussion around lunchtime exclusions & it was queried whether this is still legal. The benefits of lunchtime clubs were discussed, as well as associated resourcing issues.</p> <p>A discussion was also had specifically on the ‘Black Cloud’ chart element of behavior policy in the school & governors expressed some concerns about this. MM stated that he would seek the views of teachers on this & report back at the next FGB.</p> <p>Other suggestions made were as follows:</p>	

	<ul style="list-style-type: none"> • explicitly stating the more active expectations for parental support in the policy. This could be done by cross referencing the policy with the Home School Agreement. • it is more effective to refer to ‘restorative approaches’ rather than ‘restorative justice’. • Rules should be mainly ‘we’ statements rather than commands in order to encourage a greater sense of ownership amongst pupils • Better to refer to expectations as ‘rules’ • Review the Behaviour Policy at the next FGB & return to it on an annual basis • Behaviour policy to include school policy on mobile phones • Behaviour policy to include reference to home-school agreement and expectations of parents • The new policy recognizes the need for ongoing training in behaviour management strategies for all staff <p>Action – Check on status of lunchtime exclusions Action – Have Behaviour Policy on March agenda</p> <p>Pupil Voice Survey A report following the survey was compiled by Kerry Bedford & was shared with governors. KB reported that as a whole school results are very encouraging with over 90% positive feedback in nearly all questions. Results have been shared with teachers to allow them to reflect on on their own class data.</p> <p>Reflections from the results of the survey include being mindful of different class profiles & that planned training needs to happen as a result eg. in healthy living. It is hoped to repeat the survey in July to see if results have changed.</p>	MM NG
4	<p>Safeguarding An extensive action list generated from the recent Safeguarding Audit was shared with governors ahead of the meeting & IW thanked DMcG, DS for their input.</p> <p>Action – Convene meeting with SD, IW & new Reception Class teachers to discuss computer safety</p> <p>Action – Review online safety at next FGB</p> <p>DMcG & DS shared this term’s Safeguarding Report (for the period 24/11/17 to 29/01/18) with governors & reported that there were no outstanding matters pertaining to this.</p>	IW NG
	<p>Headteacher’s Report Attendance – there are currently 205 pupils on roll & attendance for Term 2 for the whole school was 95.1%. The national average for last academic year is 96%. MM reported that he will shortly be attending an attendance conference with IW.</p> <p>The school held open mornings & afternoons at the end of November & beginning of December which were all well attended & feedback from parents was ‘overwhelmingly positive’. The school has been nominated as first choice by 25 families.</p> <p>Safeguarding Audit – The S175 Safeguarding Audit has been completed, sent to the Local Authority & shared with safeguarding governors. As a result of this audit, a number of statutory & non-statutory actions need to be undertaken (please also see Item 4).</p>	

<p>Referrals – One referral has been made to Social Services. Following a discussion about referrals, it was agreed by governors that rules around phone use need to be reiterated in the school Behaviour Policy ie. KS2 pupils have to hand in phones to teachers</p> <p>Online Safety – Online Safety Week has been planned for the week beginning 5th February. In addition to activities in class, the week will include workshops for parents & children on Friday 9th February led by Computing Consultant, Andrew Gunn.</p> <p>Whole School Priorities – MM reported that the School Development Plan had been discussed at a recent Strategy Group meeting & had been RAGGED & annotated to comment on progress towards targets. This was then shared with all governors ahead of the FGB. A list of key priorities has also been shared with parents in a recent newsletter.</p> <p>Staffing – Carla Jones & Janine Bishop have begun a job-share in EYFS to cover Ruth Delaney’s maternity leave. They are working very closely with the EYFS TA, Karen Reed, & feedback from parents has been very positive.</p> <p>Subject Leader Meetings – MM reported that these meetings are really key in driving subject leadership forward.</p> <p>Subject leader interviews were held at the end of Term 2 where subject leaders presented their work to governors. Interviews showed evidence of good progress towards objectives.</p> <p>Action – Coordinate dates of subject leader reviews</p> <p>Staff Training – January’s INSET day was delivered by Romey Sawtell, former governor & Maths Consultant. Romey led staff training in the use of concrete resources to support maths teaching. Romey has worked with Mr Paterson to develop an action plan for the rest of this year & next year to develop the use of concrete resources across the school & especially in KS2.</p> <p>Mindfulness – Mindfulness trainers recently led staff in basic mindfulness techniques. They have also led KS1 & KS2 assemblies & some staff are beginning to introduce practices into the pupils’ daily routine. MM raised the question of whether the school wishes to pursue a more formal approach to mindfulness next year.</p> <p>Term Two Data – Detailed Term 2 data was shared with governors ahead of the meeting. It shows that all year groups are, broadly speaking, making good progress towards end of year targets.</p> <p>Term 3 Lesson Observations – The headteacher & Deputy Head are currently observing lessons as part of the performance management lesson observation cycle.</p> <p>Premises & Resources Update – MM reported that work had more or less finished across the school including installment of all new windows & window sills. He provided governors a detailed list of work that is yet to be finished.</p> <p>Christmas Events – There were a number of successful events at the end of last term including the Artists & Makers Fair which raised a remarkable £11,600. It was agreed that governors should write to thank them for their considerable contribution.</p>	<p>TJ/ CMcM</p>
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	Action – Write ‘Thank you’ letter to AMF organizers	NG
	<p>Teaching & Learning Update TJ reported back on a recent SEND visit at the school with fellow governor, CMcC. Both governors met with Val Bradshaw, the school SENco & reported that they had gained a clear snapshot of performance of pupils with SEND. He reported that many children are making good or excellent progress, although some chn have made more progress than others.</p> <p>TJ urged that if such visits are performed twice a year, governors will receive a very balanced picture of progress for pupils with SEND at the school. The focus of future visits should be on scrutinizing lesson planning for pupils with SEND & how this translates into books & feedback.</p> <p>A request was made for another governor to attend the next Teaching & Learning Group monitoring visit on 12th March. The focus for this visit will be on maths progression, especially for vulnerable groups in KS2. RoK agreed to attend.</p>	
	<p>Any other Business The headteacher was pleased to report that a new pupil to the school has settled in very successfully.</p>	
	<p>Dates of future meetings:</p> <ul style="list-style-type: none"> • FGB - 19th March, 21st May, 9th July • Strategy – 15th Jan, 30th April 	

Papers accompanying this meeting:

- Agenda
- Attendance Register
- Pupil Voice Results
- WRS Behaviour Policy – Draft
- WRS Core Aims 2017-1018
- WRS School Development Plan – January 2018
- WR SEN
- Term 2 Data Pack
- S175 Form Final Safeguarding Audit
- SEN 2017-1018 End of Term Data & Interventions
- Headteacher’s Report – January 2018
- Safeguarding Report to the Governing Body – January 2018
- Confidential Minutes – 27th November 2017
- FGB Minutes – 27th November 2017