



WESTERN ROAD C.P. SCHOOL
SOUTHOVER HIGH STREET
LEWES EAST SUSSEX
BN7 1JB
Telephone: 01273 473013 Fax: 01273 470233
email: manager@westernroad.e-sussex.sch.uk
Headteacher: Garry Thompson

**Meeting of Full Governing Body
2nd December 2013
6pm
School Hall**

MINUTES

Governors Present: Maya Fender (Chair), Lynn Gayford, Saskia Knowles, Alexis Maguire, Sara McKenna, Philip Rowland, Garry Thompson, Debbie Ticehurst, Ros Toomey (from 6.38pm), Roy Watkinson,

Associate Members Present: Carol Ofield

Officers Present: Teresa Carter (Clerk)

- | <u>Agenda Item</u> | <u>Action</u> |
|---|---------------|
| 1 Introduction | |
| a) Apologies for Absence
Apologies for absence received from Ken Caplan, Chloe Edwards, Romey Sawtell and Ruth O'Keeffe. Maya Fender Chaired the meeting in the absence of the Chair of Governors. | |
| b) Declarations of Interest
None | |
| 2 Last Meetings dated 17th September 2013 | |
| a) Acceptance of Minutes
The Full Governing Body reviewed and approved seven pages of minutes from the meeting held on 17 th September 2013 subject to the amendment of a typing error in 2f. The Chair signed them as confirmation of their accuracy. There was an amendment to page 4 later in the meeting as it was noted that one name was missing off the agreed Headteacher recruitment panel. | |
| b) Matters Arising from Meeting not Included Elsewhere on Agenda <ul style="list-style-type: none">• The home school agreement had been approved but not yet circulated to parents. | |
| ACTION - Maya Fender agreed to follow up the home school agreement with the view to getting it distributed to parents. | MF |
| <ul style="list-style-type: none">• School security gates repaired and revised arrangements in place. It was reported that a staff member was uncertain of the security procedures and responsibilities and had raised this with a governor. | |
| ACTION - Reminder of security procedures and individual responsibilities to be provided to staff. | GT |
| 3 Carried Forward items from September's Meeting & Not Included Elsewhere | |
| a) School Results from previous year
Carol Ofield presented the reports for pupil attainment and progress for each year group. Each report provided an analysis of achievement against target and full information on the pupil cohorts. The following areas were discussed: <ul style="list-style-type: none">• Phonics testing pass rate in year 1 improved to 50% but still below national average of 69%. Re sit pass rate in year 2 was 79%, which was above | |

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national average. The year 2 pupils who had not achieved the required level would be provided with interventions to ensure progress. It was recognised that poor phonics did impact on reading ability but many children were able to read well without phonics.

- Attainment in year 2 whilst not being as high as usual was considered good against national figures and not a significant issue as it appeared to be specific for that cohort who had a low starting base.
- Governors noted that indications from the previous year's data was that that 20% of current year 6 pupils would not achieve the target level for writing target levels. There was a discussion about this, which led to Governors asking for an emphasis on early intervention with monitoring to catch under achievement earlier.
- Governors were advised that within the year 6 group from the previous year there had been some behaviour and friendship issues that had impacted on the whole class. As a result team building work, meetings with parents and policy reviews had taken place.

b) School Development and Self Evaluation

The Headteacher tabled the latest versions of the school development plan and self evaluation and advised that following an evaluation of achievement, teaching, behaviour and safety and leadership and management had judged the school to be in a requiring improvement category. This was thought in the main to be due to the year 6 results and whilst there was a belief that this was cohort specific issue a full investigation would be carried out to identify any significant issues that required addressing. Governors expressed concern that the School Development Plan circulated was still not complete and did not include areas of development that had previously been agreed.

Another issue identified was pupil attitude to learning. It had been noted that disagreements at playtime sometimes affected attitude and plans for improving the playground supervision and activities to engage pupils were being put in place.

6.38pm Ros Toomey arrived

An Ofsted inspector had been appointed in a supportive role to assist the leadership team with evaluation and school improvement planning. Governors re-iterated that they would come in and support staff in progressing the School Development Plan.

c) Associate Members Appointment

AGREEMENT - The Full Governing Body appointed Carol Ofield as an Associate Member for one year.

d) Standing Orders and Code of Practice Documents

AGREEMENT - The Full Governing Body approved the standing orders and code of practice for the year without amendment.

e) Governor Vacancies and Recruitment

The clerk advised that in addition to the forthcoming staff governor vacancy two further governor terms of office were due to expire during the academic year.

f) Scheme of Delegation

AGREEMENT - The Full Governing Body approved the scheme of delegation as presented.

g) Sex Education & Relationships Policy

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AGREEMENT - The Full Governing Body approved the Sex Education and Relationships Policy subject to amendment of the title of the document to that quoted within the body of the policy (Sex & Relationships Education Policy)

h) Anti Bullying Policy

A rewording was requested to the last paragraph to the section on prevention within the anti bullying policy.

AGREEMENT - The Full Governing Body agreed the anti bullying policy subject to amendment as discussed above.

4 Strategic Items

a) Targets for 2013/14

The Deputy Headteacher verbally advised the school targets for 2013/14.

ACTION - Copy of the targets agreed with the Local Authority to be circulated to Governors.

TC

Governors discussed how they would be able to monitor progress towards the targets. The scrutiny of internal and external attainment data by teaching and learning committee, meetings with assessment co-ordinator and school development plan review were all suggested as monitoring activities.

The Deputy Headteacher was thanked for the extensive work that she had undertaken on the analysis of pupil achievement data.

5 Standing Items

a) Headteacher's Report

The Headteacher provided a verbal update on some ongoing premises issues

b) Co-operative Schools

Following the decision to move to statutory notice on the formation of a trust at a joint meeting with Priory School some further work was required in advance of a final decision being made on the formation of the trust.

c) Headteacher Recruitment

Governors were advised that following the Headteacher's resignation a recruitment process was underway with four candidates invited to interview the following week. An additional Full Governing Body meeting was scheduled for 10th December to hopefully confirm an appointment. Pending the start date of the incoming Headteacher a full time interim head had been agreed and parents would be advised shortly.

d) Safeguarding

- No safeguarding issues to report.
- Carol Ofield would be taking over as designated officer for safeguarding in the next term.
- One member of staff being trained in relation to safeguarding on school trips.

6 Reports and Recommendations from Committees

a) Teaching & Learning Committee

The Chair of Teaching and Learning updated governors on business undertaken at the committee's meeting on 14th October 2013 and proposed the committee terms of reference and the child protection for adoption by the Full Governing Body.

AGREEMENT - The Full Governing Body approved the teaching and learning committee's terms of reference as presented.

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AGREEMENT - The Full Governing Body approved the child protection policy as presented.

AGREEMENT - It was agreed that the resources committee would review the child protection policy in future.

AGREEMENT - The Full Governing Body approved the current link governor responsibilities with the addition of Ken Caplan as early years' link. All visit reports to be feedback through teaching and learning committee.

b) Resources Committee

The Chair of Resources updated governors on business undertaken at the resources committee meeting on 12th November 2013 and follow up work including a meeting about health and safety and creation of a school pay policy from the county model. The Chair of Resources proposed the committee terms of reference and the pay policy for adoption by the Full Governing Body.

AGREEMENT - The Full Governing Body approved the resources committee terms of reference subject to a minor amendment to a section referring to the pay policy

AGREEMENT - The Full Governing Body approved the pay policy as presented. It was further agreed that Roy Watkinson, Maya Fender and Romey Sawtell were delegated with the authority to approve the appraisal policy for 2013/14.

7 Any Other Business

- a) **Car Park Problems** - An issue of several cars being damaged from bumps in the car park had been recorded.
- b) **Part time Admissions** - It was noted that several children had been admitted on a full time basis but as they were under compulsory age for full time schooling, parents were able to take them out of school without penalty and on a casual arrangement. This had created problems with planning and inevitably the progress of the children concerned.
- c) **Grounds** - It had come to notice that Southover School were planning a planting of the shared bank area and governors felt that this would be a useful project for partnership working with Southover.
- d) **Vote of Thanks** - There was votes of thanks to Alexis Maguire and Garry Thompson both who are leaving the school at the end of the term.

Meeting ended at 7.55pm

Date of next meeting - 3rd March 2014



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Actions Arising from Full Governing Body Meeting 2nd December 2013

Action Agreed	By Who	By When
Maya Fender agreed to follow up the home school agreement with the view to getting it distributed to parents.	MF	End term
Reminder of security procedures to be provided to staff.	GT	End term
Copy of the targets agreed with the Local Authority to be circulated to Governors.	TC	End term