

Western Road Primary School, Lewes
Full Governing Board Meeting
Monday 7th October 2024 - 18:00 - 20:00
MINUTES



Governors :

Initial	Name	Position
IW	Irena Wooler	Head Teacher
RH	Rea Hamilton	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
HA	Holly Atkins	Parent Governor
EM	Eleanor Murphy	Foundation Governor
HG	Hamish Gale	Co-Opted Governor

Apologies received from:

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

Also in Attendance:

Initial	Name	Position
SC	Sarah Clifford	Bursar
SG	Sue Gothard	Clerk to the Governor

1. Welcome and Apologies:

GJ welcomed all to the meeting. Apologies as listed above were received and accepted. The meeting was confirmed as quorum.

2. Declaration of Interest:

Clerk advised that all governors were required to complete the Declaration of Interest, Safeguarding and Keeping Children Safe in Education declarations via Governor Hub. So far, there has only been 2 governors that have completed.

3. Actions from Previous Meeting 15th July 2024:

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



4. Acceptance of Minutes from 15th July 2024:

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

5. Election of:

Clerk advised that there had only been 1 nomination for Chair - GJ. It had been previously discussed and agreed that HT and IS would be sharing the Vice-Chair role, there were no additional nominations.

Chair - Gabbie Jerrit	Nominated by Karen Wallis Seconded by Hilary Turner
Co-Vice Chair Hilary Turner	Nominated by Gabbie Jerrit Seconded by Eleanor Murphy
Co-Vice Chair Ian Sandbrook	Nominated by Holly Atkins Seconded by Tom Jeffery

6. Budget Update - Including Scheme of Delegation - SC, TJ

There had been a number of staffing changes with regard to personnel and hours. SC discussed the staff currently on supply. SC then went through the various costs which include the 5.5% teacher pay award which she confirmed had been built into the planner. Forest School had increased their professional fees from September although FOWR have agreed to reimburse the costs. The school is expecting to still maintain a carry forward of £11,880.

SC discussed the recent meeting concerning the shared utility accounts that are currently being sorted.

Capital funding amount of £14,000 is required to be spent by 31st March 2026. SC left the meeting at 18:20.

7. Headteacher report - IW

General Overview:

210 pupils currently on roll. Attendance figures were discussed and IW advised there were presently 3 pupils that are receiving support to improve their attendance. IW discussed the various areas on the report which included the learning walks, various welcome meetings with parents and also the trips/visits listing for each year group. A governor **asked** why there were no trips/visits listed for Year 3. IW confirmed that there were not any scheduled for this term but there would be in the future. A governor **asked** about visits to the school by other religions. RH advised that in the past it had been difficult to get people to visit but would look again.

- 1. ACTION - Increase the diversity of religious denominations visiting the school - RH**



IW briefly discussed the difficulties that are being experienced within the school with pupils with additional needs.

Meeting with Stephen Cook:

IW discussed the various points that were made within the report and advised how the school was using them positively. A governor **asked** what some of the comments meant. IW provided an explanation of the comments and confirmed what they covered. IW advised that she had spoken to Arbor about an additional assessment report it could provide.

Data Packs:

IW discussed the data packs for each year. The Early years results were very good as were the phonics tests. KS1 results were generally good but it was felt that there was some improvement to be had in writing. Year 6 data pack results were extremely good and were all above East Sussex and National figures. Overall, a very good set of results.

Estates:

IW advised she had met with Noel Fadden from Southover with regard to the car park. It was suggested that stickers could be put onto cars that did not belong to staff to increase awareness that they should be paying for parking.

The disabled toilet is still ongoing although discussions are progressing with ESCC.

The sensory and quiet working space is now complete and is accessible to all and has been a huge success. The board thanked RH and Katie Griffiths for their work in completing the timelines that are on the stairs and relate to the curriculum topics.

Health and Safety: - BF

BF advised that a full Health and Safety audit had recently taken place with ESCC. Overall, all areas are fine with just a few minor items outstanding. The security of Southover Pool was highlighted to ensure no one could access the pool unsupervised. This is being checked by SC. The ongoing issue with the wall is still outstanding. IW confirmed that the wall had been reinforced by County who had also advised it was secure. There is still asbestos in the school but is considered safe and all are marked. It was noted that all staff should be made aware of locations. Discussion about the requirement for a staff member to complete ladder training in order to put up signs. There is also an issue about gas safety checks. IW advised this is in hand. BF confirmed it would be required on a yearly basis and records kept. BF also mentioned the lack of records for fire drills. Fire drills were then discussed and it was realised that the Southover school fire drill takes place in their playground. It was questioned what would happen if there was a fire evacuation for both schools as there is currently an area that both schools would use for pupils.



2. **ACTION - IW to organise a joint fire drill for both schools to highlight any potential issues if the schools have to evacuate at the same time.**

School Improvement Plan / Self Evaluation Form - Governors to formally Approve:
IW discussed the document and highlighted the different areas within it. IW went through a specific area on the school improvement plan and provided an explanation to the various highlighted areas. A governor asked for further details and clarification on reading and writing, which IW provided. A governor asked about the relevance to Stephen Cook's comments. IW advised that she required the board to approve the SEP/SEF and the report from Stephen Cook was the self-evaluation form that governors were required to RAG. GJ also provided a brief explanation as well and advised that she thought this form was much easier to understand.

3. **ACTION - All governors to RAG Stephen Cook Self Evaluation Form, can be anonymous but names would be helpful.**

8. Safeguarding Report, including Safeguarding Audit - IS:

IS advised there had been a review by ESCC for safeguarding. He advised the school should be pleased with the outcome. Current headlines are available prior to the full report coming out. There were slight issues around medicines which required to be addressed. He discussed the reports being made on CPOMs and the importance of having sufficient evidence. Mentioned PSHE that required additional work.

IS advised that the school should be very reassured by the report and thanked RH and DSL for their hard work on the report.

IS mentioned the increase in violent behaviour from some children within the school. Confirmed that it had been discussed fully at the Strategy Meeting. GJ advised that the board is concerned but that it is being monitored. A governor asked about the increase in falls from height. It was suggested this was because of the new trim trail.

GJ thanked IS for his work on the report.

9. Governance Housekeeping - GJ, TJ

Governor Resignations:

Roy Watkinson had resigned from the board with effect from today.

Eleanor Murphy had also resigned from today, GJ thanked her for her work on the board.

Both RW and EM were Foundation Governors for the LCLP. Therefore, there are now vacancies for 2 Foundation Governors. EM provided a brief overview of the partnership role.



GJ asked if any governors were interested in taking on the role of Foundation Governor. There followed discussion about the role and the requirements. KW had been approached and is currently considering whether to take the role. Following discussion, GJ confirmed that she would stand and will discuss with KW.

Requirements for new governor vacancies:

There are vacancies for a parent governor and 2 foundation governors / 2 co-opted governors. The staff governor term of office also ends 4th January 2025.

Governor Training:

GJ advised that she had sent out 3 documents relating to training requirements and availability and encouraged all governors to check whether there was any training relevant to their role.

Governor Roles:

TJ advised that the list of governor roles had been distributed. GJ asked for comments and also highlighted that there was a vacancy for Governor Training. A governor **asked** what the role specifically entailed. GJ confirmed that mostly it was keeping track of governor training. There followed discussion about how training was registered, via governor hub. GJ also mentioned the folder on governor hub which any training resources could be uploaded.

Governor Reference Requirements:

The reference requirement for governors was discussed. It was confirmed, as previously discussed at the Strategy Meeting on 24th April 2023, that long standing governors would not require 2 references, but that moving forward all governors would require 2 references.

This was unanimously agreed by the board.

Code of Conduct:

GJ asked about the Code of Conduct and whether there were any questions.

10. Policies for Approval - IW, GJ

- Admissions - GJ
- Asthma - BF
- Behaviour - HA
- Charging and Remissions - GJ, IW
- Child Protection and Safeguarding - IS
- Crisis Management - BF
- Drugs and Alcohol - BF
- Governor Allowance - GJ, Clerk
- Governor Code of Conduct - GJ
- Online Safety Policy and Acceptable Use - GJ, IW, IS, RH
- Prevent Risk Assessment - GJ, RH, HT, JB
- Self-Harm Policy - HA
- Staff Behaviour and Code of Conduct - IW

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- Staff Safeguarding Induction - IW, RH, IS
- Instrument of Governance - Clerk

Comments to be sent to IW by Friday 11th October. All policies will be approved unanimously after that date.

4. All governor to check the listed policies and provide comments to IW by 11/10/2024 - ALL

11. Any Other Business

None

12. Dates for Future Meeting

FGB - start time 6pm

9th December 2024

10th February 2025

31st March 2025

19th May 2025

7th July 2025

Strategy - start time 6pm

25th November 2024

27th January 2025

17th March 2025

12th May 2025

23rd June 2025

All governors and staff informal get together:

16th July at 10:15

Meeting finished at 20:00

Actions from this meeting 7th October 2024:

No:	Action	Lead	Completed By
1	Increase the diversity of religious denominations visiting the school	RH	
2	Organise a joint fire drill for both schools to highlight any potential issues if the schools have to evacuate at the same time.	IW	

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3	All governors to RAG Stephen Cook Self Evaluation Form, can be anonymous but names would be helpful.	ALL	
4.	All governor to check the listed policies and provide comments to IW by 11/10/2024	ALL	

Signed by:

Chair of Governors

Date