

Western Road Primary School, Lewes
Full Governing Board Meeting
Monday 9th December 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, Foundation Governor
HT	Hilary Turner - arrived late	Vice-Chair, Co-opted
IS	Ian Sandbrook	Local Authority Governor
KW	Karen Wallis	Co-opted Governor
BF	Bridget Flowers	Co-Opted Governor
HG	Hamish Gale	Co-Opted Governor

Apologies received from:

Initial	Name	Position
PM	Patrick Mulhern	Parent Governor
SB	Suzy Bennett	SEND
HA	Holly Atkins	Parent Governor
JB	Jannine Bishop	Staff Governor
TJ	Tom Jeffery	Co-Opted 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 there were still governors that needed to complete the required Declaration of Interest, Safeguarding and Keeping Children Safe in Education declarations via Governor Hub.

3. Actions from Previous Meeting 7th October 2024:

No:	Action	Lead	Completed By
1	Increase the diversity of religious denominations visiting the school	RH	Completed
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	Planned
3	All governors to RAG Stephen Cook Self Evaluation Form, can be anonymous but names would be helpful.	ALL	In hand



4.	All governor to check the listed policies and provide comments to IW by 11/10/2024	ALL	Completed
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4. Acceptance of Minutes from 7th October 2024:

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

5. SEND and PPG Update:

IW discussed the items contained in the report provided by Suzy Bennett.
GJ advised it was good to see that some parents attended the coffee morning.
There were no further questions.

PPG Update:

IW went through the PPG report and noted that it seemed to be year 4 that were having most difficulty.

A governor **asked** about the pupil in year 2 with low attendance. IW advised that the pupil did have health issues but they were working with the parents to improve their attendance.

There were no further questions.

6. Budget Update - SC

Following a successful job interview, Suzy Bennet will be leaving the school, probably at Easter. Kerry Bedford is expected to return from maternity leave in July, although it may be possible for her to return earlier. A governor **asked** what the plan was if there was a break in cover. IW explained that either she would provide support or the school will pay for an external cover. There had been a number of staffing changes with regard to personnel and hours. There are currently 2 supply TA's - 1 with a child with an EHCP, we are currently waiting to hear about specialist provision. The other is in year 2, documentation is currently being finalised regarding an EHCP application.

The grounds maintenance has been completed and FWR will be asked to cover the costs. The trial magnetic doorstop has been fitted and does work successfully. More will now be ordered. The CO2 issue is still outstanding but is in hand. The school had originally forecast a £14,436 carry forward, this has now been amended to a projection of £11,006 based on PO7 reporting.

FWR were officially thanked for the continued contributions.

SC provided a letter for approval with regard to changes to the signatories to the school fund account. There are issues with the current signatories as no one seems to know who they are.



The upgrade to the telephone system has been put back to 2027. SC discussed the costs. A governor **asked** about current issues with the phones. It was advised that it has been slightly improved recently. Google voice is the preferred agent. A governor **suggested** checking current issues when they visit.

Potential School Restructure:

GJ advised that the FGB would not be discussing potential changes to the school at this meeting due to the large amount of paperwork that is required. This will be discussed further at the extraordinary meeting scheduled for 6th January.

7. Headteacher report - IW

General Overview:

211 pupils currently on roll.

There are 23 first choices but the school is still working on achieving more.

Attendance is being monitored, communication is being sent to parents with attendance below 92%. The attendance policy was ratified unanimously.

A governor **asked** about year 6 attendance. IW advised that 1 pupil was on a part-time timetable, 1 pupil went on holiday for 2 weeks but not fined because he is on PPG. Another pupil has major health issues and attends as much as she can, the school is working with the parents.

Term 1 Data:

The data provided for each year group was strong, IW commented that year 1 were a very young cohort. Year 4 class has a wide range of abilities with some pupils struggling, 1 pupil has been noted as having issues and it is hopeful that a place will be found in a more appropriate school. RH discussed year 5 pupils and the strategies that were being used. She confirmed that, generally, the class is progressing well. Year 6 is also working well and any pupils struggling were being supported. Reception class has a good level of development but there are a large number of very young children.

Arbor is being investigated to be used for providing data.

IW met with Verity Bartlett from Occupational Health concerning the disabled toilet and has been advised that due to the recent Ofsted at County, it has been delayed.

GJ confirmed that following investigation, the school is required to stay within the LCLP.

FWR continue to raise large amount funds for the school which is very much appreciated.

8. EDI Objectives - HA:



To be carried forward

9. Safeguarding Report - IS

IS confirmed there was not any significant issues within the report. The level 3 referral was discussed and confirmed it will not be taken any further.

10. Pay Committee Report - GJ

GJ advised that the report had been prepared mostly by TJ. She also confirmed that decisions were made in line with county.

1. Action - Comments to GJ by Friday 13th December

11. Governance Housekeeping

Governor Narrative

GJ had provided an updated document but was still work in progress.

2. Action - Please send any comments or queries to GJ or IW

Governor Vacancies - held over to the New Year

Governor Training

GJ - working with your clerk

12. Policies for Approval - IW, GJ

- Accessibility - GJ
- Attendance - GJ
- Early Years Foundation Stage (EYFS) - HT
- Freedom of Information - IW

3. Action - Please send comments to IW by Friday 13th December after which all policies will be approved.

13. Any Other Business

RH discussed the conferencing schedule.

14. Dates for Future Meeting

FGB - start time 6pm

6th January 2024 - Additional Extraordinary Meeting

10th February 2025

31st March 2025

19th May 2025

7th July 2025

Strategy - start time 6pm

27th January 2025

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17th March 2025
12th May 2025
23rd June 2025

All governors and staff informal get together:
17th December 2024 at 10:00
16th July 2025 at 10:15

Meeting finished at 19:00

Actions from this meeting 9th December 2024:

No:	Action	Lead	Completed By
1	Comments on the Pay Committee Report by Friday 13 th December	GJ	
2	Please send any comments or queries on the Governors Narrative	IW, GJ	
3	Please send comments on the policies for approval to IW by Friday 13 th December after which all policies will be approved.	ALL	

Signed by:

Chair of Governors

Date