



MINUTES

Governors :

Initial	Name	Position
IW	Irena Wooler	Head Teacher
GJ	Gabbie Jerrit	Chair, Foundation Governor
IS	Ian Sandbrook	Vice-Chair, Local Authority
RH	Rea Hamilton	Deputy Head, Associate Governor
KW	Karen Wallis	Co-opted Governor
BF	Bridget Flowers	Co-Opted Governor
TJ	Tom Jeffery	Co-Opted Governor
JB	Jannine Bishop	Staff Governor
HA	Holly Atkins	Parent Governor
ED	Edward Davey	Parent Governor
RM	Rachel Matthews	Co-Opted Governor

Apologies received from:

Initial	Name	Position
HG	Hamish Gale	Co-Opted Governor
PM	Patrick Mulhern	Parent Governor

Also in Attendance:

Initial	Name	Position
SC	Sarah Clifford	Bursar
SG	Sue Gothard	Clerk to the Governor
KB	Kerry Bedford	SENCO

1. Welcome and Apologies:

GJ welcomed all to the meeting and the 2 new governors. Apologies were received and accepted from:

HM Hamish Gale
PM Patrick Mulhern

The meeting was confirmed as quorum.

2. Declaration of Interest:

All governors were reminded of the important of completed the Declaration of Interest, Safeguarding and Keeping Children Safe in Education declaration on Governor Hub. There were no additional declarations of interest relevant to this meeting.

3. Actions from Previous Meeting 14th July 2025:

No:	Action	Lead	Completed By
1	Contact Brighton Volunteers about potential help with swimming	KW	Waiting for responses 1 volunteer in hand
2	Consider suitable cyber security training for governors	SG and FGB	GJ has asked IT and no response
3	Explore further with Noel Fadden (Head Teacher of Southover School) current and future income from the shared car park.	IW	IW has met and discussed, ongoing
4	Consider further whether there was scope to combine the new changing table with the existing medical room and thus avoid the loss of previous space.	IT and colleagues	Discussions are ongoing
5	Circulate to FGB her 2024 – 2025 SIP assessment	IW	Outstanding



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6	Share HA Pupil Voice findings with the EDI group and to consider how the learning from the exercise could be embedded in the school's work on inclusion	HA	Complete
7	Circulate to FGB the latest version of the school's Recruitment and Selection Policy and DS Policy Statement	IW	Complete
8	Notify Governors of arrangement for learning walks to be held on 24 th September		To be rearranged

4. Acceptance of Minutes from 14th July 2025:

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

5. Election of:

Chair GJ nominated by HA Seconded by KW
 Vice Chair IS nominated by BF Seconded by TJ

6. Budget Update – SC

Update and Overview:

The budget report had been circulated to the board and SC advised that there were no further updates. A governor asked about the centralised reporting, SC confirmed that she is still waiting information. The board thanked SC for her due diligence in preparing the accounts and all the associated work. The carry forward was mentioned and confirmed as not a huge amount. SC advised that there were monies put aside for various works and it was expected that some money would be saved. GJ asked about the Health and Safety review. BF asked whether the ceiling signs were up to date. IW confirmed that the ones upstairs were but not downstairs. SC mentioned that the ceilings should not be used for putting any decorations up. GJ asked about the tree quotations. SC confirmed that a quotation has now been accepted to complete the works on one of the tree. GJ asked about the safety gates on the steps to the stage and who could operate them. IW advised that staff knew but none of the children did. SC then provided an explanation about how the bolts were secured.

The health and safety poster has now been replaced in the staffroom. SC also confirmed that items on the health and safety report have, or are being, addressed.

IW provided a plan of the playground and advised that they were for the outdoor seating and pergola. The cost would be £15,000 which is currently in the capital fund. A governor asked whether it was cross school, IW confirmed that it was. IW asked the FGB for approval to spend the money. This was unanimously approved by all present.

GJ asked TJ for comments about the scheme of delegation. IW provided an explanation of the spreadsheet that is completed and sent to County.

7. SEND Report:

KB had previously circulated her report. The pupil numbers on each register were confirmed. KB then briefly discussed various items on her report. A governor asked whether we were only reaching out to the neediest pupils or were any of the other pupils being support. KB confirmed that mostly only the high needs pupils were being helped but everyone was trying their best to support any pupil that needed it. GJ asked how the new staff timetable was working. IW advised that it was very tight and if anything changed it was very difficult to rearrange. But it was an evolving situation.

A governor asked about the 2 parents that had asked for a breakdown of how the EHCP money was being spent and was there any likelihood of a complaint. KB advised that she did not believe there would be a complaint but the parent expected their child to be provided with everything on the EHCP but that was not always necessary or needed. There would be a need to justify to the parent how the money was being spent and that generally the money allocated was being spent, plus more from the school. A question was asked as to whether additional funds could be acquired. KB advised that she had asked County for additional funding due to the amount listed on the EHCP, but it had been declined. A brief description of the SEND budget was provided for the 2 new governors that were in attendance. There followed discussed about the difficulties of the funding. GJ asked whether it would help if representation from governors would help. IS suggested that it should be noted that the FGB are



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aware and concerned about the lack of funding for EHCP pupils and will write to ESCC if required. It was agreed that KB would confirm.

8. Head Teacher Report:

General Update:

IW had previously circulated her report and briefly went through some of the items.

The SIP was explained, and several areas were used as examples, and the process was explained. A governor **asked** about subject leaders. IW confirmed that they were currently being looked at. Attendance was also looked at and the reasons behind the low rates for term 3 due, in general, to a lot of sickness. However, overall attendance was very good.

Pupil Numbers:

212 pupils on roll.

Waiting list for year 3 but the school cannot accept any more children.

Pupil admissions for September 2026 were discussed and the need to attract as many children as possible as it is a small year group across Lewes.

Staffing:

The changes to staffing, as listed on the report, were discussed.

The PGCE students were discussed and how they benefited the school and staff, which was very positive. The appointment of a new Key stage 1 lead was discussed and the board agreed that it could go ahead, although there is no funding available for the position.

EYFA Framework Update:

New framework is now being used

RSE (2026):

Training is scheduled for staff

Pay Committee (Meeting to be arranged)

To be confirmed

9. Safeguarding Report:

The report had been previously distributed; there were no further questions. IS wanted to highlight the enormous amount of training that is carried out with regard to safeguarding. The safeguarding audit was mentioned and IS confirmed that an area that was lacking on last year's report regarding first aid had now been improved on mostly due to the purchase of medical tracker. RH discussed the training and progress and how medical tracker was helping the school regarding first aid.

10. Global Citizenship:

HA confirmed that this was included within the slides that had been previously distributed. Governors were asked to complete the questionnaire. There were no further questions.

ACTION 1 -All to complete the Global Citizenship questionnaire

11. Governance Housekeeping:

New Governor Approval:

GJ introduced the potential new governors and asked them to provide a brief resume about themselves.

Edward Davey – Parent Governor. As there were no other nominations the FGB unanimously approved

Nominated by GJ Secoded by IS

Rachel Matthews – Co-Opted Governor

Nominated by GJ Secoded by IS



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Governor Resignations – re-appointments:

Hamish Gale tenure had ended on 16th September 2025. GJ to contact him to ask whether he wishes to continue.

Tom Jeffery tenure ends on 28th November 2025. He confirmed he is happy to continue.

Patrick Mulhern tenure ends on 18th November 2025. He has confirmed to IW that he is happy to continue.

ACTION 2 – GJ to contact HG to ask whether he wishes to continue on the board.

Requirements for new governor vacancies:

There was discussion about how and where to advertise for governor vacancies. IW asked for suggestions as to the wording that could be used.

ACTION 3 – Provide suggested wording for new governor vacancies to IW - All

Governor Training:

GJ mentioned the training list that she had circulated and encouraged people to book via governor hub. Any training completed outside of governor hub just requires adding to the hub. A governor mentioned the benefit of governors providing a brief resume of any training completed at the FGB.

Governors Roles:

GJ had previously circulated the list. The following changes/additional were agreed:

RM to join personal development

RM to join Staff Wellbeing

ED to join Policies

ED to join Forest School and Net Zero

12. Policies for Approval – IW, GJ

The following policies had been previously distributed:

Asthma

Child Protection and Safeguarding

Online Safety Policy and Acceptable Use

Self-Harm Policy

Staff Behaviour and Code of Conduct

Staff Safeguarding Induction

Supervision of Children Policy

Recruitment and Selection Policy

Instrument of Governance - approved

Comments to TJ and Clerk by 10th October 2025, after which time the policies will be adopted.

ACTION 4 – Check policies and provide comments to TJ and Clerk

13. Any Other Business

None

14. Dates for Future Meetings

FGB - start time 6pm - Meetings are scheduled for Thursdays:

4th December 2025

5th February 2026

19th March 2026

14th May 2026

9th July 2026

Strategy – start time 6pm – Meetings are scheduled for Thursdays:



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20th November 2025
22nd January 2026
5th March 2026
30th April 2026
18th June 2026

All governors and staff informal get together:
TBC

Meeting finished at 20:00

Actions from this meeting 2nd October 2025:

No:	Action	Lead	Completed By
1	All to complete the Global Citizenship questionnaire	ALL	
2	GJ to contact HG to ask whether he wishes to continue on the board.	GJ	
3	Provide suggested wording for new governor vacancies to IW	All	
4	Check policies and provide comments to TJ and Clerk	All	

Signed by:

Chair of Governors

Date