

Western Road Primary School, Lewes
 Full Governing Board Meeting
 Monday 19th May 2025 - 18:00 - 20:00
MINUTES



Governors :

Initial	Name	Position
IW	Irena Wooler	Head Teacher
GJ	Gabbie Jerrit	Chair, Foundation Governor
HT	Hilary Turner - on telephone	Vice-Chair, Co-opted
KW	Karen Wallis	Co-opted Governor
BF	Bridget Flowers	Co-Opted Governor
HG	Hamish Gale	Co-Opted Governor
TJ	Tom Jeffery	Co-Opted Governor

Apologies received from:

Initial	Name	Position
RH	Rea Hamilton	Deputy Head, Associate Governor
JB	Jannine Bishop	Co-Opted Governor
HA	Holly Atkins	Parent Governor
IS	Ian Sandbrook	Local Authority 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 were received and accepted from:

RH	Reah Hamilton
JB	Jannine Bishop
HA	Holly Atkins
IS	Ian Sandbrook
PM	Patrick Mulhern

The meeting was confirmed as quorum.

2. Declaration of Interest:

There were no additional declarations of interest relevant to this meeting.

3. Actions from Previous Meeting 31st March 2025:

Confidential actions were discussed and addressed:

No:	Action	Lead	Completed By
1	Confidential Minute	IW	
2	Confidential Minute	GJ	

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3	Confidential Minute	HA	
4	Organise the Fire drill	IW/RH	Completed *
5	Approach parents/staff who can help with visits to other places of worship	IW, RH	In hand
6	Approach FOWR to ask whether they would pay for the Meditracker programme.	IW	Ongoing
7	Obtain a formal quote for Meditracker	RH	Ongoing
8	Send out governor questionnaire. All governors to respond.	GJ All	In hand
9	Send out policies for approval to all governors.	Clerk	completed

*Note for action 4 - fire drill requires to be organised when pupils are in the playground to ensure it can be heard.

4. Acceptance of Minutes from 31st March 2025:

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

5. Budget Update - SC

Update and Overview:

There is no period 1 monitoring for this month due to changes.

Budget has been sent to Finance and no feedback received so far.

The budget has been uploaded to Arbor.

All anticipated pay rises have been allocated. SC confirmed the pay rise was 2.8%.

Governors thanked SC for her very hard work in preparing and working on the budgets.

6. Head Teacher Report:

General Overview:

Number on roll 211, another pupil will be joining year 3 who will replace a pupil leaving so there is no change to the figures.

28 acceptances for reception September 2025. There are 2 vacancies, IW will be speaking to County about which waiting list should be used. Attendance is expected to be at 95% by the end of the year.

The Sats went well, although results are expected to be lower than last year due to various reasons, as explained.



Phonics screening check week commences 9th June, year 4 multiplication check opens 2nd June for 3 weeks.

IW went through the updated teacher timetable for the school.

Subject leader time is continuing.

Staff meetings and inset day were noted.

IW discussed the issues surrounding the swimming offer and raised the question whether swimming for 4 year groups was necessary. The discussion was an open forum with staff. KW mentioned the Brighton Volunteers and they may be able to help.

ACTION 1 - KW to contact Brighton Volunteers to discuss the possibility of providing volunteer help with the swimming.

Whole school safeguarding training on 4th September, governors are welcome to attend.

7. Safeguarding Report:

The report had been distributed, there were no further questions.

8. SIP and SEF Update - IW

IW had distributed the reports to governors. There was discussion about a pupil who required additional support.

SIP has been updated with areas to focus on.

A governor **asked** which way round they are going to be combined, IW confirmed the SEF is combined with the SIP.

GJ discussed the staff feedback questionnaire and whether it should be delayed. A governor **asked** whether the staff would be expecting it. IW advised that it was not completed last year so it should not be an issue. It was suggested that some form of communication should be relayed to the staff. HT suggested that in light of the exceptionally difficult year the school had experienced, staff could be told that the "usual" staff questionnaire would be delayed until the beginning of next term. GJ advised that there would still be governor cakes at year end and that it would be an opportunity for staff to speak to governors. There was further discussion about the various choices that were available and the wording that could be used. It was agreed that term 2 would be a good time.

IW mentioned the protected characteristics document and what had been put in place to cover the areas that had been identified by Ofsted. The PHSE action plan is work in progress.

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9. Post Ofsted Action Plan IW, GJ
See above

10. MHEW Update - GJ
Discussed previously.

11. Governance Housekeeping

Governor Questionnaire Results:

GJ had sent out the results, primarily governors felt they had the necessary skills. Not all governors were aware of the strengths and weaknesses of the school. More training was requested for cyber security although GJ was unsure that this meant. IW discussed what is available and what could be beneficial for governors to complete.

ACTION 2 - IW to investigate cyber training for governors

Governor Vacancies

The parent vacancy had been re-advertised, there had been no additional applicants. GJ advised that there are 2 people interested in becoming governors and had met with GJ and TJ. There will be an additional vacancy in September when HT leaves. There followed discussion about the governor vacancy requirements and the applicants that had been received.

12. Policies for Approval - IW, GJ

With the exception of the premises and equalities, comments by Friday 23rd May 2025.

13. Any Other Business

Clerk gave apologies for not being available for the FGB on 14th July due to the change of date. GJ confirmed that she will be taking the minutes, Clerk to provide basic documents to help. KW also gave her apologies for the FGB meeting in advance.

14. Dates for Future Meeting

FGB - start time 6pm

14th July 2025 - NOTE CHANGE OF DATE

Strategy - start time 6pm

23rd June 2025

All governors and staff informal get together:
16th July 2025 at 10:15

Meeting finished at 19:30

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Actions from this meeting 19th May 2025:

No:	Action	Lead	Completed By
1	Contact Brighton Volunteers to discuss the possibility of helping with the swimming.	KW	
2	Investigate cyber training for governors	IW	
3			

Signed by:

Chair of Governors

Date