

Western Road Primary School, Lewes  
 Full Governing Board Meeting  
 Monday 31<sup>st</sup> March 2025 - 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 - online	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
PM	Patrick Mulhern	Parent Governor
HA	Holly Atkins	Parent Governor
JB	Jannine Bishop	Staff Governor
TJ	Tom Jeffery	Co-Opted Governor

**Apologies received from:**

Initial	Name	Position

**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. There were no apologies received. 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 9<sup>th</sup> December 2024:**

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

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**4. Acceptance of Minutes from 9<sup>th</sup> December 2024:**

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

**5. Budget Update - SC**

**Update and Overview:**

Monitoring for month 11 is in hand, there are no un-anticipated expenses expected. Carry forward surplus is still anticipated. NI grant information has now been received and is a positive addition to the budget. The budget for next year is going to be very tight but will continue to be monitored closely. SC discussed the various items that were still ongoing. The building list had a number of items that have now been crossed off. Gas safety certificate has now been received. A new poster has been put up in the car park which will hopefully encourage more people to pay for their parking.

An update on the CO2 levels in the Rainbow room, there is concern but at the present time this remains outstanding.

GJ thanked SC for her hard work on completing the various spreadsheets.

**6. Update on the Re-Structure**

GJ advised the board that, since the launch of the consultation on the proposed restructure was launched, the budgetary position had changed significantly.

RH and JB left the room at this point:

The subsequent discussion is subject to a confidential minute.

**7. OFSTED:**

**Update on recent visit**

IW confirmed that on the 4<sup>th</sup> and 5<sup>th</sup> February Ofsted visited the school, the notes and reports have been shared. IW discussed the content of the report and highlighted some of the areas.

There were 2 main areas for development:

- Formative assessment
- Protected characteristics

IW advised that an action plan to address Ofsted's recommendations would be built into the 2025-26 School Improvement Plan (SIP). There would therefore be ample opportunity for SG and FGB to consider the plan.

GJ and the governors thanked IW and all the staff for their hard work during the process, especially as it came just a few days after the restructuring had

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been announced. IW advised that, overall, she had thought the process was a very positive experience.

**8. Headteacher report - IW**

Attendance and Learning Data:

The attendance figures for term 3 were much lower than previously due to a huge increase in various illnesses. The expectation is that term 4 will be similar.

Stefan Cooke had visited the school to discuss and make suggestions to the School Development Plan for September.

IW went through the data sheets, which were generally very strong. JB briefly discussed the year 1. There is still a group in Year 4 who continue to struggle. RH discussed year 5 students and mentioned the few weaknesses within the group's writing skills but advised that, overall, the pupils are progressing well and will improve.

IW thanked RH for her work organising Seedy Saturday. RH confirmed that the money raised will be used to fund art-based community projects.

Estates

The ongoing issues with the disabled toilet continue. IW is awaiting a meeting date from County to make a decision.

Health and Safety

BF asked about the fire drill, IW confirmed that a drill was carried out recently but there are still issues to be resolved and a further joint fire drill with Southover was required to look at everyone needing to emerge on the Western Road side of the site.

**ACTION 4 - Joint fire drill to be organised RH/IW**

**9. EDI Objectives - HA:**

HA confirmed that the policy had been re-drafted and had been sent out to the group. It was suggested that the policy should be shared with the children next term for their comments, after which some aspects of it could be displayed on classroom walls.

The main body had not changed much and only really needs changing every 4 years. But the policy is checked yearly. GJ asked about the lack of any mention of teaching within the report. PSHE and RE was mentioned and IW advised that subject leaders would need to be included as would Kerry Bedford (SEN) on her return from maternity leave. The recent visit to the synagogue by a group of pupils was mentioned and also the importance of visiting other types



of places of worship were discussed. There are a number of parents and staff who may be able to help with this and IW and RH will approach them.

**ACTION 5 - approach parents/staff who can help with visits to other places of worship - IW, RH**

The EDI policy was approved unanimously by governors. Thanks were also given to former Governor Rosie Gloster for her work and input.

**10. Safeguarding Report and Audit - IS / RH**

IS mentioned the audit and also the Ofsted comment which confirmed the school was covered.

IS discussed the criteria for the report. There were 3 red items -

- RH is required to complete an online safety report.
- Communication with parents about first aid and medicines. The current system is very difficult for one staff member to carry out. IS mentioned an online program called Meditracker costing £400 that would vastly improve the reporting ability. It was felt that the school did not have the funds at the moment. GJ **asked** whether FOWR might be able to fund this application. IW to approach FOWR to ask whether they would provide the funds to purchase this and also to fund the yearly payments.
- The changing area for early years requires updating and improving. Not a lot can be done about it at the present time, it has been raised with County but remains outstanding.

IS thanked RH and her deputies for their hard work.

**ACTION 6 - IW to asked FOWR whether they would pay for the medicine programme.**

**ACTION 7 - RH to get a formal quote for Meditracker.**

**11. Governance Housekeeping**

Governor Questionnaire

Only 2 responses received, GJ will send it out again and asked for everyone to respond.

**ACTION 8 - GJ to send out governor questionnaire. All governors to respond.**

Governor Vacancies - Formally approve JB as staff governor

Nominate IW

Seconded GJ

JB was formally elected and welcomed back onto the committee.

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**12. Policies for Approval - IW, GJ**

- Capability Procedure
- Child Missing in Education
- Complaint Policy and Procedure
- Complaint Policy Appendix B
- Directed Time Policy
- Pay Policy
- Data Protection & Information Security Policy
- Behaviour Policy

**ACTION 9 - Clerk to send out policies for approval to all governors.**

**13. Any Other Business**

None

**14. Dates for Future Meeting**

FGB - start time 6pm

19<sup>th</sup> May 2025

7<sup>th</sup> July 2025

Strategy - start time 6pm

28<sup>th</sup> April 2025

23<sup>rd</sup> June 2025

All governors and staff informal get together:

17<sup>th</sup> December 2024 at 10:00

16<sup>th</sup> July 2025 at 10:15

Meeting finished at

**Actions from this meeting 31<sup>st</sup> March 2025:**

No:	Action	Lead	Completed By
1	Confidential Minute	IW	
2	Confidential Minute	GJ	
3	Confidential Minute	HA	
4	Organise the Fire drill	IW/RH	
5	Approach parents/staff who can help with visits to other places of worship	IW, RH	

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6	Approach FOWR to ask whether they would pay for the Meditracker programme.	IW	
7	Obtain a formal quote for Meditracker	RH	
8	Send out governor questionnaire. All governors to respond.	GJ All	
9	Send out policies for approval to all governors.	Clerk	

Signed by:

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Chair of Governors

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Date