

**Full Governing Board Meeting**  
**Western Road Primary School**  
**Thursday 04th December 2025, 18:00 – 20:00**



**Attendees:**

Initial	Name	Title	Attendance
GJ	Gabbie Jerrit	Chair, Foundation Governor	✓
IW	Irena Wooler	Headteacher	✓
RH	Rea Hamilton	Deputy Headteacher	✓
JB	Janine Bishop	Staff Governor	✓
KW	Karen Wallis	Foundation Governor	✗
HA	Holly Atkins	Parent Governor	✗
ED	Ed Davey	Parent Governor	✓
PM	Patrick Mulhern	Parent Governor	✓
IS	Ian Sandbrook	Local Authority Governor	✓
BF	Bridget Flowers	Co-opted Governor	✓
RM	Rachel Matthews	Co-opted Governor	✓
TJ	Tom Jeffery	Co-opted Governor	✓
SC	Sarah Clifford	Bursar	✓
KB	Kerry Bedford	SENCO	✓
	Jo Blackwell	Clerk	✓

**Agenda:**

No.	Item	Owner
1.	<b>Welcome and Apologies</b> Introductions were made around the table. Apologies received from HA and KW. <b>AP 01/04/12 – Clerk to ensure Kerry Bedford is added to all meeting correspondence.</b>	GJ
2.	<b>Declaration of Interest</b> No declarations of interest were put forward. GJ reminded all governors to complete Declaration of Interest, Safeguarding and Keeping Children Safe in Education declarations on Governor Hub.	All
3.	<b>Acceptance of Minutes from FGB Meeting 2<sup>nd</sup> October 2025</b> Minutes from last meeting were accepted by all. <b>AP 02/04/12 – GJ to provide signed copy of minutes for clerk’s records.</b>	All
4.	<b>Actions from Previous Meeting 2nd October 2025</b>	All

Action No:	Action	Lead	Status/Update
AP 01/02/10	All to complete the Global Citizenship questionnaire	All	All completed – discharged.
AP 02/02/10	GJ to contact HG to ask whether he wishes to continue on the board.	GJ	Hamish Gale will not continue as a governor - discharged
AP 03/02/10	Provide suggested wording for new governor vacancies to IW	All	IW to provide vacancy wording to KW- Ongoing
AP 04/02/10	Check policies and provide comments to TJ and Clerk	All	All complete - discharged

5.	<b>Budget Update</b> - See budget notes attached. Financial audit scheduled for 20/01/26. SC will require Board meeting notes to support.	SC/TJ
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The post for the INA to LR has been withdrawn after no interest, and we continue to support this role via supply agency. It was discussed that there may need to be additional demands on the budget if supply is needed to continue in the long term.

Update: Karen Reed is now back on site and is completing a return to work with initial part time days.

*TJ pointed out that support pay uplift of 3.25% is allowed.*

**AP 03/04/12 – SC to review whether this was fully covered in the budget plans.**

Building Costs (and renting of hall):

Work clearing the stage has started, with FOWR now provided a cupboard in order to store donated items.

A rental has now been agreed with Nathaniel Roff who runs the Brass Band lessons in school on Mondays from January at an agreed £25 per session. Zoe will talk through a lock-up procedure, and a key handover.

A further enquiry has been made to rent the hall for a charity 18 stall market commencing Saturday 13<sup>th</sup> December. Board discussed how to facilitate the request and the problems surrounding rest rooms, health and safety, classrooms and possible weather dependant use of playground.

**AP 04/04/12 – SC to request further information from the charity contact with reference to hiring out hall for market.**

Further work to the Willow has been identified following public H&S complaints. A £5K quote has been provided by the county service, as this seemed extreme the school sought a professional's advice who was able to confirm that the work needed to be undertaken and majority of this cost is due to machinery hire. This work will have to be delayed until new budget year. Plumpton College were approached to do the work as experience for pupils but did not seem keen and were confused with the request.

Car park black gate – fuse was identified as the issue and has been rectified.

Water in Boys Toilets – Urinals on constant flush – quote obtained, Zoe followed up. In the meantime, the water is turned off but intermittent flushing out is required.

ipads donated by Brighton College – issues remain with signing in to Google devices which are locked to an individual once set-up.

Curtains in hall – quote received for £600 – lifting equipment is extra, scaffold tower suggested as cheaper but cherry picker preferred for safety.

County Provision – Cleaning, Grounds, Insurance, Services to Schools and Catering;

Income:

We are hoping that we will get the definite figures from County for next year in late January, but it may be even later than that. *IS reported that indication from county release is that numbers from next January may be increased. TJ thought the increase would be 2%, 1% higher than expected.*

“I have enquired further regarding the tab for lines purchased but grey area on approving – and was advised it would have to go back to a meeting to confirm – on this vagueness, I have not included this tab on the monitoring £6,365 “ This related to FOWR.

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	<p>Capital: The installation of the outdoor classroom has started as of 2<sup>nd</sup> December.</p> <p>A second quote for boxing off the PE equipment in the hall has been chased and is expected, waiting for capital update before proceeding or any decisions made.</p> <p>Other: A new grant for Cooking has been received at £1000 – to discuss – teacher made application but didn't realise the short deadline on spending, adjustment made on budget assuming it has to go back – still sorting this out.</p> <p>SC is still working on updates to the Single Central Record.</p>	
<p><b>6.</b></p>	<p><b>Head Teacher Report – see attached word document.</b></p> <ul style="list-style-type: none"> <li>• Executive Summary</li>   <li>• Strategic Priorities Subject leadership and staff workload discussed. In response to GJ's question, IW confirmed that all staff appear to be happy with this as no complaints have been received and the staff have been given additional PPA time where possible.</li>   <li>• Attendance School attendance figures above East Sussex and National targets, despite some holiday and illness being taken – see breakdown in HT report.</li>   <li>• Safeguarding RH briefed that the medical tracker was being used across the school with positive responses from staff. Early Help Team discussed in regard to a Y1 child – RH briefed that due to lack of engagement by the family this help could be in jeopardy. IS stated that if county do not respond to RH's latest emails, he will prep some comms to say this is not a satisfactory situation. County safeguarding visit due next Wednesday</li>   <li>• Admissions 213 Children on register. IW shared that all Lewes Heads had agreed at the EIP that there were fewer parents looking round than usual due to the small cohort coming in to next year.</li>   <li>• Behaviour and Exclusions, including Learning Walks GJ <b>asked</b> about behaviour learning walks and thanked all for their involvement. IS talked about KS2 understanding of words used in assembly awards and outlined results of the process and children's understanding of safety, e.g. Not rushing on the stairs when going out for playtime. Protective consequences and understanding choices, resilience of self-regulation of emotional intelligence. TJ talked about KS1 and the current learning merits and tokens which are popular with the children. Praise was given for the children in Reception and Year 6 who worked without adult supervision. The standard of behaviour was exceptional and IW/IS agreed that the outcome should be shared with the staff.</li>   <li>Parent Forum to take place Thursday 11<sup>th</sup> at 9am – IS offered to attend in GJ place.</li>   <li>Claire from TASS has also observed particular classes and her feedback has been shared with TAs.</li> </ul>	<p><b>IW</b></p>

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	<ul style="list-style-type: none"> <li>• Risk Management</li> </ul> <p>Risk Register discussed. IS raised point that risk register does not exist in most schools and praise was given to IW for implementing.</p> <ul style="list-style-type: none"> <li>• Staffing</li> </ul> <p>SC is supporting both South Malling and Southover schools due to staff absences. ED <b>asked</b> why there were no applications for the INA position – all agreed that this was most likely because there is not enough reward for the work required, both financially and emotionally.</p> <ul style="list-style-type: none"> <li>• Stakeholders</li> </ul> <p>Reminder that Friends Christmas Fayre is scheduled for 3:30 on Tuesday 16<sup>th</sup> December.</p> <ul style="list-style-type: none"> <li>• EDI Objectives will be discussed at a future meeting due to the absence of HA,</li> </ul> <div style="text-align: center;">   WRS Headteacher  Report Term 2 2025 - </div>	
7.	<b>Pay Committee Report and Pay Policy</b> No questions were received about this.	GJ
8.	<div style="text-align: center;">   Safeguarding Report  04th December 2025. </div> <p>IW and RH taking part in a Safeguarding Review QA check on 10/12 – 2 focus areas: Medical incidences and Care Plans, and EYFS provision.</p> <p>Following BF reviewing H&amp;S policy, EPI Pens were discussed. GJ raised a possible requirement (made to her on a training course) to have an unallocated pen on site, as it was thought that the risk of using the pen outweighs the risk of not using and a blanket risk agreement could be included in the enrolment process. Dion from County is advising IW about this.</p>	IS
9.	<b>Global Citizenship</b> Agenda item to be carried forward to next meeting due to HA absence.	HA
10.	<b>Governance Housekeeping:</b> <ul style="list-style-type: none"> <li>• Review Governing Board Information</li> </ul> <p>PM &amp; TJ happy to renew term as governors.  <b>AP 05/04/12 – Clerk to ensure all governor information is up to date on systems (GIAS and Governor Hub)</b></p> <ul style="list-style-type: none"> <li>• Resignations</li> </ul> <p>Hamish Gale will not be renewing his governor term but is thanked for his input over the last four years.</p> <ul style="list-style-type: none"> <li>• Vacancies</li> </ul> <p>3 x governor vacancies. Advertising in Brighton/Lewes hospitals going ahead.  <b>AP 06/04/12 - GJ asked if anyone knew of someone who may be interested in a governor role – send names to IW/GJ</b></p>	All

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	<p>ED <b>asked</b> what type of attributes were being sort – HR, Law and IT/Cyber Security were suggested.</p> <ul style="list-style-type: none"> <li>• Roles &amp; Training Requirements</li> </ul> <p><b>AP 07/04/12 – GJ requested all to looking at the training options available on governor hub and enrol if required.</b></p> <p><b>AP 08/04/12 – All to ensure declarations of interest are recorded on Governor Hub</b></p> <p><b>AP 09/04/12 – JB/PM/Clerk to complete Keeping Safe in Education on Governor Hub.</b></p>	
<b>11.</b>	<p><b>Policy Review</b></p> <p>Large number of policies were sent out to the board for review. GJ <b>asked</b> that Governors check policies pertinent to them.</p> <p><b>AP 10/04/12 – All governors to review draft policies sent out and provide comments by 12/12.</b></p> <p>If no comments received the policies will be shown as accepted by the Board.          Behaviour Policy to be further refined as part of the SIP.          IS <b>asked</b> if the policy tracker could be updated with names of Governors who are responsible for particular policies.</p> <p><b>AP 11/04/12 – Clerk/IW to update policy tracker with Governor ownership details.</b></p>	<b>All</b>
<b>12.</b>	<p><b>Any Other Business</b></p> <p>ED <b>asked</b> how TA roles are advertised and what qualifications may be required as he knew someone currently working as a Nanny who was very interested. RH recommended looking at ESCC website and sign up with agencies used by schools. Highlight all experience of working with children.</p> <p><b>AP 12/04/12 – RH to forward recruitment agencies used by the school and ESCC vacancies URL.</b></p>	<b>All</b>
<b>13.</b>	<p><b>Future Meeting Schedule</b></p> <p>FGB – Thursdays, 6pm:          5th February 2026          19th March 2026          14th May 2026          9th July 2026</p> <p>Strategy – Thursdays, 6pm:          22nd January 2026          5th March 2026          30th April 2026          18th June 2026</p> <p>All governors and staff informal get together:          19<sup>th</sup> December 2025, 1:30pm</p>	<b>IW</b>

<b>Action No:</b>	<b>Action</b>	<b>Lead</b>	<b>Status/Update</b>
AP 02/03/10	Provide suggested wording for new governor vacancies to IW	All	IW to provide vacancy wording to <b>KW</b> – Ongoing
AP 01/04/12	Clerk to ensure Kerry Bedford is added to all meeting correspondence.	Clerk	

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AP 02/04/12	GJ to provide signed copy of October FGB minutes for clerk's records.	GJ	
AP 03/04/12	SC to review the support staff pay claim details	SC	
AP 04/04/12	SC to request further information from the charity contact with reference to hiring out hall for market.	SC	
AP 05/04/12	Clerk to ensure all governor information is up to date on systems (GIAS and Governor Hub)	Clerk	
AP 06/04/12	GJ <b>asked</b> if anyone knew of someone who may be interested in a governor role – send names to IW/GJ	All	
AP 07/04/12	GJ requested all to looking at the training options available on governor hub and enrol if required.	All	
AP 08/04/12	All to ensure declarations of interest are recorded on Governor Hub	All	
AP 09/04/12	JB/PM/Clerk to complete confirmation that they have read the updates to Keeping Safe in Education on Governor Hub	JB/PH/Clerk	
AP 10/04/12	All governors to review draft policies sent out and provide comments by 12/12.	All	
AP 11/04/12	Clerk/IW to update policy tracker with Governor ownership details.	All	
AP 12/04/12	RH to forward recruitment agencies used by the school and ESCC vacancies URL to ED	RH	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

NAME: \_\_\_\_\_

Chair of Governors