

Full Governing Board Meeting
Western Road Primary School
Thursday 05th February 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 | Edward Davey | Parent Governor | ✓ |
| PM | Patrick Mulhern | Parent Governor | ✗ |
| IS | Ian Sandbrook | Local Authority Governor | ✓ |
| BF | Bridget Flowers | Co-opted Governor | ✓ |
| TJ | Tom Jeffery | Co-opted Governor | ✗ |
| SC | Sarah Clifford | Bursar | ✓ @18:30 |
| KB | Kerry Bedford | SENCO | ✓ @18:30 |
| | Jo Blackwell | Clerk | ✓ |

Minutes:

| No. | Item | Owner |
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| 1. | Welcome and Apologies Absent: Janine Bishop, Tom Jeffery, Patrick Mulhern, Holly Atkins, Karen Wallis. The meeting was confirmed as quorum - the minimum number of governors that must be present to make the proceedings of that meeting valid. GJ confirmed acceptance of absences. | GJ |
| 2. | Declaration of Interest No declarations of interest were put forward and GJ confirmed completion of Declaration of Interest, Safeguarding and Keeping Children Safe in Education on Governor Hub by all governors. | All |
| 3. | Acceptance of Minutes from FGB Meeting 4th December 2025 Minutes were accepted and signed by GJ. | All |
| 4. | Actions from Previous Meeting 4th December 2025 | All |

| Action No: | Action | Lead | Status/Update |
|-------------|--|-------|-------------------------------|
| AP 02/03/10 | Provide suggested wording for new governor vacancies to IW | All | Complete |
| AP 01/04/12 | Clerk to ensure Kerry Bedford is added to all meeting correspondence. | Clerk | Complete |
| AP 02/04/12 | GJ to provide signed copy of October FGB minutes for clerk's records. | GJ | Complete |
| AP 03/04/12 | SC to review the support staff pay claim details | SC | Complete |
| AP 04/04/12 | SC to request further information from the charity contact with reference to hiring out hall for market. | SC | Complete |
| AP 05/04/12 | Clerk to ensure all governor information is up to date on systems (GIAS and Governor Hub) | Clerk | Gov Hub/GIAS - Complete |
| AP 06/04/12 | GJ asked if anyone knew of someone who may be interested in a governor role – send names to IW/GJ | All | Complete – no names received. |

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| AP 07/04/12 | GJ requested all to looking at the training options available on governor hub and enrol if required. | All | Complete |
| AP 08/04/12 | All to ensure declarations of interest are recorded on Governor Hub | All | Complete |
| 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/PM/ Clerk | Complete |
| AP 10/04/12 | All governors to review draft policies sent out and provide comments by 12/12. | All | Complete – no comments, policies agreed |
| AP 11/04/12 | Clerk/IW to update policy tracker with Governor ownership details. | All | Ongoing – meeting TBA |
| AP 12/04/12 | RH to forward recruitment agencies used by the school and ESCC vacancies URL to ED | RH | Complete |

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| 5. | <p>Budget Update – see attached.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> </div> <p>P09 Arbor Budget Monitoring Spreadsheet Strategy Meeting Finance Notes (SC) 22</p> <p>Draft budget for 2026-2027 received by Bursar to be reviewed at next strategy meeting.</p> <p>Income V Expenditure – the carry forward position is currently circa £18K, made up of £11,836 and potential £6K from Santander account to be closed and monies transferred to budget.</p> <p>Finance Audit: SC was thanked by the governors for all the hard work on the finance audit in January and was presented with flowers as a token of gratitude.</p> <p>SC briefed the meeting on audit findings and the following highlights/actions</p> <p>Going forward SC to provide a budget V actual V committed to the governors at the strategy and FGB meetings.</p> <p>Scheme of Delegation requires updating - this was the main item that will solve the majority of issues found by the auditors and will provide a transparent process for purchasing - who is responsible for each step, including signoff as complete.</p> <p>AP 01/05/02 – SC/GJ to review Scheme of Delegation for purchasing in line with finance audit findings.</p> | SC/TJ |
| 6. | <p>Head Teacher Report – see attached.</p> <div style="text-align: center;"> </div> <p>WRS Headteacher Report Term 3 2025 -</p> <ul style="list-style-type: none"> Executive Summary <p>IW presented the Term 3 Head Teacher report attached.</p> | IW |

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| | <ul style="list-style-type: none"> • Strategic Priorities Subject leadership: Art/DT – Ruth and Rea English – Tara, Margie and Kerry French – Chloë (from September 2027, shadowing Rea this academic year) RE – Alice History/Geography – Rea (Chloë shadowing this academic year) Outdoor Provision – Ruth and Janine Science – Margie and Hannah Computing – Irèna Music – Rachel Maths – Janine and Rachel PSHE – Carla and Alice School Council – Alice Buddies – Carla EYFS – Carla and Tara PE – Hannah (fixtures), Rea (rotas and equipment) and Irèna (monitoring delivery of scheme) • Attendance Attendance has been very good but w/c 2/3/26 has seen a spate of illness that has affected all of Lewes schools. Non-attendance is chased daily by the school office. • Safeguarding See IS report • Admissions Appeal for Y2 pupil was rejected. 1 x year 5 joiner, making 31 on roll for Y5. Reception intake is lower across all Lewes Schools. WRS has 30 spaces with only 20 applications. Anyone who deferred a place last year will have to re-apply this coming year. • Behaviour and Exclusions, including Learning Walks Science and Learning Walk took place this week commencing 2/2/26 and will continue to be arranged throughout the year. • SEND and LAC KB presented report. GJ asked that name spelling to be corrected to 'Gabbie'. IS praised the SEND report and thanked KB for producing such a meaningful document. • Pupil Progress and Attainment KB has been looking at how pupils with needs are assessed and how progress is measured. Looking at Wallands School system. • Risk Management All staff have completed risk assessment training. • Staffing 3 day cover has been approved for Alice Brasher's maternity leave. | |

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| | <p>Sarah Hamlin has handed in her resignation letter and last day of service is 8/3/26. Sarah is leaving to become a PA at Brighton Girls School.</p> <p>KB briefed that the new way of working with TA availability and sharing allocation of TAs across the school was working well with all the staff pulling together to run interventions.</p> <p>3 x students in Y2/4/5 are working well supporting staff and each other.</p> <ul style="list-style-type: none"> • Health and Safety and Estates Detailed in SC/BF reports • Stakeholders Parents' Evenings planned for Term 4, included meetings with SENCo for invited families • EDI Parent Carer Group • EDI Objectives <p>EDI statements have been created and written by the children and school council. GJ gave thanks to Alice Bracher for great work on this subject.</p> | |
| 7. | <p>Safeguarding Report.</p> <p>IS provided safeguarding report attached. To note, zero online safety incidents were reported.</p> <p>Safeguarding review was satisfactory and the school is deemed a safe place for all. GJ thanked the safeguarding leads.</p> <p>GJ briefed the meeting on the new toilets with changing facilities being fitted in the summer holidays which will provide dignity and safety for those who utilise them. A new sink will be fitted in the Y2 class at the same time.</p> <p>IW reported that a new policy change has been implemented so that Western Road School is now officially smartphone free. Parents have been invited to a call on 11/2 to discuss but so far there has been positive feedback only. BF asked how it would work for those parents who wish to track their child movements. IW responded that an Airtag can be used for this purpose but Smartphones and Airtags are to be switched off and left in the school office until home time.</p> <div style="text-align: center;">  Safeguarding report 050226.docx </div> | IS |
| 8. | <p>Health & Safety</p> <p>BF briefed on health & safety issues including:-</p> <p>Matting for forest school now available.</p> <p>2 x trees that were a H&S issue being removed.</p> <p>Willow tree by black gate, also a H&S issue, being cut back.</p> <p>Leak to Y4 classroom ceiling due to issue with roof in hand to be repaired.</p> <p>PE storage in hand to be completed.</p> <p>Broken tables requiring removal are still waiting to be collected by Chartwells who have been chased for a completion date.</p> | BF |

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| | <p>Rainbow room and art gallery flooring to be replaced with lino. Friends of Western Road may contribute but have asked for costs before making a decision.</p> <p>BF reported that a carpet in 1 x classroom needs repairs – IW stated that ESCC and Friends are unlikely to pay for new carpet.</p> <p>The persistent problems with the drains and flooding of the playground requires expert assistance. Currently buckets have been fitted to drains to capture silt but need emptying periodically. SC briefed that Southern Water has been approached for grant money to manage water on site but no further contact has been received.</p> <p>AP 02/05/02 – IW to approach Roy Watkinson, a former governor with engineering experience who may be able to help to provide a solution to the drain issue in the playground.</p> <p>AP 03/05/02 – SC to re-approach Southern Water re. grant request for water management.</p> <p>BF briefed that while in the school for reading she came across scissors left unattended in the art gallery area and 2 x girls unaccompanied in the same vicinity. BF asked why they would be there unsupervised as this could clearly be a safety issue?</p> <p>AP 04/05/02 – IW to investigate scissors left in art gallery and unaccompanied children in the same vicinity.</p> <p>BF asked if there was an alternative area for reading on Thursday/Friday afternoons as the art gallery was in use and noisy. IW and RH said their offices are generally free on those afternoons and can be used.</p> | |
| 9. | <p>Global Citizenship</p> <p>IW thanked HA for the global citizen map which the children were very interested and engaged with. Unfortunately, the map has had to be temporarily taken down due to being put up incorrectly.</p> | HA |
| 10. | <p>Governance Housekeeping:</p> <p>Review governing board membership – governor details up to date on governor hub and school’s website. A unanimous show of hands was given for acceptance of Karen Wallis as LCLP Foundation Governor – backdated to Term 1, 2025.</p> <p>No new governor suggestions not as yet provided by the parents – deadline is after February half term.</p> <p>Governors advised to investigate and book any required training via governor hub.</p> | All |
| 11. | <p>Policy Review</p> <p>Policies for review were sent to all governors and posted on governor hub.</p> <p>AP 05/05/02 – All governors to review policies and provide comments to IW/Clerk by 13/2/26, when the policies will be confirmed as accepted.</p> | All |
| 12. | <p>Any Other Business</p> <p>No items were put forward.</p> <p>Meeting concluded at 20:00</p> | All |
| 13. | <p>Future Meeting Schedule</p> <p>FGB – Thursday, 6pm:</p> | <p>Strategy – Thursday, 6pm:</p> <p>IW</p> |

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| No. | Item | Owner |
|------------|---|---|
| | 19th March 2026 14th May 2026 9th July 2026 | 5th March 2026 30th April 2026 18th June 2026 |
| 14. | New and Outstanding Actions | |

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| AP 01/05/02 | To review Scheme of Delegation for purchasing in line with finance audit findings. | SC/GJ | |
| AP 02/05/02 | IW to approach Roy Watkinson, a former governor engineering experience who may be able to help to provide a solution to the drain issue in the playground. | IW | |
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