



**Meeting of Full Governing Body
9th July 2015
6pm
School Hall**

MINUTES

Governors Present:	Ken Caplan (Chair), Sam Caughey (from 6.47pm), Maya Fender, Flora Jenkins, Saskia Knowles, Ruth O'Keeffe (left meeting 6.55pm), Romey Sawtell, Jonathan Sharpe, Alison Teagle, Roy Watkinson, Irena Wooler.
Associate Members Present:	Lynn Gayford
Officers Present:	Elaine Butlin (Clerk)

	<u>Agenda Item</u>	<u>Action</u>
1	<p>Introductions</p> <p>a) Welcome New Governors Alison Teagle was congratulated and welcomed to her first meeting as a newly appointed Parent Governor. Irena Wooler was congratulated on her appointment from September as Acting Deputy Headteacher and Governors looked forward to working with her in her new position.</p> <p>b) Apologies for Absence Apologies for absence were received from Martyn Giddens (HT), Deborah Ticehurst, Ros Toomey and Carol Ofield. These were accepted and agreed.</p> <p>c) Declarations of Interest Romey Sawtell declared an interest in Numicon, an educational maths provider.</p>	
2	<p>Last Meetings dated 9th March and 11th May 2015</p> <p>a) Acceptance of Minutes The Full Governing Body reviewed and approved eight pages of minutes from the meeting held on 9th March 2015. The following spelling correction was made:</p> <ul style="list-style-type: none"> • Page 1 Item 1, in Agreement “Jonathan Shape” should read “Jonathan Sharpe” <p>Subject to the above amendment, the Chair signed them as confirmation of their accuracy.</p> <p>The Full Governing Body reviewed and approved one page of minutes from the meeting held on 11 May 2015. The Chair signed them as confirmation of their accuracy</p> <p>b) Matters Arising from Meeting Not Included Elsewhere on Agenda</p> <ul style="list-style-type: none"> • There were no matters arising from the Minutes held 9th March 2015 and 11th May 2015. 	
3	<p>Chairs Update</p> <p>a) Trust RW advised that the launch of the Lewes Co-operative Learning Partnership had been held on Thursday 2nd July at the Town Hall. It had been attended by many dignitaries including Susan Murray, the Mayor; Maria Caulfield (MP for Lewes); Ruth O'Keeffe from the District Council (and Governor for Western Road); Fiona Wright Assistant Education Director from ESCC; and the Director & Deputy Director of Education from the Chichester Diocese. Altogether more than 115 attendees were present. The launch included the outcome of a</p>	

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	<p>competition for Trust students to write about how Lewes would be in fifty years' time and to design a LCLP Trust logo. Governors noted that unfortunately Western Road students had not participated in the competition owing to an administrative problem where the competition forms had not been distributed. Chris Horton had been appointed Company Secretary and would be a good anchor for the Trust. One meeting had already been held on 19th May but had focussed mainly on the launch and also on the educational side of the Trust. The next meeting would be held on 13th October 2015. Western Road is already starting to see benefits through closer ties with Priory in particular.</p> <p>b) Ofsted Window The Chair advised that a mock interview with Governors had been carried out by Tony Byrne on 3rd June 2015. The outcome of his visit had been previously circulated to Governors in Mr Byrne's Report. Governors noted it was possible to request deferral of a potential inspection in early September if major changes were taking place.</p> <p>ACTION - Chair to contact Julie Dougill at County regarding deferral.</p> <p>Governors noted that the following Actions were contained in the Report:</p> <p>ACTION: HT to show how 2015 targets and then results compare in detail with 2014.</p> <p>ACTION: Governors to rate progress in milestones in development plan. It was noted that a Governor should be assigned to take ownership of the second action within the Report.</p>	<p>KC</p> <p>MG/IW</p> <p>KC</p>
4	<p>School Improvement Items</p> <p>a) Headteacher's Report - Received The Headteacher's report had been circulated in advance of the meeting and was dealt with on an assumed-as-read basis. The following key areas from the report were discussed:</p> <ul style="list-style-type: none"> • IW advised that the 10 Working Days lost for Teachers (page 3) was mainly due to sickness and that she thought the result was better than the summer 2014 term. It was agreed that absenteeism should be correlated in the 2015/16 School Improvement Plan. • RS advised that she had been personally approached by a member of staff regarding her request to reduce her hours to two days a week for the After School Club (page 16). The discussion highlighted the need to know how many children were being turned away when there was not enough staff and vice versa. Governors noted that it was also compounded by an inconsistency of how many sign up to the After School Club and how many actually turn up and that Mrs Hassan, as the After School Club coordinator, was in charge of staffing levels. <p>AGREEMENT: There was a need for Governors to respond to the request as the member of staff had not received a reply from MG.</p> <p>ACTION: IW to ask Mrs Hassan regarding turnaround and advise RW</p> <p>ACTION: RS to respond to the member of staff with a copy to IW</p> <p>6.47pm Sam Caughey joined the meeting</p> <ul style="list-style-type: none"> • The Headteacher's proposal on page 17 for a re-valuation from SS6 to SS7 for a member of staff was considered. <p>AGREEMENT: There was a need to review the figures involved as these were missing from the proposal.</p>	<p>*</p> <p>IW</p> <p>RS</p>

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	<p>ACTION: RW to ask the Bursar for the figures and to consult with ROK before recommendation</p> <ul style="list-style-type: none"> Governors commented on how good the website looked, noting the significant amount of work that went in to improving it and also to uploading policies. It was noted that both children and parents had been involved. Special thanks to Scott Wotherspoon, Western Road parent, for supporting the design. The Chair reported that the numbers for Reception September 2015 has been confirmed at 24. The staff resignations/retirements (page 17) were noted. <p>AGREEMENT: The Chair to respond and thank staff directly for their dedication and contributions.</p> <p>ACTION: Chair to correspond with leaving Staff</p> <p>6.55 pm Ruth O’Keeffe left the meeting</p> <p>b) 2014/15 School Development Plan - update The Chair reported the incoming Interim Headteacher, Mathew Montebello, had started the outline for the 2015/16 School Development Plan and that IW would be involved. Debbie Gordon, HT at Wallands, was acting as Mentor to the incoming Interim Head and this was warmly welcomed. RW commented that the School Budget should be tied into the School Development Plan. Governors noted that it would be opened up for comment in the Summer so that the comments could be fed in during September. Governors noted that it needed to be submitted during October 2015 and this had been changed from July owing to the number of changes going on at the School.</p>	<p>RW/ ROK</p> <p>KC</p> <p>*</p>
5	<p>Other Governance and Regular Items</p> <p>a) Safeguarding The Chair thanked Safeguarding Link Governor (FJ) for all her hard work and that it was greatly appreciated by all Governors. Governors noted that a Safeguarding Report would be produced for each FGB meeting. A Safeguarding Report, Safeguarding Compliance Checklist for Governors and DfE Keeping children safe in education guidance had been circulated in advance of the meeting and was dealt with on an assumed-as-read basis. The following key areas from the report were discussed:</p> <ul style="list-style-type: none"> Governors noted that there was a need for a Governor to support the Interim Headteacher with the process for induction of new Staff. <p>AGREEMENT: Sam Caughey to support the induction process of new Staff.</p> <ul style="list-style-type: none"> Governors noted that there was a requirement for a Governor, who had undertaken Safer Recruitment Training (NSPCC) to be on the interview panel for appointment of a SENCo. <p>ACTION: RS to undertake the NSPCC Training and to sit on interview panel</p> <ul style="list-style-type: none"> Governors noted that there as an urgent requirement for the Single Central Record (SCR) to be updated, checked and receive advice on whether data is missing especially as new Staff were coming in for Transition Day. <p>AGREEMENT: If necessary, to obtain help from another School for the data on SCR.</p> <p>ACTION: If required, Headteacher to contact another School to obtain help and resource.</p>	<p>RS</p> <p>*</p> <p>MG</p>

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<ul style="list-style-type: none"> There was a need for Policies to record date approved, date of review and date of last review. 	
<p>ACTION: Clerk to review policies to ensure properly dated.</p>	Clerk
<ul style="list-style-type: none"> FJ reported that the following Policies were missing: Drugs & Substance Misuse; Extended School/Before & After School Activities; PSHE Curriculum (this was urgent for September 2015); Recruitment and Selection; Safeguarding Statement in School Prospectus; Use of Force and Restraint. 	
<p>ACTION - SK to liaise with HT and incoming Interim HT to investigate missing Policies and send them to the Chair & Clerk.</p>	SK
<ul style="list-style-type: none"> Road Safety Training to be embedded in School Development Plan. Governors noted there was a need to appoint an E-Safety Officer and Governor. 	
<p>ACTION - IW to approach Neil Passingham to be School E-Safety Officer.</p>	IW
<p>AGREEMENT - Jonathan Sharpe to be E-Safety Link Governor.</p>	
<p>ACTION - JS to carry out E-Safety Visit and produce a report for Autumn Term 2015.</p>	JS
<ul style="list-style-type: none"> Governor's noted the Headteacher was working on a Social Networking Policy and recommended that Southover's Policy and The Key were referred to. Governors noted that Carol Ofield had to print out and sign the Safeguarding Audit so that it could be countersigned by the Chair and sent to County. 	
<p>ACTION - CO to sign Safeguarding Audit and send to Chair.</p>	CO
<p>AGREEMENT - The Full Governing Body approved and adopted the Child Protection and Safeguarding Policy and Procedures with the contact names to be updated in due course.</p>	
<p>b) Interim HT Appointment and Staffing It was noted that Mathew Montebello had been appointed Interim Headteacher and Irena Wooler as Interim Deputy Headteacher. Governors noted that interviews for the post of a SENCo for 2 days/week on a one-year contract were currently taking place. RW and the Bursar would be informed of the outcome for School Budget purposes. Interviews for TAs had taken place and an appointment made to cover Reception class with no material financial implications as it was a replacement position. Governors suggested there was an opportunity to appoint another TA who could cover for Years 1 to 6 with extensive experience and training and would enable greater flexibility and good outcomes for the children in future years. The financial implications could be partly balanced by letting go current Agency cover. Other concerns were raised with respect to the appointment process</p>	*
<p>AGREEMENT - It was agreed that a decision could not be made without the cost implications being clarified for the School Budget and HR requirements.</p>	
<p>ACTION - RW to urgently contact the Bursar to obtain cost implications and to liaise with IW later on Friday afternoon.</p>	RW
<p>An appointment of a new Bursar had been made for September 2015 and a handover with the current Bursar would take place.</p>	

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c) Governor Training

MF Training Link Governor reported that she would be keeping the Training Record as Governor Services no longer kept the data.

d) Data Protection Policy

AGREEMENT - The Full Governing Body approved and adopted the Data Protection Policy with the following edits: page 2 and page 4 "Alfriston" should read "WRCPS".

e) Freedom of Information Publication Scheme

AGREEMENT - The Full Governing Body approved and adopted the Freedom of Information Publication Scheme.

f) ESCC Grievance Policy

AGREEMENT - The Full Governing Body approved and adopted the ESCC Grievance Policy.

g) School Information on Website

AGREEMENT - The Full Governing Body requested that the Employment and Attendance Policies be removed from the Website and that the History Page be re-uploaded.

ACTION - Headteacher to arrange for the agreed changes to the Website to be made.

h) Membership - Outcome of Parent Governor Applications

The Chair reported that there had been 3 applicants and that Alison Teagle had won a majority vote by Parents.

i) Skills Audit / Focus Area of Governors/Governor Procedure & Self Evaluation Audit

The Chair reported that the outcome of the Skills Audit showed that the FGB was strong in all areas.

The Chair reported that from the Autumn Term the appointment of Link Governors for different areas should be reinstated so that each Governor has a clear area of focus. Governors noted that JS, MF and DT had carried out completion of the Self Evaluation Audit and that it had been circulated before the meeting and it needed to be submitted the following week to County.

AGREEMENT - The Full Governing Body approved the Self Evaluation Audit to be submitted and could still send any additional comments to the Chair for incorporation before submission.

ACTION - Chair to submit Self Evaluation Audit to County

Governors noted the Action Plan at the back of the Self Evaluation Audit (SEA) and that work would need to be started on it during the Autumn Term 2015. There was also a requirement of Governors to email materials for the Evidence Folder to the Chair.

ACTION - Governors to work on Action Plan in SEA and submit materials for Evidence Folder

Governors noted that there was a proposal to review the committee structure and working practices in September 2015 to improve the operation and focus of the FGB.

ACTION - Governors to appoint a working party to review committee structure and working practices.

MG

KC

All

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FGB



	<p>Governors noted that KC, MF, the Clerk and Ruth Henson (from Governor Services) had carried out completion of the Governing Body Procedural Review and that it had been circulated before the meeting. Governors noted it had been submitted to County and therefore WRCPS would be eligible to receive a funding allocation of 130 hours for clerk time for 2015/16. The Safeguarding Link Governor was thanked for completing the outstanding Safeguarding Audit from the review. The review had also highlighted that the Equality Duties had to be updated on the website and that the Headteacher had been contacted about the outstanding omission.</p> <p>ACTION - Headteacher to update Equality Duties on the School Website</p>	<p>MG</p>
<p>6</p>	<p>Reports and Recommendations from Committees</p> <p>a) Resources Committee</p> <p>The Chair of Resources Committee provided a verbal report on business conducted at the meeting held on 21st May and Governors noted the following key issues:</p> <ul style="list-style-type: none"> • Asset Register (Audit issue) had been received and examined however disposals information is still unclear as unable to record reason and any residual value; • A Working party to be appointed to review the Playground and Mound for a report to be produced for the Autumn term; • Premises Development Plan and Premises Management Document still requires input from the Headteacher; • Local Financial Procedures (Audit issue) had been drafted for comment; • Accessibility Plan needed to be finalised by Carol Ofield; • Risk Assessment Policy needs finalising by the School; • Contracts Register was in hand (Audit issue). <p>Governors noted that a Health and Safety Governor visit had taken place on 7th July with Zoe Fisher (ZF). It was noted that ZF needs support in developing her role and clarification of boundaries as part of her induction.</p> <p>The budget circulated before the meeting, along with the accompanying text, had been submitted to County at the end of May and that it had slight adjustments to the one approved at the FGB EO meeting held 11 May. The submitted budget had been subsequently updated to record that there were now 24 for reception intake rather than 18 and that there was no longer a deficit for Year 3, however a deficit would be incurred in Year 4. This revised budget also included appointment of a SENCo.</p> <p>AGREEMENT - The Full Governing Body approved that the Staff Leave Policy would not be adopted but instead should be incorporated into a Staff Handbook in September 2015.</p> <p>ACTION - Staff Handbook to include section on Staff Leave Policy</p> <p>The Resources Chair suggested that, as the Health and Safety Policy's Appendix was out of date and had not been modified as agreed at the last Resources Committee meeting, the main text be adopted and the Appendix to be reviewed and updated before publication.</p> <p>AGREEMENT - The Full Governing Body approved and adopted the main text of the Health & Safety Policy with the Appendix to be reviewed and updated and sent to Clerk.</p> <p>AGREEMENT - The Full Governing Body approved and adopted the Statement of Procedures for Dealing with Allegations of Abuse.</p> <p>AGREEMENT - The Full Governing Body approved and adopted the Code of Conduct for Employees.</p>	<p>*</p> <p>MM</p> <p>MG/CO</p>

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The Resources Chair reported that a problem had been encountered with ascertaining ownership of a strip of land on the playing field over the culvert for the Winterbourne Stream. There were two proposals, the first was for Land Registry to carry out searches to determine ownership and the second was to take out insurance. The way forward has yet to be confirmed.

The proposal from SPACE/Intrepid had been rejected by both WRCPs and Southover Governing Bodies.

The SKiL Proposal put forward by the Headteacher was discussed by the meeting. It was noted that it was incomplete and that there were unquantified risks.

AGREEMENT - The Full Governing Body agreed that the risks and liability were too great unless implemented under the Lettings Policy. Governors were keen that contact with SKiL should be positive and encouraging for future proposals.

ACTION: - The Chair to contact SKiL to explain lack of time and resource to deal with proposal at this stage. However to encourage submission of a future proposal once Governors have had time to consider how to make it work for both parties.

KC

From the discussion Governors recognised the contribution and benefits to the School provided by Hollie Garrish from SKiL for KS1 and KS2 children.

AGREEMENT - The Full Governing Body approved that the Friends should be approached to provide funding for at least a term.

ACTION - SK to approach the Friends for funding.

SK

b) Teaching and Learning Committee

The Chair of Teaching and Learning Committee reported that the Pupil Premium had been spent. There had been informal groups to see teaching and learning, however there had not been any formal visits. The arranged SEN visit, for various reasons, had not taken place. Governors noted that SEN needed to be a focus for governors. The Safeguarding Link Governor reported that Penny Nice from County was coming in to review SEN preparation with Carol Ofield and RS and the Chair would be in attendance at the debrief meeting.

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ACTION - CO to circulate SEN Action Plan to SEN Link Governor (ROK), RS and Chair.

CO

IW reported that the SATS data had improved on 2014. There were no Level 6 but more had attained Level 5. It was noted that the SATS results had not been circulated to all Governors. The Governors had only received EYFS data.

ACTION - IW to circulate FGB with 2015 SATS results.

IW

Governors noted the Assessment without Levels Report had been circulated with the Headteacher's Report.

The Safe Guarding Link Governor had a safeguarding concern on page 3 of the Policy on Attendance. It was noted that there were two clause 9s. Governors also had concerns on the lack of definition of "exceptional circumstances" in clause 10, on which written advice was available, and that it should be clarified. The Policy did not mention Medical Evidence.

AGREEMENT - The Full Governing Body approved that the Policy of Attendance to be reviewed in September 2015 in light of comments before approval and adoption in the Autumn Term.

ACTION - Policy of Attendance to be reviewed by Interim Headteacher in September 2015.



	<p>AGREEMENT - The Full Governing Body approved and adopted the Policy on Supporting Children with Medical Needs.</p> <p>The Chair thanked the outgoing Teaching & Learning Committee Chair for all her hard work and contribution to the role.</p>	MM
7	<p>Any Other Business</p> <p>a) Staff Photographs on Website The Chair reported he had received a request from a member of staff for their photograph to be removed from the website. Governors noted that the Policy on photographs on the website would need to be considered in the Autumn Term.</p> <p>ACTION - To consider Policy of photographs on the website.</p> <p>b) Lewes Area Review The Chair reported that County were looking across schools in Lewes in relation to an assessment of placements. They would be looking at potential for contraction or expansion. Governors noted that Western Road would be unable to expand.</p> <p>c) Vote of thanks The Clerk advised that she would be tendering her resignation at the end of July and that the meeting would be her final one. There was a vote of thanks to the Clerk.</p> <p>d) Resigning and Retiring Staff Governors thanked resigning and retiring staff for all their contribution to the school. Gifts were agreed for Carol Ofield and Martyn Giddens to be presented at the Leaving Assembly. Governors noted that exit interviews needed to take place with resigning/retiring staff.</p> <p>ACTION - AT to conduct exit interviews with five resigning/retiring staff.</p> <p>Governors noted RS had so far been unsuccessful in arranging a mutually convenient date to conduct an exit interview for the outgoing Headteacher, Martyn Giddens.</p> <p>ACTION - RS and Headteacher to agree date for exit interview.</p> <p>e) School Trip Governors noted that the School Trip that had been arranged and notified to Parents had not been in accordance with established protocol. This had been a concern for Parents. It was noted that a Risk Assessment had been carried out and reviewed by a Governor (FJ).</p> <p>AGREEMENT - The Full Governing Body noted that in future, the School Trip needs to be presented with a breakdown of costs and formally approved by Governors. Parents to be consulted and informed before the children.</p> <p>Meeting ended at 8.45pm Next meeting - To be decided.</p>	<p>FGB</p> <p>AT</p> <p>RS/MG</p>



Actions Arising from the Full Governing Body meeting held on 9th July 2015

Actions Agreed	By Who	By When
Chair to contact Judy Dougill at County regarding deferral.	KC	ASAP
HT to show how 2015 targets and then results compare in detail with 2014	MG / IW	By end of Term
Governors to rate progress in milestones in development plan.	All	September
IW to ask Mrs Hassan regarding turnaround and advise RW	IW	ASAP
RS to respond to the member of staff with a copy to IW	RS	ASAP
RW to ask the Bursar for the figures and to consult with ROK before recommendation	RW	ASAP
Chair to correspond with leaving Staff	KC	ASAP
RS to undertake the NSPCC Training and to sit on interview panel	RS	Before Interview
If required, Headteacher to contact another School to obtain help and resource.	MG	Before Transition Day
Clerk to review policies to ensure properly dated.	Clerk	By end of August
SK to liaise with HT and incoming Interim HT to investigate missing Policies and send them to the Chair & Clerk.	SK	ASAP - By end of July latest
IW to approach Neil Passingham to be School E-Safety Officer.	IW	By end of Term
JS to carry out E-Safety Visit and produce a report for Autumn Term 2015.	JS	Autumn Term
CO to sign Safeguarding Audit and send to Chair.	CO	ASAP
RW to urgently contact the Bursar to obtain cost implications and to liaise with IW later on Friday afternoon.	RW	10 th July
Headteacher to arrange for the agreed changes to the Website to be made.	MG	By end of Term
Chair to submit Self Evaluation Audit to County	KC	By end of July
Governors to work on Action Plan in SEA and submit materials for Evidence Folder	All	ASAP
Governors to appoint a working party to review committee structure and working practices.	FGB	September
Headteacher to update Equality Duties on the School Website	MG	By end of Term
Staff Handbook to include section on Staff Leave Policy	MM	September
The Full Governing Body approved and adopted the main text of the Health & Safety Policy with the Appendix to be reviewed and updated and send to Clerk.	MG/CO	By end of Term
The Chair to contact SKiL to explain lack of time and resource to deal with proposal at this stage. However to encourage submission of a future proposal once Governors have had time to consider how to make it work for both parties.	KC	ASAP
SK to approach the Friends for funding.	SK	ASAP
CO to circulate SEN Action Plan to SEN Link Governor (ROK), RS and Chair.	CO	ASAP
IW to circulate FGB with 2015 SATS results.	IW	ASAP
Policy of Attendance to be reviewed by Interim Headteacher in September 2015.	MM	September
To consider Policy of photographs on the website.	FGB	September
AT to conduct exit interviews with five resigning/retiring staff.	AT	ASAP
RS and Headteacher to agree date for exit interview.	RS & MG	By end of Term