



WESTERN ROAD C.P. SCHOOL
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Headteacher: Garry Thompson

**Meeting of Full Governing Body
 8th July 2013
 7pm
 School Hall**

MINUTES

Governors Present: Ken Caplan (Chair), Maya Fender, Lynn Gaylord, Saskia Knowles, Alexis Maguire, Ruth O’Keeffe (from 8.06pm), Philip Rowland, Romey Sawtell, Garry Thompson, Debbie Ticehurst, Roy Watkinson,

Associate Members Present: Carol Ofield

Officers Present: Teresa Carter (Clerk)

<u>Agenda Item</u>	<u>Action</u>
1 Introduction	
a) Apologies for Absence Apologies for absence received from Chloe Edwards and Ros Toomey. Ruth O’Keeffe had apologised in advance for late arrival.	
b) Declarations of Interest None	
2 Last Meetings dated 21st March 2013 and 10th June 2013	
a) Acceptance of Minutes The Full Governing Body reviewed and approved three pages of minutes from the meeting held on 21 st March and two pages of minutes from the meeting held on 10 th June. The Chair signed both sets of minutes as confirmation of their accuracy.	
b) Matters Arising from Meeting not Included Elsewhere on Agenda The concerns regarding lack of funding to deliver the national curriculum to all children was highlighted as an area that should have had an action point attached to it. Nonetheless some action had been taken and discussions were on going.	

ACTION - Governors had not seen all the documents as detailed in the minutes and requested sight of the following: **GT**

- **Sex and Relationships Education Policy**
- **Home School Agreement**
- **Complaints Policy**
- **Antibullying Policy**

Governors heard that the school had been heavily oversubscribed with first choices for reception class in September and Governors saw this popularity as a good marketing tool.

3 Strategic Items

a) Lewes Co-Operative Learning Partnership
 An update on discussions with local schools about the forming of a formal partnership was provided. At a previous meeting there was agreement for Western Road to enter into a consultation on whether to become an affiliated member of the partnership in line with that proposed for the faith schools. Since then advice from the co-operative college had been that affiliate membership was not an option for a non faith school. The

Signature.....Date.....

Governing Body would therefore need to consider whether it wished to enter into a consultation to become a full member of the proposed partnership. Furthermore comment from other schools had been that in order for Western Road to express commitment to the partnership, an agreement to consult on full membership was required.

Governors discussed options and there was a general consensus that some form of collaboration with other schools was a good way forward for Western Road though not necessarily through the proposed Lewes partnership.

The view of all governors present and feedback from staff members raised the following issues:

- Alternative forms of collaboration.
- Terms and conditions of employment of staff on setting up of a trust. Advice from Local Authority was that these would remain the same.
- Potential increased liability of Governing Body as the owner of the school around employment, premises and public liability.
- The future availability of services currently available through the Local Authority on a change of status.
- Impact of status changes on admissions process.
- Benefits to education of children of different collaborations.
- Purpose of current available alliance funding.
- Governance changes and representation on trust boards.
- Obligations and workloads of Governors during consultation process.

8.06pm – Ruth O’Keeffe arrived at the meeting

- Possibility of looking at alternative collaborations alongside the consultation.
- Necessity to be clear on the impact of the partnership to be able to answer questions from stakeholders.

AGREEMENT – The Full Governing Body voted by a secret ballot on whether to enter into a joint consultation on the setting up of the Lewes Co-operative Learning Partnership with a view to becoming a full member. The Clerk counted the votes, which were seven in favour and five against entering into a consultation.

b) School Development Plan

The school development plan would be a main strategic item at the September meeting with the Governing Body setting the key focus areas and principles to be incorporated.

4 Standing Items

a) Headteacher’s Report

The Headteacher tabled his written report to Governors and highlighted some key points including the following:

- Whilst maths attainment over five years to 2012 was on the decline, it was still above the national average.
- Current pupil attendance at 94.7% was below the national average of 95%.

In addition to the written report the Headteacher advised Governors of potential admissions that would require high level support for special needs. Risk assessment would be required to highlight any particular areas that would need attention to reduce the risk of harm and safety.

ACTION – Safeguarding Link Governor to discuss the individual cases with the Headteacher and agree action including meeting with parents of children with high level needs.

PR

The Deputy Headteacher provides Governors with a verbal report of the outcomes for 2013 of all key stages including the test results (SATS), which had just been released and had not been validated. The following issues were noted by Governors:

- Phonics test results from year one had been disappointing and 14 children would need to be re tested in year 2. The pass rate in year 2 was more positive and reflected the hard work of those involved with the interventions.

Signature.....Date.....

- Reading tests in year 6 appeared positive, maths average and writing below that hoped. Writing across the school had been examined and some areas identified where changes to the teaching methods would bring about improvements.

b) Training & Development

Whole Governing Body training held over to September 2013.

c) Governor Evaluation Visits

ACTION – Clerk to provide updated governor visits record and any received visits forms each term at Full Governing Body meetings.

TC

5 Reports and Recommendations from Committees

a) Teaching & Learning Committee

Governors received a verbal report on business conducted at the last Teaching and Learning Committee meeting.

b) Resources Committee

Governors received a verbal report on business conducted at the last Resources meeting and the budget for 2013/14 was proposed for approval.

AGREEMENT – The Full Governing Body approved the budget for 2013/14 as proposed by the Resources Committee.

The Chair of Resources further proposed the setting up of a working group to develop a pay policy and appraisal policy based on the revised teachers pay and conditions from 2013.

AGREEMENT/ACTION – The Full Governing Body approved the setting up of a working group consisting of Garry Thompson, Roy Watkinson, Romey Sawtell and Maya Fender to develop a pay and appraisal policy for 2013/14 based on guidance from the local authority and for approval by the Full Governing Body at its September meeting.

GT,RW
MF, RS

6 Any Other Business

a) Meeting Dates

Governors agreed to meetings being held as follows during 2013/14.

- Teaching and Learning Committee on Tuesdays from 5pm to 7pm
- Resources Committee on Mondays from 6pm to 8pm
- Full Governing Body on Mondays from 6pm to 8pm

There was a request for all Chairs and Vice Chairs to be elected at the Full Governing Body meeting in September.

ACTION – Clerk to circulate proposed meeting dates based on the guidance provided.

b) Staffing Matter

Romey Sawtell and Phil Rowland stepped out of the meeting whilst the Headteacher provided a brief verbal update on an on going staff matter that was likely to require Governor involvement.

c) Thanks

The Chair thanked Governors for their support and indicated his interest in standing as Chair for a further year, pending no other nominations and subsequent agreement from the FGB in September.

Meeting ended at 9.08pm

Date of next meeting – To be agreed

Actions Arising from FGB Meeting of 8th July 2013

Agreed Actions	By Who	By When	Status
Governors had not seen all the documents as detailed in the minutes and requested sight of the following: <ul style="list-style-type: none"> • Sex and Relationships Education Policy • Home School Agreement • Complaints Policy • Antbullying Policy 	GT	End term	
Safeguarding Link Governor to discuss the individual cases with the Headteacher and agree action including meeting with parents of children with high level needs.	PR	Sep 13	
Clerk to provide updated governor visits record and any received visits forms each term	TC	Termly	
Working group to develop a pay and appraisal policy for 2013/14 based on guidance from the local authority and for approval by the Full Governing Body at its September meeting.	GT,MF, RW,RS	Sept 13	
Clerk to circulate proposed meeting dates based on the guidance provided.	TC	End term	