



WESTERN ROAD C.P. SCHOOL
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Headteacher: Garry Thompson

**Meeting of Full Governing Body
21st March 2013
7pm
School Hall**

MINUTES

Governor Present: Ken Caplan (Chair), Maya Fender, Lynn Gaylord, Saskia Knowles, Sara McKenna, Alexis Maguire, Philip Rowland, Garry Thompson, Ros Toomey (from 7.20pm), Roy Watkinson,

Associate Members Present: Carol Ofield

Officers Present: Teresa Carter (Clerk)

Agenda Item

Action

- 1 **Introduction**
- a) **Apologies for Absence**
Apologies for absence received from Chloe Edwards, Ruth O’Keeffe, Romey Sawtell, Debbie Ticehurst. Saskia Knowles was welcomed to the meeting, her appointment as a Governor was completed under item 3a.
- b) **Declarations of Interest**

- 2 **Last Meeting dated 29th January 2013**
- a) **Acceptance of Minutes**
The Full Governing Body reviewed and approved two pages of minutes from the additional meeting held on 29th January 2013. The Chair signed the minutes as confirmation of their accuracy.
- b) **Matters Arising from Meeting not Included Elsewhere on Agenda**
- Home School Agreement – The Headteacher had referred the draft to the parents’ forum that requested and additional item.

AGREEMENT – As the Home School Agreement had been outstanding for some time Governors were keen for it to be published without further delay and approved it as it was.

- Sex and Relationships Education Policy – A final policy was ready for staff review prior to Governor approval.

AGREEMENT – As the Sex Education and Relationships Policy had been outstanding for some time the Full Governing Body agreed that the policy would be distributed by email with a two week comment period after which it would be considered approved if no objections received.

- 3 **Strategic Items**
- a) **Reconstitution of Governing Body**
The Clerk summarised the requirements and implications of reconstitution under 2012 regulations should the Governing Body wish to make amendments to the numbers of any category of Governors.

AGREEMENT – The Full Governing Body agreed to reconstitute under the following structure.

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

- Elected Staff Governor – 1
- Headteacher/Staff Governor – 1
- Elected Parent Governors - 4
- Local Authority Governor – 1
- Co-opted Governor - 7

AGREEMENT – The Following appointments of Co-opted Governors were agreed on four year terms from 21st March 2013.

- Roy Watkinson
- Romey Sawtell
- Ros Toomey
- Maya Fender
- Saskia Knowles
- Sara McKenna
- Debbie Ticehurst

ACTION – Clerk to advise Local Authority to changes to constitution and the Governor appointments

TC

7.20pm Ros Toomey arrived at the meeting.

4 Standing Items

a) Headteacher's Report

The Headteacher tabled his report to Governors and highlighted some key issues as follows:

- Update on two newly qualified teacher progress was positive.
- Guided reading focus in English with an inset day scheduled for planning and moderation in reading.
- Further staff training on moderation and levelling in maths by new subject lead. Information on changes to the maths framework with effect from September 2014 provided. Governors were concerned at the speed that children would be required to learn maths and the potential detrimental effect on those pupils falling behind.
- Feedback and marking policy, display policy and complaints policy had all been reviewed. Governors requested sight of the complaints policy, as it was a statutory requirement to have one.
- Work was being undertaken on the premises at roof level and a lighting replacement programme underway. Governors requested advice on how the asbestos in the ceiling tiles was being dealt with and reference was made to the asbestos survey records and air testing.
- It was noted that summary data on behaviour incidents, bullying and racism and pupil attendance was not included within the report and Governors requested that this be included within future reports.
- Early indications of pupil numbers in reception from September 2013 were that the school would be over subscribed again.

b) School Development Plan (SDP)

- The existing version of the school development plan was tabled and Governors were reminded of the trialling of a different format focussing on cause and effect within two curriculum areas. Governors commented that staff were not aware of the intention to revise the SDP and did not want to feel that they were imposing the changes on staff.
- Involvement of stakeholders in the production of the SDP was discussed and whilst it was agreed that this would be a lengthy process it was important to incorporate parent, staff and pupil views within the plan. The outcomes of surveys could provide this input if required to avoid a lengthy consultation process. In principle it was agreed that Governors should identify the key outcomes for the school and the staff would work on the detail of the plan. It was noted that the current SDP had 9 priorities with a lead Governor for each.
- The Chair requested the reworking of all sections and presentation of the SDP in the revised format at the next Full Governing Body meeting.
- The Headteacher alerted Governors to the possibility that some of the plans were unachievable due to lack of budget, this led to a discussion on progress regarding the funding for pupils with special educational needs. Governors heard that some classes had been without Teaching assistants for some time which they thought

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

was unacceptable and did not provide appropriate support to all pupils. An approach to County on behalf of all the pupils was requested to ensure that sufficient budget was available particularly in view of comments that many key stage one pupils were at danger of not meeting required levels of education. The ability of the school to deliver the national curriculum was being hampered by lack of funding and it was urgent that something be done to correct this.

c) Training and Development

Whole Governing Body training to be on Raise online data analysis.

d) Governor Visits

The plan for Governor visits was to cover four subjects a term with a standard list of questions to cover with a general focus on the strategies in place for gifted and talented pupils. Governors who had visited advised that teachers had requested time out of class for subject development.

5 Other Governance Items

a) Update on Governor Roles

The Chair reminded Governors of the decision to link Governors to areas where they had most knowledge, skills or interest. Some links had been made and all Governors encouraged to take on two or three responsibilities.

b) Update on Lewes Cooperative Federation

A meeting had taken place the previous week and based on previous discussions the Governors present had indicated an interest in consulting on the formation of a federation trust of Lewes schools. There were discussions on the liability of the Governing Body under the trust structure and whilst advice had been provided that there would be no increase in liability there was some further clarification required of the legal position to reassure Governors. Further information on the proposed structure was also requested.

c) Safeguarding

Not discussed.

d) Website

Not discussed

6 Reports and Recommendations from Committees

a) Teaching & Learning Committee

Not discussed

b) Resources Committee

- SFVS

AGREEMENT – The Full Governing Body agreed to the submission of the schools financial value standard questionnaire and action plan.

- Pay Policy

AGREEMENT – The Full Governing Body approved the Pay Policy as recommended by the Resources Committee.

7 Any Other Business

Meeting ended at 9.30pm

Date of next meeting 8th July 2013