



**Meeting of the full governing body
Western Road Community Primary School
Thursday 14th July 2016
6.30pm**

MINUTES

Governor members present:	Sam Caughey (Co Chair), Maya Fender, Roy Watkinson, Alison Teagle, Sherry Wilson, Matthew Montebello, Jenny Westaway, Ruth O'Keeffe, Flora Jenkins
Associate members present:	Irena Wooler
Officers present:	Nicola Gibson (clerk)
In attendance:	

	Agenda Item	Action
1	<p>a) Apologies for absence Apologies were accepted for Jonathan Sharpe, Fay Moorat, Ros Kellaway, Chris Paterson and Ken Caplan. Both Ruth O'Keeffe & Irena Wooler had to leave the meeting at 7.30pm</p> <p>b) Declarations of Interest No declarations were made</p>	
2	<p>Last Meeting dated 12th May 2016</p> <p>a) Acceptance of minutes Minutes were accepted & signed</p> <p>b) Matters Arising Re. Item 3 of Page 2 - A request was made to create topic files within the shared space of Office 365 ACTION</p>	NG
3	<p>Headteacher's Report</p> <p>Ofsted Feedback Feedback from the recent Ofsted visit was shared with governors. This was overwhelmingly positive with just two areas for development. The inspector commented amongst other things on how positive pupils, parents and stakeholders were about the school. TAs work well with teachers & vulnerable children make good progress. Thanks were expressed to all staff, governors & parents. The two areas identified for improvement are development of non core subjects and improving persistent absence.</p> <p>A question was raised about what is good practice for dealing with</p>	

<p>the latter. The head explained that he speaks personally to parents of children who are absent for reasons other than medical. It is hoped that the report from Ofsted should help towards addressing this issue & pupil absence will become an ongoing agenda item for full governing body meetings.</p> <p>ACTION - Item to go on all future HT reports</p> <p>Attendance Pupil Premium attendance is up on the previous figures. Whole school attendance stands at 95.7%</p> <p>Staffing Ruth Delaney has been appointed to next year's reception class & a Leave of Absence granted to the current teacher of that year, Mary McGary who needs to take time off to care for a relative. In Mary's absence Megan Edwards who is a higher level teaching assistant will be providing PPA cover to Ruth & will be on a fixed term contract. Teaching assistant, Kate Hart will replace Megan & she too is on a fixed term contract.</p> <p>Mel Pafremont has been employed as the new Yr 5 teacher. Year 3 teachers, Sherry Wilson & Judith Beechey will remain with their pupil cohort. This continuity was agreed to be positive, as there are some children with complex needs in the class.</p> <p>Teaching & Learning The Ofsted inspector agreed with the school's evaluation of the quality of teaching & learning in each class. The inspector visited all classes on his visit. The inspector recognized that school leaders have a good understanding of the school's strengths and areas where it needs to improve.</p> <p>End of Year Attainment Data This is very positive & significantly above national averages for Reading, Writing and Maths. MM said that there are a significant number of pupils working below Age Related Expectations in the current Year 5 class and, despite the fact that they have made progress with additional support, next year's Yr 6 attainment data is unlikely to be as high as this year's. Every effort will be made to ensure that all children currently working below age related expectations, including those who have recently joined WRCS from other schools, continue to make accelerated progress.</p> <p>Emergency Meeting of the Lewes Cooperative Learning Partnership An emergency meeting was held on 7th June to discuss the future direction of the Trust. Pertaining to this, a SWOT analysis & a report from a recent visit to St Cleres by Chris Horton (the trust secretary) was shared with governors. Thought will now need to be</p>	<p>MM</p>
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<p>given to how the Trust develops in the future.</p> <p>To this end it was recommended that the issue be raised in the governing body long-term strategy meeting in September. At this, Jenny Westaway will give a short presentation on her findings from the recent East Sussex governor conference she attended & which focused on partnership working. Roy will also give a short presentation to governors on the history of the trust.</p> <p>ACTION - Put partnership working item on 12th Sept agenda ACTION - Jenny to prepare short partnership working presentation for 12th September ACTION - Roy to prepare short presentation on the history of the trust for next strategy group meeting</p> <p>Afterschool Clubs</p> <ul style="list-style-type: none"> • Premier Sport has offered to provide more clubs for pupils at Western Road, which will mean clubs are available for 4 out of 5 days a week. • A long discussion ensued regarding clubs run by parents. There are several issues with this including the lack of space & complex safeguarding matters. It was generally agreed that classrooms cannot be made available for more clubs, as teachers need to be able to use them after school for preparation of classes. Teaching assistants are also engaged with classroom work preparation after school & therefore are not free for supervising in parent-led activities. • Governors also raised concerns over liability of parent-led clubs. To this end it was agreed that the governing body issues a statement regarding the provision of parent-led afterschool clubs. <p>ACTION - Maya & Flora to draft statement & share with governors for approval before the end of this term</p> <p>Other Matters</p> <ul style="list-style-type: none"> • The school dinners taster session was well received by parents • Tony Wilkinson from County will now have to invite more companies to bid for replacement windows for Western Road as the initial quotes he received have been too high. Anti-glare film will be applied to windows in two classrooms at the school which become overheated in the summer months • Safeguarding training will be available for governors to attend on 5th September INSET day between 1pm & 4pm. Governors were also actively encouraged to attend the Subject Leadership training with John Samuels on Wednesday 7th September. This is an all-day training but can be picked up at any point during that day. • Praise & particular thanks were expressed to Chris Paterson for the Year 6 performance of 'Romeo & Juliet'. 	<p>NG JW RW</p> <p>MF/FJ</p>
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4	<p>Governor Visits & Subject Leader Review Visits</p> <p>It was reported that these are bedding in well with another round coming up in the autumn term.</p> <p>ACTION - Irena Wooler to circulate reports from these visits to governors</p>	IW
5	<p>Reports & Recommendations</p> <ul style="list-style-type: none"> • Clarification was made around the role of the previous Resources & Financial committees. The Strategy Group now undertakes the responsibilities of the old finance & resource groups. The strategy group currently meets three times a year but a suggestion has been made by Jonathan Sharpe to double this to six meetings a year. It was agreed by governors that three meetings should be sufficient but that additional meetings can be arranged as & when necessary. It was also clarified that there needs to be a quorum of at least three governors at each strategy group meeting. • A discussion was had regarding governor attendance & absence. As long as apologies are accepted by the governing body, it was agreed that governors could continue to serve. • The Local Financial Procedures document & Scheme of Delegation were shared with & approved by governors. They will need to be revisited in the autumn term. <p>ACTION - the finance team to review these</p> <p>ACTION - the Strategic Leadership Terms of Reference will need to be agreed at the 12th September meeting</p>	RW/SC/JS NG/JS
6	<p>Other governance & regular items</p> <p>Safeguarding</p> <ul style="list-style-type: none"> • Flora Jenkins shared the Safeguarding Report with governors. A reminder was made that whole school child protection training will be available on 5th September. Both Ros Kellaway & Fay Moorat still need to complete this. • Fay Moorat will become the governor responsible for E-Safety training from September. • An urgent review is needed of the extended schools provision (see also comments relating to headteacher's report under Item 3). <p>ACTION - Flora Jenkins & Maya Fender to draft statement regarding parent-led afterschool clubs</p> <ul style="list-style-type: none"> • It was recommended that the car park issue be kept on the agenda for the next FGB meeting <p>ACTION - Include in the 3rd October agenda</p> <p>Car Park Update</p> <p>This is still an ongoing issue. Again, staff at the firm of solicitors dealing with this matter (DWF), have changed & a teleconference</p>	FJ/MF NG

	<p>organized between them & governors Roy Watkinson & Ros Kellaway was cancelled. It was suggested by the governing body that a complaint now be made to DWF for the lack of cooperation & continuity in the matter.</p> <p>ACTION - make a formal complaint to DWF</p> <p>The School Budget The bursar will produce updated budget report by the end of term and share with finance committee.</p> <p>ACTION - Bursar to produce & circulate Budget Report before the end of this term</p>	<p>RW/RoK</p> <p>JS</p>
7	<p>Admissions Arrangements Flora Jenkins presented the Admissions Policy she has written & which is based on the one devised by Priory School with the exception of Priority 4. She explained how Western Road itself is its own admissions authority rather than the Local Authority as is the case for most maintained schools. The Local Authority however still deals with processing applications from parents & any appeals lodged (there would have to be a Western Road governor present on any appeals panel for a place at the school). Western Road also holds its own waiting list. All of this means that there is an administrative onus on the school but it was agreed that at least this way, there was better direct communication with parents regarding admissions.</p> <p>It was agreed by governors to keep Priority 4 of the Admissions Policy as it was felt that, given the current teacher recruitment crisis and the pressure on school places, this would support existing and future staff with children.</p> <p>Flora reiterated how the Admissions Policy needs to be a very robust document & must be updated every February.</p> <p>ACTION - To be reviewed in December/January</p>	<p>JS/SC</p>
8	<p>Any Other Business The head informed governors that he is currently devising a strategic timetable for the forthcoming academic year</p> <p>ACTION - to share with governors & clerk</p>	<p>MM</p>
	<p>Dates for next meetings As per Jonathan Sharpe's suggestion, it was agreed that all FGB meetings from now on will take place on Mondays. Suggested FGB meeting dates for the new academic year:</p> <ul style="list-style-type: none"> • 3rd October 2016, 28th November, 30th January 2017, 20th March, 22nd May, 3rd July 	

Papers for this meeting:

- Minutes from 12th May FGB meeting
- Confidential minutes from 12th May FGB meeting
- Actions arising from the 12th May meeting

- Lewes Coop Learning Partnership - Learning Visit Report to St Cleres
- Lewes Coop Learning Partnership - SWOT Analysis
- WR Admissions Policy
- WR Strategic Leadership Terms of Reference
- WR Safeguarding Report
- WR Headteacher's Report
- Scheme of Delegation
- Local Financial Procedures
- Agenda