



**Meeting of the Full Governing Body  
Western Road Community Primary School  
Thursday 17<sup>th</sup> March 2016  
6pm**

**MINUTES**

<b>Governor Members Present:</b>	Jonathan Sharpe (Co-Chair), Sam Caughey (Co-Chair), Ros Toomey, Ruth O'Keeffe, Flora Jenkins, Alison Teagle, Sherry Wilson, Matthew Montebello, Fay Moorat, Roy Watkinson, Maya Fender,
<b>Associate Members Present:</b>	Chris Paterson
<b>Officers Present:</b>	Nicola Gibson (Clerk)
<b>In Attendance:</b>	Jo Salanson (Bursar)

	<b>Agenda Item</b>	<b>Action</b>
<b>1</b>	<p><b>a) Apologies for Absence</b> Apologies were received &amp; accepted from Debbie Ticehurst, Kenneth Caplan &amp; Jenny Westaway. Chris Paterson is standing in for Irena Wooler who is now on maternity leave.</p> <p><b>b) Declarations of Interest</b> Declarations of interest were made by Fay Moorat</p> <p><b>c) New Governor Appointments &amp; Roles</b> Fay Moorat was invited to the FGB by Jonathan Sharpe having previously submitted a resume of her experience &amp; skillset. She was successfully co-opted in as a new governor.</p> <p><b>ACTION - Register Fay with East Sussex County Council &amp; arrange induction</b></p> <p><b>ACTION - Confirm with ESCC when Maya's finish date is</b></p>	<p>NG</p> <p>NG</p>

	<p><b>d) Headteacher Appointment Update</b>  Governors further congratulated Matthew Montebello on his appointment as new head of Western Road. He in turn expressed his delight at being able to lead the school over the coming years.</p>	
2	<p><b>Last Full Governing Body Meeting of 4<sup>th</sup> February 2016</b>  Minutes were accepted for this &amp; no matters were raised.</p>	
3	<p><b>Budget Update</b>  Ken Caplan, Roy Watkinson, the head &amp; chair met to look at the draft budget &amp; both 'Changes since the Last Budget' &amp; the '3-year Budget Report 2016/17' with spreadsheet were distributed to governors for comment. Acknowledgement &amp; thanks were expressed to Jo Salanson for her work on preparing the budget.</p> <p><b>Changes since the Last Budget</b></p> <ul style="list-style-type: none"> <li>• <b>Supply staff</b> - this is still slightly over budget &amp; the school have now employed a TA3 with class cover to reduce some of the on-going supply costs</li> <li>• <b>UIFSM</b> - received less money than spent by approx. £10,000</li> <li>• <b>Afterschool &amp; Breakfast Club</b> - this is an ongoing issue with owed monies still being chased. A discussion was had about how practical this is &amp; it was suggested that the school approaches County for debt collection advice &amp; assistance  <b>ACTION - Bursar to contact ESCC</b></li> </ul> <p><b>New 3-year Budget 2016/17</b></p> <p><b>Budget Increases</b></p> <ul style="list-style-type: none"> <li>• Main points from this are the increases in staffing costs, insurance &amp; building improvements and services, for example contract cleaners</li> </ul> <p><b>Budget Reductions</b></p> <ul style="list-style-type: none"> <li>• Staff advertising, some utility &amp; building maintenance have all been reduced</li> </ul>	JS

	<p>Please remove the above paragraph and replace with:</p> <p>The head reported that the school has a healthy carry forward for this year, but because the school is spending a proportion of its surplus each year, longer term savings will have to be explored and implemented. It was agreed that specific cost saving measures will be presented by the bursar and the head at the next Strategy Group meeting on 18<sup>th</sup> April.</p> <p><b>ACTION - Strategy group to review the budget at next strategy meeting</b></p>	
<p><b>4</b></p>	<p><b>Schools Financial Values Standard</b></p> <p>This is an annual audit to help schools manage their finances and to provide assurance to the local authority that they have secure financial management in place. SFVS returns will be used by Internal Audit to help develop the risk-based internal audit plan for schools.</p> <p>Roy Watkinson, Matthew Montebello &amp; Jonathan Sharpe have now completed the questionnaire. Governors approved the document which will now be returned to ESCC by 31<sup>st</sup> March.</p> <p><b>ACTION - Sam to sign the document</b></p> <p><b>ACTION - Once amended &amp; signed, Matthew to forward to Nicky for the files</b></p>	<p><b>SC</b></p> <p><b>MM</b></p>
<p><b>5</b></p>	<p><b>Headteacher Report to the Full Governing Body</b></p> <p>There are now 201 children on roll with 2 new pupils starting after Easter.</p> <p><b>Staffing</b></p> <p>Luke Swinney has now resigned &amp; has been replaced by Rebecca Burton. Hilary Masters (SENDco) has also resigned &amp; taking her place is Josie Anderson who also works at South Malling School. Josie has made an excellent start &amp; updated provision maps &amp; targets for all pupils with SEND. Neil Passingham</p>	

	<p>has also made a very good start as the new Year 2 teacher.</p> <p>Irena Wooler &amp; Kerry Bedford have are both on maternity leave &amp; have been replaced by Chris Paterson &amp; Naomi Hoare respectively.</p> <p>The school now needs to appoint a supply teacher to do PPA for the next two terms.</p> <p><b>ACTION - Arrange for flowers to be sent to Irena Wooler on behalf of the GB.</b></p> <p><b>Teaching &amp; Learning</b></p> <p>The system for reports to parents has changed. Shorter mid year reports have been sent home prior to parents evening &amp; a longer one at the end of the academic year.</p> <p><b>Curriculum</b></p> <p>Curriculum leaders are developing curriculum policies &amp; introducing them to staff. Governors approved these in the meeting. English leads are currently developing literacy policies &amp; a handwriting policy is to be agreed next term. To further inform &amp; improve literacy teaching &amp; learning, there is now also a database of pupils' reading &amp; spelling ages following whole school tests. It was reported how much better resourced the library now is following a very generous donation by the Friends of Western Road.</p> <p><b>Term Three Data</b></p> <p>The head tabled a whole-school data pack. In-school data is now strong &amp; in line with School Development targets &amp; shows an improvement on Term 2 data in relation to the percentages of children working at Age Related Expectations.</p> <p>The Early Years and Foundation Stage data suggests 75% of children will achieve a Good Level of Development at the end of the year. This is down on last year but still above the national average &amp; in</p>	<p><b>NG</b></p>
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	<p>line with East Sussex.</p> <p><b>SEN &amp; Pupil Premium Progress</b>  This is not always easy to assess as progress is often made in small, incremental steps. However, based on Year 3 data, children with SEND are making expected or better than expected progress from Early Years (EYFS) to Key Stage (KS) 1 levels and from KS 1 to KS 2, bar two pupils.  All 17 children on Pupil Premium have made expected progress with the exception of one. The 12 children on Pupil Premium who do not have SEND are working at Age Related levels, with the exception of 3 pupils.  Booster groups have been established to support underachieving pupils but the head stressed that the focus in the school is on quality first teaching. The impact of the booster groups will be reviewed however.  The above data will be verified by book scrutiny planned for later this term.</p> <p><b>Development Plan Priorities</b>  The head outlined priorities for terms 5 &amp; 6 which include carrying out actions from Safeguarding Audit, including review of after school clubs run by parents.</p> <p><b>Premises</b>  New windows for the school will be fitted in stages over the next two years. Two new interactive whiteboards have been installed during the half term break, taking the total to 3. Regarding the Southover play equipment, Tony Wilkinson has advised Steve Elliot to put up signs &amp; lighting around the yard. A Risk Assessment for safe evacuation from the hall has been completed by Western Road.</p>	
6	<p><b>Safeguarding</b>  As governor safeguarding lead, Flora Jenkins raised some</p>	

<p>concerns regarding the fact that the schools safeguarding lead has now left. Reassurance however was given that this role is now being undertaken by the Deputy Head, who has completed the relevant training, and by the Head teacher who will be acting as the deputy DSL.</p> <p>Flora also pointed out that the Head has rearranged CP records so that they are now filed and recorded using East Sussex templates to record the chronology of reported events. This now means that they are much easier to read and follow.</p> <p>Flora asked whether staff needed additional training on anti-bullying. The Head responded that the new anti-bullying policy has recently been shared with staff. Other members of staff at the meeting commented that staff felt confident in this area, however, the new policy can always be revisited at a future staff meeting.</p> <p>Questions were raised about findings from Parent View &amp; whether the school has to carry out a parent survey as an adjunct to Parent View.</p> <p>It was suggested that a summary of Parent View findings is presented at each future full governing body meeting.</p> <p><b>ACTION - Bring summary of Parent View findings to the next FGB</b></p> <p>It was also suggested that a laptop be made available at all parents evenings so that any parents who do not have access to the web at home, can make comments on Parent View.</p> <p><b>ACTION - Arrange for laptop to be available</b></p> <p>A discussion was had regarding satisfaction surveys that pupils have completed. These have not yet been fully analysed and Ruth offered to do this.</p> <p><b>ACTION - Forward these to Ruth O'Keeffe to review</b></p>	<p></p> <p></p> <p></p> <p></p> <p><b>JS</b></p> <p></p> <p><b>MM</b></p> <p></p> <p><b>MM/RoK</b></p>
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	<p>Discussion moved on to the ongoing issue of safeguarding at afterschool provision &amp; the Lettings Policy. Premier Sport will take over from 'Skill' next term &amp; parents have started making online bookings with them. It is also possible for the school to view details of staff profiles at Premier Sports on their online portal &amp; the school secretary is currently also doing this.</p> <p>The Lettings Policy is due for review in 2018 but some concerns were raised about it. Certain aspects of the policy could appear ambiguous.</p> <p><b>ACTION - Draft email to County re. how to proceed with the Lettings Policy.</b></p> <p><b>ACTION - Review training notes &amp; liaise with MF to also review Lettings Policy</b></p> <p><b>The Car Park Update</b> This issue remains ongoing &amp; it has become imperative that discussions need to be had with Southover Primary regarding use of the car park before any agreements are signed relating to land transfer. It is also essential that ESCC work with both schools to resolve this issue as soon as possible.</p> <p><b>ACTION - Arrange three-way conversation with DWF Solicitors</b></p>	<p><b>MF</b></p> <p><b>RT/MF</b></p> <p><b>RW/RW</b></p>
7	<p><b>E-Safety Update</b> The E-Safety information evening for parents was very successful &amp; the policy was approved at the last FGB meeting. The Audit has also been completed with tasks identified for completion with timescales.</p> <p><b>Audit of Music Equipment</b> This still has to be completed</p> <p><b>ACTION - Arrange with music lead to conduct an audit</b></p> <p><b>Equality Policy</b> This is due to be updated &amp; approved.</p> <p><b>ACTION - Check deadline for this</b></p> <p><b>ACTION - Put on headed paper &amp; send to governors</b></p>	<p><b>RoK</b></p> <p><b>NG</b></p> <p><b>MM</b></p>

	<b>for approval</b>	
<b>8</b>	<b>Any other Business</b> <ul style="list-style-type: none"> <li>Scheme of Delegation &amp; associated documents to be put on agenda for next Strategy meeting</li> </ul> <b>ACTION -Add to agenda</b>	<b>NG</b>
<b>9</b>	<b>Dates of future meetings:</b> <ul style="list-style-type: none"> <li><b>18<sup>th</sup> April at 7.15 (STRATEGY GROUP)</b></li> <li><b>12<sup>th</sup> May at 6pm (FGB)</b></li> <li><b>14<sup>th</sup> July at 6pm (FGB)</b></li> </ul>	

**Reports & Policies circulated for this meeting:**

- 3 Year Budget Report & Budget Monitoring Report
- Headteacher Report
- Safeguarding Report
- Minutes of the last meeting
- Sex & Relationship Policy
- Governor Meeting re Pupil Premium
- Changes since the Last Budget
- Cumulative Expense Analysis
- Term Three Attainment Data Analysis
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