



Western Road Community Primary School

Meeting of the Full Governing Body - held virtually via Zoom
Monday 13th July at 6pm

MINUTES

Governor members present:	Tom Jeffery (Chair), Holly Atkins, Rosie Gloster, Eleanor Murphy, Luke Palmer, Hilary Turner (Vice Chair), Irena Wooler (Head Teacher), Roy Watkinson, Sami Howard, Toby Meanwell, Antonia Jewels, Louise Adams
Associate Members:	Rea Hamilton (Deputy Head Teacher)
Officers present:	Nicola Gibson (Clerk), Angela Samuels (bursar)

	Agenda Item	Action
1	Apologies for absence Apologies were received from RoK & AJ. These were accepted by governors. Declarations of interest There were no declarations of interest. The Chair welcomed and thanked governors for attending the meeting.	
2	Last FGB meeting dated 18th June 2020 Approval of Minutes Minutes had previously been circulated to governors and were formally approved. Matters arising not included elsewhere on the agenda There were no matters arising.	
3	Finance Report A Finance Update prepared by the school bursar with support from RW, had been circulated prior to the meeting. Further information would be presented at the Autumn FGB. Key points regarding school finance for the last few weeks were summarized as follows: <ul style="list-style-type: none">• The overall view was that the WR school budget was still on track.• Teaching agency costs were still quite high due to the cover/handover for Alice Bracher until May half term. The school continued to pay for an INA for two days a week. Two teachers were currently on maternity leave would return in July 2020. Kerry Bedford would also assume the role of SENCo with Val Bradshaw staying on for a hand-over and teacher training. There was a cost involved for the training of Kerry with the University of Chichester with her enrolment from September 2020. There was an additional cost for VB's consultancy fees that would cease after her initial training/handover. There was a slight increase to staffing costs with an additional day for a teaching assistant role now	

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	<p>being allocated for Fridays from September 2020. These extra 6 hours per week would be on a claims only basis.</p> <ul style="list-style-type: none"> • There had been increased costs - of approximately £1,200 - for cleaning equipment and PPE so that the school site could safely reopen. It remained to be seen whether the extra costs relating to Covid 19 would be reimbursed by the DfE: conditions governing DfE payments were being clarified that week. It would, nonetheless, be essential to put in a claim. <p><u>Income</u></p> <ul style="list-style-type: none"> • PGL still had money for the PGL trip which was unfortunately cancelled due to Covid 19. PGL were retaining our deposit and had requested that we contact our insurer to make a claim for these costs. We were yet to receive an answer from our insurers regarding this potential reimbursement of the deposit. Any monies held in excess of this would need to be paid back to the parents as soon as possible. • Friends of Western Road had very kindly agreed to pay for new outdoor equipment. The equipment was being installed over the summer holidays. The contribution from Friends was very likely to diminish this year due to the partial school closure. The pandemic had meant that fund raising events could not take place this year (i.e. the planned Easter disco, Summer Fete etc.). Friends had also kindly agreed to make a payment for a t-shirt for each child in Year 6 for Patina. <p>Thanks were expressed both to the bursar and RW for keeping a close eye on the school budget in such difficult times.</p> <p>The chair then invited questions from Governors relating to finances. These were as follows:</p> <ul style="list-style-type: none"> • <u>Issues with refunds from PGL – Parents had not received refunds. Until PGL paid up, might it be better if the school were to carry the risk?</u> - PGL had been very poor both in their communication and in not so far refunding the costs of the Year 6 holiday (they were sitting on £1,500 of deposit money from families). AS has drafted an email to parents and was currently waiting advice from our County insurer to determine whether the school could claim the deposit from them. IW stated that with the support of Governors, she would like to be able to refund families whilst at the same time pursuing the refund from PGL. The Governing Body Strategy Group would bear all these points in mind and see how a balance could be struck between looking after parents and protecting the school’s budget and going hard after PGL. <p><u>Budget for 2020/21</u></p> <ul style="list-style-type: none"> • <u>Would there be any income from a sports grant for the next academic year?</u> There was still a health grant sitting in a Western Road school account. The school had also been informed by government that there would be further sports funding for the next academic year of £17k. <p>The Chair concluded this item by reassuring Governors that the school would go into the next academic year in a reasonably sound financial position.</p>	
4	<p><u>Receive & question the Head Teacher’s Report, including a Coronavirus update and discussion:</u></p> <p><u>Pods</u> IW updated governors on the constitution of pods.</p>	

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Cleaning

The school was on its third cleaning team with Nviro since the beginning of lockdown. Initial issues with the current group had improved although SLT continue to monitor this daily.

Home Learning

This would be available until Friday, 17th July with suggested activities for the last 3 days of term in the following week.

As anticipated, there had been a significant drop-off in interest and work completed.

Safeguarding

The school continued to support families regarding Safeguarding through regular check-in calls through the Senior Leadership Team.

Reports

End-of-year reports went out on Friday, 10th July with attainment based on where the children were at 20th March. This would help the school to plan the curriculum for September.

Quality of Education**Curriculum**

IW had continued to meet Liz Rea, curriculum consultant, to develop the Recovery Curriculum and to take forward WR's curriculum review. IW expressed her gratitude to EM for being available to discuss the Recovery Curriculum with her.

The Recovery Curriculum worked alongside the new curriculum map for September 2020 and the school's vision and values which were established this academic year. The vision and values would be communicated to all stakeholders in 2020-2021.

The main areas around the Recovery Curriculum (not yet finalised but shared with all staff) were:

- Reading was an absolute priority for every child: they should be heard reading as frequently as possible;
- The children would need to re-learn routines for the 'new normal' e.g. washing hands frequently, not sharing equipment, seating arrangements.
- Children would need a lot of PSHE and MHEW focus in September and the opportunity to discuss how they feel, how they learn and how staff can best support them.
- Timetables would need to allow for a staggered start and finish time, alongside staggered break and lunchtimes.
- Timetables would need to allow for re-building of learning stamina – an hour for an English lesson was not going to work for many of these children and so we should need to plan short burst activities to build stamina, confidence and interest in learning.
- Informal assessments would need to take place e.g. low key, non-threatening quizzes to establish how much was remembered.
- PE/fitness/outdoor learning would need to be prioritised allowing for the weather and the daily mile should take place every day and not solely as a reward.
- There could not be enough praise for the children but at the same time it was important to ensure that they understood the school's high,

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consistent expectations for behaviour and attitudes, which should also be modelled by the adults in school.

As for preparations for September 2020, the school was looking at building additional capacity for blended learning (e.g. Microsoft Teams) to offer live lessons/online learning in the event of another lockdown. This would be the subject of staff Continuing Professional Development during the September INSET days. We would also need to consider the workload implications of enhanced live learning while continuing to support keyworker/vulnerable children in school.

A draft of the School Improvement Plan for the Quality of Education has been sent to Penny Gaunt, ESCC Consultant, prior to a meeting with TJ and IW on Wednesday, 15th July.

A number of webinars had been available regarding MHEW, RSE and PSHE – IW and KB had attended in preparation for the September 2020 curriculum.

Leadership & Management

On 13th July 2020, there were 204 on roll at Western Road. There would be 209 as of September 2020.

Transition

RH had been in contact with secondary schools for Year 6 transition.

Year 6 were able to have their own form of Patina on the school field, prior to one in September across the town.

EYFS story times had begun alongside calls/Teams meetings with the new EYFS cohort families.

Transition booklets and videos would go out to families (and go live on the website) on Friday, 17th July

Safeguarding

IW had met with the Safeguarding governor this term.

There had been no referrals to Children's Services since the last FGB and no exclusions this academic year.

ESCC and IW were in contact regarding 3 children. Two were in school on a part-time basis; one was a school refuser who was contact with ESBAS.

There would be increased safeguarding concerns in September 2020 with the new EYFS cohort.

School Improvement Partner

Simon Chandler would be the new SIP as of September 2020. He would meet with IW and TJ at the beginning of term.

Dr Lin Phillips would offer additional support with subject leader training, as agreed by County prior to lockdown.

Staffing

Kerry Bedford would return from maternity leave on 14th July 2020. She would be in Year 5 2 days per week (job share with Rea Hamilton) and SENCO for 1

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<p>day per week. Kerry would also undertake the SENCO qualification (University of Chichester, budgeted) over the academic year. This entailed ½ day per week coursework and 1 day per month face-to-face (COVID-dependent), writing at Masters level. The course focused upon creating intervention opportunities, assessing progress and having whole school impact.</p> <p>Val Bradshaw would end her time at WRS on Wednesday, 22 July with a small gathering at 3.40pm (all welcome). She would return in September to continue the handover with Kerry and deliver some training, also working with new SENCo at Kingston. She had also submitted a bid for a grant for additional nurture work.</p> <p>Carla Jones (EYFS) had returned from maternity leave 13th July 2020. Carla would work in EYFS 2.5 days per week with Anna Michica working the other 2.5 days.</p> <p>Laura Patience (Year 1) was on maternity leave and Lou Adams was covering her role.</p> <p>Suzy Bennett was the PPG leader for 1 day per week and also delivered an intervention programme.</p> <p><u>Lewes Heads' Meeting</u> IW was attending this meeting each week, feeding back to the Governing Body Strategy Group.</p> <p>Recent discussions (also taken to the Lewes Cooperative Learning Partnership) had included discussion of match funding for family/children therapy sessions using Fegan's (sourced by Jo O'Donoghue at South Malling via Helen Jones).</p> <p>The EIP and LCLP were also discussing joint development activity to build confidence in the delivery of blended learning resources across Lewes and the scope for appointing a PE sports leader to plan and coordinate sporting fixtures across the town.</p> <p>Premises, resources, health and safety</p> <p>Car park – a draft contract was now with solicitors at ESCC.</p> <p>New girls' and boys' toilets would be fitted in the first two weeks of the summer holidays.</p> <p>Asbestos second stage work was to be completed in the first two weeks of the summer holidays.</p> <p>FoWR was costing new flooring and equipment for the Reception class, to be fitted in the final two weeks of the summer holidays.</p> <p>Two deep cleans were to be completed in the final two weeks of the summer holidays – staff would be asked not to be on site during this time.</p> <p>The school was currently waiting on quotes for two sinks outside the Year 1/2 classrooms.</p> <p>Questions & comments were then invited from Governors with regard to matters in the Head Teacher's Report.</p>	
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- **How would the 4th September INSET day be used?** - there would be a half-day Safeguarding training for staff to which governors were warmly welcome. In addition, there would be training on the Recovery Curriculum. The 'Amaze Me' training session to examine differentiation & how staff can create an inclusive learning environment has been postponed to the 6th November.
- **What was the plan for Microsoft Teams Online Teaching? Would it only be available again in the case of a further lockdown?** – If there were another lockdown, the school would need to reinstate home learning very quickly. It would however also remain in place for a small number of families who would need to shield in September.
- **How would drop off times work from September?** – the school was considering whether drop-off and collection times could be organized for family units rather than individual pupils.
- **Would one day only allocated to a SENCo be sufficient to meet the needs of pupils with SEND?** - the one-day allocation was based on the current set-up at Western Road and budgeting constraints. It would be necessary to build in half a day a week for Kerry Bedford's study for the SENCo qualification. KB had worked in the school for several years and would be a great asset as SENCo. Suzy Bennett, the Pupil Premium coordinator, also worked on Wednesday. She and KB would therefore be able to work very closely together.
- **Would there be any provision in September for pupils to celebrate the skills they had acquired during this time?** - The whole Recovery Curriculum would be built around pupils as individuals and would give them the opportunity to celebrate the skills they had no doubt acquired. IW reported that she had found the Lewes Head Teachers' meetings invaluable and supportive. The recent meeting had approved a proposal to provide collectively some mental health support for Lewes pupils. This represented she said, 'an incredible opportunity for Lewes families'.
- **What had happened regarding the possibility of partnering with another organization for summer holiday provision?** - There had been various discussions with providers, for example, The Outdoors Group and Ardingly College. Premier Sports would be using the field over the summer holidays and Class of their Own had distributed leaflets about their provision in Brighton. All such information had been sent home to families the previous Friday. IW would continue to explore provision for children in receipt of Pupil Premium.
- The Chair and Vice-Chair proposed that, from September, governing body meetings should take place in school, so long as individuals were comfortable and guidance on health and safety could be observed. The FGB agreed that, so far as was practicable, the governing body should seek to model the school's return to a 'new normal' in the autumn. Throughout lockdown, both the FGB and Strategy Group had been meeting via Zoom.
- RH acknowledged feeling very lucky that the school had such a strong staff team and that pupils appeared to have had a positive experience in returning to school.

The Chair concluded this item by acknowledging the 'incredible hard work and effective action' of staff during the past few months. Staff had had no real break since Christmas. The Ofsted inspection had followed immediately on the February half term, to be quickly succeeded by the lockdown. Staff had been working throughout. The Strategy Group had been meeting informally every week during lockdown to support the SLT. There would be one further informal meeting at the end of term. Much of what was discussed at that 24th

	<p>July meeting would be brought to the first FGB meeting in October. There remained a huge amount to think about for the September start.</p>	
	<p><u>AOB</u> There was no further business and the meeting concluded with the Chair again thanking both staff and governors for all their work for this academic year and particularly during lockdown. He wished everyone a good summer holiday and looked forward to seeing them again in the autumn.</p>	

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