



Meeting of the Full Governing Body
Western Road Community Primary School
Monday 27th January 2020 at 6pm
M I N U T E S

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
Officers present:	Nicola Gibson (Clerk)
Others present:	

	Agenda Item	Action
1	<p>Apologies for absence A warm welcome was extended to new governors, Toby Meanwell, Sami Howard and Antonia Jewels, with congratulations to Antonia for having won the parent governor ballot.</p> <p>Apologies had been received from LA, SD and RoK. The Chair informed governors that Christine McCarney had that day resigned from the Governing Body. He would write a letter of thanks on behalf of the FGB for CMcC's contribution to the GB over the last two years. HT and TJ would consult IW as to skills the new co-opted governor might ideally possess.</p> <p>Declarations of Interest There were no declarations of interests.</p>	TJ HT/TJ
2	<p>Last FGB Minutes dated 25th November 2019</p> <p>Acceptance of Minutes Minutes were duly accepted and signed.</p> <p>Matters arising not included elsewhere on the agenda Policies. The Chair drew attention to the importance of ensuring that the school's policies, statutory and otherwise, were kept up-to-date and, as appropriate, published on the website. He thanked EM for her excellent work in assessing the school's compliance with requirements in this area. NG, consulting the Chair and IW, would shortly provide Governors with a consolidated statement of policy readiness. To ensure that policies were kept under regular review and reflected current requirements and school priorities, it would be helpful if Lead Governors would take charge of the process in their areas of responsibility. NG and TJ would therefore develop and share with Governors a formal policy approval process.</p>	TJ/NG
3	<p>Budgeting process, including funding diversification The Chair explained that, according to the FGB meeting schedule, he had hoped that the present meeting would review in detail the state of the current year</p>	

	<p>budget and prospects for the 2020-21 budget. In the absence of a bursar, that would not now be possible.</p> <p>In the meantime, the Strategy Group, at its meeting of 13 January, had taken stock of the current year budget and was satisfied that the school's finances remained sound. IW and RW had met the County finance representative on 21 January to discuss the budget setting process. East Sussex County Council was providing the school with budget management support pending the appointment of a new bursar. IW and RW would be interviewing candidates for that post on 29 January and expected to make an appointment speedily.</p> <p>RW, IW and TJ would work with the new bursar on the budget for 2020-21 and report to the March FGB in good time to meet all County requirements. RW was also reviewing the 'Schools Financial Standards Value' (SFSV) document.</p> <p>Diversification of funding TJ noted the importance of the school taking advantage of all available sources of funding. The school managed rigorously the relatively small budget provided by public funds. It also benefited enormously from Friends of Western Road (FoWR) fundraising: their support should never be underestimated or taken for granted. TJ would be writing to FoWR on behalf of the FGB to thank them for their invaluable contribution to school life and finances. The school should, however, consider the scope for drawing on additional sources of funding, for example through grant-making bodies. To take this issue forward, it would be very helpful to convene a meeting between IW, RW and TJ and other interested Governors to further discuss funding. SH and AJ expressed an interest.</p> <p>The FGB welcomed SH's suggestion that the school should celebrate Volunteer Week (1st to 7th June). The FGB also noted that independent schools might offer another potential source of support in kind and endorsed RH's proposal, reflecting practice in her previous school, that WR should design a thank you card to all volunteers who had offered their time and services. Action: Create a card for volunteers.</p> <p>There would be a FoWR fundraising event on Monday 10th Feb. Governors were warmly invited to attend. Action: EM to coordinate Governors' participation</p>	<p>TJ/RW/ IW</p> <p>TJ/RW IW</p> <p>RH</p> <p>EM</p>
4	<p>National Professional Qualification for Headship (NPQH) Presentation IW was currently undertaking the NPQH qualification. A requirement of the course was to make a presentation to Governors on a topic of the candidate's choice relevant to the School Development Plan. IW gave her presentation on strategies for improving pupil performance in early reading skills. The presentation and subsequent questions from Governors were recorded for the purposes of IW's coursework.</p>	
5	<p>Receive & question Head Teacher's Report The Quality of Education</p> <p>IW reported that the Senior Leadership Team was putting a sharp focus on subject leader and curriculum development. All 2019-2020 subject action plans had been written in line with the School Development Plan. RH had led staff meetings to introduce new History skills progression and knowledge maps and to show how they embodied the school's values. RH would be working with Sussex Past and other local bodies to ensure that the school took full advantage of the wealth of learning available in the area. She had also received helpful</p>	

comments from Simon Chandler, the ESCC curriculum consultant, and from the School Improvement Partner, Lin Phillips.

Using Rea's maps as exemplars, other subject leaders would review their maps to ensure that they developed a sequential acquisition of knowledge and skills and fully reflected the values of the school. For discussion of the development of a revised statement of the school's values, see Item 6 below.

When she visited the school on 20 January, Lin Phillips had commended much of the work she saw. She had, nonetheless, emphasised the importance of delivering consistently good practice right across the school. This applied, for example, to the consistency of marking, maintaining high standards of presentation in children's books in all subjects and in challenging children to give of their best in all aspects of their work. IW assured the FGB that she would be conveying those messages to all members of the school's staff.

While the school continued to attend meetings on the Harmony Curriculum, the FGB and SLT were clear that the school's own curriculum development work should take priority.

Vulnerable Groups

13 pupils were entitled to PPG, 5 of whom had been identified with SEND. 10 pupils had identified with SEND and 0 pupils with EHCPs.

Enrichment

The FGB noted and commended the significant provision of enrichment activities and emphasised the importance of ensuring that PPG children were able fully to participate in the full range of activities. The contribution of the School Council to forward thinking on enrichment was particularly noteworthy.

Behaviour and Attitudes

In Term 2, HA had closely observed behaviour and attitudes in lessons, talking to particular groups of children. She had built on this work in Term 3, observing behaviour in the playgrounds during break and lunchtimes, again speaking to selected groups of children. She would reflect on her findings with the SLT and plan action accordingly. HA and IW would report fully to the March FGB meeting.

Personal Development

Child mental health awareness week beginning 3rd February would be celebrated in school. For further discussion of mental health, see Item 6 below.

RSE training was attended by Lily Doone and IW would attend the PSHCE hub meeting before half-term.

Free sanitary products to be provided by DfE – this information would be shared at Parent Forum prior to making item requests.

Leadership and Management

The FGB was reassured that attendance and punctuality, highlighted by Lin Phillips in the report on her recent visit, continued to be priorities for SLT attention. All children with 100% attendance for Term 2 (2019 – 2020) have been awarded attendance certificates. Parents of children with 91% attendance or below had received letters advising them that their children's attendance was being monitored closely and offering support.

	<p>IW and CW had analysed punctuality. There were 18 families who had been late on 10% of more of the school days in Term 2. Those families were being targeted for discussion and possible support. Consulting the Chair and HA, IW was substantially revising the school's attendance policy to maximise the clarity of the school's expectations and to bring the policy into line with the policies of other Lewes schools.</p> <p><u>Safeguarding</u> Discussion incorporated Item 7 – Safeguarding Report presentation. IW had met with the Safeguarding governor in the current term. Speaking to the Safeguarding Report included with the FGB papers, HT and IW noted that the SCR had been checked; there had been no new referrals to Children's Services since the last FGB; and that there had been no exclusions in the current academic year. IW had completed CPOMS training, which would next be rolled out to members of staff. The system was already proving valuable.</p> <p>SLT would be working closely with three children – two in Year 4 and 1 in Year 6. The FGB noted the significant difference made by the involvement of a temporary Individual Needs assistant (INA) with a child in year 4 whilst the school worked with outside agencies to identify the appropriate long-term support for that child. The school was rightly committed to the inclusion of the child concerned while protecting the learning of other children.</p> <p><u>Vision and Values</u> The Vision had been discussed further with all stakeholders and RG. For FGB consideration, see Item 6 below.</p> <p><u>PAN EYFS September 2020 (as of 22.1.2020)</u> IW reported an encouraging number of applications for WR Reception in 2020-21, as follows: First choice 35 + 1 Second choice 41 Third choice 18 First choice included 14 siblings.</p> <p>While these numbers were reassuring, there was no room for complacency. The FGB noted the continuing shortfall of applicants across all Lewes schools whose Governing Bodies awaited a substantive reply from ESCC to their recent letters seeking reductions in the PANs of certain schools.</p> <p><u>Premises, resources, health and safety</u> Discussion incorporated Item 10 – Health and Safety Report Update. The FGB emphasised the importance of tackling the site security issue mentioned in IW's report: gaps in the fence along Grange Road could constitute a health and safety issue as well as a safeguarding issue. IW, consulting the Head Teacher at Southover School, would seek to ensure with all speed that the fence was fit for purpose. There was a case for padlocking the outside gate to prevent casual access to the field when the school was closed.</p> <p><u>Community</u> The FGB fully supported IW's reiterated reminder to parents about after-school use of the playground. There should be no football or use of scooters when children were not supervised.</p>	
6	SDP Priority:	

	<p>Vision & Values The FGB thanked RG for her work with SLT on the school’s vision and values. Staff and children had been fully consulted. The statement was in three parts: a sentence encapsulating the vision; an acrostic expressing what Western Road Community School set out to achieve; and a set of phrases capturing the qualities which children would display when they moved on to secondary school. The next steps would be to obtain FGB feedback and, through the Parents Forum, the views of parents.</p> <p>FGB commended the document. FGB suggested however that the reference to ‘Lewes’ in the acrostic should be extended to read “Lewes and beyond’. It was absolutely right that children at Western Road should learn from and about their rich local environment. Lewes could not, however, provide all the learning the school sought to cover, in particular, if not only, the diversity of modern Britain and their place in the wider world. It was therefore important that the school, as it did at present, looked beyond the local community.</p> <p>Once finalised, the vision would be uploaded to the school website and displayed at the entrance to the school.</p> <p>Curriculum Review & Subject Leadership update Please see first section of Item 5.</p> <p>Mental Health LP and IW had had a helpful discussion about the mental health of staff and children. The FGB was very grateful for the helpful note which had been circulated. LP had put forward models used by other schools, raising, for example the potential benefits of someone coming in every term to talk to members of staff on a confidential basis. As to pupil mental health, IW had described measures already in place, while LP had suggested employing a learning mentor, a member of staff with a deep understanding of welfare and whose specific focus was on pupil well-being but who was not a trained therapist. Discussion focussed on whether a learning mentor would be able to facilitate whole class talks on behaviour and on affordability and value for money. It was agreed that the school should reflect on the possibility of having a learning mentor in the context of future budget planning.</p> <p>Staff Well-Being Survey for spring term 2020 RG had turned the questions on the draft questionnaire into statements with corresponding scores. Realistically, the questionnaire would go live after half term once RG and HT had met once more to finalise the document. Both governors were happy that they were covering everything that staff had suggested should be in the questionnaire. TJ thanked RG and HT for the time and effort they had spent on creating the survey.</p>	
7	<p>Safeguarding Report presentation See Item 5 above</p>	
8	<p>Preparing for Ofsted presentation including update on consultant support to the school The ‘Questions for Ofsted’, ‘90 Minute Conversation’ and additional documents had been added to the Shared Site on Office 365. The previous Ofsted report would be added to the Shared Site. Governors should familiarise themselves with it. The Chair invited Governors to let him have any further comments on the Governors’ Overview. In the report of her 20 January visit, Lin Phillips had highlighted aspects of the website which should be updated.</p>	
9	<p>LCLP/EIP</p>	

	<p>IW had referred to the work of the EIP in her report, including Heads' discussion, at their meeting of 13th January, of the key priorities of oracy, reading and attendance (related to PPG attainment and progress). Lewes-wide attendance and punctuality policy would be discussed at the next meeting. Andrew Dobell (I&K) would report back to ESCC Primary Board that Lewes EIP would like to stay as an EIP but source additional support/training/guidance where needed from other clusters e.g. PSHCE hub.</p> <p>Western Road was committed to effective and efficient partnership working. At its AGM on 11 February LCLP would be considering their future direction. TJ, consulting the WR Strategy Group, had been considering how the EIP and LCLP might most productively work together and had arranged exploratory meetings with Chairs and Heads of local schools and with ESCC. Depending on the outcomes of those preliminary meetings, TJ might put forward proposals at the LCLP AGM.</p>	TJ
10	<p>Health & Safety Report update See Item 5 above</p>	
11	<p>Car park update RW gave an update on the car park. Subject to considering advice from a lawyer, charging for car parking (by automatic number plate recognition) would come into effect from April but would require very careful communication with parents, neighbours and other stakeholders so that the change went as smoothly as possible.</p> <p>Charging would be a small but not insignificant source of income to the school. Once the contract had been signed, equipment should be installed reasonably quickly.</p> <p>RW has put considerable effort over the years to get to this point. The FGB acknowledged his contribution and expressed their thanks.</p> <p>Action – IW and RW to consider a lawyer's advice. HA to flyer local properties and cars a couple of weeks before the changes come into effect. IW AND RW to produce a communications strategy.</p>	HA IW/RW
12	<p>AOB There was no other business</p>	

Papers to accompany this meeting: Attendance Register, Agenda, Vision Notes, MHEW Notes, Draft Only Standard Visit Report, Questions from Governing Board Panel, Quality of Education Curriculum Review, Governing Briefing – Preparing for Ofsted, School Improvement Plan, Summary of Self-Evaluation, WRCPS Governor's Overview, Safeguarding Report, If an Inspector Calls, Head Teacher's Report, 90 Minute Conversation, Health & Safety Review (10th December 2019), Minutes from previous meeting (25th November 2019), Project Overview (as part of HT presentation),

Signed by:

Tom Jeffery

Chair of Governors

9 April 2020, following approval by the Full Governing Body on 30 March 2020