

Western Road Primary School, Lewes
 Full Governing Board Meeting
 Monday 23rd May 2023 18:00 - 20:00



Governors :

Initial	Name	Position
IW	Irena Wooler	Head Teacher
RH	Rea Hamilton	Deputy Head, Associate Governor
GJ	Gabbie Jerrit	Vice Chair, Co Opted
HT	Hilary Turner	Chair, Co Opted
PM	Patrick Mulhern (Late)	Parent Governor
HG	Hamish Gale	Co Opted
JB	Janine Bishop	Staff Governor
RG	Rosie Gloster	Local Authority Governor
RW	Roy Watkinson	Foundation Governor
TJ	Tom Jeffery	Co Opted
LP	Luke Palmer	Co Opted
KB	Kerry Bedford	SENCO
EM	Eleanor Murphy	Foundation Governor
AJ	Antonia Jewels	Parent Governor

Apologies Received and accepted from:

Initial	Name	Position
HA	Holly Atkins	Parent Governor
SH	Sami Howard	Co Opted

Also in Attendance:

Initial	Name	Position
JMc	Julie McDonald	Locum Clerk
IS	Ian Sandbrook	Potential Governor
SC	Sarah Clifford	Bursar
RB	Rose Blaaw	Schools Finance

The Vice-chair opened the meeting by advising there were new people attending the meeting and asked for everyone to introduce themselves. She went on to introduce a potential new governor, Mr Ian Sandbrook who was hopefully joining the governing board and who brought with him a wealth of educational experience and expertise.

1. Acceptance of Minutes from FGB 13th March 2023:

Governors unanimously approved the previous minutes as an accurate reflection of the meeting, as modified with additional language explanations regarding finance.

2. Declaration of Interest, Apologies for Absence:

Declarations of Interest were received from:
 None declared.

Apologies for Absence received and accepted from:



Holly Atkins and Sami Howard.

3. Action from previous meeting 13th March 2023

No:	Action	Lead	Progress
1	Send email to all governors who have only previously provided 1 reference to obtain a 2 nd one.	HT	Completed
2	Update the SFVS spreadsheet as discussed.	IW	Completed
3	Finalise and sign off the Safeguarding audit.	IW	Completed
4	Send out a reminder for the Chairs and Vice Chairs meeting.	IW	Completed
5	Governor Working Party for MAT to be arranged. It was at the stage where the school would get in touch with Priory and possibly Wallands, to have a smaller scale meeting and this had yet to be arranged. Additionally, GJ and HG went to a meeting at DCAT in Chichester with Southover. It seems unlikely that the school would look to join DCAT due to the strong Christian links.	HT	Completed
6	Informal strategy meeting to be arranged.	HT	Completed

4. Finance:

4.1. Budget ratification - 2023/24

RW advised that the budget had been discussed in detail at the previous FGB and adjustments had been made with RB from Schools Finance. The budget had been formally approved for 2023/24 and submitted to the Local Authority by the due date, but final ratification by this group was necessary and all comments received by email that RW had seen, were positive and in favour of approving the budget for 2023/24. **There were no further questions, and the budget was formally approved by those present.**

4.2 Year-end closedown - 2022/23

RW handed over to RB who advised on the closing balances for 2022/23:

The Year-End balance for 2022/23 was	£100,558
This included unspent ring-fenced grants:	
- Pupil Premium 2022/23	£2,455
- LA Refunds in Quarter 3 and Quarter 4	£2,014
TOTAL	£14,904

This made the Year-End balance after ring-fenced funds had been deducted £85,654 which is 9.7% of the in-year budget share. The balances have all been submitted on the Year-End certificate and are all admissible.



Some resources had been ordered using the Sports Grant meaning there would be no clawback, but due to timing delays the goods had not been delivered by 31st March so could not be counted on the outstanding items form. The total for these was £4,819.

An amount of £80,835 has been put aside as general contingency which is the equivalent of 8% and will support the budget in future years. Year two of the budget plan balances but the third year is predicting a deficit of £36,110 along with about 85% of other schools and this is due to the unprecedented pay rises. She confirmed that the deficit was not due to any overspending as the budget and spending had been scrutinised very carefully by IW and RW. The LA is hoping that the DfE may give more funding but there is no guarantee of this yet. RB handed over to SC as the new Bursar who confirmed she had nothing to add at this meeting. RW thanked RB and Cara Starbuck for the support and assistance they had given the school.

18:17 RB and SC left the meeting.

5. SEND Report - KB

The SEND report had been circulated to all prior to the meeting. KB confirmed a few salient points:

- 21 pupils were on the SEND register, 5 on school support plans, 18 on Eye monitoring. There were other pupils who currently did not meet the criteria for the SEND register but were still being monitored.
- There was a new ISEND monitoring document which was easier to follow, parents agreed it was easier too, and showed clearly what support and targets were in place and how these would be tracked.
- SEND data for the end of Term 2 had been discussed at the SEN meetings.
- Staff development had been detailed in the report.
- Parents had been offered consultations again.
- Current referrals were broken down and detailed.
- There was information on dyslexia screening.
- The meeting commended KB on her work with individual children and noted the need to ensure that all the teachers and TAs involved were fully supported.
- **RG asked** about support in Year 2 for transition and for EYFS pupils coming into school. KB and RH were working on plans for transition. A discussion took place regarding transition from Year 6 to Year 7, in particular with regard to SEND as it was felt the support in this area from the secondary schools was lacking for pupils. LP suggested it was important to use CPOMS.
ACTION: IW to feed the comments and concerns into the next EIP meeting.

6. Safeguarding report



Apologies were given for the late arrival of the report which was only emailed today.

- Three Statements of Referrals (SORs) had been made, two level 4 and one level 3.
 - The meeting discussed the implications of all the referrals the school had made.
 - It was confirmed that the Audit had been submitted and that a meeting had been held with SH.
- There were no further questions or comments.

7. Head Teacher Report

IW confirmed the report had been circulated prior to the meeting. She mentioned some headlines from the report:

- There were now 208 pupils on roll as one child had joined Year 4.
- In September 2023 the reception class would be full with 7 on the waiting list.
- Attendance figures were detailed in the report and the WOP was coming in 2-weekly. The overall attendance was 94% but all families were being contacted.
- The Pupil Voice had not been discussed with staff so feedback would be given at the July meeting.
- PPG support continues but will reduce to 1 day a week from the next academic year.
- Staff training inset day would be delivered by Kit Messenger regarding staff welfare and was called “Go beyond the Pot Pouri and Donuts”. This was a free session from County.
- GJ mentioned that some governors were not getting newsletters and could they be added to the distribution list. IW agreed to action this.
- A wellbeing survey had been completed.
- As mentioned earlier the Bursar had started at the beginning of May and was very efficient.
- A member of staff was on long term sick, and thanks were expressed by the governors to Linda Johnson who was covering the absence.
- The budget had been discussed earlier.
- The Skylark Federation consultation had closed; Iford and Kingston would be joining from September 2023. St Pancras was under consultation to close in August 2024 due to a falling roll and was not financially viable. Affected parents were being referred to County Admissions. A governor asked if there were enough places and IW advised in theory, yes, but Wallands and Southover did not currently have the teaching capacity.

ACTION: Governors to be added to the Newsletter distribution list - IW

8. Subject Leader Interviews:



The interviews were being repeated. GJ was involved and thought it a useful process. The dates were yet to be arranged but they would be held at the end of Term 6. JB mentioned that she was not sure how well this would be received by the teachers. IW suggested her and JB meet after the meeting to discuss this further. JB wanted to change the language as it did not feel right that it was an “interview” when in fact it was a “review”, she also felt that it was important to have feedback before the start of Term 1 so teachers could prepare appropriately. GJ agreed it was more of a review and next steps process. Several governors said they would make themselves available when the dates were set.

ACTION: IW/JB to meet and discuss Interview process. Dates to be made available to governors when agreed - IW

9. Staff Survey:

RG advised that 14 replies had been received, HG confirmed it was 2 less than the previous survey. There was generally a culture of health and wellbeing, but it was thought that the school could take a more pro-active approach as to how it translated in practice. Other things to come out of the survey was workload, admin, and paperwork, and what was the purpose of doing some tasks, were they really necessary. It was acknowledged that the person on long term absence had had an impact. IW advised that getting the balance right was tricky as some tasks are to do with the nature of the job. She confirmed that a step back had been taken with regard to monitoring, so the expectations were less, not lowered, and online permissions had been streamlined. The **governors asked** if the staff could receive “you said, we did” feedback. IW said we do feedback to staff, but this could be better. JB said it was nice to feel heard. A **governor mentioned** a couple of strategic things that could make things better - 1. Make better use of staff meetings and 2. An online strategic calendar. IW confirmed the draft calendar was ready to go live and would help inform strategic planning. **LP asked** if a Wellbeing Staff meeting had been held. The answer was no, but it was noted that staff were quite open, but a scheduled meeting might be helpful.

ACTION: Schedule a Staff Wellbeing Meeting - RH

10. Ofsted Readiness:

A **governor mentioned** that it was 3 years and 4 months since the last inspection and although it did not seem likely the school would be inspected in the current school year, it would be worth drawing up a narrative to explain how the governors had supported the school since the last inspection. They should look at the previous narrative and update it as there was so many positive things that had happened since the last inspection. HT agreed it was revealing as to how far the school had come and that staff should be asked to help update the narrative and then it should be shared with everyone.

ACTION: Update Ofsted narrative - Governors and staff

11. Policies for Approval:

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The EYFS, Online Safety and RSE policies were due for review. It was agreed that feedback on the policies should be given by next Monday, 29th May 2023.

12. Any Other Business:

- There was an LCLP meeting on Wednesday 24th May, at 5:30 pm in South Malling. There would be an update on MATs, St Pancras and Skylark. Feedback from this meeting would be useful before the schools makes an approach to the MAT.
- RH gave details of an Anthology of Poems she was preparing. She wanted every child to feature in it; it was about rivers, and she intended to invite children and other dignitaries from the community to read poems. If anyone was interested in getting involved, please send her an email.
- Thanks were given to RG for the Wellbeing survey.

13. Dates for future meetings

Date of next FGB 12th July 2023 at 18:00 hours.

No:	Action	Lead	Completed By
5.	To feed the comments and concerns about transition into Year 7 at the next EIP meeting	IW	ASAP
7.	Governors to be added to the Newsletter distribution list	IW	ASAP
8.	IW/JB to meet to discuss the Interview process	IW/JB	ASAP
9.	Schedule a Staff Wellbeing meeting	RH	ASAP
10.	Update Ofsted narrative	Gov/Staff	ASAP

JMcD 24/05/23