

Western Road Primary School, Lewes
Full Governing Board Meeting
Monday 9th October 2023 18:00 - 20:00



MINUTES

Governors :

Initial	Name	Position
IW	Irena Wooler	Head Teacher
RH	Rea Hamilton	Deputy Head, Associate Governor
HT	Hilary Turner	Chair, Co-opted
GJ	Gabbie Jerrit - on-line	Vice Chair, Co-opted
PM	Patrick Mulhern - on-line	Parent Governor
JB	Janine Bishop	Staff Governor
RW	Roy Watkinson	Foundation Governor
TJ	Tom Jeffery	Co-opted
EM	Eleanor Murphy	Foundation Governor
HA	Holly Atkins	Parent Governor
AJ	Antonia Jewels	Parent Governor
LP	Luke Palmer	Co-opted Governor
IS	Ian Sandbrook	
KW	Karen Wallis	

Non Attendance No Apologies Received from:

Initial	Name	Position
HG	Hamish Gale	Co-Opted Governor

Also in Attendance:

Initial	Name	Position
SC	Sarah Clifford	Bursar
KB	Kerry Bedford	SENCO
SG	Sue Gothard	Locum Clerk to the Governor

1. Welcome and Apologies:

HT was delayed so TJ welcomed all to the meeting and introduced Karen Wallace as a new governor. There were no apologies received. The meeting was confirmed as quorum. HT joined the meeting.

2. Declaration of Interest, Governor Safeguarding Update:

Completed Declarations of Interest were received from:

HT, LP, HA, RH, AJ, JB, RW, EM, IS

GJ confirmed declaration on Governor Hub

All governors present signed document to confirm they had read the governor safeguarding update and the KCSIE document.

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3. Actions from Previous Meeting 12th July 2023:

No:	Action	Lead	Completed By
1	Look at the impact additional funding for SEN will have on the budget	KB, SC	KB provided update
2	Speak to County to see if any additional funds can be secured for SEN	KB, SC	KB provided update and is continuing to chase

4. Acceptance of Minutes from 12th July 2023:

Governors unanimously approved the previous minutes as an accurate reflection of the previous meeting.

5. Election of Officers:

Chair - Hilary Turner nominated by Tom Jeffrey, Seconded by Roy Watkinson
Vice Chair - Gabbie Jerrit nominated by Hilary Turner, Seconded by Luke Palmer

Election of officers, unanimously approved by governors.

6. Budget Update Including Scheme of Delegation - SC, RW

SC provided updates on the report:

In May 2023, the governors approved the 3 year budget plan, which balanced in the first 2 years and had a small deficit in the year 2025/2026.

Teacher pay increases were confirmed 6.5%. Additional funding for most schools for 2023/2024 should mean the schools' current plan will not be adversely affected. Support staff pay offer is still to be agreed, the current plans should already reflect the final offer made.

The budget share for 2024/2025 will increase. Revised 3 year funding forecasts will be available soon.

Additional funding has been estimated to be £9,184.00 for 2023/2024 and £15,744.00 for 2024/2025. SC advised teachers' pay increases would be covered but support staff would not. The revised expected carry over for this year is 4%, for 2024, quotations/2025 zero percent and for 2025/2026 minus 3%.

The 2 vacancies were now filled; there is an advertisement for TA for year 4

Areas for issue:

- Staffing structure changes will alleviate the need for overtime. However, agency staff has been used to cover TA roles and SEN needs.



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- The school currently has 2 vacancies
- Staffing for curriculum professional fees, already significantly higher than budgeted, for Art and Play therapy and Swimming. There is a possibility of moving this into the PE and Sports funding.
- A contract register is now in use and subscriptions and services are being added as they are raised. This should give a much clearer indication for next year as to what costs to expect. A meeting is being organised to establish a maintenance schedule.
- Work on clearing duplicate budget codes continues but is nearly complete.

On role number is good at 212, with 42 on the waiting list.

Building work:

- New doors fitted to Head and Senco offices is complete
- PAT testing is complete
- Driveway lighting is complete
- Remedial emergency still outstanding
- Legionella Survey, quotations being obtained
- Telephone Switch Over, quotations being obtained with future savings predicted
- Stage repairs, additional quotations required
- Library computer and software, quotations being obtained Friends of Western Road are being approached to see if they can cover the costs.

The cost centre changes need to be completed very soon as the move to ABOR is imminent.

The PE grant has now been spent.

A governor **asked** about the lighting for the gate as the key pad cannot be seen. A meeting to formalise bill arrangements between FOWR and Southover is still to be organised, although an informal meeting had taken place.

There was further discussion about the electricity meters, IW confirmed that all the utility is evenly split between the two sites.

A governor **asked** about the level of lighting in certain areas and whether it was necessary. SC discussed additional items that could be a cause for concern.

IW mentioned the car park revenue and how it was made up and is waiting for a meeting to be set up to look at this further. There was discussion about the £250 proposed charge and it was mentioned that the contract should be checked. It was also mentioned that the signage in the car park could be clearer.

RW **asked** whether the change-over to the new system would delay the preparation of figures. SC advised she had hoped there would not be any significant issues.

Work continues to close the single central record personal records.



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A previous governor, Ruth O'Keef was mentioned as she had not formally left but had not attended any meetings for some time. IW advised there had been no contact from her although she is still on the governor list. It was mentioned that RG and SH had just left.

A disqualification form was distributed to all attendees and SC asked for the completed forms to be given to the office.

RW mentioned the Asbestos Policy and the need to keep documents for 40 years. IW confirmed that she would be working with the GDPR specialist to ensure correct procedures were followed.

1. ACTION - IW to speak to contractors about the additional lighting
2. ACTION - IW to look into the car park contract and fees

Scheme of Delegation:

RW advised that he had sent last year's document to IW and HT today and that, in his view, all that was required was the date to be changed. The form will be distributed to all governors and any comments or changes to be made by 17th November 2023.

3. ACTION - IW to distribute the Scheme of delegation for comment.
4. ACTION - All governors to check the Scheme of Delegation and make any comments by 17th November 2023

SC left the meeting at 18:45

7. Head Teacher Report - IW:

Data:

IW started by mentioning the EYFSP benchmarking and that Western Road were above the percentage of the local authority

Year 1 were also above the local authority percentage

Year 2, Key Stage 1 were below where they should be, but the school were aware and taking appropriate actions

Key stage 2 reading, writing and maths were way above the East Sussex expected level. She noted that the results were very pleasing and congratulated both pupils and staff. It was noted that results were always dependant on the ability of the cohort. TJ mentioned that it should be noted that Western Road were at the top of the schools for Lewes. GJ also wanted to highlight the year 1 staff and how well they had achieved, given the challenges of the group.

School Evaluation Form (SEF) was looked at in depth. IW discussed the WRAG system and how the document was laid out. The SEF informs the School Improvement Plan (SIP). IW discussed certain areas of the document.

£20,000 would be required to update the ICT provision. There is a new PE plan in place.



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Behaviour and attitude - pupil manners is an area at the moment. A governor **asked** about behaviour - IW advised there were some pupils that are finding the transition into a new year difficult. However, there is usually some improvement after the first 2 or 3 weeks.

Figures for attendance - 6 cases are now closed as attendance has improved. 5 cases still open but improving. WPA is still ongoing for the moment. Punctuality has improved, helped by the prompt closure of the gate. Discussed the key actions section which will enable ticking off items completed

There are currently 212 pupils on role

Attendance figures were provided and discussed

RH discussed the Matchbox Diary. Every child was given a matchbox and asked to provide something over the summer holiday, commented that everyone enjoyed it. A governor **asked** whether other schools were approached to see what they were doing in the playground. IW advised that she had spoken to one school and that one of the teachers had some external experience.

Staffing, a school secretary has now been appointed

TA vacancy to be advertised

IW advised that school transitions seemed to be better this year.

Family Support Worker has resigned due to uncertainty about the position. It has been agreed between all the schools involved that there would be a period of time to reflect on what was required. Therefore, currently there is not a family support worker.

KB discussed the changes within ESBAS and that there is now a gap between the services that are needed against the ones that are provided. There followed discussion about what was needed and what might be available.

EM left the meeting 19:30

Pupil Survey:

IW mentioned the recent pupil survey. There followed a brief discussion about some of the responses.

8. Safeguarding Report - HT:

HT went through the intervention/support numbers and other figures on the report.

There was whole school safeguarding training carried out on the 1st September.

The 1 member of staff who was absent has now completed it.

As previously mentioned by SC, the single central record is currently being amended to the new ESCC format.

The Pupil Voice survey for July 2023 found that 41% of EYFS KS1 always feel safe at school and 34% often feel safe. KS2 found that 72% always feel safe and 37% often do.

There were no online safety incidents to report.

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HT discussed Item 10 on the report with regard to the child in EYFS with specific arrangements around pick up and drop off. The audit was submitted in March. The Governors Scrutiny document requires completing in term 2. HT is awaiting further instructions from ESCC.

9. Governance Housekeeping - HT, TJ

Governors Narrative:

TJ explained the reasoning behind the governor's narrative. Comments and/or suggestions for improvements to the document would be welcomed so the document could be updated in readiness for the next FGB in November.

5. ACTION - Governors to check the Governors Narrative and send responses to TJ by 17th November 2023

Governor Roles:

HT advised that the list provided were suggestions and the listing is open for discussion. The list was discussed and roles agreed.

IW advised that the school website was being refreshed and asked governors to look at their information and update them if required by 30th October 2023

HT advised that 2 governors' terms were ending soon and she would contact them.

10. Policies for Approval:

HT advised that there were a number of policies that required to be approved. It was discussed that it might help if the policies were distributed amongst the governors. Following discussion the following was agreed:

- | | |
|--|---------|
| • SEN policy and anything else related to it | TJ |
| • Medical Conditions SEND | TJ |
| • Code of conduct, Behaviour, Attendance | HA |
| • Asbestos, Health and Safety, Legionella, Fire Safety | RW |
| • Safeguarding, Child Protection, Prevent, Online Safety | IS |
| • Whistleblowing, Charging | AJ |
| • First Aid, PSHE, RSE, Drugs and Alcohol, Complaints | GJ / TJ |

6. ACTION -Feedback and comments about respective policies by 30th October to IW and HT

11. Any Other Business:

None

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12. Dates for Future Meeting:

FGB:

27th November 2023

5th February 2024 - **note the change of date from the Agenda**

18th March 2024

13th May 2024

1st July 2024 -or move to coincide with release of SATs results

Strategy - start time 6pm as agreed:

6th November 2023- **note the change of date**

15th January 2024

4th March 2024

29th April 2024

17th June 2024

Informal Meeting - 15th July 2024

Meeting finished 19:45

Actions from this meeting 9th October 2023:

No:	Action	Lead	Completed By
1	Speak to contractors about additional lighting for the gate	IW	ASAP
2	Look into the car park contract and fees	IW	ASAP
3	Distribute Scheme of Delegation for comments	IW	ASAP
4	All governors to check the Scheme of Delegation and make any comments	All	17/11/23
5	Check governors narrative and send responses to TJ	All	17/11/23
6	Feedback and comments about respective policies to IW and HT	All	30/10/23