

Western Road Primary School, Lewes
 Full Governing Board Meeting
 Monday 5th February 2024 - 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	Vice Chair, Co-opted
RW	Roy Watkinson	Foundation Governor
TJ	Tom Jeffery	Co-opted Governor
IS	Ian Sandbrook	Co-opted Governor
KW	Karen Wallis	Co-Opted Governor
EM	Eleanor Murphy	Foundation Governor
PM	Patrick Mulhern	Parent Governor

Apologies received from:

Initial	Name	Position
HA	Holly Atkins	Parent Governor
EM	Eleanor Murphy	Foundation Governor
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 welcomed all to the meeting. Apologies as listed above were received and accepted. The meeting was confirmed as quorum.

2. Declaration of Interest:

There were no declarations of interest declared for this meeting.

3. Actions from Previous Meeting 27th November 2023:

No:	Action	Lead	Completed By
1	Governor comments about pay committee report to IW / RW by 15 th December 2023	All	No comments received
2	Organise Soundwrite sessions for governors and parents	KB	In hand
3	Look for car park patrolling company and obtain details	IW	See note below



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4	Governors to advise IW with availability and subject areas for subject leader interviews	All	List has been provided
5	Suggestions, comments or changes to E D & I report	HA	E D & I to be carried over to next meeting
6	Provide updated report on recent learning walk visit	HA	Carried over to next meeting

3 - IW has met and discussed whether it is worthwhile to have a patrolling company. Agreement to leave as it is until May when it will be looked at again.

4 - Governors have provided IW with their availability, IW to send out timetable.

1. ACTION - IW to send out timetable for subject leader interviews

There was discussion about the difficulties in having time to read documents, particularly when they are sent out on the day of the meeting. It was therefore suggested that any documents sent out after the Friday before a meeting on Monday would be carried forward to be discussed at the next meeting. This was unanimously agreed.

2. ACTION - Documents not received by the Friday before the Monday meeting will be carried forward to the next meeting.

4. Acceptance of Minutes from 27th November 2023:

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

HT advised the board that, due to her personal circumstances, it had become difficult for her to give enough time to being Chair. Following discussion, and agreement with GJ, it was proposed that GJ would take over as Chair and HT Vice-Chair until September when roles will be re-appointed. This was unanimously agreed by the board.

5. Budget Update - SC

SC discussed the figures and confirmed they were for January except for the Payroll figure. There is still an expectation that the carry forward figures of 1% of the budget would be maintained.

SC went through the figures on her report, highlighting prudent areas. The work required to the various trees was discussed at length. The quotation that had been received was, unfortunately, for the wrong tree.



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SC had approached both the gas and electric companies. She had received forms to complete which required drawings of the meters. On investigation it appeared that there was already a separate gas meter for Western Road. SC is trying to find out whether the school can get individual invoices based on meter readings. If this is correct it will be a huge savings as there will not be a need to have a new meter fitted.

SC mentioned there had been a query from a teacher about a pay scale and asked whether her salary was correct. SC confirmed anyone on the extended pay scale would carry on whilst they stayed at the school. Any new staff will come in on the new pay scale. It was therefore confirmed that the teacher would increase every year but by a smaller amount. SC is currently looking at the situation to ensure the guidelines are clear. There followed discussion about the 2 options and the issues that could arise.

A governor **asked** about the small carry forward figure and whether there would be any implications. SC confirmed that at the present time, the situation was acceptable.

A governor **asked** about the budget for next year. SC advised that the budget figures were due the week after half term.

A governor **asked** about the gas meter and whether there could be confirmation about when the meter was installed and also that the bills would be correct for the future. SC confirmed that this is being checked at the moment.

A governor **asked** about the situation with regard to the trees and whether any costs would be shared. SC confirmed the costs should be shared and she would ensure all documents were provided to Southover.

A governor **asked** whether the trees could be numbered with, perhaps, metal discs, to ensure any future issues would ensure the correct trees were being looked at. SC confirmed this could be helpful and that currently the re-labelling of the plan was proving difficult.

A governor **asked** when the budget might be available and the fact that the payroll figure was much larger than predicted. SC discussed the implications of what was involved and that one of the big items was payroll. IW confirmed that she had already been in discussion with staff about next year and it was hopeful there might be some staffing changes to assist the budget.

A governor **asked** whether there had been any indication from County whether there might be any additional made available. SC advised that at the present time, there had been nothing official received.



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KB advised that the EHCP (Educational Health Care Plan) had been received for the child in year 2. Due to the nature of his needs, this will not cover all the support he requires. She also discussed how the reduction in his support had impacted his behaviour.

KB **asked** whether the governors would approve an expenditure of £3,000 (yearly) to pay for additional help. It was noted that this would be a much smaller amount to cover the rest of this year. It would notionally be for a fixed term contract for the academic year. A governor **asked** if an INA could not be employed, was there a backup plan in place. KB confirmed that not at the moment other than a supply TA which would not be as much benefit.

Governors approved the expenditure unanimously.

KB then discussed another pupil in year 3 that was waiting the outcome of an INA which should be confirmed by the 9th February.

3. ACTION - SC to feedback to the next FGB with regard to the situation to payroll.

4. ACTION - SC to investigate whether the trees can be labelled.

SC left the meeting at 18:55

6. Headteacher report - IW

Pupils on Roll:

There were currently 211 on role, however, there is a pupil returning to year 5 on a reduced timetable after an appeal was upheld.

September Intake:

There were 30 projected first choices for EYFS intake for September 2024. IW discussed the situation with regard to the reducing birth rate and how this might affect future numbers.

Attendance:

IW discussed the figures and mentioned the pupil that had currently got only 56% attendance due to ongoing illness.

WPA are currently working with 5 families to help improve the situation, however, the funding for the WPA is due to end soon. IW confirmed that she has also sent letters to families with children whose attendance is less than 91%.



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Quality of Education:

Reports had been provided to governors. Pupil progress meetings are taking place.

IW went through items on the report and discussed relevant items. The disabled toilet was mentioned and the difficulty of obtaining details for a supplier.

Policies / Documents:

The admissions policy was discussed. The research on using different colour backgrounds to help dyslexia was mentioned and agreed not to be necessary. GJ asked for any comments with regard to the policy to be sent to her by Friday 9th February.

- 5. ACTION - any comments on the Admissions policy to GJ by Friday 9th February.**

7. Safeguarding Report - IS

IS confirmed he had been on various training courses and that the school currently does not really have any particular issues with regard to safeguarding. He had written a report which had been shared to the board.

A governor **asked** about the minor injuries and whether there had been any evaluation completed with regard to other schools and if there was a trend. This point was discussed agreed it would be interesting but there would be difficulties as any evaluation would need to be with similar schools.

RH discussed an issue with WhatsApp whereby people can be added to WhatsApp groups without their knowledge or agreement. She advised that she had sent an email to parents advising them of the situation.

- 6. ACTION - IS to investigate whether there are any evaluations been completed with regard to trends and minor injuries.**

8. E D & I Update - HA

To be carried over to next meeting.

9. Staff Wellbeing - IW

IW discussed the strategies in place to provide support and help to staff, should they require it.

10. School Wide Mental Health and Emotional Wellbeing (MHEW) Strategy - GJ

GJ had recently attended a training session provided by County. She confirmed that County had advised that all boards should have a MHEW Champion. It was suggested that perhaps the staff survey could be carried out every two years



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rather than yearly. GJ advised that she would welcome any comments, thoughts or suggestions on the document.

A governor **asked** whether staff had been asked for their comments about a two yearly survey. It was confirmed that they had not been asked but it would be useful.

GJ wanted to officially thank Janine and Lenora for their support.

7. ACTION - Staff to be asked about the regularity of the survey - GJ

8. ACTION - Comments on the MHEW document to be sent to GJ by 8th February

11. Any Other Business

It was suggested that governor cakes could be provided at the end of the academic year as well as Christmas as they were so well appreciated.

A governor **asked** about the Freedom of Information policy and the appendix. IW briefly discussed the policy.

RW advised that his term of office was coming to an end with regard to the LCLP and he would either need to be re-elected or someone else take it on. GJ asked whether RW wanted to continue and whether anyone else wanted to do it. There were no other nominations so RW would continue.

12. Dates for Future Meeting:

FGB - start time 6pm

18th March 2024

13th May 2024

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

Strategy - start time 6pm

4th March 2024

29th April 2024

17th June 2024

Informal Meeting - 15th July 2024

Meeting finished 19:40

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Actions from this meeting 5th February 2024:

No:	Action	Lead	Completed By
1	Send out timetable for subject leader interviews	IW	ASAP
2	Documents not received by the Friday before the Monday meeting will be carried forward to the next meeting.	All	N/A
3	Feedback to the next FGB with regard to the situation to payroll.	SC	Next FGB 18/3/24
4	Investigate whether the trees can be labelled.	SC	ASAP
5	Comments on the Admissions policy to GJ by Friday 9 th February.	All	9/2/24
6	Investigate whether there are any evaluations been completed with regard to trends and minor injuries.	IS	18/3/24
7	Staff to be asked about the regularity of the survey	GJ	ASAP
8	Comments on the MHEW document to be sent to GJ by 8 th February	All	8/2/24

Signed by:

Chair of Governors

Date