

Western Road Primary School, Lewes
Full Governing Board Meeting
Wednesday 12th July 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
PM	Patrick Mulhern	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
KB	Kerry Bedford	SENCO
EM	Eleanor Murphy	Foundation Governor

Apologies Received and accepted from:

Initial	Name	Position
HA	Holly Atkins	Parent Governor
GJ	Gabbie Jerrit	Vice Chair, Co-opted
AJ	Antonio Jewels	Parent Governor
LP	Luke Palmer	Co-opted
SH	Sami Howard	Co-opted

Also in Attendance:

Initial	Name	Position
SC	Sarah Clifford	Bursar
IS	Ian Sandbrook	Governor from September 2023
SG	Sue Gothard	Locum Clerk to the Governor

1. Acceptance of Minutes from FGB 22nd May 2023:

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

2. Declaration of Interest, Apologies for Absence:

Declarations of Interest were received from:
None declared

Apologies for Absence received and accepted from:

Holly Atkins
Gabbie Jerrit
Antonio Jewels
Luke Palmer
Sami Howard

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MINUTES

3. Actions from Previous Meeting 22nd May 2023:

No:	Action	Lead	Progress
5.	To feed the comments and concerns about transition into Year 7 at the next EIP meeting	IW	Completed and discussed
7.	Governors to be added to the Newsletter distribution list	IW	In hand
8.	IW/JB to meet to discuss the subject leader Interview process	IW/JB	Complete
9.	Schedule a Staff Wellbeing meeting	RH	Agreed to schedule when requested/needed
10.	Update Ofsted narrative	Gov/Staff	Ongoing

4. GDP Presentation:

Presentation was to be provided by Roger Simons who is the school's appointed Data Protection Officer. However, due to difficulties with the connection and sound, the briefing was rescheduled and will now be included in the staff briefing on the 1st September 2023 which all governors would be welcome to attend.

5. Budget Update - SC, RW

SC discussed the work that had been ongoing which included housekeeping the ledger and cost centres. Confirmation was provided that there would not be any changes to the bottom line figure.

Month 3 has just been finished and there are no items causing concern.

Staffing costs highlighted the amount being spent on supply.

There are currently 53 pupils on the waiting list. A governor **asked** whether they were all reception pupils, SC confirmed that at present a breakdown was not known. IW did advise that there were a number of pupils from various years who were interested in moving from other schools.

There had been £7,394.02 income from Friends of Western Road (FOWR).

2 new fire doors to be fitted during the summer break.

Potential data breach reported in May 2023. Confirmed there had been no financial loss.

Asset register is due and will be ongoing.

Tom - page 3/4 ring fenced grant asked about the linkage between the 2 figures. SC explained the reason.

TJ **asked** about the adjustments to cost codes and ledger codes, **questioned** whether the changes were purely for the benefit of the bursar. SC explained the importance of being to report correctly.

TJ mentioned that the Scheme of Delegation would require signing off for the new academic year and it should be noted for inclusion at the next FGB meeting and associated Strategy group.



MINUTES

TJ mentioned the changes to the Finance IT systems and wanted confirmation that governors would be advised of any changes or issues. SC confirmed what was being changed and when it should be happening. There are no issues expected with regard to the moving of data. SC also advised that the current changes did not include very much finance.

RW mentioned a notional SEN report for the future. SC confirmed it was already an agenda item and being looked at.

SC left the meeting 18:30

6. Head Teacher Report - IW:

Data:

IW confirmed that there were 30 pupils for the September 2023 Reception intake, which included 2 pupils with SEND. KB was currently working with the pupils concerned.

The attendance confirmed they had generally improved.

Unauthorised absences will start to be fined from September.

Discussed the quality of education report, highlighting areas that had improved and noted any difficulties.

Year 6 SATS results were very good and any areas for concern have been noted.

Governors congratulated the year 6 team on the excellent results but also acknowledged that future year's results may not be as good.

IW discussed the current staffing situation and advised that Linda Johnson has not, so far expressed an interest in taking on the role she is currently covering.

Discussed the changes to KB timings and role.

7. SEND Report:

21 pupils on SEN register which is an increase of 9 pupils. Although 1 will be leaving in year 6, there are more arriving in the September Reception intake.

Discussed the pupils with SEND receiving support, as per the report provided The EHC applications should be ready soon.

Mentioned the pupils that are receiving report with Suzy Bennett

KB advised that an additional TA support would be beneficial for the new Reception class due to the increased numbers of pupils with SEN, in particular 1 pupil with significant extra needs. A governor **asked** about the level of funding this pupil had, KB confirmed it was around £4,000 which would not really cover the additional support. A request has been made to access additional funding for this pupil, a response is still awaited. There was discussion with regard to the funding and support that would be required to ensure this pupil was properly supported. Following discussion, a governor **suggested** that KB discuss with SC to look at the impact that the additional funding will have, and also to talk to County with regard to any other funds that might be available. KB also mentioned the significant delays that were occurring with regard to obtaining any additional funding. All governors agreed to move forward with this.

Western Road Primary School, Lewes
Full Governing Board Meeting
Wednesday 12th July 2023 18:00 - 20:00
MINUTES



Discussed the SATs results and confirmed that they were pleased with the results obtained.

Mentioned the staff training / SPD / Interventions that had taken place

The work with the Art therapist is continuing for next year

Advised that the parent breakfast meeting had been very successful with good numbers of parents attending

There has been a number of meetings and sessions to assist in the transition for pupils

KB confirmed that from September she would be coming out of the classroom and working 3 days as SENCO which will, hopefully, assist in improving the standards and practices across the school

The Governors wanted to thank KB for her hard work and confirmed the difference it makes to the school

ACTION - Look at the impact additional funding for SEN will have on the budget - KB, SC

ACTION - Speak to County to see if any additional funds can be secured for SEN - KB, SC

8. Safeguarding Report - IW, RW

3 level 4 referrals but are all connected. KB had completed the DSL training days to become second DDSL.

Parent view states 81% strongly agree and 18% agree “my child feels safe at this school.

Discussed referrals, issues and actions taken as per the report provided.

The safeguarding audit had been submitted at the end of March 2023.

9. Health and Safety Update - IW, RW:

RW advised he had not completed an inspection of the school for some time.

However, he had worked through a recent audit with IW and discussed the actions that were required.

A number of items that need to be recorded such as:

- The report on trees that set out a plan by a tree surgeon for a 5 year program

- IW mentioned issues with the fence by Grange Road but is not getting any responses from the people concerned.

10. Policies for Approval:

No policies

Western Road Primary School, Lewes
Full Governing Board Meeting
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MINUTES



11. Any Other Business:

No additional information concerning Academy at the present time although tentative discussions have been made with Priory. It also appears that, for the present time, everything seems to have gone quiet.

12. Dates for Future Meeting:

FGB:

9th October 2023:

Nominations will be required for Chair and Vice Chair

Link governor positions require confirming

RG will be stepping down

SH will be stepping down

Ian Sandbrook will be joining the Governors in September

There has been interest from 1 person in joining

There will be a parent governor vacancy in October/November

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:

25th September 2023

13th November 2023

15th January 2024

4th March 2024

29th April 2024

17th June 2024

Informal Meeting - 15th July 2024

Meeting finished 19:30

Actions from this 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	ASAP
2	Speak to County to see if any additional funds can be secured for SEN	KB, SC	ASAP