



West Hill Primary School
 (a partner in the SMILE Learning Trust)
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Headteacher: Cheryl Boulton



Minutes – Full Governing Board 4th December 2019

Attending				Declaration of pecuniary interest	Office Terminates
CB	Cheryl Boulton	Headteacher	Y	Nothing to declare	
RP	Rob Pantling	Staff	Y	Nothing to declare	02.09.2023
IG	Ian Guy	Parent	Y	Nothing to declare	11.06.2023
LJ	Lee Jordan	Foundation	Y	Nothing to declare	26.09.2022
MC	Martyn Cutmore	Foundation	Y	Nothing to declare	11.06.2023
JS	Jeremy Stone (arrived 6:32)	Co-opted	Y	Nothing to declare	18.07.2022
JP	John Pulsford	Co-opted	Y	Nothing to declare	23.05.2022
SP	Simon Pedrazzini	Co-opted	Y	Nothing to declare	21.06.2021
WM	Will Mackenzie-Green	Co-opted	Y	Nothing to declare	05.11.2023
Others					
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM		ACTION
PROCEDURAL		
2019-117	Apologies and approval of Co-option of new governor: There were no apologies received. Jeremy Stone arrived at 6:32. The Clerk confirmed the meeting was quorate	Approved
2019-118	Declaration of Interests: No declarations were received at the start of the meeting. RP declared an interest during 2019-123 (Request from pre-school to use forest school area) as a parent of a child who attends the pre-school. He left the meeting during this discussion.	
2019-119	Confirmation of Minutes of meeting 06.11.2019 Part I and Part II: The minutes were agreed as a true record of the meeting	Agreed and signed
2019-120	Matters arising from minutes: All complete	
2019-121	Date of next meetings: FGB: 8th January 2020 6:30pm	
MONITORING		
2019-122	Policies, Statements & Provisions for review: Policies had been circulated to all governors prior to the meeting. <ul style="list-style-type: none"> Ratify Pay Policy: This policy had already been approved by the Pay & Performance committee but it is a statutory requirement that it is ratified by the full governing board. The governors ratified the approval of the Pay Policy. 	Ratified



STRATEGIC**2019-123**

• **HT Report:** A report had been circulated to all governors prior to the meeting. CB asked governors if they had any questions or comments.

Governor challenge, question or comment:

Page 1. Governors felt that RP was no longer 'new'. CB will update the report.

Page 2. Governors commented on the low absence rate of the teachers. CB agreed and advised governors that the school is very thankful for this as it can affect teaching and learning and also the budget should supply teachers be required. The school does only have 4 full time teachers, which could help with the figures.

Governors asked if the school had a stock of supply teachers. CB confirmed that there are 3 supply teachers that the school tends to use, they try to not use agencies. If a member of staff who is away from the school is a job share, then the other half of the job share is always asked first.

Page 3. Governors commented on how pupil attendance is also high. CB confirmed it is very strong and has increased since the report came out and is now 98.1%. CB has recently looked at the unauthorised absence with the EWO (Education Welfare Officer) and confirmed that since the school started fining last year they have reduced by approx.50%.

Page 5. The information in this report agrees with the findings MC reported following his lead governor visit, particularly concerning the NFER Baseline assessments that are being trialled and the problems this can cause with the pupils settling in. This was very hard to manage with more staff being needed to release the class teacher for 10 mins per pupil to take the assessment! RP is hoping that the insight it gave the teacher is worthwhile. CB advised that the school was not given a chart with the outcomes. It also only assessed Maths and English skills and did not assess motor neurone skills nor self-help skills such as toileting.

Governor challenge, question or comment:

Governors asked what the solution is. CB explained that the teachers were able to provide feedback and explained that it was not manageable and did not test all of the right things. (*IG left 6:45*)

• **Review ASP data (Analyse School Performance):** This had been circulated to governors prior to the meeting. CB explained that the ASP data contains many pages so she only gave the governors the four main pages. The information contained within should be nothing new for the governors, but it is displayed in a different format (which used to be RAISE online). There were no surprises. It is useful to have both national and local averages to compare the school with. The school is significantly higher than both local and national in all areas which is very impressive.

Governor challenge, question and comment:

Governors challenged why the progress in writing and maths for KS2 is negative. CB explained that it shows what the issue is in the school. This is comparing the children from end of KS1 (year 2, 7 years old) with the end of KS2 (year 6, 11 years old). If a child got expected or greater depth at the end of KS1 then they are expected to reach the same level, or above, at the end of KS2. Attainment is high, but it is progress where there is an issue. There are not enough children at greater depth in writing in year 6. This is an historical issue which is being dealt with. The school is in the middle of the confidence interval which is why it is 'amber' so it is still within the average.

Governors questioned if the school is doing as well as it should be. CB advised that many pupils 'score' well in reception and year 2 which could be setting them up to fail in year 6 assessments. Parents are very supportive and often come to reception already being able to read and write which means attainment in the early years is so high, it is harder to show progress.

	<p>There are no concerns with attainment. KS2 shows a strong figure in reading, writing and maths combined of 77%. We cannot fault attainment. RP explained that teachers are having training on greater depth writing and are pushing for higher standards. We need to start the work at the beginning of KS2 and not wait until year 6. They have been moderated at the end of KS1 and we need to challenge more when pupils are raised from expected to greater depth by the moderator. CB & RP are aware of the issues and are working towards them being rectified.</p> <ul style="list-style-type: none"> • Review IDSR (Inspection Data Summary Report): The report was circulated to all governors prior to the meeting. CB explained to governors that this is what OFSTED receive before they visit. It is a brief document. It is a standard format for all schools and only items highlighted are relevant to the school. All areas that were highlighted, and therefore relevant, were positive. <p><u>Governor challenge, question and comment:</u> Governors asked what the stability of the school meant (pg 4). CB explained that it meant how many pupils moved between schools. CB advised that the school has not had an OFSTED inspection since 18.06.2007 when it was deemed outstanding. She explained to governors that in Devon, there are now only 31 outstanding schools out of 195 schools.</p> <p><u>Governor challenge, question and comment:</u> Governors asked CB if she knew when OFSTED would next visit the school. CB explained that it could be any day as it has not been inspected since 2007. <i>IG arrived 7:04.</i> CB explained that it is important for all governors to be OFSTED ready which is why it is important for her to share all the relevant data with governors.</p> <ul style="list-style-type: none"> • Update from Chair of P&P: <i>See Part II Minutes</i> • Governor section of website update: The clerk explained that she was in communication with Jim who is a volunteer who updates the website. The clerk was unaware of the intricacies of the website and what she is asking Jim to do may not be possible without additional works from Hambly Freeman who are the website providers, which may be charged for. The updates are ongoing. Governors stressed to the clerk how important it is for the website to be correct as OFSTED always visit the website before going to a school. • Request from pre-school to use forest school area: <i>RP declared an interest in this item as he has a child who attends the pre-school and left the meeting 7:13.</i> The pre-school have asked to hire the forest school area from the school. They have provided an extensive risk assessment and say they have their own insurance. JP suggested that it would be a good idea and would provide better links with the pre-school and recommended that the governors agree in principle with the final details, including the fee, being agreed by CB, LD & SP. <p><u>Governor challenge, question and comment:</u> Governors were concerned about the liability should anything happen as although the pre-school have insurance, as owners, the school could still be liable under duty of care. Governors wondered if there was a catch but were advised that it is a very thorough proposal. Governors questioned if the school should charge and wondered if the pre-school would be charging parents. The pre-school would not be charging parents any additional fees would be paid for by the pre-school. Governors asked if the children who attend the pre-school move up to the primary school. Most do. Governors agreed that there were many positives to the request and agreed in principle subject to thorough checks being made by CB & SP. CB & SP will meet with LD to agree the finite bits and arrange the completion of the lettings form. <i>RP returned 7:17</i></p>	<p>Clerk to continue to liaise with Jim to ensure the governor section of the website is complaint</p> <p>CB & SP to meet with LD to agree finite details and arrange for the completion of the lettings form</p>
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2019-124	<p>Safeguarding & Child Protection:</p> <ul style="list-style-type: none"> • Safeguarding update: SCR (Single Central Record) is up to date, it is a working document. CB & JP have a safeguarding learning walk this term. All documents are up to date for OFSTED. CB & JP do 'spot checks', alternating turns each term. • Village Hall access update: CB provided the governors with an update. <i>See Part II minutes</i> 	
2019-125	<p>GDPR:</p> <ul style="list-style-type: none"> • Update: No update or issues since last meeting. The DPO (Data Protection Officer) will be speaking with CB in January 2020. 	
2019-126	<p>Financial Monitoring:</p> <ul style="list-style-type: none"> • Lead Governor Report: The report was circulated to all governors prior to the meeting. No questions were raised. • Budget Monitor: IG – has met with Lara Dart (LD) after her meeting with DCC. The budget is being well controlled but LD does still not know how much is coming from the government to help with the pay award and pension contribution increase. The roof is being repaired and investigated during February half term at a cost of circa £4K. IG is meeting Adam tomorrow regarding IT. The licence with Microsoft is expiring soon so are looking at moving across to Google. The PTFA have agreed to purchase some Chromebooks. RP said school is already starting to use Google drive and google docs. IG said that the school and governors need to recognise the help the PTFA give. CB advised that there is a section in the newsletter this week. Previously, the PTFA chair has been invited to an FGB to be thanked personally by the governors; they make a big effort and it is entirely voluntary – perhaps do this again? It was also suggested that when thanks is given, that visuals are included so parents can actually see what the PTFA have paid for during the year. IG advised governors that the server only has a maximum of 5 years life left. There is nothing else major about the budget, no concerns. It is on track for 19/20, the budget is healthy and DCC are happy. 	
2019-127	<p>Lead Governor/Classroom visit reports: Questions arising:</p> <ul style="list-style-type: none"> • The reports were circulated to all governors prior to the meeting. • Premises and Health & Safety: SP – LD & SP have completed an H&S audit and also looked at the building and the state thereof. Apart from the roof, the building as a whole is in good condition. The roof is a bad design. There needs to be a thorough investigation to ascertain exactly what the issues are and obtain costings for repairs. The gutters will be cleared in February as well as the roof being stripped around a velux to see what the issue is. SP has offered to be present during the investigation. It could be the amount of moss on the roof that is causing the issues. The rest of the school is in good condition apart from the single glazed window in class 6. Asbestos checks are underway. This is an annual check. There is no asbestos that can be reached by the children and staff. <u>Governor challenge, question and comment:</u> Governors wondered who was responsible for the cost of repairs to the school. IG advised that it is the school, although if it was a major issue it may be possible to claim through insurance or DCC, although DCC may only help if the school didn't have any funds of their own. • EYFS, Assessment KS1 & KS2, History, Geography & RE: MC EYFS – Visit highlighted baseline issues mentioned earlier. Teacher has a very detailed action plan. She is very innovative. The new cohort is different to 	

	<p>previous years. MC was impressed with the strategies that EP had put in place. CB confirmed that there is a good relationship with the pre-school.</p> <p>Assessment KS1 & KS2 – MC met RP who has a very clear understanding of KS1 & KS2. Historic data issues in KS1 raises challenges for KS2 data but these are being addressed.</p> <p>Humanities (History, Geography & RE) – All three areas have similar themes and all have action plans in place, although the one for History still needs to be finalised. RE is well thought out. MC discussed the discrete skills history and geography bring to the curriculum, with subject leaders, and considered some of the issues regarding the planning of field trips.</p> <p>MC would like to see the curriculum map to show the subjects and topics being combined. CB confirmed that subjects are combined as they would not have enough time to teach each subject separately. An example of cross-curricular work would be chocolate melting. This would be Science (melting chocolate) and English (writing the 'how to' instructions).</p> <p>Subject leads are feeling increased accountability with regards to OFSTEDs new criteria.</p> <p>MC asked all of the teacher he met how they knew about their pupils' progress. A lot of it is knowledge based, they were all able to show MC evidence.</p>	
GENERAL GOVERNANCE		
2019-128	Governor Training Reports: IG & SP have attended Finance Training – a report was circulated prior to the meeting. No questions were raised.	
2019-129	Matters brought forward at the Chair's discretion: JP advised that both he and CB have met with Lucy Sampson, a potential governor. She is a very suitable candidate and is currently going through the process of DBS and volunteer forms. References have been received. Governors agreed that both Lucy and the new parent governor be invited to the next FGB meeting if their paperwork was complete. The photo frame has been ordered and the photos were due to be picked up today but the shop was closed when LD went to collect them.	Invite new governors to the next FGB if their paperwork is complete
2019-130	Impact of meeting: The Pay policy has been ratified. Governors reviewed the ASP and IDSP and are now up to date on relevant data reports. Governors are well updated on the curriculum areas thanks to MC's visits. Governors are satisfied with the financial circumstances of the school and are happy that the budget is being well managed and is on track.	

Meeting closed: 8:02

ITEM	ACTION	WHO	DUE BY
2019-123	Continue to liaise with Jim to ensure the governor section of the website is complaint	BD	19.12.2019
2019-123	Meet with LD to agree finite details and arrange for the completion of the lettings form	SP & CB	19.12.2019
2019-129	Invite new governors to the next FGB if their paperwork is complete	BD	08.01.2020

Signed: _____ (Chair)

Date: _____