



West Hill Primary School
 (a partner in the SMILE Learning Trust)
 Beech Park, West Hill, Ottery St Mary, Devon EX11 1UQ
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Headteacher: Cheryl Boulton



Minutes – Full Governing Board 3rd February 2021 – via TEAMS

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
JD	James Downey	Parent	Y	Nothing to declare	07.01.2024
SP	Simon Pedrazzini (joined 6:46)	LA	Y	Nothing to declare	30.06.2024
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	Co-opted	Y	Nothing to declare	18.07.2022
JP	John Pulsford	Co-opted	Y	Nothing to declare	23.05.2022
LS	Lucy Samson	Co-opted	Y	Babcock employee	07.01.2024
GH	Graham Harry	Co-opted	Y	Nothing to declare	02.02.2025
Others					
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM		ACTION
PROCEDURAL		
2021.01	Apologies and welcome new co-opted governor: JP welcomed the new governor, Graham Harry. The Clerk confirmed the meeting was quorate.	
2021.02	Declaration of Interests: None	
2021.03	Confirmation of Minutes of 02.12.2020: Following an amendment to remove the action point for SP to write in the newsletter (2020-98), the minutes were approved. <i>These will be signed by the chair at the next face to face meeting.</i>	Approved
2021.04	Matters arising from minutes: 2020.83 LJ has spoken with Dawn Stabb who said she would send details to all schools about a number of services currently providing intervention where needed. CB confirmed that she has received communication from Dawn Stabb.	All actions now complete
2021.05	Review of Governor Roles & Responsibilities including section of SDP and GDPR Governor: CB & JP have met and made proposals to update the roles & responsibilities. Governors confirmed the roles. Governors agreed that they would have a GDPR Lead Governor. JP proposed that IG be the GDPR governor as it fits well with his other lead governor responsibilities. It was also agreed that IG take	



	over the sports and PE subject lead and GH become the Computing & Online Safety subject lead governor.	
MONITORING		
2021.06	<p>Policies, Statements & Provisions for review:</p> <ul style="list-style-type: none"> ● Child Protection – Covid Annexe <p>Policies reviewed by Lead Governors/Headteacher (For information only):</p> <ul style="list-style-type: none"> ● Recruitment and Selection Policy ● Maternity Policy ● Flexible Working Policy * Following a discussion, it was agreed that any requests are sent to the Head who will liaise with the Personnel Lead Governor (who would not be involved in any appeal should one be forthcoming). ● Drugs & Alcohol Policy ● Adoption Policy ● Admissions Policy 2022/2023 	All policies approved
2021.07	<p>Health and Wellbeing of staff and pupils: JP was pleased that all the teaching staff have provided willingness to attend the school to teach before the government made the decision to close the schools. CB estimate the staff are feeling 6/7 out of 10. SLT have met and discussed staff wellbeing; staff are dealing with concerns with covid and this current lockdown the same as everyone. Google Classroom is a big workload but staff have settled in to a good routine. Parental feedback about Google Classroom and Tapestry has been, on the whole, good which helps with the staff morale that the effort they are putting in is having a positive effect in the home. TAs have been amazing and are showing great commitment to the children who are attending school. Some parents are finding the government decision challenging; some are finding their children do want to learn at home whilst some parents are struggling with working from home at the same time as supervising their children's home learning. Some parents wondered whether live lessons would be taking place all day but they have accepted that the school have confirmed that they are following DfE guidelines and lessons are being set, but it does not have to be live teaching from their teachers at the school; it can be signposted to external sources e.g. Oak Academy.</p> <p>Governors appreciated what CB was saying about 'live learning' but challenged why it was not being done. CB reminded governors that the teachers are not just providing remote learning via Google Classroom/Tapestry, they are also teaching the keyworker/vulnerable children who are attending school. It is a challenge and is a larger workload than it was in the first lockdown due to the government having added stricter guidelines that the school must meet. The current set up of mixed age bubbles (KS1 and KS2) means that teachers would not be able to both at the same time. Governors questioned that as teachers were not teaching all the time, they should be able to do both. CB explained that staff are on a rota and when they are not teaching the children in school they are preparing their remote learning and marking work has that has been sent in via Google Classroom/Tapestry. Teachers are also having a 'Google meet' with their classes weekly so the children can see each other and their teacher. Some part time teachers are doing full weeks at present to carry out the additional work to be done. Governors accepted that there are many parents who agree with what is being provided. CB confirmed that with the pre-recorded lessons it enables the parents more flexibility to decide when their child will be able to have access. Governors agree that children being in front of a screen all day is not practical and suitable for the child.</p> <p>Governors asked how many children are attending school. CB advised that it is ranging between 32 to the highest of 41 children. During the last lockdown it was around 2-3 pupils average per day. National average for primary school's attendance is 20% which is roughly where the school is (20% is 42). Governors</p>	

	<p>advised that some parents are saying there is too much work rather than not enough. Governors agreed that the pre-recorded message from their teacher and the once a week 'meet your class' meetings are welcome and helping the children. RP advised that 4hrs of content for KS2 per day is a lot of work and the message to all parents and children is 'do what you can'. It is important that children and parents stay well and the children return to school, when they can, ready to keep learning. The DfE have told teachers they must check with parents of children who are not engaging with online learning to establish why they are not. The school are doing this with understanding; there are often valid reasons and the school are aware of ensuring the wellbeing of the family is considered.</p> <p>In Children's Mental Health Week, the school gave children a Well-being Wednesday afternoon (Y1-Y6) or Feel Good Friday (EYFS) of non-learning, and just asked them to do 'something you enjoy'. They are mindful that they cannot suggest this be done every week but were able to on that occasion.</p> <p>Governors asked what percentage of work the children are being able to complete at home. CB confirmed that the teachers have a record of who is completing work and the school are contacting those who are not submitting their work to the school and trying to identify why they are not doing so, as above.</p> <p>Governors are concerned about the mental health of the children of those who are not attending the school, and the school will need to consider the social context of lessons on the future.</p>	
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STRATEGIC		
2021.08	<ul style="list-style-type: none"> • Admissions requests update: IG advised that there has been 9 requests in September, 1 in October, 6 in November and 1 in December (17), all of which were rejected. One went to appeal which was rejected. • Verbal HT report including report on remote learning provision and update on numbers in school: See 2021.07 above. <p>CB advised that the school have now started staff covid lateral flow testing on Sunday and Wednesday evenings. This is not mandatory but the majority of staff have agreed to take part. All test have been negative to date. If there are any positive results, there could be implications with the need to close learning bubbles and have two weeks of self-isolation. Parents of children who are attending school have been advised. The parents of the other children will be advised once it is known when they are returning to school. CB is waiting to hear if the children will return on 08.03.2021. The government are making another announcement on 22.02.2021 which should advise schools of how they will fully open.</p> <p>Parents' evenings are usually held during the first week of March but these will be moved to after Easter when hopefully the children will have been back at school for a while. Assessments will start again when they return so the school will have a clearer picture of where the children are and catch-up lessons will begin where necessary (using government funding).</p> <p>The government now say that if only one parent is a key worker and working from home, then the children can attend school. If all keyworkers decided their children are to attend, the school attendance could be up to 80%, although the guidance is that if it is possible for the children to be at home, then please to do so.</p> <ul style="list-style-type: none"> • Parental Survey Results: The results had been circulated to all governors prior to the meeting. 73 completed surveys were returned (out of 216 sent) in total with the number of returns per year being quite consistent across the school years. CB was pleased with the overall summary; there was nothing too 	

	<p>concerning. Additional columns for opinions had to be inserted when collating responses as some parents chose not tick in one of the boxes and instead ticked on the line!</p> <p>Now all the data has been collected, the school are now able to review the results and decide if any action is necessary. All teachers have received the feedback. Not all questions were answered so some results did not equate to 100%. The surveys were completed in October 2020 so any comment relating to covid lockdown would have been about the first time the school ‘closed’. It was much harder and more timely to analyse the data from the written comments, an admin member of staff took the data and typed up the comments under headings and summarised. If a comment was made more than once, it was only added once to prevent repetition.</p> <p>Governors felt it would have been useful to see the comments per year group. CB explained that the comments were shown as a whole school because it was a very time consuming action. CB offered to scan the information so they can all be read, and if a comment was made by more than one person, it was only written once so this could make the data seem skewed. Once governors are able to attend the school then they are welcome to read the responses.</p> <p>LJ (Parent Community Lead Governor) thanked CB for supplying the data from the responses; the range of responses were very useful and he thanked those parents who took the time to complete and return the form. LJ also reminded the board that a survey is only one way to receive opinions from parents.</p> <p>Governors asked what the ‘Naughty Board’ is (from feedback). CB explained that within the behaviour policy there is a consequences ladder. If a pupil breaks the rules then the sanctions they are given are detailed within this policy and these increase as you go ‘up the ladder’. It is an effective strategy and not many pupils go beyond the second rung (your name is put on the classroom board. It is rubbed off at the end of the day.</p> <p>Governors agreed that the percentage of responses was a good percentage (about 1/3). Governors asked CB what happens now and whether the feedback is shared with the parents and staff and if any of the specific comments are responded to. CB explained that the responses are anonymous so the school are unable to go back to the parent (unless they put their name). The teachers have seen the responses and SLT will now look at the answers, especially Q17, to see if there is anything that needs to be done. We do need to also consider the number of parents who made the same comments.</p> <p>Governors asked if the parents get to know the results. The whole school sheet is fed back to the parents whilst thanking them for completing it and also giving the parents details of what anything that will be done as a result of the feedback.</p> <ul style="list-style-type: none"> • Continue to review 2018-2019 IDSR (Inspection Data Summary Report) – Pages 4 & 5: An updated report has been provided covering 2019 data. CB had provided an email from Babcock with details of all of the changes but also reminded governors that this is the data that OFSTED will look at as no tests were taken in 2020. This item has been deferred due to time but governors wished it minuted that data from pages 1 to 3 are pleasing and CB and the staff should be congratulated. CB thanked governors and agreed that it is a strong set of data but there are always areas for improvement needed which is shown in the School Development Plan. 	Item deferred
2021.09	<p>Safeguarding and Child Protection:</p> <ul style="list-style-type: none"> • Safeguarding: No Issues since the last meeting. Information has been included in the most recent school newsletter providing information about support for anyone who may be struggling at home. LS is doing well with her safeguarding training and is already involved with the safeguarding data information ready to take over the role next year. 	

	<ul style="list-style-type: none"> • Autumn Term Safeguarding Collection Sheet: JP & LS ‘met’ with CB to discuss this. The report had been provided to governors prior to the meeting. No questions were raised. • DCC Safeguarding Audit – for information only. JP & LS went through this audit CB prior to it being sent to DCC. The report had been provided to governors prior to the meeting. CB now needs to review the action points. 	
2021.10	<p>GDPR</p> <ul style="list-style-type: none"> • Update following annual review: CB advised IG what the role of GDPR governor entailed explaining that it is to oversee the role of the DPO as the school pays for an external contractor to carry out the GDPR duties. CB advised that although there were 9 actions in the annual review, 2 of which were required, CB has already completed one of those. 	
2021.11	<p>Financial Monitoring</p> <ul style="list-style-type: none"> • Monitor Report: A report had been provided to all governors prior to the meeting. IG ‘met’ with Lara. The expenditure towards the roof is coming from the capital spend. Income has gone down as less meals are going to other schools. CB confirmed that a letter has been received today confirming that they will get a refund from the catering/furlough issue. <p>The budget is on track and will be in surplus at the end of the year. IG is concerned that the school may have more in reserves than necessary but CB advised that the three year budget does not show such a high reserve as LD is preparing to allow for the future years as she is aware of spending that is necessary in the next couple of years. Need to consider the benchmarking. IG will contact LD to discuss the forecast. IG questioned whether there was a need to supply laptops to PP pupils. RP confirmed that he has asked parents of PP pupils before the current lockdown and 2 parents believed that should another lockdown occur, a laptop would be useful so the school purchased 2 Chromebooks. These can be lent to PP families. Only 2 Chromebooks were provided by the government for disadvantaged families (based on free school meals take-up) and the school purchased 2 in addition to these.</p> <p>Governors wondered why a surplus balance is not a good thing. It may be that up to a 1/6th of the annual expenditure will be surplus and the majority of outgoings are known when calculating the budget, so why is it necessary to have some left. Governors were concerned the surplus may be taken from the school. It was confirmed that it will not, it may be that the government and DCC speak to the school to question why the money they are giving to the school to provide for the needs of the children is not being spent. IG advised that the official view from ‘benchmarking’ is that the reserves are 13.8%, and the average is 8%. If a school is building up too much reserves then it must have a clear plan and prove how it will be spent for the benefit of the children. It is possible that the funds can be taken, but only in extreme circumstances. OFSTED may have a view on this but governors were assured that LD is able to demonstrate why they are at the level they are. Governors were reminded that schools are not allowed to set a budget which would result in a deficit after using up all their reserves.</p> <p>Low intake at reception will have an effect on the income so how this is included within the calculations. CB advised that currently the reception numbers are down by 5 which will have an effect, but there are more children in each KS2 class which does generate additional income.</p> <p>Governors noted that the budget was healthy and recommend that when the three year budget is being planned it is to include spending that will be to the benefit and education of the children. Governors agreed that it is necessary to justify why the surplus figure exists and they would like to be reassured as to the rationale for why, perhaps with examples of previous unexpected outlay that has happened previously whilst also considering that the money has been</p>	<p>IG to speak to LD about the surplus budget</p>

	<p>given for the provision of the pupils education and the school should not be keeping more than it needs to. IG will speak to LD about the governors concerns.</p> <p>PTFA are unable to fundraise as much at the moment. The school have had to pay towards the Chromebooks as it has been unable to raise enough to pay for them all.</p>	
2021.12	<ul style="list-style-type: none"> • Lead Governor/Classroom visit Reports: Any questions? Lead Governor Reports Pupil Premium (IG) Finance (IG) ICT (IG) The Arts (LS) IG and LS were thanked for their reports. No questions were raised. 	
GENERAL GOVERNANCE		
2021.13	<p>Governor Training: Reminder of training options. Governors were reminded that they had been given the details of all of the training courses being provided by Babcock. These are currently virtual and the majority are free to the school as they subscribe to Babcock. Governors are to contact the clerk if they wish to attend a course.</p>	
2021.14	<p>Matters brought forward at the Chair's discretion: None.</p>	
2021.15	<p>OFSTED: Follow up from training – are there any gaps? Due to time constraints this item has been deferred.</p>	Deferred
2021.16	<p>Impact of meeting: Governors agreed that the meeting had been useful and covered topics such as; The return to school (or not) and the problems the school and parents have faced from the lockdown and home learning. Approved policies. Governors have established that the school are monitoring how pupils are dealing with online learning. Clear overall summary of results from the parent survey Clear picture of safeguarding and necessary amendments due to covid. Delegated responsibility to the Head on the flexible working policy. Delegated responsibility for the GDPR lead and changed some of the lead governors and their responsibilities.</p>	

Meeting closed: 8:32

ITEM	ACTION	WHO	DUE BY
2020.11	Speak to LD about the budget surplus	IG	25.02.2021

Signed: _____ (Chair)

Date: _____