



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



## Minutes – Full Governing Board 7<sup>th</sup> July 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	N		11.06.2023
JD	James Downey	Parent	N		07.01.2024
		LA			
LJ	Lee Jordan	Foundation	Y	Nothing to declare	26.09.2022
		Foundation			
JS	Jeremy Stone (arrived 6:31)	Co-opted	Y	Nothing to declare	18.07.2022
LS	Lucy Samson (arrived 6:30)	Co-opted	Y	Nothing to declare	07.01.2024
GH	Graham Harry	Co-opted	Y	Nothing to declare	02.02.2025
		Co-opted	Y		
<b>Others</b>					
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM		ACTION
<b>PROCEDURAL</b>		
<b>2021.61</b>	<b>Apologies:</b> LS, JS advised they may be late due to the earlier start time. IG (family) & JD (work) sent their apologies.  The Clerk confirmed the meeting was quorate (4 or more governors).	
<b>2021.62</b>	<b>Declaration of Interests:</b> None	
<b>2021.63</b>	<b>Confirmation of Minutes of 09.06.2021 Part I &amp; Part II:</b> The minutes were approved. <i>These will be signed by the chair at the next face to face meeting.</i>	Approved
<b>2021.64</b>	<b>Matters arising from minutes:</b> CB & IG to discuss KPIs. This item has been deferred. CB to contact IG to arrange a TEAMS meeting	Contact IG to arrange a TEAMS meeting
<b>2021.65</b>	<b>Confirm dates of meetings for the next academic year:</b> A copy of the 2021-22 term dates (including the proposed meeting dates) had been circulated to all governors prior to the meeting. Governors approved the proposed dates. Clerk to add these to the website. It was agreed that any data available would be sent to governors as early as possible in September before the paperwork is sent for the meeting.	Add 2021-22 meeting dates to school website



GENERAL GOVERNANCE Part 1		
2021.66	<p><b>Strategic Plan – to agree changes:</b> The updated plan had been circulated to all governors prior to the meeting. Governors <b>approved</b> the revised plan.</p> <p><b>Updated Vision and Aims:</b> The updated document had been circulated to all governors prior to the meeting. Governors <b>approved</b> the updated Visions and Aims and thanked LS for updating them.</p> <p><b>Equality Objectives review:</b> Governors agreed to update the first objective to ‘Monitoring attainment between Girls and Boys and narrowing any gaps’, to add ‘funding’ after Pupil Premium to the second objective and to remove the example from the third objective and add ‘Through the appreciation of ‘British Values,’ at the start of the objective.</p> <p>RP confirmed that vulnerable groups are checked regularly anyway.</p> <p><b>Accessibility Plan review:</b> It was agreed that this be deferred to the next meeting to allow all governors to review.</p>	Defer
2021.67	<p><b>SEF review: Quality of Education:</b> The SEF section and grade descriptors were circulated to all governors prior to the meeting. This is a long section within the SEF and it was agreed that governors be allowed more time to review it and to email any questions they may have to CB.</p> <p>There are three I’s ‘Intent, Implementation &amp; Impact’ and these are what OFSTED will be judging the school’s curriculum on. Included within the document is a description on the three I’s and what OFSTED will be looking for. OFSTED will not use internal data as evidence, but the school is able to invite the inspector to see the data for a more up to date progress point if they feel it is appropriate. OFSTED look at the IDSR (Inspection Data Summary Report).</p> <p>CB &amp; the Senior Leadership Team (SLT) have rated this as a 2 (good). They do not feel it should be a 1 (Outstanding) as they are constantly working on the curriculum.</p> <p>Governors questioned whether there were any benchmarks showing accolades for the school to review within the local learning community (LLC). CB advised that there are none in the LLC and it is difficult to look at other school’s data nationally in this regard.</p> <p>Governor thanked CB and all the staff with how they have coped with the COVID cases in the school over the past couple of weeks, it is appreciated.</p>	Governor to email CB should they have any questions
MONITORING		
2021.68	<p><b>Policies, Statements &amp; Provisions for review:</b> All policies have been circulated to all governor prior to the meeting.</p> <p><b>Finance Policy:</b> This policy is a DCC policy that must be ratified by the FGB annually. It has been updated by LD and reviewed and approved by IG &amp; CB prior to the meeting. Governors <b>ratified</b> the updated policy.</p> <p><b>Policies reviewed by Lead Governors/Headteacher (For information only):</b></p> <p><b>Behaviour Policy:</b> This policy was due in February but due to lockdown this was delayed. Staff have trialled a new system over the past term which, if approved, would have required amendments to the policy. Following the trial however, it was agreed that the system remain the same (ladder of consequences). The policy has been reviewed and updated following new guidance and approved by CB. Governors were pleased that a new system had been trialled before a decision was made and a new policy created, even though it was agreed that the procedures remain the same.</p> <p><b>Education of Children in Care Policy:</b> This policy has not changed since it was last reviewed. It has been reviewed and approved by LS.</p> <p>Governors questioned the frequency of the review of policies. The clerk advised that there are 12 policies where the frequency is defined. For the others, the</p>	<p>Advise LD that the Finance Policy has been approved</p> <p>All policies approved</p>

	<p>frequency of reviews can be decided by the board and can be up to four years. It was confirmed that the majority of policies are DCC or Babcock model policies and the clerk is advised of any updates so should a change take place; the policies are reviewed near that time. If they are not updated, then the frequency of four years should suffice. Governors agreed that this allowed the board to concentrate on strategic items rather than policy reviews during meetings.</p>	
STRATEGIC		
2021.69	<ul style="list-style-type: none"> <li>• <b>Admissions requests update:</b> IG was unable to attend the meeting. However, this information is included in the HT report below.</li> <li>• <b>HT report (including Health &amp; Wellbeing of pupils and staff &amp; review of Catch Up Premium):</b> A report was circulated to all governors prior to the meeting.  Admission requests: These have increased, there were 7 in May (2 approved in reception) and 7 in June (4 approved in reception) up to 22.06.2021. There are now 30 on roll to attend reception from September.  Attendance: This has been really good, 98.28% (up to 22.06.2021). RP advised governors that OFSTED no longer require annual attendance to be included within the pupils annual reports again this year (same as 2019/2020).  CPD (Continued Professional Development): Early Years training has been happening in readiness for the new curriculum in reception starting in September. There will no longer be an 'exceeding' reporting level (above average).  Catch-Up Funding: A separate report had been circulated prior to the meeting showing governors how the funding is being spent. This will be updated at the end of the year. Governors thanked CB for this report. They are aware that OFSTED will check this area and be asking about impacts of the funding. RP confirmed that the data will be looked into at the end of the term but can confirm that there are many children where the funding has made a positive impact on their learning. Governors reminded CB &amp; RP that the report will need to be placed on the website.</li> </ul> <p>Governors thanked CB for the report. They were impressed with the lack of staffing absences – thanks to the staff – and the attendance of the pupils. It shows that the pupils want to learn.</p> <ul style="list-style-type: none"> <li>• <b>SDP review:</b> The School Development Plan (SDP) had been circulated to all governors prior to the meeting. CB &amp; RP updated this plan recently including where items could not be completed due to COVID. Although some areas have been managed, the plan has not had the impact they would have liked it to have had due to lockdowns and periods of remote learning. Visitors have had to be cancelled (Vocabulary Project &amp; Health Review) just last week due to cases of COVID within the school. RP confirmed that although the first cases in the school have only just happened, over the past two years the impact of the pandemic has been phenomenal. Operational items (due to COVID) have been using up the time where strategic matters should have been carried out. Internal data is available and will be shown to inspectors because external data is not available. Governors confirmed that they will be supporting the SLT on these matters should it be questioned by OFSTED. During the recent OFSTED training, governors were advised that OFSTED are inspecting schools as if COVID never happened! RP advised that tests were set within the second week of pupils returning to the school and</li> </ul>	

	<p>the results put on SIMS and reviewed so although the SDP is not where they would like it to be, the school has been very proactive in getting the pupils back to the school routine.</p> <ul style="list-style-type: none"> <li>• <b>SMILE AGM Update:</b> The minutes of the SMILE AGM had been circulated to all governors prior to the meeting. Governors did question how much joint working was done within the Trust. CB explained that prior to the pandemic, more joint working and CPD had been planned. CB will discuss this restarting with the Head of Ottery St Mary in September. CB confirmed that the school field is owned by the Trust and should the Trust be disbanded; the field would revert back to DCC's ownership. (LS joined 18:30, JS joined 18:31)</li> </ul>	
2021.70	<p><b>Safeguarding and Child Protection:</b></p> <ul style="list-style-type: none"> <li>• <b>Safeguarding:</b> LS advised governors that she was unable to attend the school due to the COVID cases. She is now visiting the school on 20.07.2021.</li> </ul>	
2021.71	<p><b>GDPR</b></p> <ul style="list-style-type: none"> <li>• <b>Update:</b> No concerns, breaches or FOI requests. The compliance report is due by the end of term from the DPO (Data Protection Officer).</li> </ul>	
2021.72	<p><b>Financial Monitoring</b></p> <ul style="list-style-type: none"> <li>• <b>Budget update:</b> IG was unable to attend the meeting. Prior to the meeting he advised the chair that there are no issues, and the Finance Audit had an excellent result. Thanks to LD and the clerk for the work this involved. All the paperwork had to be provided remotely this time which created many additional hours work.</li> </ul>	
2021.73	<ul style="list-style-type: none"> <li>• <b>Lead Governor/Classroom visit Reports: Any questions?</b> Details of all of the visits that have taken place over the past academic year were circulated to all governors prior to the meeting. It was appreciated that not as many visits were possible. LS confirms that safeguarding visits have taken place. Clerk has updated the report. Governors were concerned that some of the subjects have not had visits. CB explained that these have been difficult due to lack of governors. Clerk to combine H&amp;S and Premises as one item for next year. Once staffing and governor roles and responsibilities have been agreed in September, the list will be updated and distributed to both staff and governors.</li> </ul>	
<b>GENERAL GOVERNANCE Part II</b>		

2021.74	<p><b>Governor Training:</b>  <b>GH &amp; LS – OFSTED:</b> Inspectors are going in to schools as though COVID has not happened.  The training was one-hour long. It was very worthwhile and is recommended to all governors. It confirmed that governors do not necessarily need to know facts, they at least need to know where to look for the information.  Reading is a big area on visits, which is encouraging for the school.  GH advised that Babcock offer specific training for schools. LS confirmed that it has been done previously, but feels it would be beneficial to have again.  Governors agreed that this could be possible as a stand-alone session for the governors in early September. Clerk to speak to Babcock to find out availability and what the training contains.  Governors also discussed having a section within the newsletter written by a governor in non-minute language. This will be considered to start in September.  GH asked CB about the ‘Wellbeing Charter’ which is being introduced shortly. He will find out more information and forward to all governors.  LS confirmed that showing where the school has an impact is important. Other important areas were safeguarding (particularly online safety), SEND and equalities.  Governors need to know the school and where information can be found.  GH will forward the slides to all governors.  It was also advised that more schools are being graded ‘good’ now and being graded ‘good’ now is considered excellent, the goal posts have moved.</p>	Clerk to find out about school specific OFSTED training from Babcock
2021.75	<p><b>Matters brought forward at the Chair’s discretion:</b> It was confirmed that there were two parents nominated for parent governor. The closing date for the ballot papers is midday Friday (12.07.2021).</p>	
2021.76	<p><b>Impact of meeting:</b> The governors had a productive meeting including:  The adoption of the behaviour policy.  Agreeing the changes in the strategic plan, visions and aims and equality statement objectives.  Learnt what the three I’s are.  The HT report was positive especially the lack of staff illness and high attendance levels.  Good to know where the Catch-Up Premium funds were being spent.</p>	

Meeting closed: 8:15

ITEM	ACTION	WHO	DUE BY
2021.64	Contact IG to arrange a TEAMS meeting re.KPIs	CB	23.07.2021
2021.65	Add 2021-22 meeting dates to school website	BD	01.09.2021
2021.66	Add Accessibility Plan to the next agenda	BD	15.09.2021
2021.67	Email CB if there are any questions on the SEF	ALL	23.07.2021
2021.68	Advise LD that the Finance Policy has been approved	BD	09.07.2021
2021.74	Contact Babcock about school specific OFSTED training	BD	23.07.2021

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_