



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



## Minutes – Full Governing Board

### 29<sup>th</sup> September 2021 – blended meeting, both in person at the school and 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
JD	James Downey	Parent	N		
SM	Steve Meredith	Parent	Y	Nothing to declare	07.09.2025
		LA			
LJ	Lee Jordan	Foundation	Y	Nothing to declare	26.09.2022
		Foundation			
JS	Jeremy Stone	Co-opted	N		18.07.2022
LS	Lucy Samson	Co-opted	Y	Nothing to declare	07.01.2024
GH	Graham Harry	Co-opted	Y	Nothing to declare	02.02.2025
IG	Ian Guy	Co-opted	N		
<b>Others</b>					
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM	ACTION
<b>PROCEDURAL</b>	
<b>2021.77</b>	<b>Apologies &amp; Welcome to new Parent Governor:</b> Governors welcomed the new parent governor, Steve Meredith, to the board. All members gave a brief introduction. Apologies were received from JD. No apologies were received from JS or IG. The Clerk confirmed the meeting was quorate (4 or more governors).
<b>2021.78</b>	<b>Election of Chair and Vice-Chair:</b> CB nominated GH for Chair, LS seconded. All in favour. GH is the Chair. GH nominated LJ for Vice-Chair, CB seconded. All in favour. LJ is the Vice-Chair. <b>Governor Meetings for 2021/22:</b> Governors agreed to allow for the FGB meetings to be open for this academic year. Should anyone wish to attend they must give prior notice of a least 7 days in writing. However, at the chairs discretion and as circumstances dictate, this can be reversed on a meeting to meeting basis if there are clear and lawful reasons.  GH chaired the meeting from this point.
<b>2021.79</b>	<b>Co-opted Governor &amp; Governor Vacancies:</b> Governors agreed to co-opt Ian Guy on to the board. Governors discussed the two vacancies (LA governor & Foundation governor). Governors to think about suitable candidates and clerk to update the



	Inspiring Governance website. LJ knows of someone who will get in touch with the clerk to forward their information to GH & CB. GH offered to apply for the LA governor position to allow for a co-opted position to be available instead.	
2021.80	<b>Declaration of Interests:</b> Those Governors present at the meeting reviewed and signed their Register of Interest forms.	
2021.81	<b>Review and agree and sign updated Code of Conduct:</b> The updated code had been issued to all governors prior to the meeting with the changes highlighted. Governors agreed and signed the code.	
2021.82	<b>Confirmation of Minutes of 07.07.2021 Part I &amp; Part II:</b> The minutes were approved and signed.	Approved
2021.83	<b>Matters arising from minutes:</b> <i>CB &amp; IG to discuss KPIs.</i>	
2021.84	<b>Agree Roles and Responsibilities for the academic year (inc. committee membership):</b> The roles and responsibilities were agreed and allocated. These will be reviewed again when the board is full. Governors questioned why there were no English & Maths leads. CB advised that it is currently within the Standard & Assessment lead governor role. It was agreed that this be changed and they be added as subject leads for KS1 & KS2 and to retain the Standards & Assessments lead.	
2021.85	<b>Agree Terms of References for lead roles and committees (inc Chair):</b> The terms of references were agreed. Clerk to update the website with the 2021/22 versions.	Clerk to update the website
2021.86	<b>Agree date for HT Performance Management review:</b> The date was agreed as 23 <sup>rd</sup> November 2021 @ 1:45pm.	
<b>GENERAL GOVERNANCE Part 1</b>		
2021.87	<b>Accessibility Plan review:</b> This is still in the process of being updated. Item deferred.	Add to next agenda
2021.88	<b>SEF (Self Evaluation Form) review: Early Years:</b> This is a lengthy document that was shared to all governors before the meeting. The school have graded the Early Years section as Grade 2 – good. The Babcock Early Years Advisor, Julie Paddick, came to the school in the Summer Term to complete an Early Years review. There are still areas to focus on and the school would not be confident grading this section as outstanding especially with the report from JP saying there are areas where improvements can be made. Emphasis was given on early reading and phonics. The outstanding expectations have been raised and they are now increasingly difficult to obtain. RP agrees with CB that it is a fair judgement. Early years is a massive area with a different curriculum to KS1 & KS2, with a lot of life skills included. Governors questioned the impact of Covid on Early Years. CB advised that teachers have noticed basic skills are behind compared to previous years (socialising and co-operating as well as personal and emotional). Governors asked if there was any additional help being offered. CB confirmed a greater focus on Personal, Social & Emotional development has been needed. It is hard to know how this will affect the whole year, it has been very disruptive. It has been a challenging for parents as well as the school during this time. Everyone wonders where the cohort will be in July. Governors asked how far should an assessment go? CB advised that OFSTED are judging what they see now so do go not too far back. OFSTED will have access to the latest data available (2019)	
<b>MONITORING</b>		
2021.89	<b>Policies, Statements &amp; Provisions for review:</b> All policies have been circulated to all governors prior to the meeting. <ul style="list-style-type: none"> <li>• <b>SEND Policy &amp; Offer</b></li> <li>• <b>Safeguarding (Model Babcock Policy adapted to WHPS)</b></li> <li>• <b>Redundancy (Model DCC Policy – no changes since 01.2016)</b></li> <li>• <b>Sports Premium Report (approved by IG)</b> This is on the website. Governors approved the above policies and reports.</li> </ul>	

	<p><b>Policies reviewed by Lead Governors/Headteacher (For information only):</b></p> <ul style="list-style-type: none"> <li>• <b>Admissions Policy:</b> This policy has not been supplied by DCC in time for the meeting (it was received on Friday). LS/CB will review now and advise governors at the next meeting.</li> </ul>	<p>All policies approved. BD to update website</p>
<b>STRATEGIC</b>		
<p><b>2021.90</b></p>	<ul style="list-style-type: none"> <li>• <b>Admissions requests update:</b> IG was unable to attend the meeting. The information will be provided at the next FGB.</li> <li>• <b>HT report (including Health &amp; Wellbeing of pupils and staff):</b> CB advised governors that school Covid regulations and restrictions that were in place in the previous term have now been lifted. A whole school assembly was held on the first day back, for the first time in 18 months. In the second week of school Covid cases started in the school which needed to be reported to DCC. Once 5 cases are reached, it is classed as an 'outbreak' and it reported to DFE/PHE. CB has also been in regular contact with the DCC Health &amp; Safety team who advised that the pupils in the class involved had PCR tests over the weekend of 25<sup>th</sup>/26<sup>th</sup> September due to increasing numbers. We were advised to isolate the whole class to prevent spread which has meant that they have had to eat in their class, had no mixing in the playground, no 'buddies' and no whole school assemblies for that class. This has had a huge impact on the class. There have been 17 cases to date following the results from the PCR tests. The class teachers have had to provide remote learning for those isolating so it has been a huge challenge teaching those attending school and teaching remotely concurrently. The school and parents are understandably anxious. CB has had an 'outbreak control' meeting with DCC, H&amp;S and Public Health England (PHE) who were happy with the measures that have been put in place. We were advised to continue with these measures. The school is not allowed to close the class. Staff are being affected as well as the pupils. Governors asked about non-Covid absence as there are some illnesses going around that have symptoms that are similar to Covid. CB advised that if anyone has any of the original three symptoms; a high temperature, a new persistent cough or a loss of taste or smell then that person is to be sent home and asked to take a PCR test. Governors believe this is so much added pressure to CB and the staff. CB had hoped that it would be back to normal in September but this actually feels worse. Governors asked how staff are coping on a practical level. CB confirmed it is very hard. There is no way of dealing with it other than having to double up their work and teaching and they want to be able to do them both well. It does not seem tenable. Morale is low and staff are struggling. It is only week four of the new term and once class has only had three days of a full class. Governors asked if CB was offered any practical advice and solutions during the multi-agency meeting. CB advised that there was not, but that they are happy with what is being done. No more support was offered. CB asked for some communication to be sent to parents which they did say they would prepare something but nothing has been received to date. CB has chased. (CB has been sending her own communications out). CB is feeling unsupported and having to fire fight. It is not the school rules, DfE is stating that CB is not allowed to shut the school. Governors asked what would happen if the parents chose to keep their child away from school, would there be any repercussions. CB advised that it is an unauthorised absence, unless they are symptomatic and awaiting results of a PCR test. Will not fine (this is for unauthorised holidays) but will be included in the statistics.</li> </ul> <p>We had a health review with Julie Stevens last week. Teachers knew that she would be making a visits but not when which makes them anxious. CB has just</p>	<p>GH to send an</p>

	<p>received the feedback so not had a chance to go through it yet. Teachers are all expecting OFSTED any day. Governors asked if they could do anything to support the school? GH is to send an email to all staff from all the governors thanking them for the efforts.</p> <p>Parents evenings are scheduled for this half term as well as appraisals. GH has met with CB to check her wellbeing and will continue to do this weekly now to support her.</p> <p>RP is finding it hard. Google classroom is a great platform but he has to provide 5 hours of remote learning and then has to mark this as well as doing his own class work. Children only do their work if they are well enough to do it. Last week should have been assessment week (using past SAT tests) but as there were several children away they decided to do it this week instead, but even more children are off. They have done the assessments but those who are not in school will have to catch up when they return. It is disheartening for the children. It is affecting the children who are in school as well as those who are at home. Curriculum delivery is being compromised. Work has been strong but it is being affected at the moment. In general, nationally, not just WHPS, Covid seems to be affecting children higher up in schools more than younger children.</p> <p>Governors wondered if CB &amp; RP get any extra help regarding wellbeing for pupils and staff. CB advised that they are signposted to links to websites but nothing personal. They have help from Devon SLS and also have their unions. Governors thanked CB &amp; RP and will send an email/letter to all staff from all the governors – they are doing a great job in these difficult times. RA100 has been circulated to all governors prior to the meeting.</p> <ul style="list-style-type: none"> <li>● <b>OFSTED – brief update following training session:</b> GH, CB &amp; SM have recently attended a virtual training session provided by Babcock about the recent updates regarding OFSTED visits and their expectations. OFSTED are stating that they are visiting schools as if Covid has not happened. They felt it was a good reminder and would recommend governors to attend. CB has sent the slides and recording to all governors. Julie Stevens has offered to speak to board about governors’ role in the OFSTED visit and what questions may be asked and how to answer them. Governors thought this would be a good idea and wished to invite her to speak to the board. (No FGB meeting in October). CB to ask JS availability (evening preferable). When JS completed the health review, she spoke with GH &amp; LS and asked some OFSTED questions. LS found this helpful. The biggest area seems to be curriculum and asked if the FGB has someone to talk about this and who would be available to help others. We need to be prepared to answer coherently about the changes in the FGB and Chair (which has simply been personal circumstances). CB reminded everyone that Governors are volunteers. Questions were asked at the end of the training sessions. ‘How do Governors know CB is telling the truth?’ Governors are happy that CB is by talking to subject leads. There is also data confirming this and CB follows the Nolan principles. If there are any concerns, WHPS has a Whistleblowing policy. The board has a staff Governor who is also in attendance at the meetings.</li> <li>● <b>Subject Leader Reports:</b> Reports had been provided to all governors prior to the meeting. Governors were asked to contact their subject leads should they have any questions. Governors found the reports interesting and thanked the staff for completing them.</li> <li>● <b>End of Year Data (2020/21):</b> The data had been provided to all governors prior to the meeting which included a commentary. RP advised this was produced at the end of July. These are all internal assessments. RP tried to include context for some of the data. Governors asked what the numbers 1,2,3,4 mean against Reading Writing Maths. RP explained they meant what level at which they were</li> </ul>	<p>email to all staff from all governors.</p>
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	<p>working at. 4 – greater depth, 3 - expected or better, 2 – working towards the standard and 1 – don't access curriculum in the normal manner. It is the way in which the data is recorded on SIMS.</p> <p>Governors asked if there was anything that stands out. RP will provide this data to OFSTED although they will mainly look at the last dashboard available which was for the year ending July 2019. RP would like writing to be higher 'at greater depth'. Pupils are producing this in their grammar but not in their books. RP is teaching year 6. Two years don't look quite as strong; Year 5 and Year 2. RP was really pleased to see the provision the class was receiving during JS's visit. Behaviour was good and children were engaged and keen to learn. However, phonics was flagged up for some pupils who were not secure in this so some pupils are being retested so interventions can be put in place and books can be selected that are appropriate. The school has invested quite heavily and had a real overhaul of their book stock. Children need to be getting the right books. RP is meeting with the volunteers who help with read; need to dig into phonics and get them to talk to pupils before even reading the books about what to expect. Reading will have an impact on writing and English. Need to remember that the current year 2 would have been in reception when Covid impacted and year 4 would have been year 2 (starting KS1) when Covid impacted. Some children really struggled with online learning and the school did everything they could to help, but many children simply need to be in school to learn. Classes have TA support. Some children want to be reading more advanced books but unfortunately they are lacking some basic skills so looking at KS2 support books to enable their reading. The majority are coping. RP is sure that they are making headway and testing will reveal a lot about where children are.</p>	
2021.91	<p><b>Safeguarding and Child Protection:</b></p> <ul style="list-style-type: none"> <li>• <b>Safeguarding Data Collection Sheet (Summer):</b> The data sheet had been provided to all governors prior to the meeting. No questions were raised. LS, as safeguarding lead, has already gone through the data with CB prior to it being passed to governors.</li> <li>• <b>Safeguarding Update – Learning Walk:</b> LS has visited the school as Safeguarding Lead and had provided all governors a report. She does cover some Health &amp; Safety aspects as well.</li> <li>• <b>Level 2 Training reminder:</b> LJ, LS and GH confirmed they have completed the training.</li> <li>• <b>KCSiE reminder:</b> GH and LS confirmed that they have read the whole document.</li> </ul>	
2021.92	<p><b>GDPR</b></p> <ul style="list-style-type: none"> <li>• <b>Update inc. Report:</b> A report (from July) had been circulated to all governors prior to the meeting. There were nine recommendations to be completed by the end of the Autumn term which CB has already started.</li> </ul>	
2021.93	<p><b>Financial Monitoring</b></p> <ul style="list-style-type: none"> <li>• <b>Budget update:</b> A budget monitor and capital spend budget monitor had been provided to all governors prior to the meeting. Governors would like to see suggestions for the spending of the surplus available for all governors to see. This needs to be monitored, but it is not highlighted. £30k has been spent and governors can see that the amount has been spent but it is not shown separately. Governors would like a separate document showing the spending of the surplus. Ask IG if this is possible. Additional TAs for September have been recruited and another will be advertised for shortly. Governors asked if any of the surplus could be used to help support the staff, especially CB &amp; RP. Governors felt this should be explored.</li> </ul>	Ask IG to see if able to show surplus spending in a separate document

GENERAL GOVERNANCE Part II		
2021.94	<ul style="list-style-type: none"> <li><b>Lead Governor/Classroom visit Reports: Any questions?</b> Safeguarding – LS. This was included within 2021.91 above. Governors were reminded to contact their lead to arrange a meeting and once they have been arranged, to forward the details to the clerk. It has been recommended that these meetings should be face to face. All governors should always ask a safeguarding question. LS will prepare some sample questions – perhaps one per term. LS is meeting CB next week.</li> </ul>	Clerk to update lead governor/subject lead details and forward to all governors. LS to prepare some sample safeguarding questions
2021.95	<p><b>Governor Training:</b> <b>GH, CB &amp; SM – OFSTED:</b> This was discussed in 2021.90 above. <b>Clerk – Clerks’ Briefing:</b> The Clerk advised governors that she had attended a virtual Clerks’ Briefing which was very worthwhile. Items discussed during the training were discussed during the agenda setting meeting with CH &amp; GH.</p>	
2021.96	<b>Matters brought forward at the Chair’s discretion:</b> Health & Wellbeing Charter. GH will start to look into what it means about signing up to this charter.	GH to look into charter
2021.97	<p><b>Impact of meeting:</b> The governors had a productive meeting including: Elected a Chair &amp; Vice-Chair for the forthcoming school year Welcomed the new parent governor Allocated roles &amp; responsibilities Positive steps are being made for recruiting new governors Governors adopted the new Code of Conduct and reviewed their Declaration of Interests HT report – Governors are aware of what is happening to the school and the magnitude of the challenges they are facing Update from RP re end of year data Clear picture of the EYFS SEF section/Ofsted criteria Acknowledged the Subject Lead reports which provided a good picture of where the curriculum is Assurance of the current safeguarding picture</p>	

Meeting closed: 9:30

ITEM	ACTION	WHO	DUE BY
2021.85	Clerk to update the website	BD	06/10/21
2021.87	Add accessibility plan to next agenda	BD	03/11/21
2021.89	Update website with revised policies	BD	06/10/21
2021.90	GH to send an email to all staff from all governors.	GH	22/10/21
2021.93	Ask IG to see if able to show surplus spending in a separate document	BD	10/10/21
2021.94	Clerk to update lead governor/subject lead details and forward to all governors.	BD	06/10/21
	LS to prepare some sample safeguarding questions	LS	03/11/21
2021.96	GH to look into charter	GH	03/11/21

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

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