



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 10th November 2021 – via TEAMS

Attending				Declaration of pecuniary interest	Office Terminates
CB	Cheryl Boulton	Headteacher	Y	Nothing to declare	
RP	Rob Pantling (arrived 6:55)	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	N		
		Foundation			
		Co-opted			
LS	Lucy Samson	Co-opted	Y	Nothing to declare	07.01.2024
GH	Graham Harry (arrived 6:33)	Co-opted	Y	Nothing to declare	02.02.2025
IG	Ian Guy (arrived 7:30)	Co-opted	Y	Nothing to declare	28.09.2025
Others					
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM		ACTION
PROCEDURAL		
2021.98	Apologies: Apologies were received from LJ (family) Approved. IG advised that he would arrive late. No apology from JD. The Clerk advised governors that Jeremy Stone had resigned from the board due to work commitments. The Clerk confirmed the meeting was quorate (3 or more governors).	
2021.99	Declaration of Interests: None	
2021.100	Confirmation of Minutes of 29.09.2021: The minutes were approved and signed.	Approved
2021.101	Matters arising from minutes: 2021.94: LS to prepare some sample safeguarding questions: It was agreed that one question per term be asked and for visits this term the question will be 'How do you keep yourself safe online both at school and at home?'	
2021.102	Agree Roles and Responsibilities for the academic year (inc. committee membership): The roles and responsibilities were agreed and allocated. Tried to distribute the roles even though some of the vacancies do include some of the roles. These will be reviewed again when the board is full. Governors were satisfied that Standards and Assessment could be divided between Maths and English. It was agreed that the curriculum be included in all of the governors' key areas. Governors were reminded that there is a lot of information about the	



	curriculum on the website for them to look at. https://west-hill-primary.devon.sch.uk/curriculum/	
GENERAL GOVERNANCE section one		
2021.103	Accessibility Plan review: Plan has recently been updated. CB & CB (Bennett) have updated and LS has reviewed as Inclusion Lead Governor. The new version is more thorough and is better laid out including timescales. It is not mandatory, but it is a document that OFSTED will ask about. Looks at short, medium and long term goals and has three strands. It is a working document so will be regularly updated. Latest version to be sent to all governors and any questions are to be sent to LS and CB.	Clerk to send latest version to all Governors
2021.104	SEF (Self Evaluation Form) review: Personal Development & Updated SEF – September 2021: Last section of the SEF for governors to discuss. This is a large section within the SEF. Outstanding grade includes words such as ‘Extensive’ ‘Goes Beyond’ ‘Exemplary’ ‘Exceptional’ and CB is not happy to grade the school as Outstanding where these words are used. The school have graded themselves as ‘Good’. This section is in addition to the academic side of the curriculum. Areas of development: Do not feel the school promotes ‘British Values’. It is quite difficult for children to be understanding ‘Democracy’, ‘The rule of Law’, ‘Individual Liberty’, ‘Mutual Respect’ and ‘Tolerance’. Large words for primary school children. Assemblies have been given for each of these but they should be promoted or mentioned more regularly. Needs to be developed further. Unsure whether children would be able to list the British Values if asked. Think they should be mentioned more within the assemblies and show where they are linked to standard lessons and curriculum sections. There is a section on the school website. Could add more in the SEF about what the school does for Mental Health including Art Therapy and Pastoral Support for some pupils. PASS Survey (Pupil Attitudes to Self and School Survey) was carried out when they returned after lockdown (Years 1-6). Governors felt more communication could be sent out to parents explaining the changes to OFSTED criteria, perhaps including a link to the OFSTED website showing the numbers of outstanding schools and how this is changing. CB to put something in the newsletter advising that this is a national change and does not just affect West Hill.	CB to add something in the newsletter to parents.
MONITORING		
2021.105	Policies, Statements & Provisions for review: All policies have been circulated to all governors prior to the meeting. <ul style="list-style-type: none"> Teachers’ Pay 2021 (model DCC Policy): Governors questioned who was considered to be ‘unqualified staff’. CB explained that it could be someone who comes in to teach them, usually a specific skill, who are not qualified (do not have QTS (Qualified Teaching Status)). There are none at WHPS. Approved. Managing Unreasonable Behaviour Policy (new model policy): This is a policy that both Babcock and Devon Heads recommend schools adopt. Approved. Clerk to add to website. Safeguarding Policy – October 2021 update: The update was approved via email and has been ratified during this meeting. The updated version is already on the website. Policies reviewed by Lead Governors/Headteacher (For information only): <ul style="list-style-type: none"> 2023-24 Admissions Policy: LS/CB have reviewed this policy. It is now on the website and the consultation period has begun. However, the information is 	All policies approved. BD to update website

	<p>incorrect (shows as Winkleigh not West Hill). CB to contact DCC admissions to correct this. Approved subject to the above correction.</p> <ul style="list-style-type: none"> • Outdoor Education, Visits and Off-Site Activities Policy: One change: the date had been updated from 2020 instead of 2018. No other changes. Approved. 	
STRATEGIC		
<p>2021.106</p>	<ul style="list-style-type: none"> • Admissions requests update: Nothing to report. All classes full apart from reception which has two spaces. • HT report (including Health & Wellbeing of pupils and staff): Half term was a welcome break for staff and pupils alike. Having 20 Covid cases in one class in the first half term was challenging and made teachers and parents very anxious. Teachers were having to teach within their class as well as preparing and marking Google Classroom lessons. Everyone has returned fresh and eager to learn. A small number of Covid cases are at the school but certainly not the numbers that were around in the first half term. It has been more teachers affected this half term. CB & RP have been stepping in doing various roles as well as their own eg lunchtime and covering teacher absence. All staff back in this week. <p>Recruitment is currently challenging. Three adverts are currently out, two for 1:1 support (these are second round of adverts for 1:1) and a full time TA. The children need the support and the funds are there so it is frustrating that we can't appoint. Caretaker has also left and Devon Norse are providing relief support but this is proving unreliable. LD is having to carry out checks and doing other caretaker duties which is taking time out from her duties. There is also temporary Devon Norse kitchen staff and a new school cook. CB has spoken with Babcock regarding the children requiring the SEN support that is required. Governors asked what Babcock suggested. CB advised that they appreciated that the help was required and their only suggestion was for CB to contact an agency for supply staff but this is very costly. Babcock advised CB to try this and then contact them should this become an option.</p> <p>LS mentioned in her SEND visit report about the need to recruit an additional 1:1 TA as the number of children with EHCP is increasing. Them not having the additional support has a detrimental effect on the other pupils. Governors wondered if money could be found to fund an additional TA. Could the school use some of the surplus funding? Governors also questioned if it is the 1:1 that is putting people off, or is it TAs in general? CB advised that everyone is struggling with 1:1 recruitment because they are not permanent positions and are only relevant for the time the pupil is at the school. Every contract is temporary (fixed term). General TAs are permanent contracts so if the school did employ another general TA, then the contract would have a long term effect on the budget. Governors supported the proposal for a TA. IG explained that there is a large surplus. Need to use the funding to help the children who are there now. CB suggests that she waits to see how many people apply for the permanent post. The closing date for this is the 26th November 2021. It looks better as a board that they have tried to find someone permanent rather than keep trying, unsuccessfully, to find someone part time. IG to ask LD that she show governors how it would affect the 5-year plan. Governors agreed that should there be a strong field of applicants from the most recent adverts, then two could be appointed rather than one. RP agreed that any additional funding that could be released to help the pupils would be amazing. There will always be a bottom 20% and interventions will always be required.</p> <p>Looking to replace an existing 1:1 full time (advert out), replace the Full Time TA who has just resigned and looking for an additional Full Time TA who would be employed as a 1:1 in the mornings and a general TA in the afternoons.</p>	<p>IG to discuss with LD to show governors how it affected the 5-year plan.</p> <p>If there is a strong field of applicants in the latest applications, governors approved the hiring of two TA's rather than one.</p>

2021.107	<p>Safeguarding and Child Protection:</p> <ul style="list-style-type: none"> • Safeguarding Update: CB advised that there have been recent two issues in school (not safeguarding) where something has happened at school but pupils have not said anything at the school. They have eventually told their parents but this causes a delay in the information coming back to the school. This makes it hard to investigate and deal with. CB has had a discussion with the teachers during their weekly safeguarding briefing in staff meeting reminding them to ask their pupils 'Do they feel safe in school and if not, why not?' and 'If they do, what makes them feel safe?' Also to ask children who their trusted adult would be. (Majority said parents rather than anyone at the school). All teachers have spoken with the children reminding them that they can speak to someone at the school too, especially if something has happened at school. Need to keep them safe in school and at home. 	
2021.108	<p>GDPR</p> <ul style="list-style-type: none"> • KPI's: CB & IG have met to discuss KPIs. Updated to show that Governors have to carry out GDPR training. • Update: No update. • Governor Training reminder: Governors were reminded to complete the GDPR training and let clerk know once they have completed. 	
2021.109	<p>Financial Monitoring</p> <ul style="list-style-type: none"> • Budget update: Mixture of capital spend and surplus. Quotes received as below. Governors asked IG about showing a separate sheet with how the surplus will be spent. IG is in the process of preparing this. • Health & Safety update: Boiler: Three quotes have been received. Two from DCC approved companies and one local company (who has done work for Ottery School) ranging from £8.8K to just over £5K. Have all quoted for same boiler and fittings. Governors agreed to go with either of the bottom two quotes, whoever can do it quickest. Velux Windows: Three quotes have been received. Two from DCC approved and one from a local company ranging from £7,2K to £3.3K. The work is scheduled for February half term. Governors approved the Kilbride quote (They have done work for the school before). It was suggested that LD go back to them to see if anything could be done with the quote as the school have received a lower quote from another company. Leak in roof. Do not have three quotes as yet, but LD is hoping they will be below the £5K cap. 	
GENERAL GOVERNANCE section two		
2021.110	<ul style="list-style-type: none"> • Lead Governor/Classroom visit Reports: Any questions? Send: See HT report 2021.106 above. Finance: No questions were raised. <p>Governors thanked the lead governors for their reports.</p>	
2021.111	<p>Governor Training: OFSTED: Governors were reminded that OFSTED training with Julie Stevens had been booked. (30.11.2021 @ 18:30) This will hopefully be in person.</p>	

2021.112	<p>Matters brought forward at the Chair's discretion:</p> <p>School Field for Queens Platinum Jubilee: PTFA have requested the school field be used during May half term on Saturday 04.05.2022 for school children and residents of WHPS. Concern was raised over there being no caretaker and therefore another member of staff being required to open up and lock up and also use of facilities e.g. electricity (NB: PTFA confirmed they would use the village hall toilets). Want to run a Derby with horses etc. on the field with different catering vans for food (who may want electricity etc.). Governors raised concern over insurance, the opening up and locking up and the clearing up of the field afterwards (including possible horse manure). Governors require clarification on a number of points and more information before a decision will be made. CB to ask PTFA to put the request in writing to explain how they foresee the day unfolding.</p>	CB to ask PTFA for more information.
2021.113	<p>Impact of meeting: The governors had a productive meeting including:</p> <p>Agreed repair quotes and allocated the budget.</p> <p>Discussed recruitment difficulties and planned a way forward.</p> <p>Adopted new Managing Unreasonable Behaviour Policy.</p> <p>Reviewed the final SEF section.</p> <p>Governors are relieved and pleased that the Covid cases within the school have reduced.</p>	Updated SEF to be sent to all governors.

Meeting closed: 8:48

ITEM	ACTION	WHO	DUE BY
2021.103	Send latest version of Accessibility Plan to all Governors	BD	ASAP
2021.104	Add something in the newsletter to parents about changes to OFSTED expectations	CB	ASAP
2021.105	Add policies to website	BD	ASAP
2021.106	Discuss with LD costs for possible additional TA to show governors how it affected the 5-year plan	IG	ASAP
2021.112	Ask PTFA for more information re Queens Platinum Jubilee event	CB	ASAP
2021.113	Updated SEF to be sent to all governors	BD	ASAP

Signed: _____ (Chair)

Date: _____