



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 8th December 2021 – via TEAMS and in person

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
RJ	Rachael Jewell	Parent	Y	Nothing to declare	02.12.2025
SM	Steve Meredith	Parent	Y	Nothing to declare	07.09.2025
		LA			
LJ	Lee Jordan	Foundation	Y	Nothing to declare	26.09.2022
		Foundation			
		Co-opted			
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	Y	Nothing to declare	28.09.2025
Others					
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM		ACTION
PROCEDURAL		
2021.113	Apologies: None. All governors present. The Clerk advised governors that James Downey (Parent Governor) had resigned from the board due to work and family commitments so since the last meeting, notice had been sent to all parents advising them that there was a vacancy and requesting nominations be handed in by midday on 3 rd December. One nomination was received before the closing date so Rachael Jewell was elected unopposed as the new parent governor. Governors welcomed Rachael to the board and everyone introduced themselves. The Clerk confirmed the meeting was quorate (3 or more governors).	
2021.114	Declaration of Interests: None	
2021.115	Confirmation of Minutes of 10.11.2021: Following the correction to show James Downey was not in attendance, the minutes were approved and will be signed by the chair when he is next at the school.	Approved
2021.116	Matters arising from minutes: None. All actions complete.	
2021.117	Governor recruitment update – consider LA governor application: The clerk advised that LJ's colleague (Lisa Heard) who had shown an interest in becoming a governor has met with CB & GH and has completed the application to be the LA governor for the school. The LA have approved her application. Governors approved her appointment. The clerk will advise LH of this. GH & CB are also	Clerk to advise LH of appointment



	meeting another person next week who has indicated their interest via the Inspiring Governance website.	
GENERAL GOVERNANCE section one		
2021.118	<p>IDSR (Inspection Data Summary Report): The report had been circulated to all governors prior to the meeting. No new data since 2019 as there was no national data in Summer 2020 or 2021 (due to Covid-19) but it is the last set that has been released and which OFSTED will scrutinise (Absence, school & local context and year group context have been updated). It is an important document for governors to be familiar with.</p> <p>Attainment (2019 data) (Expected standard 100+, Higher than expected standard 110+):</p> <p>Reading. KS2. 94% attained the expected standard, 61% attained higher than expected. This was significantly above national average which placed the school in the highest 20% of all schools. This has been the case in both expected and higher levels in 2017, 2018 & 2019.</p> <p>Early years. 96% attained the expected standard. This was significantly above the national average which placed the school in the highest 20% of all schools in 2019.</p> <p>Writing. KS2. 100% attained the expected average. This was significantly above the expected standard which placed the school in the highest 20% of all schools in 2017, 2018 & 2019.</p> <p>Maths. KS2. 48% attained higher than expected. This was significantly above national average which placed the school in the highest 20% of all schools in 2017, 2018 & 2019. 6 pupils got an average score of 99. The three-year average score (108) was in the highest 20% of all schools in 2019. This is really strong data for attainment in reading, writing and maths.</p> <p>English grammar, punctuation and spelling test (SPAG). KS2. 97% attained the expected standard. This was significantly above national and in the highest 20% of all schools in 2018 & 2019. 71% attained higher than expected. This was significantly above national and in the highest 20% of all schools in 2017, 2018 & 2019.</p> <p>Science. 100% attained the expected standard. This was significantly above national and in the highest 20% of all schools in 2019.</p> <p>Absence (2020 data): Overall absence was in the lowest 20% of all schools (1.5%) and persistent absence was in the lowest 20% of all schools (1.0%) in Autumn 2020. It was in the lowest 20% of schools with a similar level of deprivation. Overall absence was in the lowest 20% of all schools (2.3%) and persistent absence was in the lowest 20% of all schools (1.1%) in 2016/17, 2017/18 and 2018/18.</p> <p>Exclusions (2019 data). There were no fixed term exclusions in 2019/20 and no permanent exclusions in 2019/20. The national average for 2019/20 was close to zero.</p> <p>School and local context (2020 data). Compared to national data, the school has a low percentage of pupils with free school meals (FSM), Special Educational Needs & Disabilities (SEND), Educational Health & Care Plan (EHCP) & English as an Additional Language (EAL). Stability, which is a measure of the percentage of students who were admitted to the school at the standard time of admission, is average. CB advised that since the change of the OFSTED framework, all of the schools in Devon that have been inspected have been downgraded from Outstanding. We need to explain to parents that it does not mean that the school has changed, but it is the framework from which the inspections are carried out that has changed.</p> <p>Progress (2019 data): Where the children have gone from Y2 – Y6. Have they improved (converted) during this time?</p> <p>KS2. Reading is fairly strong. Writing progress. Pupils are scoring higher in Y2 than they are in Y6 so they are not converting. OFSTED will query why this has not</p>	

	<p>improved however, RP has data to show that by following the SDP (School Development Plan) there has been an impact and this is improving. OFSTED will probably also look at Maths progress data as we had 6 pupils that did not meet expected standards in Y6. Only 40% of the prior middle attainers converted and 70% of the higher attainers converted. OFSTED say that a school needs to know about their strengths and weaknesses and CB & RP are confident that they are able to show what the school is doing about any areas of weakness, what is needed to help pupils and how this support can be implemented.</p> <p>KS1 shows a slight decline in reading attainment but CB is aware of the reasons for this. CB explained to governors that a drop 3-4% can easily mean a drop down to the next quintile.</p> <p>Governors understand that the data is old and questioned if OFSTED would look more at internal data as this will be more up to date. CB advised that they are not looking at any internal data but if schools need to justify something they are able to show the internal data as evidence. We have data for Maths that is stronger and are able to show this. This is their starting point and internal data can be used to show improvements.</p> <p>Governors asked RP if he is able to see progression in attainment in what was Y1-Y3 that are now Y4-Y6. RP advised that the current Y3 is a very strong cohort. Even those that find some subjects hard still work very hard independently. They have carried out some internal phonics screening with the current Y2 pupils at the end of Y1. Some of them did not pass this. Since then, some have had interventions and have turned their data around and are now looking likely to pass before the end of term and this would show a large improvement. RP felt it was too early to comment on current Y1 pupils as the assessments have been just been carried out very recently. The data is to be updated onto SIMS by the end of the week. We have just completed a practice SATS paper with the current Y6 and results are already showing that 59% pupils are reading at a greater depth which is an incredible result and shows a lot of progress has been made by these pupils in this term.</p> <p>Governors noticed that some of these interventions have been made using additional funding (Catch-Up) and questioned if there was anything else that could be done financially that will enable it to be made even better. RP confirmed that the Catch-Up funding has been used for phonics help and also invested in reading schemes. We want children who do not pass Y1 phonics screening reading the right books. There is not really a straightforward answer as to anywhere else where the money could be spent other than recruiting TAs. Governors wondered if the person who has been employed to do the help with phonics could continue for longer. CB advised that once the assessment data has been reviewed the SLT will be able to make some decisions. CB advised that the school were fortunate to have the additional Catch-Up funding from the government and most pupils have nearly caught up but they will know more once the assessment results are on SIMS. The Catch-Up premium has mainly been spent but governors approved the spending of funds to cover additional work. It could be used for a small group in maths, for example. Current Y5 have a more obvious lower attaining end with a higher level of SEND pupils than other classes. CB advised that this was shown in the SEF (Self-Evaluation Form), where there was a decline in the GLD (good level of development) as 7 pupils did not meet a good level in this class when they were in Reception.</p>	<p>Governors approved funding to help pupils catch up. SLT to look at data and consider additional targeted intervention if required</p>
MONITORING		
2021.119	<p>Policies, Statements & Provisions for review: All policies have been circulated to all governors prior to the meeting.</p> <ul style="list-style-type: none"> • Pupil Premium Strategy Review 	

	<p>RP explained that there is a new, mandatory format and that is it a working document. Areas of spending have been highlighted for the forthcoming academic year. This document must be on the school website by the end of the calendar year (Statutory requirement). RP will add more impact data when he is able to so will eventually be able to remove the old format from the website. Will be part of OFSTED review.</p> <p>Governors questioned where the supporting documents mentioned were. RP explained that the top one is on website, the internal assessment data for last academic year and the case studies have been issued to governors previously. The case studies are also working documents. The last document not been seen by governors (internal log of actions) but RP can present the data to an OFSTED inspector if required. Governors Approved the report. The Clerk will add this to the Pupil Premium page of the school website.</p> <p>Policies, Statements & Provisions reviewed by Lead Governors/Headteacher (For information only):</p> <ul style="list-style-type: none"> • Lettings Policy – DCC model policy. This policy has been deferred to the next FGB to allow time for a full discussion due to updates and charges. • Staff Leave & Absence Policy – DCC model policy. CB pointed out that if a member of staff has any leave connected to a non-serious/critical illness of their children it will be unpaid. The school have always allowed two days ‘emergency leave’ and any days thereafter are unpaid. Staff will be allowed to have one day off (unpaid) but will then need to make alternative arrangements as they are expected to return to school. The school will be making this policy effective from 01 January 2022. <p>Governors wondered whether Covid was serious. CB has received further information from HR about this and, where possible, they should work from home rather than have leave.</p> <p>This is the DCC policy, not just WHPS. Time-off is not covered by the insurance for the school unless it is for a longer period (possibly six weeks onwards). Governors questioned whether they are obliged to adopt the policy or can the school deviate. It was believed that it is not possible to deviate without permission from DCC.</p> <p>Governors wondered what would be considered ‘serious’. It was agreed that it meant long term illness, hospitalisation etc. (Hospital appointments are paid as cannot specify times but general check-ups must be done out of school hours). RP believed that how the members of staff are informed will be key. Need to be able to explain. Governors considered whether an additional document could be created explaining examples but it was agreed to leave it to the Headteacher’s discretion in a case by case basis and if there are any grey areas, then CB will contact DCC HR for advice.</p> <ul style="list-style-type: none"> • Covid-19 Outbreak Management Plan. Policy Approved. • Positive Handling Policy. Policy Approved. 	<p>Approved</p> <p>Clerk to upload report to school website</p> <p>Lettings Policy deferred. All others approved.</p>
STRATEGIC		
2021.120	<ul style="list-style-type: none"> • Admissions requests update: 9 requests have been received in November. All for classes which are full so they have all been refused. (There were 7 requests in September and 2 in October). The only year with vacancies is Y1 (currently 2 vacancies). • HT report (including Health & Wellbeing of pupils and staff): A report had been circulated to all governors prior to the meeting. CB advised that since writing the report there are two additional updates. 	

1) She is attending an Admissions appeal next week. Governors questioned if there is a possibility that it can be approved if the class is already full. CB is attending the appeal to explain how it cannot be approved.

2) CB also advised that the SEND team (DCC) want another child with an EHCP to join the school in a KS2 class. She advised governors that the school can be forced to allow the child in to the class even though it is already full as they have an EHCP. This will be detrimental to the class as there are not enough TAs. Governors have huge concerns about this. It is great that parents want their children to attend the school but as IG said, apart from two vacancies in Y1, the whole school is full. There has been another TA resignation and they will be leaving next week. Interviews are being held next week and CB is hoping to appoint two new TAs as there are four candidates. Recruitment is a huge issue nationally. There should be five class TAs but there will only be three from next week (for seven classes). Also struggling to find TAs for EHCP pupils which impacts the class and teacher.

RP advised that there would be a Health & Safety risk as the classroom is less than 50 sq ft and the recommendation for a class of 29 pupils is 60 sq ft. Should an additional child attend the school it would mean another table being put in the room and this is a genuine concern. CB confirmed that it is not the admissions team (DCC) but the SEND team (DCC) who are involved.

Governors questioned if it would be possible to have a student teacher at the school. CB advised that she has had them in the past but did not have during Covid. A request has been received by the school which CB is currently asking additional questions about so there could be one in the pipeline.

No further questions were asked following the written report.

- **Update from P&P committee:** The chair of the P&P committee (IG) advised that all there were three recommendations for pay awards all of which were approved. Governors challenged CB during the meeting about the recommendations made and she was impressed with the level of challenge.
- **PTFA hire of school field for Queen's Platinum Jubilee:** Concerns have been raised. It is not being held whilst the school is open and will require the locking/unlocking of the field gate etc. The building may also need to be opened should electricity be required. Questions were also raised concerning who would carry out the clear-up. The school does not have a permanent caretaker at the moment but even when one was present, they would probably not want to be involved. The previous caretaker was not interested for the fete as the overtime did not cover their fuel. It was appreciated that the concerns were valid but some governors did not want to put the relationship between PTFA and school at risk if governors refuse the request – could a compromise be made? Should the lettings policy be approved at the next meeting, the PTFA would be charged for the hiring of the facilities as either a designated or private user so any out of hours caretaker costs would be recovered. Governors questioned if it was a fundraiser for the school. CB confirmed that the PTA had advised that some of the earnings will be going towards one of the Queens charities.

Some governors are not keen on the school being unlocked. Compensation was considered for the person who would be doing the locking/unlocking but it would not be possible as they could not be paid outside of their contract of employment. It is being proposed to be held on a Bank holiday weekend so CB could not commit a member of staff to do anything.

The school is a big part of the community – should governors be supporting the

	<p>PTFA? Need to find a compromise. The PTFA are buying a coin for every child for the Jubilee and relationship handling is important.</p> <p>Governors appreciate that the proposal is well intentioned. If it is to be seriously considered, governors need to be able to have answers to the questions that are being raised. Need to set a time frame. The PTFA will need to know by April/May. Needs to be a member of staff (or a governor) who is prepared to lock/unlock. Do not agree to school being open.</p> <p>Governors do not feel that they are in a position to go through details now and recommended holding a meeting with the PTFA. Need to overcome the main issue (lock/unlock) before anything can go any further. CB will respond to the PTFA advising that the board cannot make a decision now and ask that a couple of governors meet with the PTFA to discuss the governors concerns and possible solutions. GH, SM & CB to meet with the PTFA. Following this meeting, all governors will be emailed an update so a decision can be made which will then be ratified at the next meeting (February).</p>	GH, SM & CB to meet with the PTFA to discuss further
2021.121	<p>Safeguarding and Child Protection:</p> <ul style="list-style-type: none"> • Safeguarding Update: No update from LS. CB advises that the DCC safeguarding audit needs to be in by next Friday (end of term). CB has completed this in draft but the action plan needs to be completed. LS & CB will liaise to complete this. 	
2021.122	<p>GDPR</p> <ul style="list-style-type: none"> • Update: No update. There is an audit report due which will be available for the next meeting. • Governor Training reminder: Clerk confirmed that all governors have completed the training. 	
2021.123	<p>Financial Monitoring</p> <ul style="list-style-type: none"> • Budget update: A budget summary report was sent to all governors prior to the meeting. There are still issues with the roof. Still need to get three quotes. Windows will hopefully be repaired in February. Funds are available for both repairs/replacements. Roof tiles have possibly been broken by people standing on it. The small playground has been damaged but is being repaired next week. The water boiler has been replaced. A gate is being built (£500) to improve safeguarding at lunchtimes when pupils exit the Village Hall. We can justify the cost as we still have large reserves. <p>LD has had meeting with DCC and it seems to be a similar story around the County. Plans are afoot for some spending. Have £10k to spend to upgrade IT but there are differing opinions about what products to purchase (Chrome/Windows etc). GH will go in and discuss with AJ (IT lead teacher). Will be able to explain to OFSTED why the funds are there and can show that the school is trying to spend the excess for the pupils who are here now but need to take a step back and look at how some of the reserves can be spent. Have budgeted for an additional TA but need to have a body to fill the position. SEND teacher has lots of ideas of how some of the money can be spent and the board are sure that many of the teachers would have too. Need to pool their ideas (wish list) together, RAG rate them and prioritise what and how it can be done.</p> <p>IG will get together the figures to see what is actually spare (not using budget system) then ask subject leads if they have any ideas for spending.</p> <ul style="list-style-type: none"> • Health & Safety update: All updated within the budget section. 	<p>GH to meet with AJ to discuss IT upgrade</p> <p>IG to get a figure of what is actually 'spare'</p>
GENERAL GOVERNANCE section two		
2021.124	Lead Governor/Classroom visit Reports: Any questions? No reports	

2021.125	Governor Training: Follow up from Julie Stevens OFSTED Training: The PowerPoint that was used during the training has been forwarded to all governors. Governors discussed how a pack could be created so they have all the information that may be required should OFSTED inspect the school. SEF, SDP, IDSR, Vision and Aims etc. Main area that came from the training was how governors would be able to show what impact the board has made and how to give evidence such as 'Impact of meeting', 'challenges in minutes', 'data read' and speaking to children during visits which will then, in turn, be shown on visit reports as well as verbally.	Clerk & CB to meet to decide pack contents Add OFSTED to next agenda
2021.126	Matters brought forward at the Chair's discretion: Wellbeing Charter Update: No update.	
2021.127	Impact of meeting: The governors had a productive meeting including: <ul style="list-style-type: none"> • Welcomed a new governor and understood current vacancies • Have a clear understanding of IDSR. Understand attainment and progress • Approved policies including an in-depth discussion on the staff and leave absence policy • Discussed a way forward regarding the PTFA request for use of the school field • Update on staff recruitment within the Head Teacher report • Premises update including an approximate completion of the roof repairs • Ratified Pupil Premium strategy which will now go on the website • Assurance of the budget position and will welcome staff and SLT engagement in the future • Agreed to prepare a paperwork pack for OFSTED 	

Meeting closed: 20:43

ITEM	ACTION	WHO	DUE BY
2021.117	Advise LH of appointment	BD	17.12.2021
2021.118	Look at data and consider additional targeted intervention if required	SLT	ASAP
2021.119	Upload PP report to school website	BD	17.12.2021
2021.120	Meet with the PTFA to discuss further	CB,GH & SM	ASAP
2021.123	Meet with AJ to discuss IT upgrade	GH	ASAP
2021.123	Get a figure of what is actually 'spare'	IG	25.01.2022
2021.125	Meet to decide OFSTED pack contents	CB & BD	17.12.2021
2021.125	Add OFSTED to next agenda	BD	25.01.2022

Signed: _____ (Chair)

Date: _____