



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 2nd February 2022 – via TEAMS and in person

Attending				Declaration of pecuniary interest	Office Terminates
CB	Cheryl Boulton	Headteacher	Y	Nothing to declare	
RP	Rob Pantling (arrived 18:34)	Staff	Y	Nothing to declare	02.09.2023
RJ	Rachael Jewell	Parent	Y	Nothing to declare	02.12.2025
SM	Steve Meredith	Parent	N		
L	Lisa Heard	LA	Y	Nothing to declare	07.12.2025
LJ	Lee Jordan	Foundation	Y	Nothing to declare	26.09.2022
		Foundation			
		Co-opted			
LS	Lucy Samson (left 20:37)	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	
BM	Bob Maskell	Observer/potential governor			

ITEM		ACTION
PROCEDURAL		
2022.01	Apologies: SM – Work. Approved. GH welcomed the new governors and potential governor. The Clerk confirmed the meeting was quorate (3 or more governors).	
2022.02	Declaration of Interests: None	
2022.03	Confirmation of Minutes of 08.12.2021: The minutes were approved and signed.	Approved
2022.04	Matters arising from minutes: 2021.123 GH to meet with AJ to discuss IT upgrade. GH is still to meet with AJ – defer.	Add to Action Points
GENERAL GOVERNANCE section one		
2022.05	OFSTED update and feedback: OFSTED had visited the school on 12 th & 13 th January 2022. A confidential draft report has been received by CB and shared with the governors. None of the grades have been changed from those given during the feedback session which all governors attended. CB & RP have completed the consultation feedback including some points they wanted to be amended; slight wording amendments and sentence changes for clarification. This has been returned and they are now awaiting the final report. They do not know if the changes CB & RP have requested will be accepted but felt overall it was a very accurate and positive report.	



	<p>Governors believe it is a fantastic report and wanted it minuted that it was an amazing review and well done to CB & RP and all the staff for their hard work. It was in line with the SEF (Self-Evaluation Form). Inspectors do not tell you what could be done for any grades to be increased. Governors agreed that the grades both from the SEF and OFSTED were correct. CB asked our Babcock Local Advisor if there was any advice on the content of the letter to be given to parents and she has provided a draft template which can be used and tweaked to WHPS requirements. The result is still confidential until the final report is issued. Staff are asking CB but she is unable to advise them of the result, but can confirm that grades were not changed following the quality assurance check. CB & RP are only able to advise that they are happy with the result and staff know that KS2 phonics training was raised as this has already started.</p> <p>Governors reminded RP and CB to celebrate the good areas not hold on to any negative comments.</p> <p>CB thanked governors for their help and their attendance to the OFSTED meetings.</p> <p><i>The governors continued this agenda item in Part II</i></p>	
MONITORING		
2022.06	<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"> Admission 2023/24 Policy (DCC model) – policy determined following consultation (01.11.21 – 07.01.22). No changes following the consultation. The policy was approved. <p>Policies, Statements & Provisions reviewed by Lead Governors/Headteacher (For information only):</p> <ul style="list-style-type: none"> Lettings Policy (DCC model). Although the wording of the policy is from a model DCC policy it must be adapted to make it relevant to the individual school and if the school does intend to take lettings, charges should be set. SM was unable to attend the meeting and as the Premises Lead Governor it was felt that he should be at the meeting whist this was discussed. The item was deferred. 	Defer
STRATEGIC		
2022.07	<ul style="list-style-type: none"> Admissions requests update: There have been one request in January which was refused. Verbal HT report (including Health & Wellbeing of pupils and staff): The school has had a Covid outbreak since Thursday last week which has continued through to this week. Now have 35 pupils and 3 staff off. 3 classes are on Outbreak (5+ cases in a class). CB has liaised with DCC and Public Health England and had to put the school's outbreak control measures in place which include; playtimes in separate class bubbles (for any classes at outbreak level) and eating lunch in classrooms (for any classes at outbreak level). This has implications for the staff of which numbers are down. Masks are being worn by staff and visitors (following a negative LFT) in communal areas and staff meetings are being held via TEAMS. Wellbeing is tricky. It is tough having to cover absent staff and this is having an impact on staff wellbeing. Half term will be welcome. Staff are also frustrated that they do not know the OFSTED result. The intervention teacher is now doing one extra day per week teaching some small group sessions and some individual pupils. All Christmas data has been analysed and the next assessment point is at Easter to see what impact this is having. <p>Governors asked about the children who are off with Covid and whether they are being offered online lessons. CB confirmed that they were. 6 out of 7 classes have all got cases of Covid so the teachers are having to upload resources online at the end of the day for those who are at home and mark work online. Year 6 are doing Google Meet Live so they are having lessons at</p>	

	<p>the same time but the other years are a day behind. This is an added stress for the teachers. Pupils are able to come back quicker this time if they have the required negative LFTs on day 5/day 6. Some pupils are on their second dose of Covid. Primary School pupils are more vulnerable as there is no protection for them; they are not required to wear masks and have not been vaccinated. Positive results have been obtained from the year 1 mock Phonics Screening tests and far fewer pupils will need intervention than last year. Governors appreciate the work that everyone does and how they all rise to the occasion when needed.</p> <ul style="list-style-type: none"> PTFA hire of school field for Queen’s Platinum Jubilee – update followed by final decision on proposal: A meeting between the PTFA Chairs and CB, GH & SM has been held to discuss the concerns that governors had regarding the proposed Jubilee Celebrations; opening and locking up, insurance etc. All areas were covered during this meeting and the PTFA were open to alternatives. They offered to be trained to opening and locking up. If the date being in half term was the issue, it was suggested that perhaps to have the event on the last day of the half term and for it to be a school wide event to continue through to the evening so staff will already be there. If it was on the Saturday as originally requested, they may not need to open the school as they may have use of a generator, but they would still need someone to lock and unlock the field gate. Governors advised the PTFA that vehicles would not be allowed on the field (Letting Policy). The PTFA will check that their insurance was acceptable. The date options were either Thursday 26/5/22 (last day of half term) or Saturday 04/06/22. If held on the Thursday it would probably start at 2pm and continue until 6pm. There are other events happening in West Hill so this would not be the only event. Need to make a decision so PTFA can start making bookings. Governors agreed that anything the PTFA would like to do should be encouraged but they agree that the Saturday option is not viable due to caretaking issues. They were pleased that the PTFA were open to changes. Dialogue is important to understand both sides point of view. The PTFA are aware that governors appreciate them. Governors agreed that an event could go ahead and that it was a good compromise for it to be held on Thursday 26/05/22. GH will update PTFA. 	<p>GH to let PTFA know decision</p>
<p>2022.08</p>	<p>Safeguarding and Child Protection:</p> <ul style="list-style-type: none"> Safeguarding Update: OFSTED were happy with safeguarding. Children feel safe and online safety was strong. There were no site security issues. The biggest safeguarding challenge is the site but OFSTED were very positive about all of the measures that have been put in to place. CB thanked LS for her hard work as Safeguarding Lead. A school can fail an OFSTED inspection if Safeguarding is not good. Governors thanked CB & LS for their commitment to ensuring safeguarding is up to date. There is a new format on the data collection sheet and it is difficult to categorise chronology using the new headings. Incidents that are logged are not necessarily abuse and neglect but patterns can be noticed and will be monitored if necessary. CB, LS & RP are looking to see how these issues can be logged and will be talking to other local schools and Babcock to see how they can be reported to governors. There are some instances where the school would log a concern but it does not fit under any of the new categories so the total number logged as concerns does not correlate with the numbers recorded on the form under the different categories. We need to be able to provide an explanation as to the differences in numbers and to look into the persistence of incidents. 	

	<ul style="list-style-type: none"> • Data Collection Sheet (Autumn Term): The collection sheet was issued to all governors prior to the meeting. The data sheet has changed and has more categorisation and more specific areas to be reported on. There is an area to allow for comments. A number of parents have raised ‘bullying’ concerns. These have been investigated by SLT. The incidents were identified not to be bullying but minor behaviour incidents. Parents and children have received feedback on the findings. We need to be able to define abuse and this needs to consider whether they are repetitive and persistent problem. Ones that are reported to DCC are on the BPHI (Bullying, Prejudice & Hate Incidents) form. Governors asked about the number of incidents reported to DCC. Governors questioned the number of concerns that have been logged. LS advised that these are under the new class chronology so may not be major incidents, they could easily be very minor incidents. Will specify in future if they are minor incidents and have not been added in the concern logs. Governors asked if there was another way that concerns could be recorded to show whether they are minor or more serious easily. CB agrees that this needs to be looked at and will discuss this with other local schools and outside agencies. 	CB & LS to consider how this can be reported to governors differently.
2022.09	<p>GDPR</p> <ul style="list-style-type: none"> • Update: None • GDPR Audit Report (December): The report was issued to all governors prior to the meeting. No high priority issues. Six amber action points to be completed within three months. 	Add GDPR Audit Report update to May agenda
2022.10	<p>Financial Monitoring</p> <ul style="list-style-type: none"> • Health & Safety update: SM was unable to attend the meeting. • Budget update: A budget summary report was issued to all governors prior to the meeting. IG has met with LD to try to show the true budget and areas have been updated. On the current 5 year plan the school is not allowed to factor in any increases in allowances from the government or DCC allowed which shows that with pay rises etc the school would be in a deficit. IG has created an Excel spreadsheet that assumes the rises to the payments from the government and DCC so governors can see what they should get. Have spent extra money on building maintenance, learning resources (Chromebooks etc) and hired an additional TA. With IG’s calculations there is £100k available for projects. IG proposes a working party be created. Need to consider what projects could be considered – big projects. This surplus has happened for a reason (excess pupils in each class) and it needs to benefit the pupils that are there now, in these large classes. The biggest area is having more staffing. IG confirmed he has allocated for additional staff for this and next year. Also new carpets and furniture but there is still a surplus. CB mentioned the fence around the tennis court is due to be replaced. IG confirmed that most of these are included using rough estimates in his excel spreadsheet. IG to meet with LD and LH. Governors asked when the budget is submitted to DCC, does the school not get pushback and do DCC not query the surplus? IG advised that they are ok at the moment. Someone from the DCC Finance team comes each term to talk to Lara and they are happy currently. RP & CB to be involved too, they will need to have an input as well for a strategic oversight. The SDP was written before the OFSTED inspection so they may need to consider other aspects of the SDP when it is reviewed in September. This is not a mandate to spend money. 	IG, LH & LD to meet.

GENERAL GOVERNANCE section two		
2022.11	Lead Governor/Classroom visit Reports: <i>Any questions?</i> English (GH): Has met with RP (English Lead) but has not yet completed the visit form – defer to the next meeting.	Add to agenda
2022.12	Governor Training: New Governor Training (LH): LH reported this was really good training. She has the slides if anyone wants a refresher. It was a short session and interesting. They discussed structures of maintained and academy schools, the role of the governor, how they provide assurance in the school. She learnt the governor's 3 key roles which are to provide strategic direction, hold the head to account and oversee financial performance. She was also provided with details of other documents to read.	
2022.13	Matters brought forward at the Chair's discretion: Wellbeing Charter Update: GH updated governors. A Wellbeing Charter was brought in in the Autumn by the government and was mentioned in some previous training attended by GH. Wellbeing is of vital importance. The Charter was created by the education sector to highlight staff wellbeing in the education sector. It is a tool for schools and colleges to create and publicly commit to their own wellbeing strategies. Governors create a Charter for the school. It is saying to all staff that governors are taking their wellbeing seriously and are committed to their wellbeing. It will hopefully encourage and reassure staff. There is an Information leaflet available which GH will send to all governors. It will be an ongoing project. We need to take sections and consider them a few at a time. We do not have to sign up immediately but it will hopefully be a way for staff to know the governors are listening. Governors felt it was good in principle, but how does it work in practice? Concerns were raised that GH mentioned flexible working. By mentioning that in the charter, are governors creating additional work for CB? Governors discussed this and agreed that each point must be suitable for the school. RP confirmed to governors that the OFSTED inspectors did ask staff about their work/life balance and their wellbeing and feedback was positive. DfE and OFSTED have already declared their charters. LJ will write to all staff thanking them following the stress and pressures of OFSTED and Covid.	GH to send information leaflet to governors. Clerk to add to next agenda. LJ to write to staff.
2022.14	Governor Documents: The school IT department have advised that the private area for governors on the website is not secure. CB has checked and it is not a GDPR issue as no confidential information is held within the area. It was suggested that governors use a service like Google Drive or One Drive. The clerk recommended GovernorHub, a service provided by The Key which Babcock have agreed a reduced subscription for. Governors asked if there was a demo GovernorHub site and if so, could it be shown to governors or GH and CB.	Clerk to contact Babcock to ask about GovernorHub.

2022.15	<p>Governor Recruitment Update: At this point, BM was asked if he would still like to join the board. He was then asked to leave the room whilst governors discussed the matter. GH advised governors that he was contacted through Inspiring Governance and has met with CB & GH. Governors discussed his possible appointment. CB confirmed that she has been in contact with the other members of the SMILE Trust to ask if he could be appointed as a Foundation Governor and is awaiting their reply. Once known, CB will advise the Clerk so she may contact Babcock.</p> <p>BM was then invited back in to the room and invited to join the board. This will either be in the capacity of a Foundation Governor or Co-opted Governor. Governors welcomed him to the board. (LS left 8:38)</p>	<p>CB to advise Clerk of SMILE Trust members once known.</p> <p>Clerk to contact Babcock to advise of his appointment.</p>
2022.16	<p>Impact of meeting: The governors had a productive meeting including:</p> <ul style="list-style-type: none"> • Welcoming a new governor to the board • Assurance and insight from the OFSTED feedback • Up to date picture on Safeguarding and GDPR • Health and wellbeing of staff and pupils with Covid • Update on the budget • Decision made on the PTFA Jubilee Celebrations 	

Meeting closed: 20:41

ITEM	ACTION	WHO	DUE BY
2022.04	2021.123 GH to meet with AJ to discuss IT upgrade.	GH	09.03.2022
2022.06	Add Lettings Policy to next agenda	BD	02.03.2022
2022.07	Let PTFA know the decision regarding Jubilee Celebrations	GH	18.02.2022
2022.08	Consider how Safeguarding concerns can be reported to governors	CB & LS	02.03.2022
2022.09	Add GDPR Audit Report update to May agenda	BD	27.04.2022
2022.10	Meet with LD	IG & LH	02.03.2022
2022.11	Add English Lead Report to next agenda	BD	02.03.2022
2022.13	Send Wellbeing Charter information leaflet to governors	GH	02.03.2022
2022.13	Add Wellbeing Charter to the next agenda	BD	02.03.2022
2022.13	Write to staff	LJ	02.03.2022
2022.14	Contact Babcock for a demo of Governor Hub	BD	02.03.2022
2022.15	Contact Clerk once heard from SMILE Trust	CB	ASAP
2022.15	Advise Babcock of Bob Maskell's appointment	BD	ASAP

Signed: _____ (Chair)

Date: _____