



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 9th March 2022 – 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
L	Lisa Heard	LA	Y	Nothing to declare	07.12.2025
LJ	Lee Jordan	Foundation	N		26.09.2022
BM	Bob Maskell	Foundation	Y	Nothing to declare	01.02.2026
		Co-opted			
LS	Lucy Samson	Co-opted	N		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		
2022.17	Apologies: LJ (sick) LS (family) approved. The Clerk confirmed the meeting was quorate (3 or more governors).	
2022.18	Declaration of Interests: None	
2022.19	Confirmation of Minutes of 02.02.2022: The minutes were approved and signed.	Approved
2022.20	Matters arising from minutes: 2022.08 Consider how Safeguarding concerns can be reported to governors differently. CB & LS 2022.10 Meet with LD IG & LH	defer defer
2022.21	Roles and Responsibilities and Associate Members: Governors discussed the roles & responsibilities. IG confirmed he would remain a governor until September.	
MONITORING		
2022.22	Policies, Statements & Provisions for review: Policies, Statements & Provisions reviewed by Lead Governors/Headteacher (For information only): <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. Governors questioned the charges. SM explained they have been devised by LD by comparing other local school charges and calculating costs concerned. 	Approved with the changes.



	<p>Governors were concerned that the school would be offering the field to lettings when it may not be possible to provide the facility should there be no caretaker available. Governors agreed that no private hires be available, only statutory and designated. Policy approved.</p> <ul style="list-style-type: none"> • Health & Safety Policy (DCC model). Governors asked how they could be assured that the RAs (Risk Assessments) are regularly reviewed? CB advised that both herself and LD attend EVC (Education Visits Coordinator) training and all staff who take children off site have to complete RAs which are checked by CB, then LD. They are then given back to the teacher who uploads them on to EVOLVE which is an online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. Quality Assurance from both CB & LD, if it is an activity such as PGL or involves water, it also goes to DCC. SM will review the RAs when he meets with LD to discuss Health & Safety. Governors also asked about a risk register? CB advised the school does not have one. Policy approved. • Staff Capability Policy (DCC model). Policy approved. 	
STRATEGIC		
<p>2022.23</p>	<ul style="list-style-type: none"> • Admissions requests update: One request has been received since the last meeting which was approved. • HT report (including Health & Wellbeing of pupils and staff): CB had circulated a report to all governors prior to the meeting. Governors questioned whether it would be possible for comparisons to be available to analyse trends with, for example, staff absences. CB explained that this report is given termly so comparisons can easily be made by reviewing previous reports. Sickness has been more this term than usual due to Covid. It is currently very challenging keeping the school running due to numbers of staff off with Covid. Covid numbers are high in both staff and pupils. This is having a huge impact on both the pupils and the staff who are attending the school. Governors questioned whether there was a pool of parents who would be able to help during lunchtimes. Would the school consider this if they were DBS checked to take the pressure off of the staff? There is a large wellbeing impact and the effect is accumulative. CB will put a request in the next newsletter to parents with DBSs to see if they would be willing to help cover lunchtimes and possibly help within the classroom. Consider it a contingency plan. Governors wondered whether it would be possible to employ an additional MTA (Meal Time Assistant) for the next year. CB advised that normally there is enough, it is just unfortunate with the members of staff off with Covid at the moment. Governors thanked CB for collating the data and writing the report. • HT Appraisal: GH confirmed that CB's appraisal had taken place. • Website Review: BM is happy to review the website. It was agreed that GovernorHub be purchased once the trial period is over. • PTFA hire of school field for Queen's Platinum Jubilee update: GH advised the PTFA were saddened with the response from the governors concerning the date offered for the Jubilee celebration. They have decided to no longer do a community event and only do an afternoon tea for the children during school time. Governors wondered why the PTFA would not be able to have the key code. CB explained that no members of staff would be in attendance on the Saturday and no PTFA members are trained for fire safety etc. The school still does not have a permanent caretaker. WASPS have their own insurance. Both examples are different. WASPS football is for 20 children whereas a community event could be up to 300 people. GH will respond to the PTFA to advise that their response has been discussed and re-evaluated but governors still believe the decision made is the correct one. They are disappointed that the PTFA will not be doing anything Thursday after school but are excited about the tea party 	<p>CB to add a request to next newsletter</p> <p>BM to undertake a website review</p> <p>GH to write back to PTFA</p>

	for the children. Hopefully this does not affect the relationship between the two parties in the future.	
2022.24	<p>Safeguarding and Child Protection:</p> <ul style="list-style-type: none"> • Safeguarding Update: LS was unable to attend the meeting. CB advised there are no updates. The OFSTED report was positive and no issues were raised. CB thanked LS for her support and all of her hard work with safeguarding. 	
2022.25	<p>GDPR</p> <ul style="list-style-type: none"> • Update: IG advised there is no update. CB advised she is working her way through the 6 GDPR action points following the last meeting. 	
2022.26	<p>Financial Monitoring</p> <ul style="list-style-type: none"> • Health & Safety update: The roof was repaired during half term. • Budget update: GH advised that this will be discussed in detail at the finance committee meeting. • Approve SFVS (Schools financial value standard): Governors had several questions. It was agreed that these be discussed out of the meeting between IG, LH & LD. Governors agreed to delegate the approval to the chair and he can advise governors at the next meeting that it has been approved and signed. • Approve Buy-Ins: Details of the buy-ins were issued to all governors prior to the meeting. Governors approved the buy-ins. Clerk to advise LD. • Agree date of Finance Committee meeting: 5th April 2021 6:30 with 7th April 2021 6:30 EFGB to ratify the decision. Both via TEAMS. 	Clerk to advise LD that Buy-Ins have been approved
GENERAL GOVERNANCE		
2022.27	<p>Lead Governor/Classroom visit Reports: Any questions?</p> <p>English (GH): Has met with RP (English Lead). The report is currently with RP. Once it has been reviewed by RP it will go back to GH and then forwarded to all governors for information.</p> <p>IT (GH): Discussed IT updates and needs with AJ. Are computer updates required or should more Chromebooks be purchased? This is being reviewed as some of the programs are not compatible with the different systems. This is an operational matter and AJ will discuss with CB & LD.</p> <p>Premises (SM): has met with LD and will write a report.</p>	
2022.28	<p>Governor Training:</p> <p>Heads, Chairs & Clerks (CB, GH, BD): 09.03.2022. Excellent training session. 3 core areas.</p> <p>New Governor Training (RJ): Attended the course online (she may attend again as she was unable to hear all of it due to personal circumstances).</p> <p>BM to look to see if any of the dates of training are suitable.</p>	
2022.29	<p>Wellbeing Charter Update: CB explained that some feedback about the charter from other schools during well-being training was negative. It is all well and good on paper, but how can it be put into practice. Could be being made accountable for areas that are not possible to be completed within the school. Governors agreed that CB, GH & RJ to discuss wellbeing and for this item to be moved under Policies, Statements and Provisions for the next meeting.</p>	Move this item and add to the next agenda
2022.30	<p>Matters brought forward at the Chair's discretion: No matters.</p>	

2022.31	<p>Impact of meeting: The governors had a productive meeting including:</p> <ul style="list-style-type: none"> -Set up finance committee and agreed hand-over for finance lead governor -Made a decision on private use of school field under the lettings policy -Understand the extreme pressure the staff are under with the Covid outbreaks -Understanding Acronyms -Creating the Lettings policy from the ground up to suit the school -Allocated roles and responsibilities -Plan to review the school website -Headteacher has had her appraisal -Approved the purchase of GovernorHub for safe and secure paperwork accessibility 	
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Meeting closed: 8:18

ITEM	ACTION	WHO	DUE BY
2022.20	Carry forward items to next agenda	BD	27.04.2022
2022.23	Add a request to next newsletter	CB	15.03.2022
2022.23	Undertake a website review	BM	04.05.2022
2022.23	Write back to PTFA	GH	15.03.2022
2022.26	Advise LD that Buy-Ins have been approved	BD	15.03.2022
2022.29	Add Wellbeing Charter to the next agenda	BD	27.04.2022

Signed: _____ (Chair)

Date: _____