



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 4th May 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 6:34)	Staff	Y	Nothing to declare	02.09.2023
RJ	Rachael Jewell	Parent	N		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	Y	Nothing to declare	26.09.2022
BM	Bob Maskell	Foundation	Y	Nothing to declare	01.02.2026
		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		
2022.35	Apologies: None received. The Clerk confirmed the meeting was quorate (3 or more governors).	
2022.36	Declaration of Interests: None (RP arrived 6:34)	
2022.37	Confirmation of Minutes of 09.03.2022 & 07.04.2022: The minutes were approved and signed by the chair.	Approved
2022.38	Matters arising from minutes: CB – 2022.23 Add a request to next newsletter. CB explained that since the meeting it has been decided not to put a notice in the newsletter. The school has managed with the staff and current volunteers. Should there be a need again in the future it may be worth reviewing at that time and perhaps consider collating a list of DBS checked parents.	
2022.39	Associate Members: The school had two Associate Members, one membership expired in March and the other is due to end in July. It was agreed that the Clerk write to them thanking them and asking if this is something they still want to do. GH also advised governors that someone had expressed an interest in becoming a governor via Inspiring Governance. BD confirmed that she has replied asking them to contact GH to discuss the matter further. IG confirmed that he will be stepping down at the end of the Summer term. Governors thanked him for his time as a governor, especially with his help as finance lead.	Clerk to write to Associate Members



Artsmark Gold Award
 Awarded by Arts Council England

MONITORING		
2022.40	<p>Policies, Statements & Provisions for review:</p> <ul style="list-style-type: none"> Wellbeing Charter Update: GH, RJ and CB have been unable to meet to discuss this so this item is to be deferred. CB advised that she has spoken with another Head who has adopted a Wellbeing Charter and she is due to meet with them to discuss the matter. <p>Policies, Statements & Provisions reviewed by Lead Governors/Headteacher (For information only):</p> <ul style="list-style-type: none"> No policies, statements or provisions due for review. 	
STRATEGIC		
2022.41	<ul style="list-style-type: none"> Admissions requests update: IG advised that there have been two requests since the last meeting both of which were declined as both classes requested are full. Five out of seven classes are currently full. The school currently has 218 pupils. Verbal HT report (including Health & Wellbeing of pupils and staff): CB advised that the start of term has been busy. KS2 SATs start next week and will be taken in the morning, Monday – Thursday. Year 1 Phonics testing will take place 7-10th June. During the whole of May Year 4 are undertaking multiplication screening checks and Year 2 are undertaking KS1 SATs. Reception are also still undergoing end of year Early Years Foundation Stage Profile assessments. <p>Governors asked if everything is back to normal? CB confirmed that it was and that it was the first time since 2019 that they will be taking SATs although the results will not be published nationally but will be given to the school so there will be no comparisons between schools. The school could have a monitoring visit from DCC at any time during the SATs periods to check the school is following the rules. It is advisable to have two adults in every room where SATs are being taken so some of the TAs will be taken out of their classes to support. There are some pupils who require additional help due to their special needs so there are three rooms involved, which means six adults. School have to provide training to all adults involved and other guidelines to follow. Governors were invited to come and watch and oversee the process.</p> <p>Governors enquired whether the school have had a visit from DCC during SATs previously. CB confirmed they have. LJ and GH offered to attend once each next week.</p> <p>Staff wellbeing. A 2 week Easter Break and May Day Bank Holiday has helped. The OFSTED visit has taken place so staff are now in a better place. A questionnaire has been sent to all teachers and TAs asking where they would like to be in September, although it may not be possible to honour every request. The Senior Leadership Team (SLT) will then look at the results after 31st May (this is the date when teachers will need to resign). We are aware that parents can become anxious too about teachers/classes for September. Governors questioned if there was any succession planning should there be any resignation? CB advised that it is only possible to advertise if there is a vacancy so nothing can be done until a resignation is received.</p> <p>Reports are being prepared. The staff understand the format to use. There is a lot that happens in the Summer term; Sports Days, Assessments, Reports, Class swaps, summer fete, Year 6 leavers’ assembly etc.</p> <p>OFSTED celebration with staff and governors. A member of staff has offered to have an informal soiree in her garden. 09.06.2022 @ 6pm.</p> <p>Governors queried whether there had been any parent feedback re OFSTED. CB advised that there has not been much, and believes that explaining changes in grades before helped. Some parents, both in person and via email have said</p>	<p>CB to email address of staff member holding soiree to governors</p>

	<p>'well done'. There were some parents who have told staff to ignore any negative comments as these are the exception rather than the rule.</p> <ul style="list-style-type: none"> • Website Review Update: BM has completed a review of the school's website. A report had been circulated to all governors prior to the meeting. Governors thanked BM for carrying out the review. The website does not have a search option. It is a basic website although it is well structured. Quick wins are possible. <p>Governors discussed what action could now be taken. There were items that are there that BM could not find. CB advised that most of the items were there but perhaps not very easy to find. CB will discuss with BM and then get the report updated and shared again with all governors.</p> <p>Governors wondered what could be done about the items that are hard to find. CB will look to see what can be done following BM's observation whilst also being aware of the restrictions that are there with the website e.g. inputting additional items on the navigation bar.</p> <ul style="list-style-type: none"> • Update following P&P meeting: IG advised that the P&P committee had met and CB had advised governors that all teachers were on track to meet their appraisal targets. 	<p>CB to explore search button option</p>
<p>2022.42</p>	<p>Safeguarding and Child Protection:</p> <ul style="list-style-type: none"> • Safeguarding Update: Monitoring and how safeguarding is recorded on the data collection sheet was an action point from the last meeting. CB hasn't yet discussed this with anyone from Babcock. Has discussed with RP when monitoring the classroom chronologies. The school is looking at CPOMS – electronic safeguarding recording system. Using this makes it easier when a child transfers schools and where multiple pupils are involved in an incident. There is a cost but it needs to be considered. It would help with the categories that are now used. Analysis would be easier if CPOMS was used. <p>Data Collection Sheet (Spring): Has been delayed – defer to next meeting. Arrange a visit to include SM as Premises Lead.</p>	<p>Add to next agenda</p>
<p>2022.43</p>	<p>GDPR</p> <ul style="list-style-type: none"> • Update: Nothing to report. • Audit Report Update: CB has received a GDPR report update from our Data Protection Officer. Following the last report, there were six action points, two of which have been completed leaving four in process. CB will provide a further update at the next meeting. 	<p>Add to next agenda</p>
<p>2022.44</p>	<p>Financial Monitoring</p> <ul style="list-style-type: none"> • Health & Safety/Premises update: Apologies to SM from Clerk about the delay in the report being sent to Governors. SM recommends that a spending approval process be created that can be followed between meetings as sometimes it is too late for quotes to wait. <p>There is additional damage to the roof by vandals. Governors asked whether there was CCTV. CB advised that there is none on the roof but the CCTV that is there sees the people involved but they always wear hoods so no-one can detect who they are. There are lights that are motion censored to deter and help with the CCTV.</p> <p>It was agreed that any emergency spends required will be circulated to all governors and if the spending is agreed then the chair could approve it at their discretion. An item would then be added to the next agenda to confirm this.</p> <ul style="list-style-type: none"> • Budget update: <p>There are five items requiring approval. A list has been circulated to all governors prior to the meeting. IG recommended they all be approved. Governors approved all the requests.</p> <p>The school still cannot find a caretaker. Devon Norse believe the hours need increasing from twenty-one to twenty-five hours per week (this includes 10</p>	<p>Clerk to advise LG</p>

	<p>hours of cleaning which CB believes is putting potential applicants off). Governors were concerned that some of the jobs required that they have just approved may not be possible if there is no caretaker. LH offered to come to the school during school holidays for a couple of dates if this helps. Redecoration and doors out to the playground would need someone in school. IT upgrade to server would also need someone should there be a suitable tender. The roofing repairs were not on this list. SM confirmed that there have been people in to review the job and quotes will be in shortly. If quotes are received then they will be shared by governors. Governors asked if any of the surplus was being used on these projects that have just been approved. ID advised not as yet as there is a maintenance budget with these included. However, LH is meeting with LD soon and with these approved the budget can be updated to reflect this.</p>	
GENERAL GOVERNANCE		
2022.45	Lead Governor/Classroom visit Reports: Any questions? Governors were advised to book the visits with their leads as soon as possible. New governors asked what a visit entails. The Clerk shared the Governor Visits information on the Key with the governors. It was agreed that a short report be added to the newsletter to explain to parents what has been discussed at the FGB.	GH to do first. Clerk to update visit record.
2022.46	Governor Training: No training has been attended since the last meeting. BM is due to attend New Governor training in June and the Clerk is due to attend a Clerk's Briefing next week.	
2022.47	Matters brought forward at the Chair's discretion: No matters.	
2022.48	Impact of meeting: The governors had a productive meeting including: LJ has said he is happy to continue after his term expires in September 😊. IG has confirmed he will leave at the end of the term ☹️. Governors thanked IG for all of his hard work during his time as a governor for WHPS. Proposed Project Spending was approved. Website review. Governors now have a good clear picture of the school website. Update on staff morale. Agreeing to celebrate OFSTED result with staff and governors. Governor communication to be added to school newsletter.	

Meeting closed: 8:08

ITEM	ACTION	WHO	DUE BY
2022.39	Write to Associate Members	BD	26.05.2022
2022.41	Email address of staff member holding soiree to governors	CB	31.05.2022
2022.41	Research as to whether a 'search' button would be possible on the website	CB	31.05.2022
2022.42	Add 'Data Collection Sheet (Spring)' to the next agenda	BD	31.05.2022
2022.43	Add 'Audit Report Update' to the next agenda	BD	31.05.2022
2022.44	Advise LD of approvals	BD	07.05.2022
2022.45	GH to prepare a short report for the next newsletter	GH	ASAP
2022.45	Update visit record	BD	08.06.2022

Signed: _____ (Chair)

Date: _____