



**West Hill Primary School**  
 (a partner in the SMILE Learning Trust)  
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**Headteacher: Cheryl Boulton**



## Minutes – Full Governing Board

### 8<sup>th</sup> June 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	N		02.12.2025
SM	Steve Meredith	Parent	Y	Nothing to declare	07.09.2025
L	Lisa Heard	LA	N		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	N		02.02.2025
IG	Ian Guy	Co-opted	Y	Nothing to declare	28.09.2025
<b>Others</b>					
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM		ACTION
<b>PROCEDURAL</b>		
<b>2022.49</b>	<b>Apologies:</b> GH – Sick. LH – Holiday. RJ – Work. Approved. The Clerk confirmed the meeting was quorate (3 or more governors). LJ chaired the meeting as vice-chair.	Approved
<b>2022.50</b>	<b>Declaration of Interests:</b> None declared.	
<b>2022.51</b>	<b>Confirmation of Minutes of 04.05.2022 (Part I &amp; Part II)</b> Item 2022.41 (Website Review Update) was amended from ‘hyperlinks’ to ‘additional items on the navigation bar’. Once this had taken place, the minutes were approved and will be signed at the next meeting.	Approved
<b>2022.52</b>	<b>Matters arising from minutes:</b> 2022.45 GH to prepare a short report for the next newsletter - defer	Defer item
<b>2022.53</b>	<b>Associate Members &amp; Governor Recruitment Update:</b> <b>Associate Members:</b> Clerk updated governors advising them that Associate Members cannot be on the FGB and can only be on committees. As there are no specific committees within WHPS GB that suit the skillsets of the Associate Members then they will not be required in the future. BD has written to JB and thanked him for his time as an Associate Member. BD will write to JM when her membership expires in July. <b>Governor Recruitment:</b> LH was talking to a contact but is not at the meeting. BD advised that no contact had been made from the interested party via Inspiring Governance.	Write to JM in July (BD)



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	<p>LS advised governors that she is in the process of moving so proposed a deputy safeguarding officer be put in position to work alongside her and learn the role whilst she remains on the board. The possibility of splitting the lead role in two with the deputy lead was discussed. LJ is willing to be considered for the deputy role. BD advised that roles and responsibilities will be on the next month agenda. LJ thanked LS for the hard work she has undertaken and thanked her for mitigating the impact.</p>	
<b>MONITORING</b>		
<p><b>2022.54</b></p>	<p><b>Policies, Statements &amp; Provisions for review:</b></p> <ul style="list-style-type: none"> <li>Wellbeing Charter Update: Item deferred. CB to chase her contact who has adopted the charter to discuss the matter.</li> </ul> <p><b>Policies, Statements &amp; Provisions reviewed by Lead Governors/Headteacher (For information only):</b></p> <ul style="list-style-type: none"> <li>Charging &amp; Remissions</li> <li>Complaints</li> <li>Governor Allowances/Expenses</li> </ul> <p>The above policies have been reviewed by the lead governors who have approved them. Governors made a few formatting changes to the policies prior to the Clerk adding them to the website.</p>	<p>CB</p> <p>Approved</p>
<b>STRATEGIC</b>		
<p><b>2022.55</b></p>	<ul style="list-style-type: none"> <li><b>Admissions requests update:</b> IG advised that there has been one request that has been approved. There are now 23 children on the register for the reception in September. CB remains hopeful that it will fill. Governors questioned why the number was low. CB explained that it is a national issue and there is a low birth rate for this particular year. It does have an impact on the budget and not just for the next year but could affect the whole seven years whilst they are at the school if the numbers don't increase during this time. The school are doing everything they can to recruit children. Governors felt it may be worth considering new marketing for the school although parents had to decide their school preferences by January so too late for September. CB confirmed that no parents have contacted the school for a tour.</li> <li><b>Verbal HT report (including Health &amp; Wellbeing of pupils and staff):</b> Year One phonics screening checks started today. The school finds out what the pass mark is in a couple of weeks so will then be able to work out what percentage of children have passed. Year Four multiplication checks are also underway this month so pupils are practicing using past papers completed on I-pads. OFSTED celebration is tomorrow night. BM offered to try to change his plans so at least one governor would be in attendance. LJ proposed that if no governors are able to attend that he or GH write a message for CB to read out at the soiree thanking the staff for their help and hard work. The school Jubilee celebration went well. Each child was given a Commemorative Coin from the PTFA and a bookmark from the school and a Mr Whippy ice-cream! The school is waiting for their end of year data. Summer term fun – sports day, class swaps, new reception pupils come for an open day etc. Lots to get through in the next seven weeks. Staff wellbeing is good. Staff are writing their reports but SLT have tried to give them a format similar to last years to use to reduce the admin hours. COVID cases are still happening, albeit infrequently. Other viruses are around; children have not built up their usual immunities due to lockdowns.</li> <li><b>DfE New Attendance Expectations for 2022:</b> Two DfE documents were circulated to all governors prior to the meeting. CB advised governors of proposed changes which mainly consists of six expectations on schools as well as new tables which includes governor's requirements explaining what</li> </ul>	

	<p>governors will be expected to do. Such as ‘What can governors do to improve attendance?’ BD advised that during the latest Clerks’ Briefing it was suggested that an Attendance Lead Governor role be created. BD to add to the lead governor roles.</p> <p>Governors questioned what is an acceptable level of attendance? CB advised that it is 95% but informed governors that there are changes coming in the way that this is reported and it will no longer be shown as a percentage but, to make it clearer to parents, their reports will show the number of days missed and the impact this will have on their child’s learning.</p> <p>Governors asked how will they would obtain the data? CB currently includes this information in HT report but the attendance lead governor could visit the school to look at the information.</p> <ul style="list-style-type: none"> <li>• <b>Spring Term Data:</b> RP had supplied two documents to governors prior to the meeting; one showing whole school data and one for the reception class because they follow different curriculums and are judged against different areas.</li> </ul> <p>Whole school year covers Reading, Writing and Maths (The foundation subjects).</p> <p>Governors questioned the different categories listed. RB explained that there are groups that OFSTED believe governors need to know about including Pupil Premium and Free School Meals children (who, nationally, tend to not do as well in school and non-FSM children) as well as children on the SEN register. Sometimes their cognition and learning can affect their attainment. Also recorded separately are EAL (English as an Additional Language) children who may be speaking English fluently, however, it is not their first language.</p> <p><b>Reading:</b> WHPS operate a four-point system on how attainment is judged; considering whether a child is ‘on track’. Some schools wait until the end of the year but WHPS base their results on trajectory and assign points 1-4 constantly throughout the year. This prevents any surprises at the end of the year. Expected standard (3) and Added to the Greater Depth (4) shows how many children in total are expected to be achieving what they are meant to be at their age.</p> <p>Governors questioned if these scores were teacher assessed. RP confirmed they are. Teachers complete three data drops on to the SIMS system which is where this data is collated and also do three assessment weeks in the build up to the data drops during the year using PIRA (Progress in Reading Assessment), PUMA (Progress in Understanding Maths Assessment) and including past papers.</p> <p>In total, <b>87.2%</b> are on track for reading. Nationally in 2019 (The last time this data was collected nationally) – only 73%. WHPS in 2019 – 94% expected. Current figure looks healthy.</p> <p>SATS results KS2 due out 7:30pm on 01.07.2022. Will be looking at more headline data at a meeting with the chair on 14.07.22.</p> <p>Thanks to LJ &amp; GH for coming in during SATS as independent view.</p> <p><b>Writing:</b> 84.5% of children are at expected or better. It was 100% in Y6 in 2019 These were teacher assessed. National figure was 78% in 2019. Reading nationally is lower than writing. (Reading is a test, writing is teacher assessment) which shows how hard the reading test is. Nationally, and at WHPS, girls do better than boys at writing.</p> <p>The SLT (Senior Leadership Team) looked at every child’s data to see if any of the catch up funding could be used to put interventions in place for any child that appeared to be falling behind.</p> <p><b>Maths:</b> In 2019 WHPS was 81% expected standard or better and national was 79% so WHPS was not as ahead of national as normally are. This was due to some prior middle attainers in Y2 who did not convert in Y6. Currently it is 83.5% We are hoping for higher levels. Boys are doing as well as girls in maths.</p>	<p>Add Attendance to lead governor roles (BD)</p>
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	<p>Governors questioned if there was any weighting in the assessments for the Summer born children. CB explained that everything is standardised. The school will address pupils who are struggling but not because of their age.</p> <p><b>Reception:</b> Don't get greater depth in reception, just whether they are 'on track' or not. Exceeding was removed and the parameters have also changed. Governors observed that writing is again an issue.</p> <p>Do have pupils with specific needs who may find it hard to reach the early years' goals. More work going into reading rather than writing as this needs addressing first. They get daily phonics dive so they can understand how different letters sound before they can concentrate on their writing.</p> <p>WHPS is aware that there are children with additional needs in reception but nothing necessary shows as a concern but governors are correct to flag it as an area for this cohort. Lockdown has made a huge impact (personal, social and emotional) a lot find it hard to self-regulate. Some children may be assessed for SEND that may have not been recognised previously. Small cohort figures can skew results.</p> <p>Early Years teachers are aware there are some gaps and actions have been put in place. SLT look at actions and interventions for the whole school including reception and update intervention records and what staff are doing for the children. School do not do all the different groups of children in reception as all the work is completed manually and there are a lot more subjects that need to be considered. It may also be possible for people to work out which children are being mentioned when there is only one class involved. Once children are in year one their data goes onto the main system and data is easier to input and calculate.</p> <p>Next update will be looked at in September meeting, RP will give a KS2 update in July meeting.</p> <ul style="list-style-type: none"> <li>• <b>Staff questionnaire:</b> Defer</li> </ul>	
2022.56	<p><b>Safeguarding and Child Protection:</b></p> <ul style="list-style-type: none"> <li>• <b>Safeguarding Update:</b> CPOMS training coming up next week which is an electronic recording system rather than paper format. Easier to see data and transfer to other schools. £685 annual fee.</li> <li>• <b>Data Collection Sheet (Spring):</b> New format which involves a lot of acronyms; DSL (Designated Safeguarding Lead), DDSL (Deputy Designated Safeguarding Lead), MASH (Multi Agency Safeguarding Hub) etc.</li> </ul> <p>Main difference is that it is a lot more descriptive and more complex to complete. CB &amp; LS have agreed that some minor issues do not need to be logged as actual safeguarding issues it but does show areas that are being monitored. OFSTED requested it be monitored more closely. The collection sheet shows there have been a few incidents in Y4. Spring term data is very similar to the Autumn data.</p> <p>LADO (Local Authority Designated Officer) who is in Babcock. This is where any allegations against a member of staff is sent, they are not dealt with by CB. Bullying section on the sheet. This has been updated following OFSTED feedback. Some parents raised concerns about possible bullying and how incidents are dealt with during the OFSTED parent view survey. CR &amp; LS are looking in to this. This is ongoing.</p> <p>LS &amp; LJ to attend FGM and CSE/Prevent training in new year.</p>	
2022.57	<p><b>GDPR</b></p> <ul style="list-style-type: none"> <li>• <b>Update:</b> No update:</li> <li>• <b>Data Protection Compliance Report Update:</b> Report was circulated to all governors prior to the meeting. CB confirmed that of the six actions, two are completed, four are still in process.</li> </ul>	

2022.58	<b>Financial Monitoring</b> <ul style="list-style-type: none"> <li>• <b>Health &amp; Safety/Premises update:</b> SM had a site visit recently and is pleased to see some of the works are starting to happen. The roof is still an area of concern, with youths climbing in on it and damaging roof tiles allowing rainwater to come in. Looking at what can be done to deter them; anti-bird spikes, anti-climb paint. SM is not aware of any vandalism since the last FGB.</li> <li>• <b>Budget update:</b> No update.</li> <li>• <b>Spending/Project Approvals:</b> Quotes are tricky – they keep changing with charges and materials increasing and there are also large backlogs. Requirement is on some projects require three quotes due to level spend. CB confirmed that someone came in today to quote for blinds to be put in classrooms to protect dazzle from whiteboards.</li> </ul>	
<b>GENERAL GOVERNANCE</b>		
2022.59	<b>Lead Governor/Classroom visit Reports: <i>Any questions?</i></b> <b>BM – Computing and Online Safety:</b> No questions raised.	
2022.60	<b>Governor Training:</b> <b>BD – Clerks’ Briefing:</b> Attended the course which was very useful and raised issues such as the proposed changes to attendance.	
2022.61	<b>Matters brought forward at the Chair’s discretion:</b> LJ raised issue with GovernorHub and emails – which system is being used? Both are being used. Thanks to LJ for stepping in in to GH’s absence.	
2022.62	<b>Impact of meeting &amp; Agree governor to write in newsletter:</b> The governors had a productive meeting including: Now have a clear picture of Spring Term Data Reviewed, and approved policies Heard about new attendance expectations and will create a new attendance governor lead Consideration of new safeguarding governors (including deputy) for the future Assured of increased monitoring so will be alerted to impact of vulnerable group to close the gap  IG is unable to attend the next meeting (13.07.2022). His last one will be in September.	

Meeting closed: 8:38

ITEM	ACTION	WHO	DUE BY
2022.45	Write a short report for the newsletter	GH	13.07.2022
2022.53	Write to JM in July (BD)	BD	23.07.2022
2022.54	CB to chase her contact who has adopted the charter to discuss the Well-being Charter	CB	13.07.2022
2022.55	Add Attendance to lead governor roles	BD	06.07.2022

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_