



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 13th July 2022

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	N		07.09.2025
L	Lisa Heard (left 8:33)	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	N		07.01.2024
GH	Graham Harry (left 8:12)	Co-opted	Y	Nothing to declare	02.02.2025
IG	Ian Guy	Co-opted	N		28.09.2025
Others					
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM		ACTION
PROCEDURAL		
2022.63	Apologies: IG & LS – Holiday, SM - Work. Approved. The Clerk confirmed the meeting was quorate (3 or more governors)	Approved
2022.64	Declaration of Interests: None declared.	
2022.65	Confirmation of Minutes of 08.06.2022 (Part I & Part II) The minutes were approved and signed.	Approved
2022.66	Matters arising from minutes: 2022.45 GH to prepare a short report for the next newsletter - defer	Defer
2022.67	Agree Roles and Responsibilities for the academic year (inc committee membership): Roles and Responsibilities were discussed and approved.	
2022.68	Agree Terms of References for lead roles and committees: Terms of References were agreed apart from the new one: Attendance, which will be reviewed in September once the role has been adapted to WHPS	Add Attendance ToR to September agenda
2022.69	To confirm dates of meetings for next year: Dates for the forthcoming year were agreed.	
MONITORING		
2022.70	Policies, Statements & Provisions for review: <ul style="list-style-type: none"> Wellbeing Charter Update: RJ, CB & GH still to meet. CB has met with the Headteacher whose school has adopted the wellbeing charter. She will discuss this when she meets with RJ & GH. 	Defer



	<ul style="list-style-type: none"> • Strategic Plan: This is due to be reviewed. It links with the SDP (School Development Plan) but it is for governors. The SDP is being looked at by SLT (Senior Leadership Team) this week and should be finalised by October half term. Governors questioned how it is monitored and evaluated? It was agreed that it be added as an agenda item for the last meeting of each term to ensure the criteria is being followed. GH & BM to look at the plan over the summer whilst being mindful that it has to link with the SDP. A lot of the current targets are valid and ongoing. BM will look at other school websites for research. <p>Policies, Statements & Provisions reviewed by Lead Governors/Headteacher (For information only):</p> <ul style="list-style-type: none"> • Data Protection Policy & Procedure. BM had some queries on this which the DPO has answered. The procedure was one of the targets following the most recent audit. Both models were given to CB by DPO. The sentence about 13 yr old (5.2.7) has been removed. BM also questioned the use of both Headteacher and CB in the procedures. CB will send Clerk model procedure to check what was required to be detailed and Clerk will update to show headteacher unless it requires CB's name. <p>The above policy has been reviewed by the headteacher. With the above changes, this was approved.</p>	<p>Add to the last meeting of each term in the annual planner (BD)</p> <p>Look at the Strategic Plan (GH/BM)</p> <p>Send BD the model procedure (CB)</p> <p>Approved with changes</p>
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STRATEGIC

<p>2022.71</p>	<ul style="list-style-type: none"> • Admissions requests update: These were included in the HT report. CB advised that there had been two extra requests for yr 5 since she had written the HT report. • HT report (including Health & Wellbeing of pupils and staff): A report had been circulated to all governors prior to the meeting. CB confirmed that three applicants applied for the 1:1 post of which two are being interviewed this week. Devon Norse have found the school a caretaker who will start in September. The current cleaner left on Friday so the area supervisor is having to currently cover this post as well as his normal duties. Governors questioned if CB is seeing any impact of Covid? CB confirmed that the school is seeing some but not many cases both in the staff and pupils. CB advised governors that the school is seeing requests for pupils to be taken out of school, especially the last two days of term. CB explained that she is unable to authorise these requests and will wait to see if the pupils will take unauthorised absence. Governors asked what happens in these instances. CB explained that parents would not get fined unless it is 5 days or more. Governors wondered who decides whether to fine or not? CB advised it is DCC, she has to report any unauthorised absences of 5+ days to DCC with evidence. CB does not get told if any fines have been given out, unless a parent tells them. Governors asked if the work being done using the catch up funding was going to carry on to next term. CB confirmed that it was booked for one day per week next term. Do the school get to see the parent view from OFSTED? CB looks at it periodically. It is online and live data so anyone can see it and add to it. There will be some movement with members of teaching staff in September. <i>This item continued in part II.</i> • Staff questionnaire: OFSTED do a staff questionnaire but the school have not done one for five years. GH is preparing one to send out to staff. Governors wondered if it would Qualitative or quantitative. Governors would like to see what can be done to help staff. Governors agreed to ask staff to complete it during a non-pupil training day and agreed they cannot consider a wellbeing charter if they do not know where the school stands. The results will go straight 	
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to GH so CB does not see them. They will be anonymised unless they want to add their name if they want specific feedback.

- **SMILE AGM update:** LJ confirmed that the AGM had taken place. SMILE was set up with partnership thinking/collaboration in mind but not much takes place in practice. The Trust does own the school field. Accounts were approved. Governors asked if the school wants to gain anything from the Trust that can benefit the two schools? CB confirmed that they have tried to do joint staff meetings/CPD in the past but these have been cancelled in the past due to other commitments. It is useful to have the structure. LLC fulfils a lot of the benefits. Did have one joint sports events that Sainsbury's sponsored (prior to CB's arrival at the school) but the logistics were complicated.

- **KS1 & KS2 SATS data assessment:** Data has been issued to all governors prior to the meeting.

KS2 SATs: No external reports in 20/21 due to covid. Nationally, since Covid, writing has taken a hit. The school has yet to receive the National GDS (Greater Depth) picture. These results are cohort dependent, especially in a reasonably small school. SEND pupils performed as well as could be expected. There have been significant gains within Maths compared with 2019. 72% are GDS in Maths compared to 48% GDS in Maths in 2019. In 2019, the school had 81% of pupils at EXS (Expected Standard) in Maths and this has increased to 94% for 2022. (The EXS includes the GDS figures). Writing: GDS has increased from 23% in 2019 to 59% in 2022. Both Reading and GPS (Grammar, Punctuation and Spelling) have remained similar. What is the pattern nationally compared to WHPS? The combined figure of RWM (Reading, Writing and Maths) is the minimum pupils have to reach. In 2019 65% nationally achieved the EXS whereas this dipped in 2022 to 59% but WHPS have increased from 77% (2019) to 88% (2022). Some of the papers are to be reviewed as five children were off EXS by one point.

Governors asked if there was any support for the current yr 5 that the governors can give. RP advised that they will know more once they have the results from the PIRA and PUMA tests and have looked at their TA allocation (there are two with 1:1 support which will continue). Y5 have TA support in the afternoons. Will know a lot more in October when they do past SATs papers. School is really pleased with the KS2 SATs results and it is going to be a challenge to replicate them next year. Governors must be prepared for a drop next year. RP gratefully accepted the governors offer of support. CB advised that once the school have the first set of data in October it may be worth considering allocating Jane Donnithorne to Year 6.

Governors wondered if there was extra money in the budget, could the school not get more help? CB advised there is a national recruitment issue. Balance is that they must not put too much pressure on the children or staff. It has been a fantastic cohort this year and a really positive result for the staff after two years of covid.

KS1: In this report, GDS & EXS were split. Really good results compared to national. Strong set of results, and quite a step up from 2019 results. This is a strong cohort who are doing well. Writing comes up lower but this is a national trend. The school has to submit the teacher assessments before they know the SAT results so teachers are often conservative with their writing teacher assessments.

- **EYFS end of year data:** Data has been issued to all governors prior to the meeting.

These results are not as strong as in previous years. The results mean the child is either meeting the expected standard or are 'Emerging'. For a child to achieve GLD (Good Level of Development) they have to hit all of the descriptors. Some children have not met all of them, some by a few and some only by one.

Governors asked what happens if they don't. RP explained that they are 'flagged up' it is an important milestone and a handover is done with the Yr 1 teacher so they know what the child's needs are. There are no surprises in this data as this is a teacher assessment. Children have had support during much of their time in Reception and this will carry on. Some have EHCPs and some are in the process of having one. Although 70% isn't as good as usual for WHPS, it is still above national which is 65%. Looking at TA support and will try to get them support during their school time. RP advised governors that some children who failed GLD went on to achieve greater depth in Yr 6 so they can turn it around. Governors have noticed there is a difference between boys and girls reading/writing and wondered if it has always been this way? Confirmed that it has been both nationally and historically. When governors look at the data they need to remember that these children were affected by Covid as many of the nurseries and playschools were closed and few were getting any social interactions. For a lot of them, their first time in the school building was their first day, they have not really had any chance to adjust school life and did not meet their teachers until they joined the school. Governors wondered if there were any volunteers? CB confirmed that there are volunteers who help with reading, phonics and key words. Governors questioned if this was useful? CB agreed that it was. They also change the books, send maths games home, key words etc. There is decent support from parents which makes a difference. The parents are invested in their children.

- **Phonics data assessment:** Data has been issued to all governors prior to the meeting.

Pass mark was 32/40 which the examiners do not tell the school until after the assessments have been done. These are for Yr 1 and Yr 2. (Yr 2 are for those who did not pass it in Yr 1 and have had to retake it).

Governors asked what the reason was for some pupils not taking it (Disapply) This is in the national figures, 100% of pupils at the school completed the assessment. RP explained that they are not able at the level so there is no point in putting them through the assessment. The phonics check is completed in the month of June. Yr 2. Same group – 90% Maintained results. Thanks to RP for those figures and hard work. GH will be doing a letter to all staff at the end. Pleasure to see. RP also suggested this was put in the newsletter.

- **Sports Premium report:** Funding has to be used for sports and physical activity specific items. A report had been circulated to all governors prior to the meeting which uses a standard template from the DfE website. The school needs to quantify targets, what key indicators are, what the school's intent, implementation and impact is and how the school has met these and what percentage of the funding has been allocated to each area. The school has money left over as they have been unable to do everything they had planned due to covid. Did not have dance, but the teacher is back in now.

- Governors asked what years swim. CB explained that they did not swim due to covid and this has not been set back up.

Governors questioned if this will restart? CB explained that the school cannot use sports funding for swimming and the school are finding it difficult to find a pool to use. Costs have almost doubled and would mean that they would have to ask parents to contribute about £100 which the school did not feel they could do.

Governors wondered if the school could use their SMILE connection with OSM and use their school pool. CB does not believe they would have the capacity for the school to use it. Need to have children to swim by the time they leave the school (25m, 3 different strokes) so it could be possible for the school to wait until the children are in Yr 6 and then only take those who cannot swim but it will still require transportation, two members of staff and parents making a contribution. A lot of parents pay for private swimming lessons out of school.

	<p>Governors are surprised as they are not aware of any other schools who do not teach swimming lessons. CB confirmed that they used to swim before Covid in Y3. LH will speak to Budleigh Salterton school because she knows it is hired out. LS to also ask if they have instructors. CB will check with how much money is carried forward. Governors believe is it an important lesson and would consider spending some of the extra funds and put some towards the cost of swimming. The schools is currently surveying the current yr 6 children to see if they can all can swim.</p> <p>Governor asked what is the consequence of a child leaving the school being unable to swim. CB explained that that child has not met that section of the curriculum. It is a skill that is important to have. RP could look at PP funding as well. (GH left 8:12 and LJ took over chairing the meeting).</p>	
2022.56	<p>Safeguarding and Child Protection:</p> <ul style="list-style-type: none"> • Safeguarding Update including CPOMS demo: School has had an online CPOMS demo which was very good and useful. Staff were shown what it can do and what categories can be set up. SLT were also shown how to monitor and pull out reports. It can be tailored to what the school wants. There is a £630 (ish) annual fee. It is worth doing but it just needs to be set up, it communicates with SIMS. Governors agreed with this proposal. Safeguarding will be better paperless. The school will offset the cost with the efficiency. RP is doing 'Operation Encompass' training. There are changes to when the police contact the school from November. The school needs a designated email rather than a phone call. This was mentioned in the Governance Alert. It is important that the school does know if a child has been involved in an incident before attending school to nurture and support them. <p>CB & RP are completing level 3 refresher training in September. It will be face to face training. Governors will need to complete the Safeguarding level 2 refresher in September.</p> <p>New fencing is going up in September which will make the site more secure.</p> <p><i>This item continued in Part II.</i></p>	
2022.57	<p>GDPR</p> <ul style="list-style-type: none"> • Update: CB has completed some more of the actions. 	
2022.58	<p>Financial Monitoring</p> <ul style="list-style-type: none"> • Health & Safety/Premises update: SM was unable to attend the meeting. Governors asked if the parking has improved in Beech Park. CB confirmed that it had not. The PSCO has been shown the issues but says nothing can be done as it is in a residential zone. Could speak to DCC about 'Restricted Parking Zones'. The school cannot police it, all they can do is put more communications in the newsletter but it is an historical issue and cannot see it changing. Cars are an obstacle so they can slow people down. Parents can always get a space in either the car park for the Village Hall or McColls. It was proposed that a letter be sent from governors to all parents stating CB has discussed this with them and this is a large concern. Signed from the FGB. This is a large issue. SM to speak to Parish Council and compose a letter to be sent from the FGB. There have been no youths on the school roof since the last FGB meeting. Intrinsically linked with safeguarding. (LH left 8:33) • Budget update: IG & LH away – LD's report was noted. • Spending/Project Approvals: No new approvals required. 	
GENERAL GOVERNANCE		

2022.59	Lead Governor/Classroom visit Reports: Any questions? SM – Premises. This had been discussed during the June FGB. BM – Design & Technology. Sparse report as first visit but he has highlighted recommendations. No questions were raised. BM – EYFS. So many expenses that we have to buy perhaps consider miscellaneous budget for small amounts for objects bought from time to time. EYFS do have their own budget. Receipts are needed for audit. Governors are aware EYFS need more for consumables. BM to advise the EYFS team that governors are happy for school to pay for expenses but they need receipts so staff must remember to hand them in. Good for all governors to do classroom visits in EYFS because it is so different to the rest of the school.	
2022.60	Governor Training: BM has attended new governor training. He spoke with governors about three things he had learnt during the training; The Strategic plan which has already been covered earlier in the meeting, ToRs – there is no general one for the subject leads and finally he told governors that 63% of the current prison population were excluded during their education.	
2022.61	Matters brought forward at the Chair’s discretion: None	
2022.62	Impact of meeting & Agree governor to write in newsletter: The governors had a productive meeting including: Awareness of data – clear picture of the performance against national benchmarks and previous years data The governors have seen the end of school year budget Plans to develop a staff welfare staff survey and wellbeing charter Discussed and reviewed governor responsibilities and strategic plan The parking issue which is a safeguarding concern and a plan to move forward.	

Meeting closed:

ITEM	ACTION	WHO	DUE BY
2022.45	Write a short report for the newsletter	GH	13.07.2022
2022.68	Add Attendance ToR to September agenda	BD	21.09.2022
2022.70	Meet to discuss Wellbeing Charter	RJ, CB & GH	21.09.2022
2022.70	Add Wellbeing Charter update to September agenda	BD	21.09.2022
2022.70	Add Strategic Plan to the last meeting of each term in the Annual Planner	BD	26.07.2022
2022.70	Send BD the model DP procedure	CB	26.07.2022
2022.71	Look at the Strategic Plan	GH & BM	21.09.2022

Signed: _____ (Chair)

Date: _____