



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



Minutes – Full Governing Board 28th September 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 (arrived 18:43)	Parent	Y	Nothing to declare	02.12.2025
SM	Steve Meredith (via TEAMS)	Parent	Y	Nothing to declare	07.09.2025
LH	Lisa Heard	LA	N		07.12.2025
LJ	Lee Jordan	Foundation	N		27.09.2026
BM	Bob Maskell	Foundation	N		01.02.2026
GH	Graham Harry	Co-opted	Y	Nothing to declare	02.02.2025
LS	Lucy Samson	Co-opted	N		07.01.2024
	VACANCY	Co-opted			
	VACANCY	Co-opted			
Others					
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM		ACTION
PROCEDURAL		
2223.01	Apologies: LH – Holiday, LS – Work, LJ & BM – Sick. The clerk confirmed the meeting was quorate (3 or more governors) <i>Governors agreed to move item 2223.03 up the agenda to be discussed before 2223.02</i>	Approved
2223.03	Governor Update; resignations, re-appointments, co-option and vacancies: Governors were advised that Ian Guy has resigned from the board and Lee Jordan has agreed to renew his role as Foundation Governor for another term. There are currently two vacancies however CB & GH have met with a prospective governor who is in the process of completing their paperwork. Governors were asked to think of possible governors. (RJ arrived 6:43)	
2223.02	Election of Chair and Vice-Chair: CB nominated GH as Chair, RP seconded. All in favour. GH nominated LJ as Vice-Chair, CB seconded. All in favour.	GH is Chair LJ is Vice-Chair
2223.04	Declaration of Interests: None to declare.	
2223.05	Approve the updated Code of Conduct: Governors approved the updated Code of Conduct. The Chair signed the document and the Clerk reminded governors to complete the confirmation to confirm they have read and agree to abide by the code on GovernorHub.	All governors to complete confirmation on GHub



2223.06		Confirmation of Minutes of 13.07.2022 (Part I & Part II) The minutes were approved and signed.	Approved
2223.07		Matters arising from minutes: 2022.70 Wellbeing Charter. CB, GH & CB met to discuss the charter. There are 12 bullet points explaining what the charter stands for. It was agreed that governors would look at a few of the bullet points at each FGB to breakdown how it could affect the school. The aim is to have it ready by the end of January 2023 so the staff may see it during their Inset Day. Governors need to see how it can be managed but it is also important to ascertain what the staff are hoping for and how the objectives can be met. CB has prepared the first three and it was agreed that the first three items be sent to governors to brain storm. Sara (prospective governor) has a background in Mental Health & Wellbeing.	CB to send first three bullet points to BD to add to GHub
2223.08		Confirm date for HT Performance Management review: The date for the review has been confirmed as 3 rd November 2022 with Julie Stevens.	
2223.09		Agree Attendance Lead Terms of Reference: The Attendance Lead Terms of References were agreed. Governors questioned whether there should be a deputy but it was agreed that it was not necessary in this role.	BD to update website
MONITORING			
2223.10	a	Policies, Statements & Provisions for review: SEND Policy & Offer: Offer has been updated to allow for change of providers. A couple of typos were corrected and the sentence 'and our location is within a couple of miles of Ottery Hospital' was removed. Add to website.	Approved
	b	Safeguarding Policy: No questions were raised. Add to website. Following the above amendments, governors approved both policies. Policies, Statements & Provisions reviewed by Lead Governors/Headteacher (For information only): No policies due at this meeting.	BD to add to website
STRATEGIC			
2223.11	a	Admissions requests update: SM advised governors that five requests were received during the Summer break, all of which were rejected. SM questioned who keeps on top of the school's admin work during the school holidays. CB advised that the office staff look at emails each week as does CB. Safeguarding still needs to be completed. LD liaises with the caretaker to discuss their availability during the holidays and arranges for workmen to attend when the caretaker is available. Office staff came in one day early to catch up (claim the time as TOIL or overtime). Bills and deliveries can be an issue but LD explains to suppliers. Governors wondered how long the lead time was between an application and the school's response. It was suggested that the office 'Out of Office' email response provides an update about invoices and 'in school requests', to be aware the school is shut although the account will be monitored periodically.	
	b	Verbal HT report (including Health & Wellbeing of pupils and staff): CB advised governors that the school has been back for 4 weeks. There are a couple of new children at the school. Covid cases are rising. Two members of staff are currently off so cover has been required. <u>CPOMS:</u> is nearly ready to go live. Liaised with Ottery St Mary school for advice. Software has been added to allow SIMS to talk to CPOMS. Training will be given to all staff once it is up and running. <u>SDP:</u> CB & RP have almost finished updating the SDP. This will be brought to the November meeting. The targets recommended by Julie Stevens have been added. <u>DPO:</u> Now Babcock have moved to DES, Firebird was unable to continue with them and continue to provide the service for them. DES offered a different provider but the school has built a relationship with Firebird and do not want to	Add to November Agenda

	<p>change. CB has cancelled the subscription and will go direct to Firebird. Paperwork has not been updated.</p> <p>A couple of teachers have changed classes so are getting support and also had bespoke training.</p> <p>Have had 'Meet the teacher'. Parents are starting to come back in to the school. Parents evenings are during the last week before half term. Parents are looking forward to coming in and seeing their children's work.</p> <p>c Subject Leader Reports (for information only): The reports had been circulated to all governors prior to the meeting. They are a great base for the lead governors visits. Governors agreed the reports were very informative. GH to email staff to thank them for their hard work.</p> <p>d End of year (2021/22) data: The report had been circulated to all governors prior to the meeting. RP explained that it is hard to break down to year groups due to keeping children anonymised so have not done this for all areas. Governor Summary at the bottom was useful to highlight areas. Progress scores were not available at the end of last year so only able to see them now. The improvement is significant and clear to see. Reading is now the weakest (but still good) because the school has had a real push on writing, vocabulary and Maths. Writing has been within the 4th quintile for the last 4 years so it is good to see a change with this. Had gains to make and are really pleased with the results. Children performed as well as they could have hoped. Year 6 Combined figures shows 88% of pupils getting 'expected' and 50% 'greater depth' against national which is 59% at 'expected'.</p> <p>Governors commented on the Autumn born against their peers. How is this shown. RP explained that the impact is shown more at the start of their school life. It can even out but equally some children never catch up. Summer born children are only really discussed during EYFS and KS1. There is no allowance given.</p> <p>Grammar, Punctuation and Spelling took a dip and was the only one to do this. Governors wondered why. RP explained that some gaps, like spelling, are particularly exposed in the grammar test. Pupils can be a poor speller and still get expected in your teacher assessment in writing, but it is highlighted more in the grammar paper. There was not much change in the overall points. Headline 'expected' dipped. Year 6 will be using practice SAT papers this week. This current year 6 is very different to the last year. Have capable children but also feel it is going to be hard to keep at headline numbers but are still hoping that they get the progress results. Progression is the important thing. As long as they are looked after well, and progress well, that is what matters. Governors were encouraged by their year 5 figures. The next results governors will see is data drop to be discussed in January.</p> <p>e Health & Safety Audit Report: The report had been circulated to all governors prior to the meeting. There were two Amber issues (page 14) which were minor and have already been completed. SM did get an update but was not involved. SM has asked to be more involved in the future. It did state that Governors had not completed training but SM has. BD to advise LD when any governors complete school specific training.</p>	GH to e-mail staff
2223.12	<p>a Safeguarding and Child Protection:</p> <p>Safeguarding Data Collection Sheet (Summer): The data sheet had been circulated to all governors prior to the meeting. CB explained that this is for last term. It is hoped this will go on to CPOMS once the system has been completely set up. Governors questioned the section 'School is unaware if parents have engaged with the Young Carers process or not' and wondered if there was any way if the school could be advised. RP explained that the school are not advised of any external help. Young Carers support is really good. It would be good for the school to know but this is not possible.</p>	

	<p>b Safeguarding Update: LS was unable to attend the meeting. A Learning Walk is due to take place soon. LS has made contact with CB to arrange.</p> <p>Level 2 Training reminder: Clerk reminded governors to let her know when they have completed the training and to update the confirmations on GHub.</p> <p>c KCSiE reminder: Clerk reminded governors to let her know when they have read the latest KCSiE and to update the confirmations on GHub.</p>	All governors to update GHub
2223.13	<p>GDPR</p> <p>a Update including DPO (Data Protection Officer): included in HT report</p> <p>b Data Protection Compliance Report: The report had been circulated to all governors prior to the meeting. The annual audit will take place on 29.11.2022. Once minor issue has occurred and processes have been updated to ensure there is no repetition.</p>	
2223.14	<p>Financial Monitoring</p> <p>a Health & Safety/Premises update: Premises report is included in the report below (2223.15). Some good work has been completed over the summer holidays including repairs and maintenance. The school is looking clean and tidy throughout. Fresh paint, new fire alarm installed, radiators replaced in the girls' toilets and damaged ceiling tiles repaired. The school has a new caretaker who is very proactive in keeping an eye on the school and keeping it in good condition. The roof continues to be an ongoing problem but LD is bringing roofers back in as and when issues arise.</p> <p>Governors discussed the possibility of the PTFA disbanding. The Chair and Deputy have announced they are stepping down. The PTFA is a good source of funding for the school. The PTFA were keen to put funds towards a project and were considering helping with the canopy over classrooms 1 & 2. CB advised that although the it is hoped the canopy project will continue they are now looking at an outside running track because the PTFA like to assist with projects that benefit the whole school. The school can use their Sports Premium towards it too, for daily mile etc.</p> <p>Governors asked whether the PTFA kept their fundraising monies and gave it to the school when the projects require payment. CB explained they are a charity so they keep the money and then ask the school what projects they have. CB attended the AGM. If no response to the call for a new Chair and Deputy, monies will need to be returned to parents – unsure how that would work. They want the school to be able to spend the monies raised. Governors asked about the rationale for the track? CB understood it has been wanted for some time, certainly before CB joined the school. CB will send something out to parents. Need to emphasise that it is not a huge commitment and how much is raised each year. It is a vital revenue stream for the school.</p> <p>b Budget update: No update.</p> <p>c Spending/Project Approvals: No current projects. SM mentioned in his report that the ICT suite could possibly be used for something else but LD was putting money for new computers. If not having an ICT then would they need more computers? SM explained his understanding was that there would be another program of Chromebooks instead.</p>	
GENERAL GOVERNANCE		

2223.15	<p>Lead Governor/Classroom visit Reports: Any questions?</p> <p>GH – English: A report had been circulated to all governors prior to the meeting. No questions were asked.</p> <p>LH – Maths: A report had been circulated to all governors prior to the meeting. No questions were raised.</p> <p>SM – Premises: A report had been circulated to all governors prior to the meeting. See above (2223.14)</p> <p>A timetable has been created to confirm which lead governors are to visit subject leads during the Autumn Term. Governors are to contact their subject leads to arrange a meeting and advise the clerk of the date.</p>	
2223.16	<p>Governor Training:</p> <p>Clerks’ Briefing: The clerk attended a Clerks’ Briefing today. It was very informative and following the training the clerk advised governors that; There has been an update to the Behaviour Policy so this will need to be reviewed at the next FGB,</p> <p>The School Uniform Policy must be on the school website now and there must also be a link to where second-hand uniform is accessible. RB confirmed the policy is already on the website (policy section on Parents tab) so there just needs to be a link added to the page on the school website. The school need to consider this. Add to next agenda.</p> <p>It is now being recommended that online checks are undertaken as part of recruitment and for the SCR to include a column confirming this has been done. This will not be necessary for volunteers or governors.</p> <p>The SFVS has been updated. It is RAG rated and there is guidance and a Q card to help governors complete it.</p> <p>The clerk also advised governors that she will be attending some GovernorHub training this week.</p> <p>GH is attending the DAG forum for Chairs in October.</p>	Add School Uniform to next agenda
2223.17	<p>Matters brought forward at the Chair’s discretion:</p> <p>Complaint update: <i>At this point the meeting went to Part II.</i></p> <p>Thank you and farewell: It was hoped that former governor IG would have been able to attend the meeting to allow the governors to thank him for all of his hard work and commitment to the school over the years especially his work towards finance and staying on the board until after the OFSTED inspection even though he had moved out of the area. The chair will email IG and a collection from the governors has been made for a gift and card.</p>	
2223.18	<p>Impact of meeting & Agree governor to write in newsletter: The governors had a productive meeting including:</p> <p>Useful update for governors to understand the situation with the PTFA, where they are now and the future; need to expedite a handover asap.</p> <p>Pleased to hear the action happening with the progression of the wellbeing charter.</p> <p>Subject lead reports; gave governors a great picture.</p> <p>Whole school data; gave governors a good, clear picture.</p> <p>Useful update on training governors need to do, and where they need to go for the whole of year and also a positive discussion on second hand uniform which might help for the future.</p> <p>Pleased a Chair and Vice-Chair have been approved and pleased LJ has agreed to continue for another term.</p>	

Meeting closed: 8:43

ITEM	ACTION	WHO	DUE BY
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2223.07	Send first three bullet points of Wellbeing Charter to BD to add to GHub	CB	05.10.2022
2223.09	Add attendance lead to website	BD	01.10.2022
2223.10a&b	Add policies to website	BD	01.10.2022
2223.11b	Add SDP to next agenda	BD	19.10.2022
2223.12c&d	Update confirmations on GHub once completed L2 Safeguarding and read KCSiE	ALL	19.10.2022
2223.16	Add School Uniform to the next agenda	BD	19.10.2022

Signed: _____ (Chair)

Date: _____