



**West Hill Primary School**  
 (a partner in the SMILE Learning Trust)  
 Beech Park, West Hill, Ottery St Mary, Devon EX11 1UQ  
**01404 812599**  
[admin@west-hill-primary.devon.sch.uk](mailto:admin@west-hill-primary.devon.sch.uk)  
**Headteacher: Cheryl Boulton**



## Minutes – Full Governing Board

### 12<sup>th</sup> July 2023

| Attending     |                |             |   | Declaration of pecuniary interest | Office Terminates |
|---------------|----------------|-------------|---|-----------------------------------|-------------------|
| CB            | Cheryl Boulton | Headteacher | N |                                   |                   |
| RP            | Rob Pantling   | Staff       | Y | Nothing to declare                | 02.09.2023        |
| MC            | Matt Carpenter | Parent      | Y | Nothing to declare                | 17.04.2027        |
| SM            | Steve Meredith | Parent      | N |                                   | 07.09.2025        |
| LH            | Lisa Heard     | LA          | N |                                   | 07.12.2025        |
| LJ            | Lee Jordan     | Foundation  | N |                                   | 27.09.2026        |
| BM            | Bob Maskell    | Foundation  | Y | Nothing to declare                | 01.02.2026        |
| GH            | Graham Harry   | Co-opted    | Y | Nothing to declare                | 02.02.2025        |
| LS            | Lucy Samson    | Co-opted    | N |                                   | 07.01.2024        |
| SL            | Sara Lees      | Co-opted    | Y | Nothing to declare                | 08.11.2026        |
|               | VACANCY        | Co-opted    |   |                                   |                   |
| <b>Others</b> |                |             |   |                                   |                   |
| BD            | Bec Davey      | Clerk       | Y | Nothing to declare                |                   |

All governors have agreed to abide by the Code of Practice as approved by the FGB and understand the level of confidentiality required for the meeting.

#### Question Action/Decision

| ITEM            |                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>2223.105</b> | <b>Apologies &amp; Welcome:</b> Apologies were received from SM, LH, LJ, LS & CB. Approved.<br><br>The clerk confirmed the meeting was quorate (3 or more governors).                                                                                                                                                                                                                                                                         |
| <b>2223.106</b> | <b>Declaration of Interests:</b> None declared.                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>2223.107</b> | <b>Confirmation of Minutes of 14.06.2023 (Part I):</b> The minutes were agreed as a true record and will be signed electronically by the chair.                                                                                                                                                                                                                                                                                               |
| <b>2223.108</b> | <b>Matters arising from minutes:</b><br><b>2223.96b</b> Advise LD that the governors have approved the purchase of another trolley of chrome books <b>LH</b> . The trolley of Chromebooks has been purchased. The school now has 96 Chromebooks.<br><b>2223.98d</b> Create a parent questionnaire, convert to a google form, collate the results and prepare a report <b>CB, LJ, RP, BM</b> . This item has been deferred to the Autumn term. |
| <b>2223.109</b> | <b>Agree Roles and Responsibilities for the academic year (inc committee membership):</b> A proposed list had been uploaded to GHub prior to the meeting. Governors discussed and agreed the roles.                                                                                                                                                                                                                                           |
| <b>2223.110</b> | <b>Review Terms of Reference for next academic year:</b> Governors reviewed and approved the Terms of Reference for 23/24. <b>Clerk to update the website.</b>                                                                                                                                                                                                                                                                                |

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| 2223.111 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>To confirm dates of meetings for next year:</b> The proposed dates were uploaded to GHub prior to the meeting. The dates were approved. <b>Clerk to add them to the GHub calendar.</b> |
| 2223.112 | <p><b>Financial Monitoring:</b></p> <p><b>a Health &amp; Safety/Premises update:</b> Prior to the meeting, SM advised the clerk that there were no updates.</p> <p><b>b Budget update:</b> Governors reviewed the budget notes provided by LD &amp; LH. As LH was not present at the meeting, it was agreed that if there were any questions, they were to be sent to LH outside of the meeting.</p> <p><b>c Spending/Project Approvals &amp; update:</b> Prior to the meeting, SM advised the clerk that all planned works for the summer period are going ahead as planned, canopy, small playground fencing etc.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                           |
| 2223.113 | <p><b>a Policies, Statements &amp; Provisions for review:</b><br/>None due for review.</p> <p><b>b Policies that have been approved by Lead Governors/Headteacher (For information only):</b><br/> <b>Staff Behaviour Policy (Code of Conduct):</b><br/> <b>Charging &amp; Remissions Policy:</b><br/> <b>Governor Allowance &amp; Expenses Policy:</b><br/> <b>Behaviour Policy:</b><br/> All policies approved. <b>Clerk to advise LD.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                           |
| 2223.114 | <p><b>a Admissions requests update:</b> Prior to the meeting SM advised the clerk that since the last meeting there has been one request which has been granted under fair access. There will be thirty-one children in year 3 from September.</p> <p><b>b SMILE AGM update:</b> GH advised that the SMILE learning trust had had their AGM during which it was agreed that both governing boards are contacted should there be a need for a first or second committee.</p> <p><b>c HT report including JS's visit, Health &amp; Wellbeing of Head, staff and pupils:</b> A report was uploaded onto GHub prior to the meeting. Pupil Wellbeing has been added to the report this time. <b>Governors questioned the number of incidents recorded.</b> RP explained that the school have been using CPOMS which is a digital safeguarding system since April and any incidents/concerns are recorded on CPOMS. It could be someone pushing someone in a line, answered back. Any incident is being recorded to enable the school to see if there are any patterns. <b>Governors queried the date on the Behaviour policy.</b> RP confirmed that it will be updated now the policy has been reviewed and approved. Attendance is above the national target. <b>Governors agreed with this but wondered why, at 96%, it is lower than previous years.</b> RP informed governors that it included enforced absence (Strep) so 96% is a healthy figure. He confirmed that governors have no need to be concerned with this percentage. Governors thanked RP for stepping in for CB during her absence.<br/> <u>Julie Stevens (JE) (DES) visit:</u> JS visited all year groups with RP/CB and is pleased with the quality of Teaching and Learning. The children's conduct was exemplary. All teachers have received personalised feedback and they all had good areas and areas for development. Teachers need to be wary of cognitive overload and they need to ensure the learning objective is the main topic so nothing deflects from this. Her visit has helped form staffing decisions for 23/24. It was helpful to have these affirmed from an external source.</p> <p><b>d KS1 Teacher assessment &amp; 2 SATS data assessment – headline figures:</b> These were uploaded onto GHub prior to the meeting. RP informed governors that this is the last year of KS1 SATS being mandatory but WHPS are likely to continue using them as they are a good mark. The school was moderated this year and The Year 2 teacher was praised by the moderators; he knew the children well and was able to prove points. There is no KS1 2023 data online yet.<br/> RP was pleasantly surprised with the KS2 results. The reading paper was nationally criticised about how hard it was and the pass mark was reduced from 29/50 to 24/50 but even with this, the national pass results still went down. 87% of pupils at WHPS got enough marks to reach the expected standard. RP wished to thank the teachers for their efforts in securing these results. It was a great team effort and a good set of data results overall. Governors agreed that the school should be proud.</p> <p><b>e</b></p> |                                                                                                                                                                                           |

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| <p>f</p> <p>g</p> <p>h</p> <p>i</p> <p>j</p> | <p><b>EYFS end of year data – headline figures:</b> These were uploaded to GHub prior to the meeting. It did not include what was achieved last year but are above national for GLD. There was a 1% improvement on results from last year.</p> <p><b>Year 1 Phonics - data assessment – headline figures:</b> These were uploaded to GHub prior to the meeting. RP is disappointed that they are below national, although the same % percentage of this cohort got GLD the previous year (70%) Some will retake the test next year if they scored under 32/40 in the test. Phonics interventions were in place using catch-up funding. Some pupils passed in practice tests who did not pass on the day of the final test.</p> <p>Three were one mark off. Those who are not on track in current reception class are already identified so when the handover happens between the EYFS and Yr1 teachers they know which ones have been earmarked for additional help. <b>Governors asked if anything was changing with the teaching of phonics based on the results.</b> RP confirmed that there is still some catch-up funding left so the school will continue to use this. RP also advised that the class will do a practice test earlier in the year to see where the children are sooner. The number of children is different so they should see a return to higher figures. RP does not believe it is the Phonics scheme that is used (Letters and Sounds, this is not affiliated with the DfE) as the school has received 90% from previous cohorts.</p> <p><b>Sports Premium report:</b> A report was uploaded to GHub prior to the meeting. RP advised governors that there is currently a live survey asking the parents of Year 6 pupils whether their child can swim 25 meters and do a variety of strokes but the results are not known yet. The Sport Pupil premium money has been mainly spent but a small amount remains. <b>Governors asked if this can be spent by the end of term.</b> RP is unsure as there is not much time left. RP expressed thanks to Mr Sapwell for his hard work with PE. RP advised governors that the school changed pools from Sidmouth to Ladram Bay and the feedback from teachers and pupils is that it is a good place to swim.</p> <p><b>Governor Strategic Plan (GSP) – governor feedback:</b> BM had uploaded the proposed document on GHub but has received no responses to date. <b>It was agreed that this item be deferred</b> until the Autumn term when the school will also have a new School Development Plan (SDP). <b>Governors queried the lack of Safeguarding and Finance issues.</b> BM explained that when he attended a course, he was advised that governors should work on a plan solely based on the SDP and should only cover strategic areas. Operational matters are for the school staff. BM confirmed he has prepared an expanded one which includes the finances etc. Governors should facilitate a circumstance that allows the staff to fulfil their SDP. Governors agreed that it is essential that part of the governors strategy is safeguarding so this should be included in GSP. Also finance to ensure governors are able to challenge that funding is being spent. Whichever document is decided upon, governors need the document to start. GH confirmed that the GSP and SDP will be standing items on all agendas in future.</p> <p><b>Skills Audit Results:</b> The chair and clerk have met to review the results. They were uploaded on GHub prior to the meeting. There are no specific areas of concern but options for training have been noted where people put 3's.</p> <p><b>Parent Feedback:</b> The following comments have been made to governors by parents outside of the school;</p> <p><i>Would it be possible to have a forum or online questionnaire for parents?</i> Governors confirmed that they are in the process of collating a parent questionnaire (2223.98d).</p> <p><i>Newsletter feedback.</i> Some parents would prefer a different order to the information provided on the newsletter, perhaps celebrations at the start rather than attendance.</p> <p><i>More visible governors at events.</i> Governors feel this is already happening and will continue to do so.</p> <p><i>All teachers available at the start/end of the day rather than just the TA's.</i> RP confirmed that this is not a reasonable request because this is the time when class teachers are preparing their classroom for the day. RP will, however, take the comment on board.</p> <p><i>Actions from parents evenings have not been completed.</i> RP thanked governors for bringing this to his attention. His advice was for the parents to inform the school, letting them know what they thought was supposed to be happening. Their first port of call is to speak to the office to ask to speak to the class teacher. Following that, if they are not happy, they can then go to the Senior</p> |
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|          | k | <p>Leadership Team (SLT). RP will send an email out to all teachers, reminding them about any actions and to bear them in mind for the next parents evening or the meet the teacher session.</p> <p>Use the school field out of hours to practice riding bikes. RP confirmed that children can use the area behind the school which is a community resource. RP will mention this in the newsletter.</p> <p><b>Website Review:</b> Governors thanked BM for carrying out the review. Once the clerk had reviewed it, BM met with RP to discuss the results. The only section of the website that requires reviewing is the virtual tour on the front page. It was put on the website when parents were not allowed to visit the school and it mentions covid and the school being outstanding (Ofsted). RP advised that when it was first put on the website the feedback was that it was useful but since then, there has been no comments. Governors agreed that it be removed. RP advised that the original PowerPoint Presentation could be updated. RP will remove the virtual tour from the website.</p>                                                                                                                                                                                                                                                                                                                                                                                    |
| 2223.115 |   | <p><b>Safeguarding and Child Protection:</b></p> <p><b>Safeguarding Update:</b> SL advised there are no current issues. SL has completed a learning walk and the report was uploaded onto GHub before the meeting.</p> <p>Any action points were noted and RP will check that the caretaker has been told of any actions that are required to be completed by him. SL mentioned her concern that the cooker 'ON' button by the year 5/6 classroom can be reached by the children. SL has been advised there is always a teacher present and the children know not to play with the button and if it is not being used, then it should be turned off at the wall. Governors discussed this and agreed that even if it is turned off, it should be covered and the cover locked. RP will arrange for this to take place.</p> <p>RP advised governors that he has asked LD which providers have been used previously to get quotes for work to start on the ICT suite room. SLT have agreed that it is going to be turned into a multi-purpose room so just needs to be given a blank canvas and for this to happen, not much work needs doing other than one set of plugs/permanent bench needs removing and a room divider need to be put in. LD has advised RP that they may not be able to get builders until after Christmas. RP has tried to get a lot done in the last two weeks towards this. He knows what is wanted and just needs the quotes.</p> <p>SCR has been reviewed and is ok.</p> |
| 2223.116 |   | <b>GDPR Update:</b> No issues reported.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2223.117 |   | <p><b>Lead Governor/Classroom visit Reports: Any questions?</b></p> <p>Computing - BM</p> <p>RE – BM. No longer all Christian focussed, other faiths are considered and discussed.</p> <p>SCR – SL</p> <p>Safeguarding - SL</p> <p>BM &amp; SL were thanked for their visit reports. BM was impressed with the computing, especially RP's class doing their accounts and the use of Bee-Bot in EYFS.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2223.118 |   | <p><b>Governor Training:</b> What is the budget line for Governor Training RP to find out.</p> <p>The clerk had prepared details of the training being offered by DES for the Autumn term. Governors are to advise the clerk which courses they would wish to attend and the clerk will request a place for them.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 2223.119 |   | <p><b>Matters brought forward at the Chair's discretion:</b></p> <p>RP asked if the letter to WASPS been done. GH confirmed it had not. GH will action.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2223.120 |   | <p><b>Part II:</b></p> <p><b>Minutes from 14.06.2023.</b> Were approved as a true record and will be signed electronically by the chair.</p> <p><b>Staffing Update:</b> The meeting went in to part II for this section.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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| <b>2223.121</b> | <p><b>Impact of meeting &amp; Agree governor to write in newsletter:</b></p> <p>It was agreed that BM will write in the school newsletter next.</p> <p>Governors;</p> <p>are really pleased with the SATS results which were positive and better than expected. They were pleased with how well the moderation went for Mr Joseph. Well done to all staff.</p> <p>are excited about the training being offered in the Autumn term.</p> <p>thanked RP for the HT report which they found informative and detailed.</p> <p>like the idea of the cover over the electrical access to the oven.</p> <p>agreed with the proposal to remove the virtual tour.</p> <p>enjoyed the new parental review agenda item and believe it is a great avenue for parents to have</p> <p>- parents need to feel listened to.</p> |
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Meeting closed: 9:22

| ITEM      | ACTION                                                                                                                                                    | WHO | DUE BY     |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------|
| 2223.110  | Update the ToR's on the website                                                                                                                           | BD  | 31.07.2023 |
| 2223.111  | Add meeting dates to GHub calendar                                                                                                                        | BD  | 31.07.2023 |
| 2223.113  | Advise LD of policies that were approved                                                                                                                  | BD  | 31.07.2023 |
| 2223.114h | Add Governor Strategic Plan – Governor Feedback to next agenda                                                                                            | BD  | 21.09.2023 |
| 2223.114j | Send an email out to all teachers, reminding them about any actions and to bear them in mind for the next parents evening or the meet the teacher session | RP  | 31.07.2023 |
| 2223.114j | Mention the community area behind the school in the newsletter                                                                                            | RP  | 31.07.2023 |
| 2223.114k | Remove the virtual tour from the website                                                                                                                  | RP  | 31.07.2023 |
| 2223.115  | Check that the caretaker has been told of any actions that are required to be completed by him following the safeguarding learning walk                   | RP  | 31.07.2023 |
| 2223.115  | Arrange for the cooker switch by the 5/6 classroom to be covered with a lockable cover                                                                    | RP  | 31.07.2023 |
| 2223.118  | Find out what the budget is for the governor training                                                                                                     | RP  | 31.07.2023 |
| 223.118   | Advise the clerk what training sessions you would like to attend                                                                                          | ALL |            |
| 2223.118  | Once advised by governors, request a place for them on the training session                                                                               | BD  |            |
| 2223.119  | Write to WASPS                                                                                                                                            | GH  | 31.07.2023 |



Signed: \_\_\_\_\_

\_\_\_\_\_ (Chair)

Date: 27.09.2023