



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

27th September 2023

Attending				Declaration of pecuniary interest	Office Terminates
CB	Cheryl Boulton	Headteacher	Y	Nothing to declare	
EF	Elaine Fanson	Staff	Y	Nothing to declare	02.09.2027
MC	Matt Carpenter	Parent	Y	Nothing to declare	17.04.2027
SM	Steve Meredith	Parent	Y	Nothing to declare	07.09.2025
LH	Lisa Heard	LA	Y	Nothing to declare	07.12.2025
LJ	Lee Jordan	Foundation	Y	Nothing to declare	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			
Others					
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	
2223.122	Apologies & Welcome: No apologies had been received. EF was welcomed to the board as the new staff governor. Thanks to RP for being the staff governor for the past four years, his contribution to the board was invaluable. The meeting was quorate (4 or more governors).
2223.123	Election of Chair and Vice-Chair: Chair: GH was nominated by LJ, LH seconded. All in favour. GH is chair Vice Chair: LJ was nominated by CB, BM seconded. All in favour. LJ is vice-chair
2223.124	Declaration of Interests: None declared.
2223.125	Approve the Code of Conduct: The code of conduct was approved. Clerk to add to confirmation on GHUB
2223.126	Confirmation of Minutes of 12.07.2023 (Part I): The minutes were agreed as a true record and will be signed electronically by the chair.
2223.127	Matters arising from minutes: 2223.98d Create a parent questionnaire, convert to a Google Form, collate the results and prepare a report CB, LJ, RP, BM. CB will email the Ofsted Qs to LH who offered to create the Google Form document for parents. SM asked if a question can be added about how useful the school newsletter is to see if it is read by parents.

		2223.119 Write to WASPS GH: COMPLETE GH has written to WASPS and asked them to reconfirm to LD when they want to use the field. LD has been in contact with WASPS for the DBS numbers for the coaches. 2223.114j Mention the community area behind the school in the newsletter RP. BD to ask RP to do this.
2223.128		To confirm date for HT Performance Management review: This has been booked for 8th November 2023.
2223.129	a b c	Financial Monitoring: Health & Safety/Premises update: SM advised that the works over the Summer were completed as scheduled; fencing in the smaller playground has been erected and the Key Stage 1 canopy too. Budget update: No budget update. Spending/Project Approvals & update: No projects for approval
2223.130	a b c	Agree Policy Responsibility: Policies are the responsibility of the relevant lead governor/Headteacher/FGB. If there is no lead governor then it will be agreed by the FGB. Policies, Statements & Provisions for review: SEND Policy & Offer: The offer has been received and is approved. The policy is still being reviewed by the SENDCo. This will be reviewed by the Safeguarding Lead before the next meeting. Safeguarding Policy: Approved CB to add to website Policies that have been approved by Lead Governors/Headteacher (For information only): Parental Code of Conduct: CB has created a document which was circulated to all governors prior to the meeting. It was agreed that the appendix be removed and the accompanying letter to parents advising them of the new code is to be signed by the governors. If the behaviour is towards a member of staff, the resultant letter will come from CB. If it is towards CB, she will speak with BM and any correspondence relating to the case will come from a member of the governors. If any letters have been sent, they will be included in the wellbeing data of future HT reports. The correspondence will be sent via email and post. Governors questioned about GDPR. CB confirmed that data will be kept securely on her laptop and also registered under CPOMS. The office will send out the letter. The Code will be sent out to parents this week, it will not be part of the newsletter but sent as a separate item. BD reminded governors that if they want guidance on anything, they can contact Governor Services at DES. CB thanked the governors for their support and for signing the letter from governors. Admissions Policy: No changes to the policy since last year. This is for 2024/2025 and the Policy will be put out to consultation on 1st November 2023 to 6th January 2024. Clerk to add to website.
2223.131	a b	Admissions requests update: SM advised an appeal for a year 5 place is taking place next week. It would increase the class number to 32. Governors were concerned about the Health & Safety of the class. CB has included this in her appeal. If it is approved, governors could write to admissions stressing that it breaches fire evacuation and safety regulations. With teachers and TAs there is potentially 34 people in the room where the net capacity is 29. CB included pictures of the room to the appeals department to show how cramped the room is now. There is simply no space for another child, let alone a desk. Governors asked if the admissions can insist that the school move the class to another room. CB explained that there is only one room that is bigger which is the reception class, which needs the space. She also cannot believe they would make the classes move. The child is currently at another school so is in education. Year 1 is the only class that is not full to capacity. Verbal HT report including CiC and Health & Wellbeing of staff and pupils: A concrete survey has been undertaken and the school does not have RAAC. Reception baseline tests (English & Maths) took place during the second and third weeks of this term. The new KCSiE has a section on Filtering. The school internet system has been checked and one area required action. The SCOMIS IT support has been in and has corrected this. The Local Learning Community (LLC) are meeting next week.

	Parents evenings have been set. Governors asked if CB wanted any Governor available to meet with the parents. No-one came to see the governors last time. CB will add to the parents evening letter that governors will be available to make an appointment, and to please let the office know by a 'deadline' date. A curriculum letter went out before the 'meet the teacher meetings' and parents evening. Teacher appraisals will take place before 31st October 2023. Class 5 are having their assembly, 10:00 on 11.10.23. Governors are welcome. c OFSTED Updates: No real updates. GH went to governors briefing who listed the changes with the main one being safeguarding and that 'minor' safeguarding improvements may not affect the overall judgement grade, such as administrative errors in paperwork or out of date policies. The other main area is attendance which was an area covered during the OFSTED visit at WHPS. Staff members can also have someone with them when they meet with the inspector. d End of year (22/23) data: A report had been circulated to governors prior to the meeting. Phonics is a weak area but there are extra interventions happening. They will be re-tested at the end of year 2. Data is great across the board, and compared to the national picture, the school are exceeding expectations. e Subject Leader Reports: The reports were circulated to governors prior to the meeting. GH will send a thank you to all members of staff for preparing them. Governors commented on staff wanting resources and asked if they get the resources they ask for and if governor leads should be following this up. The PTFA have funds and are happy to fund additional curricular items. Governors should review their subject leaders reports when they are preparing for their visit. f Governor Strategic Plan (GSP) and School Development Plan (SDP) review: SDP review should be done at every meeting and the SDP is one of, if not the, key document the school should have. Add to the agenda for each meeting. The GSP has been adopted but governors need to remember that it is a live, working document. This will be reviewed when the SDP is finalised, which CB anticipates will be completed before half term.
2223.132	Safeguarding and Child Protection: a Safeguarding Update: CB had an issue with printing reports for categories on CPOMS for the summer term and was advised that for data for the year 6 class, the data must be collected prior to the end of the Summer Term. It is unretrievable in the next Autumn Term. b Data Collection Sheet (Summer): Online data records were split as providers for reporting changed. Only have the data from Spring so will be good to compare from next Spring. c KCSiE: Governors are reminded that this must be read and the confirmation completed on GHub d Level 2 training: Governors were reminded that this must be completed and the confirmation completed on GHub
2223.133	GDPR Update (Fol, SAR, Breaches & meeting dates): Meeting had been deferred. Add to next agenda.
2223.134	Lead Governor/Classroom visit Reports: Any questions? GH reminded governors that the visits can be via TEAMS if 'in person' visits are not possible. Governors questioned what they should be doing when they visit the school. Governors need to review relevant policies and action plan etc. GH advised governors that there is a training plan for 'visiting your school'.
2223.135	Governor Training: Details of training for the term are on GHub. Governors to contact the Clerk should they wish to book on a course. BD - Clerks' Briefing. GH - Governors Briefing and Finance. Finance: Every child should have £100 spent on them on the curriculum. Governors questioned how this is measured. CB advised that she does not have the figures available for these calculations, but staff are confident that this is being spent. There is a finance consultation coming up. Briefing: Attendance was mentioned and how virtual school can help, especially with those whose attendance is less than 50%. SL - Finance. Really helpful to have an awareness of external funding/income streams. Deficit was discussed. It was a very heavy session.

	Slides and accompanying paperwork from the training sessions are being shared on GHub.
2223.136	Matters brought forward at the Chair's discretion: None
2223.137	Part II: <i>The governors went to part II for this section of the meeting.</i>
2223.138	Impact of meeting & Agree governor to write in newsletter: It was agreed that MC will write in the school newsletter next. Governors felt the meeting had been productive including; Questionnaire finalised for parents. Strategic plan Steep learning curve – intense Pleased parental CofC has been approved by governors and have a plan for the way forward with the letters Data end of year. Level of assurance around that is good Subject leader reports Reception – interventions useful keeping mat leave out of class helping with Baseline assessments. Great continuity with new faces and Chair/Vice-Chair BM available for CB to speak to regarding the letter of parents.

Meeting closed: 8:43

Apologies from LH for the next meeting

ITEM	ACTION	WHO	DUE BY
2223.125	Add CofC confirmation to GHub	Clerk	20.10.23
2223.98d	Email the Ofsted Qs to LH (Parent Questionnaire)	CB	20.10.23
2223.114j	Ask RP to mention the community area behind the school in the newsletter	BD	20.10.23
2223.130c	Update Admissions Policy on website	BD	20.10.23
2223.131b	CB to add to the parents evening letter that governors will be available to make an appointment, and to please let the office know by a 'deadline' date	CB	20.10.23
2223.131e	Review subject leaders reports when you are preparing for your school visit	ALL	ASAW
2223.131f	Add <i>Governor Strategic Plan (GSP) and School Development Plan (SDP) review</i> to the agenda for each meeting	BD	20.10.23
2223.133	Add GDPR meeting to next agenda.	BD	20.10.23
2223.135	Contact the Clerk should you wish to book on a course.	ALL	ASAW

Signed: 

_____ (Acting Chair)

Date: __08.11.23__