



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



Minutes – Full Governing Board

7th February 2024

Attending				Declaration of pecuniary interest	Office Terminates
CB	Cheryl Boulton	Headteacher	Y	Nothing to declare	
EF	Elaine Fanson	Staff	N		02.09.2027
MC	Matt Carpenter (via TEAMS)	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	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
SL	Sara Lees	Co-opted	Y	Nothing to declare	08.11.2026
	VACANCY	Co-opted			
	VACANCY	Co-opted			
Others					
BD	Bec Davey	Clerk	Y	Nothing to declare	
LS	Lucy Samson	Associate Member	N		

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	
2324.167	Apologies: EF – holiday, LJ – Family. Approved.
2324.168	Declaration of Interests: None declared.
2324.169	Confirmation of Minutes of 13.12.2023 (Part I): The minutes were agreed as a true record and will be signed electronically by the chair.
2324.170	Matters arising from minutes: BD - Review budget and discuss possible donations/wish list ready for September - Add to finance meeting: Defer CB - Find out how the increase to 32 pupils affects fair access requests: CB contacted DCC admissions. If the pupil number was changed to 32, DCC would defend WHPS but it would not be able to prevent FA children from applying to, and joining, WHPS. It would be a risk the school would have to take. Some EHCP children have been inherited so some classes are 33. If we increase to 32 in KS2 classes, the school would receive the financial benefits, but they could still have to accept up to 2 FA children per class. Governors wondered if it would be possible to change the number from 32 to 31. CB advised that there are already 32 in yr 5, and the class space is tight. Financially, it makes sense, but the governors do not feel comfortable with the space available. DCC H&S say there is space in the classrooms as the rooms have two fire doors. H&S will not provide a 'maximum space' as there is no legal limit for KS2 pupils. Governor questioned about fire

	regulations. CB confirmed that the school have been advised that there is enough room for 33 pupils. Governors wondered what the prescribed limit was. CB will see if there is one. The FGB need to decide what to do. The budget has been calculated for 32 children; it will be a big impact if it is reduced to 30. LD is seeing the DCC finance team tomorrow to set the budget. Governors to think about and the options. Clerk to add to the agenda following the budget meeting. SM - Ask AK to carry out a survey to see if staff have used the pond and if so, how many times and if not, why not: Defer. CB - Suggest to staff the possibility of holding a twilight meeting which would allow more governors to attend: CB has discussed with staff who are open to the suggestion as long as enough governors do attend. Three dates were proposed; 13, 20, 27th June. LH, SL, BM, SM & MC can attend on 13th June at the White Horse, White Cross. 7-8pm. ALL - Let BM know if know anyone with engineering knowledge: Ongoing.
2324.171	To agree temporary MFL and Arts lead governor: SL offered to be Art lead governor. SM offered to be MFL lead governor.
2324.172	Financial Monitoring a Finance/Budget update: Month 8 forecast was brought to the last meeting. The school does not do a month 9 because it is Christmas and month 10 has not yet been prepared. There was an in-year deficit of £100k but this is now been reduced to £90k. LD is currently budget planning for next year and needs to get the budget signed off by April. The proposed will be presented to the March meeting, then a Finance meeting will be required followed by a TEAMS EFGB to agree the budget. LH will check with LD for the deadline date and the meetings will be agreed from then. b Benchmarking: This has been shared prior to the meeting with notes alongside the details on each document. They were similar to last year, with not many changes. There are no concerns. The school benchmarks well against peers. Governors wondered if the peers they are compared with are the same every year. This has not been checked, although LH did recognise the Devon names from previous times. They are based on class sizes etc. although some national schools are in London, which is a strange comparison. c SFVS: This document was shared prior to the meeting. It needs approving by the governors. There are no issues although there were a couple of slight amendments. 17d; remove 'very' favourable. 11; amend from Yr 1 to reception. Following these amendments, the FGB approved the SFVS, and the Chair will sign and let LD know. Clerk to add 'buy backs' to March agenda. d Health & Safety/Premises update: H&S: Nothing to update for H&S. Premises: A rotting tree is being cut down which will open up the field. There are minor issues with the boiler system with parts failing, but these are being replaced and it is functioning again.
2324.173	Policies, Statements & Provisions for review: a Admissions Policy: The consultation period has ended. There are no changes. The policy was ratified. Let LD know. b Staff Leave & Absence Policy: CB has spoken with HROne (DCC) regarding this policy. During the May 2023 FGB, governors discussed changing the DCC model policy to allow staff one day paid leave to cover childcare for 'wellbeing'. However, having spoken to HROne, if the FGB wished to deviate from the model policy, then the staff, DCC and unions should have been consulted. As this did not happen, the model policy stands as correct procedures were not followed. HR does not advise any changes to their model policy and DCC advised CB that no other school has asked for it to be changed. Policies that have been approved by Lead Governors/Headteacher (For information only): c Menopause Policy: This is a new DCC model policy that has been reviewed and approved by CB as the Headteacher. It is part of staff wellbeing.
2324.174	a Admissions requests update: SM advised that since the last meeting there had been three, all of which have been declined. CB advised she has shown a prospective parent around this week. If a change is made to the KS2 numbers, this would be effective from September 2024. There is already a waiting list for every class so these would be contacted first. b Verbal HT report including Health & Wellbeing of staff and pupils: CB advised there have been 24 days of staff absence since January; five teacher days, seventeen TA days and two office staff days.

	It has been the worse absences since Covid, and staff are struggling, and everyone is being impacted due to these absences. They are ready for half term. CB has carried out dinner lady duty everyday bar two and has only managed to work from home twice in six weeks. A letter has gone out to parents explaining this. A dinner lady has resigned; this post has been filled on a short-term basis. Clerk to add staff survey to next agenda. c Autumn Term Data Report: A report was issued prior to the meeting. Phonics practice was carried out after the report was prepared. Twenty-two children undertook the practice; twelve are on track, six are in a target group and four may not pass. Governors questioned whether these results were low. CB explained it is still early; the actual tests are not until June. Results are shared at parents evening with suggestions for help provided if necessary. Interventions have started following the report. d Governor Strategic Plan (GSP) – Personal Development: This section of the GSP had been circulated to all governors prior to the meeting. This is a weaker section and data has been taken from the old document and the SDP that was used at the time. Actions: Annually take part in Mental Health week which is in February and has just happened this week. Health & wellbeing surveys are completed by the pupils. EAP for the staff wellbeing. Adopted wellbeing charter. Wellbeing box in the staff room. Parent survey includes their child's happiness. BM attended pupil voice session with Justin Martin and was impressed with how engaged the children were. Zones of regulation – displays around the school. Quiet club. Menopause policy. Staff wellbeing weeks three times per year (last week of term, no staff meetings and encouraged to leave on time). Reduced the length of the staff meetings. Governors monitoring staff wellbeing during subject lead visits. Success: Retention of staff. No change in the last twelve months. Minimal staff absences due to wellbeing. BM will update the GSP and put on GHUB. Clerk to add 'Quality of Education' to the next agenda. e School Development Plan (SDP) 2023/24 – Personal Development: The revised SDP had been circulated to all governors prior to the meeting. Additions: Training day – Managing difficult conversations. Children worry box. SL attended assembly 31.01.24. f Parental Feedback: No forms have been completed. SL spoke to a couple of parents at the assembly.
2324.175	Safeguarding and Child Protection: a Safeguarding Update: No updates. b Autumn Term Data Collection Sheet: This had been circulated to all governors prior to the meeting. CB had been able to remove the old chronology that has been updated onto CPOMS so the data is the accurate information for September 23 – December 23. Nationally the focus has been on attendance. Governors wondered if this was a significant problem at WHPS. CB has noticed an increased in children not attending/struggling to attend due to anxiety. Families are signposted to Lumi Nova. CB will add the link to the newsletter. c Annual Safeguarding Audit Report (S175): This had been circulated to all governors prior to the meeting. Governors discussed the 'Ready for anything policy' and questioned how staff are

		alerted. CB explained that an airhorn has been purchased to use with different blasts for different codes as they have to use a different alert from the fire alarm.
2324.176	a	GDPR Update (Fol, SAR, Breaches): Update (Fol, SAR, Breaches): Three FOI requests have been received in January. CB has spoken with the DPO and all requests have been dealt with.
2324.177		Lead Governor/Classroom visit Reports: Any questions? BM - Geography & History. BM explained that JM wanted a visit every term. Governors agreed the report was very informative. SM - Science. No questions were raised. SM is looking forward to the next visit as it will be during a live science lesson.
2324.178		Governor Training: The Clerk attended the termly Clerks' briefing on 24.01.24. The slides from the briefing had been circulated to governors prior to the meeting. The clerk reminded governors of the Nationals Schools Governors' Awareness Day on 29.02.24.
2324.179		Matters brought forward at the Chair's discretion: None.
2324.180		Part II: Minutes of the December 2023 FGB meeting were on GHub (restricted access) and were approved as a true record and will be signed electronically by the Chair.
2324.181		Impact of meeting & agree governor to write in newsletter: It was agreed that GH will write in the school newsletter next. Governors had a productive meeting including: Happy there is a menopause policy which will hopefully have a positive impact on staff. Benchmarking is comparable with peers with finance. Kudos to staff for those coping with absences. Pupil voice. Good to go through the GSP and SDP especially in light of staff absences. Good to be reminded what is happening. Good that a twilight session with the staff has been agreed. Good that managed to get temporary governors to stand in for MFL & Arts. Good discussion on Admissions.

Meeting closed: 8:34

ITEM	ACTION	WHO	DUE BY	COMPLETED
2324.170	Review budget and discuss possible donations/wish list ready for September - add to finance meeting agenda	BD	06.03.24	✓
2324.170	Find out if there is a prescribed limit of pupils in a classroom for fire regulations	CB	28.02.24	
2324.170	Consider the pupil numbers	ALL	06.03.24	
2324.170	Add 'pupil numbers' to the next FGB agenda	BD	28.02.24	✓
2324.170	Ask AK to carry out a survey to see if staff have used the pond and if so, how many times and if not, why not	SM	06.03.24	
2324.172a	Check with LD for the deadline date and the meetings will be agreed from then.	LH	28.02.24	✓
2324.172c	Sign the SFVS and let LD know	GH	28.02.24	
2324.172c	Add 'buy backs' to March agenda	BD	28.02.24	✓
2324.173a	Let LD know the Admissions Policy has been ratified	BD	28.02.24	✓
2324.174b	Add 'staff survey' to next agenda	BD	28.02.24	✓
2324.174d	Update the GSP and put on GHub	BM	06.03.24	✓
2324.174d	Add 'Quality of Education' to the next agenda	BD	28.02.24	✓
2324.175	Add the link to Lumi Nova to the school newsletter	CB	28.02.24	✓

Signed: _____ (Chair)

Date: _____