



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



Minutes – Full Governing Board

6th March 2024

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	N		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
SL	Sara Lees	Co-opted	N		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	
2324.182	Apologies and discuss meeting location: SM Work. No apologies from SL. It was agreed that from next month, every other meeting will be via TEAMS. The clerk will ensure this is clear on the agenda.
2324.183	Declaration of Interests: None declared.
2324.184	Confirmation of Minutes of 07.02.24 (Part I): The minutes were agreed as a true record and will be signed electronically by the chair.
2324.185	Matters arising from minutes: SM Ask EK to carry out a survey to see if staff have used the pond and if so, how many times and if not, why not. Awaiting response. Defer. ALL Let BM know if know anyone with engineering knowledge. Competition is going ahead. Once the numbers are known for the competition. Ongoing. CB Find out if there is a prescribed limit of pupils in a classroom for fire regulations. Awaiting a reply. Will forward to all governors once known. ALL Consider the pupil numbers. On the agenda (item 2324.186b)
2324.186	Financial Monitoring a Finance/Budget: The M10 (budget to date) had been circulated prior to the meeting. The forecast has improved and is now showing a year end deficit of £69K. Maintenance expenditure has not

	been as high as previous years and catering costs have changed. A part-time TA has resigned and the supply/intervention teacher leaves at Easter (two days per week). All of these have helped. Governors are pleased to see the figure has reduced. Governors questioned if this meant a knock-on effect with the figures for future year forecasts. It was agreed that the reduced costs will help the five-year budget. Since the budget was shared, another TA has resigned and calculations have been considered, and shared, for not replacing, replacing like for like or replacing but reducing the hours to mornings only. SLT have considered a re-jigging of current TAs which means all children have support, but not as much as they had previously. (e.g. four mornings of support rather than five). CB has had two meetings; one with the TAs and one with the teachers to explain the reasoning for this decision. GH has spoken with CB and suggested that an email be sent to all DBS parents to see if they would be able to help in the playground at lunchtimes (12:15 – 1:15) on an ad-hoc basis when staffing numbers are low. This has been done. BM offered to be added to the list. It was agreed that the TA will not be replaced. DCC are considering removing the grant the school is awarded for using the village hall (sports and lunches). As the school has no alternative space, they will not be able to stop using the hall, they will simply need to find the charges for this elsewhere. Taking all of this into account means a reduction of the carry forward reducing to £74k by the end of year 3. Governors acknowledge that the school is in a fortunate position to start the year with a surplus and are thankful for the stringent budget monitoring by the senior administrator. b Pupil Numbers: Governors discussed the options for pupils numbers in KS2; leaving at 30 or increasing to 31 or 32. This would take effect from September 2024 although DCC Admissions will need to know if there is an increase before July. If the number of pupils in KS2 classes was increased to 32 it which would mean that all of the years would be full apart from year 5 (currently no waiting list). CB confirmed that the staff have been informed of this. Governors are not comfortable with this decision but believe it is the best worst option because the other alternative is a reduction in staff, which the governors do not wish to happen. Governors do not feel there is any other choice and agreed to increase the pupil numbers to 32. This is not an increase in the PAN. It does not mean that it is guaranteed to happen, it just means that the option is there. c Buy-Backs: These had been circulated prior to the meeting. They are mainly DCC wide contracts so charges cannot be negotiated. There are no major changes, other than some price increases. Governors approved the buy-backs. Clerk to advise LD. d Health & Safety/Premises update: SM was unable to attend the meeting. He is visiting the school for a Premises site visit next Tuesday (12.03.24).
2324.187	Policies, Statements & Provisions for review: a None Policies that have been approved by Lead Governors/Headteacher (For information only): b Health & Safety: SM has reviewed the policy and recommended a hyperlink to the Evolve system (page 11) but CB advised that all users require an individual log-in therefore governors agreed that this did not seem necessary. c Intimate Care: CB has reviewed this policy. It is a model DCC policy. d Lettings: SM has reviewed the policy. There are no changes. e Staff Capability: MC has reviewed this policy. It is a model DCC policy. MC noted that if there is a capability meeting which may lead to an appeal that details of procedures to be followed during this process should be more available. The clerk has training tomorrow on appeals procedures. DCC HROne and DES need to ensure that the information/advice provided is consistent. f RSE: This has been reviewed by the subject lead. There are no changes. Clerk to advise LD of policy approvals.
2324.188	a Admissions requests update: Since the last meeting there has been two requests, both of which were declined. b Verbal HT report including Health & Wellbeing of staff and pupils: CB advised that the year 6 pupils are currently away with PGL. All mid-year reviews for teachers will be completed next week ready for the P&P meeting. Parents evenings took place on 27th & 29th February. No issues were brought to the HT. There has been a 'Bringing books to life dance workshop' in the hall for years 1-6. It is World book day tomorrow and Andy Seed (author) is coming in to the school. Staff wellbeing is in a better place and absences have reduced.

	c Website review – agree responsible governor: BM offered to carry out the review whilst reminding governors that this will be the third year that he has done it. Governors discussed the possibility of asking if a parent would be interested in completing the review in the future. Clerk to add 'Website' to next agenda. d Governor Strategic Plan (GSP) – Quality of Education: This section of the GSP had been circulated to all governors prior to the meeting. It is the third and final part of the GSP. Governors agreed that it contained enough information; it is similar and in-line with the SDP. Governors are conscious that as governors, they are unable to influence the results of pupils, but acknowledge that they do monitor the quality of education during their visits and would challenge the HT if standards drop. BM will update the GSP and add it to GHub for the governors to review. Clerk to update the GSP summary on the website. e School Development Plan (SDP) 2023/24 – Quality of Education: CB advised that as this is a working document it is constantly being reviewed. CB will add the most recent version on GHub for governors to review. As a working document, the SDP is not on the school website. f Parental Feedback/Questionnaire results: The completed questionnaires have been received and governors were pleased with the number of the returned responses (78). The results were anonymous. Where responses were negative, they mainly were received from the same parents throughout the survey. EF has collated the main items that were repeated, and the most common was extra-curricular clubs and communications which was nine comments in total. Following the survey, it has been suggested that a teacher adds a section in the newsletter providing information on what they do. PE/Sports was also mentioned, and governors are aware that there is some sports premium left and wondered what can be offered using this funding. CB explained that there are sports on offer which costs the school at least £86 per visit in transport costs; the funding will be all be used. Forest school was also raised. CB explained that the school does not currently have a member of staff who is qualified to run Forest School and that they do need someone qualified (although someone is in the process of undertaking the training) when tools and fires are used. CB understands it helps with outdoor learning, but the training is two years long. Governors wondered if something could be done between now and the person who is training being ready. CB explained that it is not possible at the moment; having a Forest School is an addition to schooling, it is not a legal requirement. Governors questioned how they are going to respond to the comments, they cannot respond to every single one. Governors will respond to the comments in the newsletter, highlighting the good areas as well as responding to the negatives and whilst they are doing this, GH will add a holding paragraph to the newsletter thanking parents for completing the survey and explaining that they have started to review the responses and will share their responses shortly. Governors to create a 'you said, we did' document. LJ (parent lead) and LH will collate a response which will be reviewed by CB before being sent out to parents. g Staff Survey: CB will forward the last completed survey to GH for review for governors to finalise and agree the survey to be sent out to all staff at the next meeting. Clerk to add to next agenda.
2324.189	Safeguarding and Child Protection: a Safeguarding Update: No updates.
2324.190	GDPR Update (Fol, SAR, Breaches): a Update (Fol, SAR, Breaches): No new requests or breaches since the last meeting. b Audit report – Feb 2024: This report was circulated prior to the meeting. No questions were raised.
2324.191	Lead Governor/Classroom visit Reports: Any questions? No visits have taken place since the last meeting.
2324.192	Governor Training: No training has been attended since the last meeting, but the following have been booked; CB – Understanding SEND funding: 26.03.2024 BD – Appeals and the role of the Clerk: 07.03.2024

2324.193	Matters brought forward at the Chair's discretion: Morrisons planning application: An application has been submitted to EDDC which includes the reduction of parking spaces from forty-two to six. Governors were not a consultee so have not been asked for an official response. Governors agreed that as they were not consultees, they were not in the position to respond as a group. Should governors wish to respond as a resident, they could do so in a personal capacity.
2324.180	Part II: Minutes of the February 2024 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: GH has yet to write in the school newsletter. Governors had a productive meeting including: Assurance of going through the financial budgets for this and next year Parent survey responses. Thanks to LH for preparing and EF for collating the data. Thanks to GH for suggesting an alternative for MTA support by asking if any DBS parents could come in at lunchtimes. Pleased to hear that staff wellbeing has improved and that absence has reduced. Noting there is a significant progress in keeping on top of the SDP. Pleased BM will review the website. Agreeing a conclusion to the resident regarding the Morrisons application.

Meeting closed: 20:24

ITEM	ACTION	WHO	DUE BY	COMPLETED
2324.185	Forward to all governors information about pupil numbers and fire regulations once known	CB	01.05.24	✓
2324.186c	Advise LD that buy-backs have been approved	BD	10.03.24	✓
2324.187f	Advise LD of policy approvals	BD	10.03.24	✓
2324.188c	Add 'Website' to next agenda	BD	01.05.24	✓
2324.188d	Update the GSP and add it to GHub for the governors to review	BM	01.05.24	✓
2324.188d	Review the GSP once BM has updated it on GHub	ALL	01.05.24	
2324.188d	Update the GSP summary on the website	BD	01.05.24	✓
2324.188e	Add the most recent version of SDP on GHub for governors to review	CB	01.05.24	
2324.188g	Add Staff Survey to next agenda	BD	01.05.24	✓

Signed: _____ (Chair)

Date: _____