



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



Minutes – Full Governing Board

8th May 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	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	Y	Nothing to declare	01.02.2026
GH	Graham Harry	Co-opted	N		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	

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	
2324.199	Apologies and discuss meeting location: LH, LJ, SL & GH – approved. SM joined 6:33 The clerk confirmed the meeting was quorate. The meeting was chaired by MC as neither the Chair nor Vice-Chair were able to attend the meeting.
2324.200	Declaration of Interests: None declared.
2324.201	Confirmation of Minutes of 06.03.24 & 14.03.24 (Part I): The minutes were agreed as a true record and will be signed electronically by the chair.
2324.202	Matters arising from minutes: 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. SM advised that a staff meeting has been held and advice has been sought as to how to revive and maintain the area. Volunteers are required to help although it needs to be clarified as to who will be volunteering to undertake the work. Both SM and MC are happy to help. SM will talk to AK to ask for volunteers for a working party in the newsletter. Devon Wildlife Trust say work is to be done in the Autumn.
2324.203	Governor/Associate Member update: The clerk advised that as LS is no longer required to be a member of the P&P committee, she has resigned as an Associate Member. The clerk also advised that the two co-opted vacancies remain and that an advert has been placed on Governors for

		Schools. CB will also add a section within the next 'Messenger' which is a newsletter that is distributed to the West Hill community.
2324.204	Financial Monitoring a End of Year Budget monitor: The end of year budget had been circulated prior to the meeting. This was completed after Charles Woodland (DCC) had been to the school. The overspend was originally anticipated to be £101,090 but the school have managed to reduce this to £43,609 partly due to two TAs not being replaced and being thrifty with spending e.g., sharing resources throughout the school rather than purchasing additional resources. The carry forward is now £228,743.34 but whilst this looks healthy, this is needed as the school are still overspending each year as the expenditure is exceeding income. Capital budget remaining is the balance of the energy grant which will be spent on the lights in the car park, new external doors in the Elliot building, heating timers and elements on boilers. The next budget monitor will be completed in July and will be available for the July FGB. Governors questioned if DCC are still considering removing the grant for the Village Hall. CB is still awaiting their decision. If it happens it will have a huge impact on the school as they use the hall every day for lunches (including the kitchen) and losing it would mean having to serve bagged meals each day which will not be as nutritional nor offer a balanced diet. CB knows DCC need to save funds but it is frustrating for the school. Every budget is being cut and they all have a knock-on effect. Governors wondered what the cost was. CB did not have this information but knows it is a significant amount. The school may be able to fund it for one year, but no more. BM believed it to be around £40k. Governors asked how the school find out and whether the school could have a voice over the decision. CB explained that DCC had asked LD what the rental fees/rates etc were. Governors wondered if the school could provide DCC with details that would show how important the facility is. CB will find out who is dealing with this in DCC and also find out if there is a timescale. Governors queried if schools are legally required to provide school meals. CB confirmed they are for FSM children and Reception/KS1. Governors are happy to offer support to prevent the removal of the grant. b Financial Audit: The financial audit took place in March and the report was circulated prior to the meeting. The governors acknowledged and approved the report. Clerk to advise LD and to thank her for all of her hard work. The findings are a credit to her thorough work. c Donations: This was an item discussed during the finance committee meeting. Due to the small numbers of governors, this item was deferred. Clarity is required on what the donations are for. CB will ask LD to ask DCC for advice. Clerk to add to next agenda. d School meal charges – consider an increase (September): This was an item discussed during the finance committee meeting. It is currently £2.70 and was last increased by 20p in September 2023. This decision needs to be based on the assumption that the Village Hall facilities remain available. Some industries are using 8.5% as an increase which would increase it to £2.90. EF confirmed that the number of children having school meals has not reduced since the increase last September. It was agreed that the charge be increased by 20p per meal up to £2.90 effective September. CB will advise parents after half term. e Health & Safety/Premises update: SM has visited the school and a report was circulated prior to the meeting. It is an old building and there are heating issues. The roof leaking issues are ongoing. Some of the doors are rotten. Works are undergoing. There are no H&S issues. The ICT suite cables will be removed over the summer holidays so the room can soon be repurposed. CB advised that the school are obtaining quotes as a split nurture/intervention area is being considered. No final plans can be made until these quotes have been received and the trunking has been removed. The trunking is being removed in the summer holidays as this cannot be done during school hours. It will not be ready for September, but the project is ongoing. The PTFA have kindly agreed to fund some items.	
2324.205	Policies, Statements & Provisions for review: a None due for review. Policies that have been approved by Lead Governors/Headteacher (For information only): b None due for review.	

2324.206	a Admissions requests update: Since the last meeting there has been three requests, two were declined and one was accepted. There have been other initial enquiries, but not many formal requests. The only class with space is year 1. b HT report including SDP, Health & Wellbeing of staff and pupils: A report had been circulated prior to the meeting. Governors noted that staff absences have reduced. CB advised that data was from September onwards. TA absence this academic year is high. Sickness does tend to reduce during the summer term when the weather is warmer. Governors questioned why there is a large disparity between the teachers and TA absence and was there anything that could be done. CB advised that some long-term ones could not be helped. CB does not think anything can be done but the school is stepping up the absence and sickness policy procedures which involves additional meetings due to absence triggers. Guidelines have been followed vigorously. Governors wondered how an absence is reported? Staff must advise CB as soon as possible to allow for alternative arrangements to be made. When TAs are off supply is not used. If a teacher is off, supply staff are required. No further questions were raised. CB reminded the governors of the dates of shows, picnics etc. c Website review – update: BM has completed a review of the website and reported his findings to the head and clerk who have reviewed his findings. Since then, updates have taken place and a revised report was circulated prior to the meeting. BM to update on GHub. BM requested advice from other governors regarding the Curriculum section and how some of the documents do not have review dates on them. The date of the national curriculum cannot be controlled (2014) but the school can control their own. Parents may raise a concern when the date mentioned is old and may like to be reassured that the school are reviewing their processes. The website review has raised this concern. Some items do have review dates, some don't. Governors wondered if flags were raised by OFSTED during their visit about this. CB confirmed they were not. Governors questioned if this was an issue. EF advised that parents are sent their curriculum planning twice a year so they are not relying on the website for the information. Governors challenged how viewers of the website know that it is up to date. CB explained that governors need to trust the school and questioned whether this was more of an operational rather than strategic matter. BM offered to review the curriculum section of the website again to highlight documents that have dates on and will advise CB. Thanks to BM for his time undertaking the review. d Governor Strategic Plan (GSP): This has now been updated by BM based on comments made and the SDP and is on GHub for governors to view. Clerk to add the Behaviour and Attitude section on the next agenda. e Parental Feedback: None. f Staff Survey: GH was unable to attend the meeting. This item has been deferred. CB has sent model templates to GH for a survey to be compiled. It is hoped the survey will be issued before the end of term. Clerk to add to the next agenda. g Acknowledgement of P&P mid-year appraisal: CB confirmed that the mid-year appraisal review has taken place. h Acknowledgement of HT mid-year appraisal: As a member of the HTPM, BM confirmed that the mid-year review has taken place.
2324.207	Safeguarding and Child Protection: a Safeguarding Update: No updates. b Spring Term Data Collection Sheet: Reports were circulated prior to the meeting. There was a discrepancy in the reports which CB had questioned with CPOMS and was informed that when sub-categories are not chosen, they fall out of the more detailed data. CB has advised staff to ensure this sub-category is used on each reporting to prevent this discrepancy in the future. Governors wondered if there were any trending concerns. CB confirmed there have been changes since a change in the pupils attending the school. Numbers are low in all areas. CB explained that there is now a 'lockdown horn' in every class as having only one meant it could not be heard throughout the whole school. Governors questioned how teachers know when to blast the horn. CB advised that should a teacher hear a horn being blown they are to blow theirs, like a domino effect across the school. CB explained the differences between full and partial lockdown. Staff need to decide upon and learn the different sequences as well as practicing with the children.

2324.208	a GDPR Update (Fol, SAR, Breaches): Update (Fol, SAR, Breaches): CB advised there has been one breach since the last meeting which has been reported to DPO which was not serious enough to be reported to the ICO. Actions have been taken and lessons learned to prevent it from happening again in the future. b Data Protection Compliance Report: This item was circulated prior to the meeting. Two recommendations were within the report. There was high assurance across all areas.
2324.209	Lead Governor/Classroom visit Reports: Any questions? EYFS – BM School Council – BM Premises - SM Science – SM BM & SM were thanked for their reports. No questions were raised. MC is meeting with PE on 16th. Clerk to send out summer timetable to all governors.
2324.210	Governor Training: BD – Appeals and the role of the Clerk: 07.03.2024. Clerk to add procedures and model agenda on to GHub. BD – Clerks Briefing: Very useful. Clerk to let EF known when next Governor version is on.
2324.211	Matters brought forward at the Chair’s discretion: None.
2324.212	Part II: Minutes of the March 2024 FGB meeting were on GHub (restricted access) and were approved as a true record and will be signed electronically by the Chair.
2324.213	Impact of meeting & agree governor to write in newsletter: GH has yet to write in the school newsletter for March but it was agreed that EF write the next report. Governors had a productive meeting including: Made a decision to revise the school dinners fees. Financial audit was good and governors were reassured. LD to be praised. Discussion of training opportunities Effective on Teams and reduced numbers of governors moves the agenda forward. Pond update and governor involvement. Thanks to MC for stepping in as Chair.

Meeting closed: 20:23

ITEM	ACTION	WHO	DUE BY	COMPLETED
2324.202	Talk to AK to ask for volunteers for a working party in the newsletter	SM	12.06.24	
2324.203	Add a section regarding governor vacancies within the next 'Messenger'	CB	01.07.24	
2324.204a	Find out who is dealing with the hall rent in DCC and also find out if there is a timescale	CB	12.06.24	✓
2324.204b	Advise LD the Financial Audit has been acknowledged and approved and to thank her for all of her hard work. The findings are a credit to her thorough work.	BD	12.06.24	✓
2324.204c	Ask LD to ask DCC for advice.	CB	12.06.24	✓
2324.204c	Add Donations to next agenda.	BD	05.06.24	✓
2324.204d	Advise parents of school meal cost increase	CB	30.06.24	
2324.206c	Update website review on GHub	BM	12.06.24	✓

2324.206c	Review the curriculum section of the website again to highlight documents that have dates on and will advise CB	BM	12.06.24	✓
2324.206d	Add the Behaviour and Attitude section of the SDP to the next agenda.	BD	05.06.24	✓
2324.206f	Add Staff Survey to the next agenda	BD	05.06.24	✓
2324.209	Send out summer visit timetable to all governors	BD	05.06.24	✓
2324.210	Add appeals procedures and model agenda on to GHub.	BD	05.06.24	✓
2324.210	Tell EF when next governor update training is	BD	ASAP	

Signed: _____ (Chair)

Date: _____