



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

12th June 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	Y	Nothing to declare	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	
2324.214	Apologies: LJ, LH & GH. The clerk confirmed the meeting was quorate. As neither the Chair nor Vice-Chair were present, BM chaired the meeting.
2324.215	Declaration of Interests: None declared.
2324.216	Confirmation of Minutes of 08.05.24 (Part I): The minutes were agreed as a true record and will be signed electronically by the chair.
2324.217	Matters arising from minutes: SM to talk to AS to ask for volunteers for a working party in the newsletter. SM has done this. Action complete.
2324.218	Governor Communication: WhatsApp Group. It has been agreed that a WhatsApp group be created to allow for speedy responses. No decisions will be made within the group. Clerk to set up a governor WhatsApp group.
2324.219	Financial Monitoring a Budget monitor: No report to be reviewed. b Donations: Defer to next meeting. CB to remind LD to ask CW about spending of donations. c Health & Safety/Premises update: Nothing to report.

2324.220	Policies, Statements & Provisions for review: a Review Visions and Aims: These are reviewed by the governors every three years. It was agreed that 'parents' be replaced in the third aim to 'families and the community' and the final aims be amended from 'To teach children the role of stewardship of the world in which we live' to 'To encourage the children to have a positive impact on the world in which we live'. The children are aware of the visions and aims and discuss them during their assemblies. Clerk to advise LD and update the school website. b Redundancy: DCC model policy. The amendments were noted and the policy approved. c Policies that have been approved by Lead Governors/Headteacher (For information only): d Charging and Remissions. DCC model policy. No changes since the last review. e Governor Allowance/Expenses. DCC model policy. No changes since the last review. f Carers. DCC model policy – NEW. f Flexible Working. DCC model policy. Section 3 was updated to include Chair of Governors as well as Personnel Lead. g Maternity & Adoption. DCC model policy. All the above policies were approved.
2324.221	a Admissions requests update: Since the last meeting there have been three requests, two of which were refused. The third was approved but has since been turned down by the family. b HT report including Health & Wellbeing of staff and pupils: <i>This item was discussed under Part II.</i> c Governor Strategic Plan (GSP) – Behaviour and Attendance: BM has updated the plan to include the assemblies that governors have attended, school council meetings and lanyards etc. The next assembly is 17th July – reception class. BM, SM & MC hope to attend. It was agreed that each termly update be written in a different colour and include dates. BM will post the updated version on GHub. Clerk to add the next section to the next agenda. d Parental Survey: Governors are conscious that no response has been given to the parents. LH has prepared some feedback. LH, LJ & CB are to meet to agree the final version and this will be sent out by the end of term. For the interim, EF will include a holding message in the newsletter which will be sent out in June. Clerk to advise LH is SM is also happy to assist. e Staff Survey: This has been deferred until the Autumn Term. f Parental Feedback: None.
2324.222	Safeguarding and Child Protection: a Safeguarding Update: Governors commented that they have been challenged by children when they have attended the school, especially when lanyards were not being worn/visible. SL and CB will be arranging a meeting/learning walk in the near future. BM asked if the school have a monitoring system in place for when the children are using the chrome books. CB advised there is no electronic system but there is always a member of staff present and there are blocks on the Chromebooks set up SWGfL so it should not be possible to allow any unsuitable sites to be accessed.
2324.223	GDPR Update (Fol, SAR, Breaches): a Update (Fol, SAR, Breaches): CB had a compliance visit today. No actions are critical.
2324.224	Lead Governor/Classroom visit Reports: Any questions? Computing and Online Safety – BM. <i>The remainder of this item was discussed under Part II.</i> PE - MC – Defer to next meeting
2324.225	Governor Training: BM - Understanding governors' responsibilities around digital safeguarding. BM has shared the slides. He found the webinar informative.
2324.226	Matters brought forward at the Chair's discretion: GH will be resigning at the July meeting. Governors agreed that the July meeting be held at the school to allow the governors to thanks GH for his hard work.
2324.227	Part II: Part II minutes (Confidential)
2324.228	Impact of meeting & agree governor to write in newsletter: EF has yet to write in the school newsletter.

ITEM	ACTION	WHO	DUE BY	COMPLETED
2324.218	Create governor WhatsApp group	BD	30.06.24	✓
2324.219b	Remind LD to ask CW about spending of donations	CB	30.06.24	✓
2324.220a	Update Vision & Aims on website	BD	30.06.24	✓
2324.220b -g	Advise LD that the policies have been approved	BD	14.06.24	✓
2324.221c	Post the updated version of GSP on GHub.	BM	30.06.24	
2324.221c	Add the next GSP section to the next	BD	30.06.24	✓
2324.221d	LH, LJ & CB are to meet to agree the final version	LH, LJ & CB	23.07.24	
2324.221d	Add a holding message about the parental survey in the newsletter	EF	30.06.24	
2324.221d	Advise LH that SM is happy to assist with parental survey results	BD	30.06.24	✓
2324.224	Add MC – PE to next agenda.	BD	03.07.24	✓

Signed: _____ (Chair) Date: _____