



West Hill Primary School
 (a partner in the SMILE Learning Trust)
 Beech Park, West Hill, Ottery St Mary, Devon EX11 1UQ
01404 812599
admin@west-hill-primary.devon.sch.uk
Headteacher: Cheryl Boulton



Minutes – Full Governing Board

10th July 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	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	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	
2324.229	Apologies: Apologies were received from SL, EF, GH & LJ. Approved. The clerk confirmed the meeting was quorate.
2324.230	Declaration of Interests: None declared.
2324.231	Agree Chair and Vice-Chair and Roles & Responsibilities: GH has resigned. It was agreed that this item be deferred until September but for the interim, MC agreed to co-chair with the current vice-chair LJ until that meeting. It was agreed to defer the R & R until September. LH chaired this meeting.
2324.232	Approve Terms of References: There have been no changes since they were last reviewed in July 2023. Governors approved the Terms of Reference.
2324.233	Confirmation of Minutes of 12.06.24 (Part I): The minutes were agreed as a true record and will be signed electronically by the chair.
2324.234	Matters arising from minutes: 2324.221d – EF has already written a section in the newsletter. It was agreed that this be deferred until September.

2324.235	Financial Monitoring a Budget monitor: The budget monitor (Month 3) had been shared with all governors prior to the meeting showing a current overspend of £60,466. This is mainly due to the pay calculator being incorrect at the time of calculations. b Donations: LD has recommended that this be reviewed when the surplus has reduced further. Governors questioned why they could not ask for donations now. CB (& LD) believe it cannot be justified at the moment. Governors present felt that they would be happy for donations to be requested now with specific projects in mind. It was agreed that this be revisited in September with a vote and a working party being formed. Clerk to add to the next agenda. Governors wondered how much funds the PTA had at the moment. CB does not know this but knows they raised around £5.5k at the most recent fete. c Health & Safety/Premises update: SM advised there is nothing to report although there is a leak in the roof again due to damage following recent vandalism.
2324.236	Policies, Statements & Provisions for review: a Policies to be approved by the FGB: None b Policies that have been approved by Lead Governors/Headteacher (For information only): None
2324.237	a Admissions requests update: SM advised that since the last meeting there have been twelve requests. Five were offered places although only three have been taken up. The other seven were refused as the classes are full. b HT report including Health & Wellbeing of staff and pupils: CB advised that she is still covering the SENDCo role so her time is stretched. CB has managed to obtain help with this, but only from September. Mrs Pedley has moved across to cover CBe and the intervention teacher is back two days per week. The school's insurance is paying for this but there are still additional costs with other supply days. Staff are exhausted as are the children. It is a long half term. c KS1 & 2 SATS data assessment – headlines: KS1: SATS are now optional so there is no national data. They have been completed at WHPS and are waiting to be marked. KS2 results were released yesterday. The 'expected' for reading was 97% which is 23% above national. It was 87% last year. Maths was 90% compared to 83% last year, national result is 73%. GPS (Grammar, Punctuation and Spelling) was 94%, last year it was 87% and the national is 72%. All results are therefore around 20% above the national. There are no national figures for Greater depth but for West Hill they are 55% for reading, 42% for maths and 71% for GPS. Last year the percentages were 40% for reading, 40% for maths and 40% GPS. Governors agreed that they were pleasing results. d SMILE AGM update – headlines: CB confirmed the meeting has taken place. There was no news. e EYFS end of year data – headlines: A report had been circulated prior to the meeting. Results have dropped compared with the previous year. Last year GLD was 71% and this year it is 67% which is the same as the national figure. Governors are pleased that it is on par with the national results, but they are also aware that they are not the normal results for WHPS. When the baseline (taken in September when the pupils join the school) is considered, improvements are noticed. Governors questioned if this was representative of the challenges that the cohort have faced this year. CB confirmed that it is. Governors then asked if this will be repeated next year. CB believes it will due to the cohort starting in September. Pupils joining will be the last year that could have been affected by the COVID pandemic as there were no opportunities to socialise within groups nor were there health care visits, which will make a difference. f Year 1 Phonics - data assessment – headlines: The results were circulated prior to the meeting. Governors asked for clarification. Yr 1 all have to take it, of which 74% passed. There were nine Yr 2 pupils doing retakes. 20% of which passed, 10% still failed. Pupils are below national which is 79%. There is a large cohort of boys within the class. g Governor Strategic Plan – Personal Development: No update. It was agreed to review this again in September, starting with the complete document. Clerk to add full GSP to next agenda. h Parental Survey: It was agreed this item is deferred until September. Clerk to add to next agenda. i Parental Feedback: No feedback has been received.
2324.238	Safeguarding and Child Protection: a Safeguarding Update: No updates. CB and SL will be meeting during the last week of term.
2324.239	GDPR Update (Fol, SAR, Breaches): a Update (Fol, SAR, Breaches): A report had been circulated to all governors prior to the meeting. There are no urgent action points.
2324.240	Lead Governor/Classroom visit Reports: Any questions?

	PE – MC. Clerk to add to next meeting to discuss MC's recommendations. Geography – BM History - BM MC & BM were thanked for completing their visits and resultant reports. No questions were raised. Governors enjoyed the geography report from BM including the joint thinking of teachers and how map reading can be introduced to the pupils.
2324.241	Governor Training: Wraparound Childcare – CB, LH & MC all attended sessions. All governors found it a useful training session. It is currently being proposed that wraparound care be in place from September 2025. The care is required from between 8am – 6pm unless it can be proved that fewer hours are required. Funding is available but only to assist with setting up the programme, and for the first five terms with the amount of funding reducing each term. It is not for ongoing costs. Parents will be required to pay for the sessions. Governors wondered if the schools have to provide the service. CB confirmed that schools do not, but they do have to signpost parents to where a service is provided. An assessment of needs is required at the beginning and this is done by asking all parents of their need. Governors asked who would manage these services. CB advised it would depend on where the service is being offered. The pre-school will need to be spoken to to find out their interest in increasing their hours. SM will prepare an 'assessment of needs' questionnaire to be ready to send to parents in September. It must be stressed to parents that they <u>must</u> only say they would use the service if they genuinely will. There are more webinars coming in the future and it was recommended that more governors attend.
2324.242	Matters brought forward at the Chair's discretion: None.
2324.243	Part II: Part II minutes (Confidential) Meetings from 12th June 2024: The minutes were uploaded to the confidential section within GHub prior to the meeting. The minutes were agreed as a true record and will be signed electronically by the chair.
2324.244	Impact of meeting & agree governor to write in newsletter: It was agreed that as it is the end of the term, there will be no governor message in the newsletter. Governors found the meeting useful including: Huge thanks to GH for his hard work and the impact he has made, they are worried how he will be replaced. Meeting have been well co-chaired during the past few meetings. Interesting to learn more about the expectation of wraparound funding. Pleased they have arrived to an interim solution for a chair. Thanks to governors for their time and input in all the visits, interviews, school council and training.

Meeting closed: 20:00

ITEM	ACTION	WHO	DUE BY	COMPLETED
2024.235b	Add Donations to the next agenda	BD	18.09.24	
2024.237g	Add full GSP to the next agenda	BD	18.09.24	
2024.237h	Add Parental Survey to the next agenda	BD	18.09.24	
2024.240	Add PE recommendations to next agenda	BD	18.09.24	
2024.241	Prepare an 'assessment of needs' questionnaire regarding wraparound care	SM	10.09.24	

Signed: _____ (Chair)

Date: _____