



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



Minutes – Full Governing Board

25th September 2024

Attending				Declaration of pecuniary interest	Office Terminates
CB	Cheryl Boulton	Headteacher	Y	Nothing to declare	
	VACANCY	Staff			
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
BM	Bob Maskell	Foundation	Y	Nothing to declare	01.02.2026
	VACANCY	Foundation			
SL	Sara Lees	Co-opted	Y		08.11.2026
	VACANCY	Co-opted			
	VACANCY	Co-opted			
	VACANCY	Co-opted			
Others					
BD	Bec Davey	Clerk	Y	Nothing to declare	
FC	Fiona Collier (left 7:41)	Senior Governor Advisor (DES)			

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	
2425.1	Welcome and apologies: FC was welcomed to the meeting as an advisor. LH had sent her apologies due to holiday. Approved. MC is on a train so may drop in and out of the meeting due to intermittent phone/internet coverage.
2425.2	Election of Chair and Vice-Chair: No nominations were put forward. BM chaired this meeting due to MC's intermittent signal. BM will be resigning when he has finished the investigations. Post meeting note: An email was sent to all governors who were eligible to be Chair from MC (on 22.9.24) which stated that if no nominations were forthcoming, he would be willing to remain as interim chair. MC's signal had dropped during this point of the meeting so was unable to confirm this during the meeting. This decision will need to be discussed at the next FGB in November.
2425.3	Annual Housekeeping: a Register of Business Interests: Governors were reminded to update their register of business interests on GHUB b Review and approve the Code of Conduct: The clerk confirmed there has been no change to the 2023 version. Governors approved the Code of Conduct. c KCSiE 2024: Governors were reminded to read the KCSiE 2024 and complete the confirmation on GHUB. d Level 2 Safeguarding Training: Governors were reminded to complete the training if they have not already done so and complete the confirmation on GHUB.

e f g	Openness of meetings: Governors agreed that the meetings remain open. Contact Information: Governors were reminded to review and update their contact information on GHub. Terms of Office and Succession Planning: The FGB is depleted. Beside BM & CB, the other governors are parents, although only one has the role of parent governor. The clerk will start the Parent and Staff Governor elections to be sent out by the end of the week. If no parent nominations are received, one of the current governors who are not parent governors could be moved across (SL or LH) so the board would have Co-opted/Foundation vacancies enabling the board to recruit outside the school. FC suggested that governors resigning could try to find someone to replace them. FC also advised that there is currently a national campaign being run through governors for schools and FC has also written to current governors within other schools to find if they are interested. A poster has been created. Clerk to add to GHub for governors to distribute. CB to try to add to the printed version of the Messenger. Clerk to send a plea to local businesses.
2425.4	Declaration of Interests: None.
2425.5	Agree Core Roles and Responsibilities: SL agreed to remain as SEND and Safeguarding Leads (these are the two statutory leads). It was agreed that the subject leads be put on hold so the governors can concentrate on the lead roles with any governor visiting the school concentrating on all areas. The safeguarding policy is to be added to the website with TBC written within the Chair details. There is no conflict with SL being a parent as well as the SEND and Safeguarding.
2425.6	Confirmation of Minutes of 10.07.2024 Part I: The minutes of the last meeting were approved. Clerk to upload onto the website.
2425.7	Matters arising from minutes: All complete.
2425.8	Confirm date for HT Performance Management review: Only one member of the HTPM committee remains on the board. A date has not yet been set, but it is generally around the beginning of November. There needs to be two, ideally three members on the HTPM. CB to arrange a date. Item deferred.
2425.9	Financial Monitoring a Health & Safety Update: SM had no report, he has been unable to speak with LD. CB confirmed there have been no issues to date this term. b Budget Update: This item was deferred to the next meeting to allow a budget to be prepared. Defer c Project/Spending Approvals & Update: No projects/spending to be approved. d Donations: It was agreed to discuss this once the most recent budget is known. Defer. FC advised that some schools do a monthly 100 club. CB advised that the school used to have one but it was hard to find someone to run it. The PTFA needs volunteers or it may fold. Governors questioned what would happen to the PTFA funds were they to fold. The funds would have to be contributed to the school. CB was unable to attend the PTFA's most recent AGM so was unable to ascertain their fund levels.
2425.10	Policies, Statements & Provisions: a Agree policy responsibility: It was agreed that the policies be delegated to lead governors but where there is no lead governor, they are to go to the FGB. It was agreed for this to continue until more lead governors are in post. The clerk will upload policies onto the school website. Policies to be approved by the FGB: b Safeguarding (Model DES Policy adapted to WHPS): Governors approved the policy with the chair name to be 'TBC' until one has been elected. Policies that have been approved by Lead Governors/Headteacher for adoption by FGB:(For information only) c Admissions 2026/27: This is the proposed version to be uploaded onto the school website by 01.11.24 for consultation until 10.01.25 and is the model version written by the admissions officer at DCC. There are no changes to the previous years. CB has confirmed that there are no changes. Governors find the map showing the catchment areas confusing to read. CB raised this issue with DCC last year, FC will raise again. Governors approved the policy. d Supporting students with medical conditions and the administration of medicine: CB gave the background for this policy. There is a new egg allergy at the school from September. CB spoke with the school nurse and the anaphylaxis team who explained that the school cannot ban eggs as so many products contain it. CB was also advised that schools are being encouraged to be 'allergy aware', rather than banning individual food items. The model policy, provide by Devon County, has not been changed, but CB has added a proposed appendix to the policy, with guidance and advice from Anaphylaxis UK, a leading national organisation. A draft version was sent to anaphylaxis UK to review. They made some suggestions and confirmed that once the appendix was updated with their amendments, they were happy to be endorse the appendix. The policy and appendix were considered by the governors. FC suggested it may be helpful for the appendix to be shared with the parents whose children have allergies for their comments prior to sending out to all parents. CB confirmed there are six children with EpiPens but there are also others with allergies. The school has received complaints relating to the practices regarding pupils with allergies, it is hoped the appendix will clarify how the school will safeguard and support all pupils. BM will communicate with the parents involved on behalf of the board through the school Admin team. Governors questioned if all of the children to whom the policy/appendix

		applies have an individual health and care plan. CB confirmed all parents must complete a form each year with their child's information which becomes their health & care plan and for those who need it there is also an allergy action plan which is provided by their consultant. CB confirmed these documents have been received and reviewed at least annually. Governors asked if all staff have access to this information. CB confirmed there was a training session at the beginning of this term, showing which children have allergies etc and also sharing the new policy. CB has also met and communicated with some of the parents whose child has an allergy. Governors mentioned point 6 of the policy 'HT will make the decision whether a child will need a Health & Care plan' and wondered if CB is able to do this. CB explained this is part of the DCC model policy and has not been changed. A health plan would not be needed, for example, if a child needed to take a short-term medicine, such as Calpol, but would be needed for longer-term conditions or allergies.
2425.11	a Admissions requests update: SM advised that there have been two requests during the summer break, both of which were declined. (FC left 7:41) b Verbal HT report including Health & Wellbeing of staff and pupils and number of children in care: <i>This item was discussed under part II.</i> c OFSTED updates: CB advised governors that OFSTED are removing the one-word grades eg outstanding/good. d End of year (23/24) Data: The report was uploaded onto GHUB prior to the meeting. CB explained that it is not the standard format due to some technical errors on SIMS but governors were satisfied that the information they required was included. No questions were raised. e Subject Leader Reports (for information only): The reports were uploaded onto GHUB prior to the meeting. Governors thanked the staff members for their reports. f Sports Premium: The report was uploaded onto GHUB prior to the meeting. The report looks at the previous year's spending and the impact it had. MC did not see this when he visited the school with JS. The report is on the website. No questions were raised. g Governor Strategic Plan and SDP review: These have not been updated since the last FGB meeting at the end of the summer term. h Parental Survey: Defer until the next meeting as LH was not in attendance. i Wraparound Care update: SM created a survey to be sent out to all parents but before it could be sent out CB discovered that the pre-school had already sent out a survey to some parents as they are considering setting up a breakfast club three days per week, although no start date has been given. CB advised governors that the pre-school is putting something in the school newsletter. Governors felt that a survey should still be sent out by the school as training they have attended advised them that schools were expected to survey parents to find out if there is a need for out of school care. Governors wondered if this service would benefit the school financially. CB confirmed it would not. Governors suggested that this issue be revisited once the pre-school information has been collated. It was also agreed that many of the parents would already be sorted for this term. This does not need to be in place until September 2026. It would also be confusing to parents should it be sent out now. Governors agreed that this matter be reviewed in the new year. j PE recommendations: MC requested this agenda item following his visit with the PE teacher and wondered if parents can be spoken to see if they can help with sports clubs etc. MC also wanted to know about the sports premium being spent but his question was answered in agenda item 2425.11f above. Governors agreed that MC speak with JS and perhaps put something in the newsletter. This would be after school, additional clubs, not during PE. CB explained that Sporty Stars have tried to hold clubs before but they had to be cancelled as there was not enough uptake. Children are already busy and active after school.	
2425.12	a Safeguarding and Child Protection: b Safeguarding Update: A date is to be arranged for SL to meet with CB. c Data Collection Sheet (Summer): This form has been completed by CB. Governors noticed when looking at the CPOMS data that there is a larger volume of recordings in early years with the numbers reducing as they go up the years (incidents per class) and governors wondered if the numbers reduce due to maturity. CB believes this is why. Governors questioned why the safeguarding numbers jump so high from spring to summer and wondered if CB was concerned. CB confirmed that when she reviewed the incidents recorded, she is not concerned. The spring term was particularly short last year and the weather can also have an effect (whether the children can go outside or not). Governors asked if CB is finding this new system useful. She confirmed she is; it is also a lot easier to review the record keeping and staff are finding it easier to use and record incidents.	
2425.13	a GDPR – PART II b Update (Fol, SAR, Breaches & meeting dates): <i>This item was discussed under part II.</i>	
2425.14	Lead Governor Classroom Visit Timetable and Reports: BM – School Council July 2024. CB advised that the school council have enjoyed BM attending their sessions. It was agreed that this item be put on hold until the board has grown.	
2425.15	Governor Training: Please let the Clerk know if you would like to be booked onto any of the courses available.	
2425.16	Part II: <i>This item was discussed under part II.</i>	

ITEM	ACTION	WHO	DUE BY	COMPLETED
2425.3g	Add poster to GHub for Governors to share	Clerk	ASAP	✓
2524.3g	Try to add an advert into written Messenger	CB	13.11.24	
2425.3g	Send a volunteer plea to local business	Clerk	13.11.24	
2425.6	Upload July FGB Minutes onto school website	Clerk	ASAP	✓
2425.8	Add 'HTPM confirmation' to next meeting	Clerk	13.11.24	✓
2425.8	Arrange a date for HTPM meeting	CB	ASAP	
2425.10d	Liaise with admin team regarding relevant parents contact details	BM	ASAP	
2425.11h	Add 'Parent Survey' to next agenda	Clerk	13.11.24	✓
2425.11i	Add wraparound care to first meeting in 2025	Clerk	05.02.25	
2425.11j	Speak with JS and perhaps put something in the newsletter about parent volunteers for sports clubs	MC	13.11.24	

Signed: _____ (Chair)

Date: _____