



West Hill Primary School
(a partner in the SMILE Learning Trust)
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West Hill Primary School

Minutes of the Full Governing Body Meeting

held on Thursday May 18th 2017 at 6.30 pm at the school

Actions (Bold) GB questions, decision making and challenges (*Italics*)

Present: Chair -Sally Sycamore (SS), HT - Cheryl Boulton (CB), Vice Chair - Jonathan Brook (JB)
Esther Apsy (EA), Dot Bioletti (DB), Hilary Eade (HE), Matt Fripp (MF), Ian Heard (IH),
Debbie Hudson (DH), Jenny Meredith (JM), Danny Murphy (DM), Sue Tovey (ST)

Associate: Chris Webster (CW)

Clerk: Margaret Whitlock (MW)

The Governing Board welcomed three representatives from The Kings School to talk about MATs:
The meeting went into Part 2 (6.30 pm – 7.35 pm)

PART 1 – 7.35 pm

1. Introduction (SS):

Apologies – none

a. **Declaration of Interests/ check RBI:** – none

b. **Reminder for the GB from the Governors of Code of Conduct - Confidentiality:**

We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school. We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body meeting. We will not reveal the details of any governing body vote.

2. Confirmation of Minutes of meeting 27.4.17 (Part 1 & 2):

Matters arising from Part 1 Minutes: None

Matters arising from Part 2 Minutes: (DH, ST & CW – staff members of the GB left the meeting due to a Conflict of Interests 7.40 pm to 7.50 pm and the meeting went into Part 2)

The Part 1 & 2 minutes were agreed unanimously and signed by the Chair. Proposed HE and seconded DB

Actions outstanding from the minutes:

(8) SS to email the office with the prepared Vision and Aims survey –**done**. CB reported that she had received 48 responses thus far. Once complete, a summary will be sent to parents and the results will be brought to the next FGB meeting - 22.6.17.

3. Date of Next FGB Meeting:

Thursday June 22nd 2017 at 6.30 pm

4. Policies, Statements & Provisions for review:

- a. **Equal Opportunities Policy** - (Website) - this had been deferred from last FGB. *EA questioned the terminology used in part 2, page 5 about race.* The GB discussed this issue, but concluded that as a Model Policy from Babcock it should be adopted with the prescribed wording. *JM raised a concern that the policy included reference to a tab for Equality being placed on the school website, where the Governors Equality Statement would also be found.* This would be for general access, evidence of actions taken by the school and GB, related to Equality initiatives. This tab does not exist at present. **(Action – CB to arrange for a tab labelled Equality to be included on the school website for the Governor Equality Statement and Equality Policy.)**
This policy was ratified by the GB – proposed DB, seconded ST
It was noted that EA is working on the Governors Equality Statement and that JM will meet with her to give input under her Inclusion Lead role. **(Action – JM and EA to work on the Governors Equality Statement to submit at the next FGB meeting – 22.6.17)**
- b. **Accessibility Plan** (Website) – *MF raised a concern over the timing of medium and long term expectations for actions in the plan and questioned the inclusion of items that were no longer relevant such as the building of a Pre-School on the school field. IH observed that there are also a number of duplications in the Plan. It was also reported by DB that Clare Bennett (CBe) had noted incorrect terminology used in the Plan that had changed since 2014.* It was agreed that time needed to be given to re-write the Accessibility Plan. *MF suggested that objectives should be selected according to their appropriateness in the current economic climate and funding availability at WHPS.* This policy was deferred to the next FGB meeting. **(Action - CB to look at The Accessibility Plan, making changes to the objectives to make time lines and actions achievable and to bring to the FGB – 22.6.17)**
- c. **Data Protection Policy** (Website) - *MF raised a concern that there is no reference to images kept from CCTV footage.* The GB discussed this point and concluded that images would not be regarded as data. *DM questioned the feasibility of meeting the legal requirement to respond to a data request within 40 calendar days, should a request be made at the start of the summer holidays.* CB reassured the GB that both she and Lara Dart check the school email over the summer holiday and this would therefore not pose a problem.
This policy was ratified by the GB – proposed JB, seconded DM
- d. **SEND Policy** (Website) - there were no challenges or questions.
This policy was ratified by the GB – proposed ST, seconded SS
- e. **WHPS SEND Offer/Report** (Website) - CB reported that this document had been updated and names changed.
This report was ratified by the GB – proposed HE, seconded ST
- f. **Charging and Remissions Policy** – (Website) *MF enquired whether the policy should include reference to meal payments.* The GB agreed with CB that the charges are for additional payments related to extra activities such as excursions. *JM asked if the reference to 2013/14 credits was up to date on page 6.* **(Action – MW to consult Babcock about the reference to credits, checking they are the most recent information and to report back to CB and the GB.)** This policy was ratified subject to any changes needed to page 6 reference to 2013/14 credits - proposed DM, seconded IH
- g. **Complaints Policy** – (Website)
This policy was ratified by the GB – proposed EA, seconded DM
- h. **Sex and Relationships Policy** – (Could posted on the Website) - *DM questioned whether consultation had taken place with Governors,* which CB confirmed had occurred with EA under her PSHE role. It was noted that the policy will be changing next year and the GB will be ready to review the new policy once it is published.
This policy was ratified by the GB – proposed IH, seconded JB

- i. **Governors SRE Statement** – an amendment to the Governor SRE Statement included adding a space between 5 – 11 years.

This statement was ratified by the GB – proposed EA, seconded DM

5. Head teacher's Update (CB):

CB noted that since the last FGB meeting on April 27th there had only been 14 days in school for staff and pupils. CB updated the GB on the following areas:

a. Staffing updates:

- Two members of staff are still off school on long term sick leave. A TA, who is on sick leave for 6 weeks, has now had this extended to 8 weeks, following an operation and the other TAs in the school are covering her role. One teacher has been on sick leave from 10th May following an operation and her sick leave is likely to be for up to 12 weeks.
- The caretaking issues have been resolved with the appointment of a new caretaker, which is proving successful
- Both the Year 1 full time position and TLR position have been advertised
- There has been one application for Clerk to Governors from a candidate who is an existing clerk and interviews will take place on Thursday 25th May

b. Safeguarding:

- WHPS has won the £7,500 award from Stanley for security equipment. A site visit took place on Thursday 11th May with the representative from Stanley meeting CB and IH. CB is awaiting a quote, with the priority being for 5 internal doors with swipe cards. In addition the door from the staff room requires the same attention.
- Possible CCTV for Forest School and a new entry security system might also be feasible if sufficient funds remain from the award. *IH has requested that each item should be costed by Stanley to see how the award is being spent. JB questioned the suggestion that the outer door to the school reception area have a lock on it for release by office staff, as it could make the school feel unwelcoming.* CB agreed that at present a lock on the outer door is not a priority. *EA asked about the ease of exit and re-entry, should there be a need in the case of a fire.* CB reassured her that the locks were designed to shut down in the case of a fire.
- CB informed the GB that she will be attending a Safeguarding Forum on Wednesday 24th May at Darts Farm.

c. KS2 SATS:

These have been successfully completed 8th-11th May.

d. New Youth Pastor:

Graham Harry, from the O6 project in local churches, was introduced to children in assembly Wed May 17th and to parents via the school newsletter.

6. Safeguarding and Child Protection:

JM reported that all is on track. She and IH will be meeting CB in July and are also meeting Wendy Bowen on June 5th to check the Single Central Record. It was noted by the GB that this check usually happens annually in schools, but the Governors agreed that a termly check was beneficial and could pick up any issues more quickly. In addition, JM and IH will be interviewing

the School Council with Anna Kemp (AK). JM and IH have sent questions to AK for her to view and they will collect information from the responses made in the meeting with the school council, to check whether pupils are fully aware of safeguarding issues. Governors were pleased that such a thorough approach is being taken by JM and IH.

In response to a question from JB, CB explained the process taken for children and families when a disclosure or expression of concern was raised.

7. SEF –the final document (SEF Committee):

The GB had been sent the final document to review by CB, who had re-formatted it since its completion, when working with the SEF Sub-Committee. It was agreed that the layout was clearer with information being easier to access. The GB thanked the SEF Sub-Committee for all their hard work. CB recognised the value of having Governors working on the SEF and their enhanced understanding of the Ofsted judgments for WHPS. She was appreciative of the Governors' involvement, which she had found very supportive. **(Action – CB to send the completed SEF to staff.)** There were no questions from the GB.

8. Governor Self Evaluation :

The Governor Self Evaluation form had been sent out to the GB and some had already completed the form and returned it to MW by email. The deadline is Wednesday June 7th, when all the feedback will be put on a Matrix and brought to the FGB meeting – 22.6.17. The data will be analysed and used for assigning roles, looking for gaps in the GB skills and identifying training needs.

9. Financial Monitoring:

- a. **Year end 16/17 Budget Monitor** - MF reported that the Year End Budget Monitor and commentary that he had put together to provide explanatory notes had been circulated to the GB. The GB was happy with what they had read and had no challenges or questions.
- b. **Update on agreed changes to the current year budget and 3 year budget from the FGB 27.4.17** - CB noted that the revised budget that took the class sizes to 31 in KS 2 had been sent to the LA, noting that for PAN class sizes remain at 30. *MF was concerned that LD still has some information remaining unconfirmed by the LA, such as the amount allocated for Pupil Premium, which the school will receive from the LA. MF felt this delay is disappointing when LD is endeavouring to put together a budget.*
- c. **Sub-Committee update** - The Finance Sub-Committee met on May 12th (CB, LD, MF, IH and JB – who had given his apologies) and will meet again on May 26th. Their role is to look at the school's sources of income and identify where money is spent by the school. *MF was pleased to observe that he had noticed a significant improvement in the monitoring of spending and CB confirmed that all staff are more cost conscious and understand the school is on a tight budget, based on need. MF highlighted the cost of catering, which is significant for the school, though he suggested that a small increase in the prices charged could make a difference.* There were also concerns over the provision of meals for Payhembury. CB reported that she had received information about proposals that schools would no longer receive funding for Universal Free School Meals in KS1 and that there could be a requirement for schools to provide breakfasts for pupils, both of which are included in the Conservative Manifesto. The GB noted that the latter would require paid supervision and the use of the Village Hall from 8 am. **(Action – The termination of Universal Free School Meals in KS 1 and the possible introduction of breakfast provision in schools will be added to the discussions of the Finance Sub-Committee.)**
- d. **Report on use of PP and SP funding and other grants** - The reports on Pupil Premium and Sports Premium are yet to be completed by CB and CBe. DB observed that there is now a more comprehensive template for these reports that requires more information. These

reports will be brought to the GB and placed on the website once done. **(Action – CB and CBe to complete the PP and SP Reports, once they have all the information, ready for circulating to the GB and for placing on the website.)**

- e. **PTFA funding** – Thanks were expressed for the considerable sum of £7,000.00 that had been raised by the PTFA at the WHPS School Ball. It was reported that the PTFA is keen to fundraise for specific items and had looked for the school to identify particular needs. CB stated that she would like the PTFA to fund the French teaching that had been ended in KS 1 due to budget restraints. It was agreed that MF would attend the next PTFA meeting with CB to promote the projects the school views require PTFA funding, when he will explain the benefits for WHPS. *MF felt it was important to demonstrate need to the PTFA related to the SDP and areas such as Forest School and Safeguarding.* **(Action – MF to attend the next PTFA Meeting with CB to outline the financial needs of the school and to discuss ways that the PTFA can offer support through their fundraising.)** ST informed the GB that dictionaries had been requested from the PTFA and these were yet to be purchased. *JB enquired whether it is possible to learn what reserves the PTFA holds. JB suggested that it might be time to plan another major fund raising event or activity that would benefit the whole school community. EA recognised that the PTFA is a small group of people and that they may need help from the GB.* CB informed the GB that letters are to be sent out on May 19th from DAPH explaining to all parents and governors the current financial plight of schools and giving guidance on questions they should be asking candidates during election campaigning. This message is being sent to schools in 14 counties, including Devon.
- f. **Village Hall arrangements** – CB outlined WHPS payment procedures for the Village Hall, explaining to the GB that the LA reimburses the school for the standard usage of the hall, which includes lunches and assemblies. WHPS pays the Village Hall for any additional use, such as times when the hall is used for rehearsals and performances.

10. Premises/H&S Report:

IH had met with LD and reported that all is in hand and that LD is assiduous in her oversight of H&S. *SS questioned whether there had been any feedback from parents around school visits.* CB reported that there had been no complaints received so far and stated that all teachers gave her a risk assessment two weeks before their visits, which she checked and monitored. All parent helpers have a volunteer DBS, as recorded on the CSR. The GB had received this report and had no further questions or comments.

IH had met with Dawn Wood of Devon Norse to discuss the issue of meal provision for Payhembury by the WHPS kitchen. It had been noted that there needed to be improved communication with Payhembury, for which LD has set up a communications book for dialogue between the schools' catering staff. It was also noted that Payhembury had complained that some food was not at its best in the journey time to their school. Devon Norse had suggested that Payhembury should purchase a food warming cabinet to solve this problem. *DB questioned the need for a cabinet as she believed the choice of meal would ensure the food would have a better keeping time whilst travelling. DB believed the problem should be put back to Devon Norse, stating that a large catering company should be able to seek solutions to these types of issues.* **(Action – DB and IH are to meet with LD to discuss the issue of meals being designed by Devon Norse, so as to be suited to the process of transportation to Payhembury.) (Action - LD is to communicate with Devon Norse, seeking a response to the suggestions made by IH and DB.)**

11. School Improvement – review of Home School Agreement:

SS had sent a report to the GB outlining the checking and review of the Home School Agreement. *She had included a link to Bar Hill's School Home School Agreement in her report to*

the GB, as an example of a better worded and more user friendly Home School Agreement. The HSA for WHPS will be updated once the new Vision and Values have been agreed by the GB.

12. Inclusion – review of Exclusion Procedures :

JM reported that she had done a study of the Exclusion Policy and read papers assessing the circumstances under which exclusions might occur and outlining the responsibilities of the GB. The GB had received her report, which they had found informative and had no questions.

13. Governor Visit Reports: None

Governor Training Reports: None

14. Matters brought forward at the Chair's discretion :

SS informed the GB that there is a possible candidate to replace CW as a Co-opted Governor, whom she and CB hoped to interview in the next week.

Impact of meeting:

- The GB had gained a good understanding of plans for a local MAT and intend to discuss this issue further in the future
- The SEF had been completed with the effective input from Governors working alongside the HT to create the document and grow their knowledge of the school; understanding how to measure WHPS against Ofsted judgements
- The GB had agreed a way forward for working with the PTFA to enable them to target the funds they have raised effectively, as need dictates for the school, in the current economic climate.
- The GB have observed good progress that demonstrates increased discipline and financial control, with the Business Manager, HT and staff identifying ways to raise income for the school and keep spending to a minimum. There is greater accountability when spending money, with teachers aware of budget limits.
- The security systems are to be improved using the award from Stanley
- The catering problem has been identified for Payhembury School meals and the GB is looking at ways to ensure this is resolved successfully
- The GB has a greater understanding of Exclusion procedures and their responsibilities in this area
- Governor Self Evaluation is in progress, with opportunities for identifying training needs and gaps in knowledge on the GB. These gaps may be filled when seeking a new Governor for the vacant position on the GB

The meeting closed at 9.10 pm