



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 September 21st 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)
Dot Bioletti (DB), Hilary Eade(HE), Jenny Meredith (JM), Danny Murphy (DM), Simon Pedrazzini (SP)

Associate: Chris Webster (CW)

Clerk: Sarah Woolfries (SW)

PART 1:

1. Introduction (SS):

Apologies – Esther Apsey, Matt Fripp, Ian Heard, Debbie Hudson – sanctioned unanimously.
(DM arrived later due to other commitments)

- **Declaration of Interests** - none
- **Check and sign off RBI** - any minor amendments noted and signed by all present. **Those governors not present will be asked to sign off at the October FGMB meeting.**
- **Sign off WHPS Governors of Code of Conduct** – new NGA code of conduct released after circulation of agenda, therefore sign off deferred until October meeting. **SW to add to agenda.**
- **Appointment of Chair & Vice Chair** - SS and JB both confirmed their willingness to stand for another year. SS asked governors to consider who might be interested in taking over the role of Chair the following September, recognising that whilst a time commitment, it involved working as part of a team with the support of the whole GB. SS said governors should feel free to discuss further with her if interested. *The reappointment of SS as Chair and JB as Vice Chair for a further year was unanimously agreed by all present.*
- SS advised that the Pay & Performance Committee had just met to discuss the Pay Policy including the DCC recommended pay increase proposals for main and upper pay scale, which was proposed to the GB for ratification. CB noted that DCC guidance stated "unless notification is provided otherwise by 26th September 2017, the pay awards will automatically be applied for the October pay run. If a different approach is chosen, there may be administrative charges and a delay to the pay award." CB confirmed the impact on the budget is a £1000 negative variance from the anticipated annual pay increase. *JM asked if the budget allocation would be adjusted?* CB confirmed it would have to come out of the school budget. *JM felt there would need to be a strong rationale to go against DCC advice. Governors agreed unanimously to adopt the Pay & Performance Committee recommendation.*
- SS confirmed there had been no change to the Appraisal Policy, which was therefore recommended to the GB for ratification. *Agreed unanimously.*

2. Confirmation of Minutes of meeting 11.07.17 (Part 1):

The Part 1 minutes were agreed unanimously and signed by the Chair

Actions outstanding from the minutes:

(2a) Meeting to discuss topic of Multi Academy Trusts (MATs) to take place on Thursday 09 November 2017 at 6.30pm at School. **SW to notify all governors (Done).**

(2b) EA has been in touch with West Hill Parish Council regarding how they could Support WHPS and will **report back at the next meeting.**

(2c) CB confirmed a list of resources that the school would like funded by the PTFA has been created, and will be discussed at the PTFA meeting on 28th September 2017.

3. Date of Next FGB Meeting Thursday 19th October 2017 at 6.30 pm

Agreement of the Annual Cycle – 2017/18 The GB confirmed agreement of the Monthly Annual Cycle 2017/18

4. Policies, Statements & Provisions for review:

- a.** Pupil Premium Report – (Statutory & Website) - circulated prior to the meeting. CB noted there was a new template, which was more detailed and took some hours to populate. This year it had been done retrospectively, however in future it will be done at the beginning of each academic year, looking at projected expenditure and how it will be utilised / what goals will be set. CB took guidance from DB and other Heads to ascertain their approach to completing the document, as it refers to the financial year (April to March) in relation to budgeting. SS noted it showed a clear record of where the money is being spent, and will allow impact to be monitored. CB noted there was no KS2 data. As the pupil premium cohort was so small it has a big impact on the percentages and therefore the results are skewed. The measure points are EYFS, Y1 Phonics, KS1 (Y2), KS2 (Y6), as this is where there are comparable data points. CB highlighted the importance of being clear in terms of identifying barriers and how to overcome them. SS thanked CB for her work and felt it was a useful and easy to read document. JB noted that the document needs to be depersonalised prior to publication on the website. **CB to remove any names/initials and arrange publication on website. (Done)** CB invited any questions on the PP Intervention report completed by LS. SS noted the written impact was very strong and valuable to read alongside the supporting data. *JB questioned why the three totals in section five didn't total £18K, so more had been spent than the allocated budget?* CB said that it was preferable to be slightly over than underspent on the PP budget. **Agreed by all present.** *SS asked that now LS has no available time above class teaching, and the TAs are doing the intervention, if there was the budget, would CB consider bringing in a specific intervention teacher again? CB commented teachers felt 45 minutes per week of intervention was not enough, and to have significant benefits it would need to be done more often, which would have budget implications (previous budget for 1 day a week for 5 months was £16K). DB noted the writing gap had not closed with the previous interventions of 45 minutes a week.*

DM arrived at 7.10pm.

- b.** Sports Premium Report – (Statutory & Website) - CBe will generate this report for the October FGB meeting.
- c.** Curriculum Statement – C/F pending meeting between CB and HE
- d.** Equality Statement – JM noted that the statement is completed, however agreement is required on how it should be presented on the website. *SW noted that as a statutory requirement, it should be posted on the website as soon as possible, and can be moved later if required.* **SW to arrange publication on the website under 'policies' section (done).**

e. **Curriculum Policy** – as per c. above

5. Head teacher's Verbal Update (CB):

July performance data - CB confirmed the SATs data had been taken from the outcomes for pupils section of the SEF, and whilst KS2 national data is included, KS1 is not out yet so contains last year's data at the moment. CB noted that the data is stronger than ever, although a slight dip in EYFS (target 80%, attained 76%), where there are a large cohort of boys with varying/challenging needs, and often just one area holding them back. 100% of the girls were classified as reaching a good level of development. *JB noted a drop in sub levels, especially in reading?* CB noted that this related to the 'exceeding' children. *JM asked did they all meet the required level?* CB confirmed yes, noting AS had taken on most of the assessment due to EP's absence between May and July, which may have impacted on the children to some extent. CB said on a recent training day, staff had been asked to prepare venn diagrams of all children in all areas, to work out how to meet the needs of the children in the 'below ARE' category e.g. interventions, separate groups. In KS1, CB noted that those working below in reading had gone down, and a greater number had gone up to working at standard and at greater depth this year. DH noted the gender gap had closed. In KS2, achieving standards in reading, writing and maths had been really high. *JM noted this in the subject leader assessments, and asked if CB thought running the new curriculum (introduced in 2016) had helped?* CB acknowledged it possibly has been a factor. JB noted that 2017 KS1 results were really good but the same classes results in EYFS (2014/15) were not so good so there had been massive progress. CB welcomed questions on the rest of the data? *JB noted the SEN pupils in Y5/6 were quite a way behind on progress (using the ARE Comparison of July data so relates to the current Class 6), particularly in writing. JB was concerned there is a pattern and questioned if interventions are working, as pupils should be expected to make the same level of progress?* CB highlighted the benefit of doing the venn diagram to try and improve provision for these pupils on an ongoing basis. DB noted she had seen the differentiation happening during learning walks, but the impact needs to be monitored and measured. *JB questioned if SEN pupils are being over marked in KS1?* CB said the gap widens as the curriculum demands increase, hence a greater gap in KS2. CB confirmed the 'red' numbers will be checked again in October on School Pupil Tracker, against age related objectives to see where children are and how they are progressing. CB noted all teachers are now trained up on School pupil tracker to ensure it is used effectively and consistently.

Parents Evening – *CB asked if any governors would like to attend so are available for parents to talk to if required?* SS felt there were pros and cons. *JM questioned if parents evening is the right time to do it, when parents are busy?* JM suggested tying it in with the launch of the Visions and Values? *Governors recognised the need to be more visible and agreed to JM's proposal.*

Christmas Social – CB welcomed all governors to come along to the school to join staff on Tuesday 5th December between 4 – 5pm.

Governor priorities for 2017/18 SDP – governors to produce input for 'governor priorities' section of SDP for October FGM (suggestions documented in the July FGM). **SW to liaise with SS.**

Date for Head Teacher's Appraisal – CB confirmed this has been arranged with Brad Murrery (BM) in attendance on Tuesday 12th December 2017.

Excellence for All(EFA) – CB explained that Babcock request the completion of a self evaluation form (different to the SEF) to be submitted by end September 2017. The school must grade itself on various categories, from 1 (outstanding) to 4 (requires improvement). SS and CB have met to

discuss the gradings, and CB has then taken to SLT for agreement. **The document will be shared with the governors (Done).** JM asked what does Babcock do with the document? CB advised they assess the state of all schools and see if any school improvement involvement service is required. JM asked if this is different to the services already provided through BM? CB confirmed this is a different service.

Staffing update – CB noted that due to 2 members of staff having long term sickness, there will be an impact on the budget. Insurance doesn't kick in for the first 20 working days (so for a part time teacher it takes longer to come into effect), so there is an additional cost of paying supply staff to cover until the insurance is triggered.

The meeting moved to part two at 7.35 and returned to part one at 7.45

6. Safeguarding and Child Protection:

(6a. & b.)CB had sent a termly safeguarding data collection sheet for summer 2017 and JM had send the Governors annual report and summer term report prior to the meeting. JM advised that she and CB had a safeguarding meeting last term, and had identified a number of actions:

- DSL job description needs to be included in the meetings for regular review
- Training of MTAs is taking place on 25th September 2017 **(done)**
- staff need to keep their training current (any level 3 running out in Oct 17 have been booked on courses to renew)
- Governors level 2 refresher training will take place in April next year
- JM also noted the importance of parents being made aware of safeguarding issues, so there will be an update in the newsletter once a term.
- The website will include a photo of the DSL (CB), as well as links from the safeguarding area to the relevant policies
- A parental questionnaire will be sent out in January 2018 (including safeguarding questions)
- IH & JM will keep a safeguarding evidence log, collating all activities going on within the school linked to safeguarding e.g. assembly by digital leaders, helping children to stay safe online (note CB has her own log as well)
- Going to conduct a safeguarding exercise at the next FGB meeting in October
- IH & JM planning to conduct school visits meeting 2 pupils from each class as part of their Safeguarding remit
- CB & JM attending Safeguarding – preparing for Ofsted course on 5th October 2017
- SCR will be monitored once a term by Governors in additional to checks by CB

JM mentioned IH had been on a recent safeguarding course and the key message was that it must be ingrained in the school culture, hence IH & JM plan to broaden what they are doing over the year ahead.

CW said at a recent FA safeguarding course, a major issue of grooming in sports clubs had been highlighted, and asked how is this considered in the school environment? JM acknowledged it was an important issue, and said that is why MTAs, TAs and parents are being involved, in order to create that whole school cultural awareness. CB mentioned the role of LADO (Local Authority Designated Officer) as the mechanism for allegations of misconduct by staff against children to be reported. MASH deal with concerns of staff about children. CB also noted that in answer to CW's question, Y1 now go out through the conservatory after school, so the teacher can ensure he identifies who the child is leaving with prior to releasing them.

JM proposed to change the safeguarding question on the Lead Governor Visit and Classroom visit templates. The aim of the question is to identify if children feel safe and secure at school and can talk to a member of staff if they have a concern. The final wording was agreed as:

'If you came to school and you were worried about something at home what would you do?'. **Clerk to update visit templates accordingly.** DB noted that when reading with children, some of the books are about topics which mean she asks safeguarding questions e.g. if reading a book involving bullies, DB might ask what bullies are and what the child would do if they were bullied. DB noted children usually say they would tell a teacher. **In future, DB will note down any instances and notify JM.** *CW asked if there is a procedure in place if something inappropriate is raised with a teacher?* CB confirmed there is a set procedure in place.

c. Keeping Children Safe In Education (KCSiE)

Part One had been circulated prior to the meeting, and SW handed round a sign off sheet for governors to confirm they had read the document. **Those governors not present will be requested to sign off at the October FGB meeting. (SW)**

7. Financial Monitoring

- a. WHPS Budget Monitoring Report (P3) had been circulated prior to the meeting, and Budget Monitoring Report (P5), received on the morning of the meeting, was handed out in paper format. CB had prepared an update based on the P3 report, and noted the PP funding has now been confirmed, PPA teacher in Y1 was not budgeted for due to an error, there will be an increase in supply staff costs due to 2 long term staff illnesses , April to July French teacher costs not budgeted (as hoped PTFA would fund), and that supply contracts only run to January 2018. CB noted that currently as per P3 the budget is still in surplus.
- b. CB advised that the school would be no worse off if Payhembury chose not to take school meals from WHPS. However, Devon Norse is working to try and change the menu to accommodate Payhembury. A half term's notice is required if they do decide to move.

8. Teachers' Annual Reports

CB noted EP has sent in an English report which requires data population prior to circulation. **CB to arrange updating of report for circulation.** CB invited any questions? *HE asked if there is any provision in the budget for the resource needs highlighted in the reports?* CB said there is a small budget which is produced on a priority basis, as only essentials can be provided at the moment due to financial constraints. *HE asked if the other items were on the PTFA wish list?* CB confirmed they are on the list. CB went on to note that spending is being prioritised in all areas, for example training and CPD has the cost of the training but also the teaching cover to be considered. *JM asked how do staff feel about this?* CB said staff understand the difficulties and appreciate there has to be a trade off in order to retain their TA support, as other schools have had to lose TAs to meet their budgets. CB noted all staff understand the need to be thrifty and cost aware. *JM was pleased to see that WHPS came 2nd in a maths competition, and felt it was good to see WHPS taking part in academic competitions and not just those that are sport related.* **SS asked CB to thank the teachers for the really useful and informative reports. (Done)**

9. After School Club

SS said a number of parents had mentioned the lack of an after school club, both informally and via formal emails. Therefore SS had mentioned in the July newsletter that governors would have a discussion at the September FGM. SS is aware that at the end of last term, a new parent had been informed by Appleblossom that there was no current space for their child, and that some working parents moving to the village are therefore choosing to go to different schools which can provide wrap around provision. *JB asked how other schools fund these services, or do they use separate providers?* CB noted that WHPS doesn't have its own hall so any provision would be reliant on the West Hill Village Hall being available for hire. SW confirmed the hall is in use after school Mon – Thur, but potentially is available prior to 9am. At CB's old school, places had to be booked for breakfast club a week in advance. There is no set staff to pupil ratios, but they worked on 1:10, with 3 staff in reserve, one of which could be called on if numbers exceeded 30.

Some 'emergency' places were available. 1 person was in charge, whilst another arranged ordering the food (cereal/toast/drink) and some activities for the children, prior to taking them to their classes at the start of the school day. CB noted there was significant additional paperwork to deal with. SS noted the staff at school are busy preparing lessons in the morning, so any club would need to be run either by parents or an outside organisation. SS noted parents had looked into this a few years ago, but found it was not a cost effective proposition as a business. DM noted that using an external company means parents/carers can use childcare vouchers towards the cost. As the only option for an after school club would be using a classroom which was unfeasible, SS felt a breakfast club was a first step and would be more beneficial to parents. She suggested approaching external childcare providers to run it. SP noted WHPS could ask for an introduction fee? JB felt that school should not get involved as it had enough other priorities, and that Appleblossom and Ottertots should be approached to see what they can offer. *JM asked if out of school provision is still subject to ofsted inspection?* CB confirmed it is, another reason to let an outside provider run it all. SP noted they know what scale of interest they would need to make it work financially, and it would remove the school from any arising issues. **CB to raise availability of the village hall for a breakfast club at the next village hall committee meeting taking place on Wednesday 27th September. If agreement is given by the village hall committee, then CB will approach local child care providers to see if they have an interest in providing a breakfast club.** JB advised that any survey to gauge interest should not be run by WHPS but by the interested providers.

10. Governor Visit Reports

None

11. Governor Training Reports:

None

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

CB advised governors that further to the error made by DCC earlier in the year regarding pensions budgeting, a letter had been received confirming there would be no funding support provided to WHPS as the error had not caused the budget to go into deficit.

13. Impact of meeting and Annual Governance Statement:

- Agreed teacher pay scales for the next 12 months
- Better awareness of how and where PP funding being spent
- Update on KS1/2 results and progress of pupils
- Clear understanding of subjects from subject leader reports
- Clear plan to close achievement gaps for SEN pupils
- Investigate breakfast club provision
- Safeguarding strategy for the next 12 months agreed
- Budget reviewed

The meeting closed at 8.42pm