



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



## **West Hill Primary School**

### **Final Minutes of the Full Governing Board Meeting**

**held on Thursday 25<sup>th</sup> January 2018 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), Danny Murphy (DM), Simon Pedrazzini (SP), Amy Tregellas (AT), Ashley Pocock (AP)

Apologies: Debbie Hudson (DH), Jenny Meredith (JM), Matt Fripp (MF)

**Clerk:** Sarah Woolfries (SW)

#### **1. Introduction (SS):**

- **Apologies** – Debbie Hudson, Jenny Meredith, Matt Fripp – sanctioned unanimously.
- JB joined the meeting at 6.40pm.
- SS welcomed new governors AT and AP to the governing board, and everyone introduced themselves
- **Declaration of Interests** – none
- **Code of Conduct** – SS reminded governors of the duty noted in the agenda relating to maintaining the school's reputation in the community.

#### **2. Confirmation of Minutes of meeting 14.12.17 Part 1 & Part 2:**

Part 1 minutes were agreed by all present and signed by the Chair.

Part 2 minutes were agreed by all present and signed by the Chair.

##### **a. Matters arising from previous minutes – None**

##### **b. Actions still pending from the previous minutes:**

- Meet with office staff to review use of Office 365 functionality (JB) – carried forward
- SW advised governors that Fiona Collier from Babcock had confirmed an appendix will be added to the model complaints policy. **Action: SW has chased Babcock who confirmed it is in progress and will monitor to completion.**
- Parking/access around school at drop off/pick up – carried forward to Feb FGB meeting in the absence of JM.,

#### **3. Dates of next meetings**

- AT sends apologies for next FGB meeting 22 February 2018.
- Meeting to discuss MATs to take place on 08 March 2018 at 6.30pm. **Clerk to circulate 'Staying in Control of your School's Destiny' document to AT, AP and DM (Done). JM to send presentation previously shared with FGB to clerk for recirculation. SS, CB and Clerk to agree focussed agenda for circulation prior to the meeting.**

- SS noted that following completion of the Head Teacher's appraisal, a meeting of the Pay & Performance Committee was required to review the recommendations. Given IH's resignation, the membership of the P & P committee needed to change so different governors sat on each committee, and were not therefore 'ratifying' their own recommendations. SS therefore confirmed that the HT Appraisal Panel will in future consist of DB, HE and SP (with SS stepping down), and the P & P committee will consist of MF (Chair), CB, DB, HE, DM and SS. The revised TOR confirming the above memberships were agreed by all present.

**Clerk to arrange for amended TORs to be published on website; Clerk to send invitation to P & P members for a meeting to discuss the HT's appraisal; clerk to send invitation to P & P members for a meeting to review interim staff appraisal feedback from CB (Done).**

- Proposal to move the FGB meeting on 24 May to 22 May, due to clerk being absent. Various governors were unable to attend on 22 May, therefore DB kindly offered to take minutes of the meeting on the clerk's behalf, so the meeting date remains unchanged.

#### 4. Chair's Update

**a. Recruitment of governors /succession planning** – SS gave an overview of a number of changes that had taken place or will be taking place within the membership of the governing board over the coming months: IH had resigned at the beginning of January, JB will be stepping down at the March FGB meeting, JM will step down in September (when returning to work), DB has indicated she may step down at the end of the summer term and MF's term ends in Nov 18 (although MF has indicated he is prepared to stay on after his term for a period of time). SS explained that she and the clerk had been working on succession plans, and had discussed them with various governors to gain their agreement as follows:

- SP will become the new lead governor for H & S and Premises, in addition to joining the HT Appraisal Committee
- DM to become SEND deputy to support DB
- AT to become safeguarding deputy lead governor to support JM
- AP to become Finance deputy to support MF, in addition to joining the Admissions Committee
- MF to move to the Foundation Governor role vacated by IH, leaving a parent governor vacancy, which will mean a parent election is required.

SS asked if anyone might be interested in taking on the Vice Chair role from JB? As no one expressed an interest at this time, SS confirmed JM had offered to take on the role from March until she steps down in September. SS reminded governors that she will also be stepping down in September after two years as Chair, and asked governors to think about the opportunities arising, also to speak to friends/contacts in the community about becoming a governor. *AP asked if any special skills are required? SS identified legal or HR knowledge, or noted that a teaching background is helpful, but the main requirement is having enthusiasm and the time to commit to being a governor.*

- b. Feedback on HT Appraisal** – SS confirmed the appraisal had been completed following a follow up meeting in January. A meeting is being arranged for P & P to ratify the recommendations as above.
- c. Launch of Values** – CB confirmed staff had agreed a launch date of 23 February 2018. Children will make badges, in addition to attending an assembly to introduce the new values to them. SS asked for available governors to hand out fliers to parents waiting to pick up children from the small playground at the end of the day, explaining the new values.

**5. Policies, Statements & Provisions for review:**

- a. Admissions Policy 2019 – 2020** CB confirmed the consultation period had now ended and governors needed to ratify the policy. **Agreed by all present. CB to arrange for policy to be updated on website.**
- b. Collective Worship Policy** – HE advised that the policy had been reviewed and made more concise/generic. **Agreed by all present.**

**6. Strategic**

**a. Headteacher's verbal report**

- CB was pleased to advise governors that EP will be back to her normal hours prior to February half term, and that DH was hoping to be back soon on a phased return.
- CB said the whole staff training day in early January regarding marking had been very productive, and resulted in changes to the current marking policy, with a set list of marking terms being agreed to avoid inconsistency. CB and CBe are sharing the resultant changes to the policy with staff and then the changes will be rolled out after February half term.
- CB attended a course on exclusions, which flagged the need to update the Behaviour Policy as the policy needs to reflect that schools must make the reason for exclusion clear. Further, CB said 7 new rules for behaviour have been drafted with staff input, with 6 clear progressive sanctions. These new rules will be shared with the children to make sure nothing has been missed before coming into effect. CB confirmed that as part of the review the 'red book' will be going. Once finalised, the rules and sanctions will go on the website and be shared with parents so there is clarity and consistency for all.
- CB said she and CBe are in the process of observing lessons in readiness for mid-year appraisals. CB noted that the staff reacted very positively to being observed at short notice, and both verbal and written feedback had since been shared with the teachers. DM said this was a compliment to CB for making that change in culture.

**b. December Performance Management Data (circulated in advance) – questions arising?**

Progress against ARE – CB said the average child should make 1 point of progress per term, so +3 by the year end (cumulative). CB said that if it is done half termly, the figures can be distorted as in theory a child would not be expected to make the full +1 by only half way through the term. So the data needs to be triangulated with observations by teachers and book scrutiny. *AP asked if 1 child could be in more than one vulnerable group? CB said yes, for example some SEN children are also in the PP category. DM noted that one of the classes isn't meeting ARE but the table is different? CB confirmed that's because the table is showing*

progress, so the class can be making progress but still not meeting ARE. DM asked which figure does CB focus on, given the progress data is stronger? DB noted Ofsted will look at both, and JB said that in the last Ofsted report, progress was highlighted as being important. SS said all courses say that progress is the key. AP questioned if ARE is the same for all children, regardless of their birthday? CB confirmed it was. CB highlighted a class where the data had been of concern last term (due to a cautious assessment), and was pleased to report excellent progress had been made, with a focus on those below ARE. CB was also pleased to note there were no 'well below' ARE. CB felt that the vulnerable groups data was pleasing overall, and was comfortable that actions were in place where necessary. JB noted that 60% below figure for children with SEN, and asked if CB/DB were hopeful of seeing positive change in these figures? DB said yes, she was meeting regularly with CBe and was seeing progress compared to the same time last year. Also, they had looked at children separately within the SEN cohort to check progress at individual level. SS noted that nearly all children with SEN had made progress. DB said that a lead governor visit and report on PP and SEN was due soon.

- c. **FISH breakfast Club** CB confirmed that circa 50 parental responses had been received and passed to Danny (who runs FISH) prior to Christmas, however after chasing twice CB still awaited a response. SS explained to the new governors that by outsourcing, it meant there was no admin, insurance or staff requirements for the school. DM noted that other schools use their own space for a breakfast club, but that was not viable in West Hill so the village hall was the only option. **CB to chase Danny at FISH for a reply.**
- d. **GDPR** CB attended a briefing on 15<sup>th</sup> Jan, which was run by Mitchelmores so gave an independent viewpoint. Their key message was 'don't panic', and pointed out that schools will already be doing lots of the requirements of GDPR. CB advised that she is attending another course on 30<sup>th</sup> Jan (run by Babcock). Dawn Stabb, Head of Education and Learning has written to schools to say further guidance, information and an audit template will be issued on 23 Jan, and schools should be reassured that support will be given. CB confirmed that the Babcock service offering for GDPR was being discussed at the next LLC meeting on 2 Feb, to decide whether they could employ their own resource. However, the cost was still expected to be circa £4K per school. JB felt that as no one really knows the implications, it would be better to wait rather than jump too soon, particularly given current financial restraints. CB said that legally the school has to have a DPO as all schools are classed as data controllers, however Mitchelmores had said it is not the DPO that is liable but the school. DB noted the audit should highlight any issues and would then inform the way forward. *JB said that most companies are also affected, and questioned what qualifications are required to a DPO?* DB felt it might overlap into H & S. JB said he would be happy to look at it when the audit comes in, as he or MF might be able to do the role. **SS asked that this be added to the February agenda for an update (Done).**

## 7. Safeguarding and Child Protection

CB said that in the absence of JM, she had asked that the new governors complete level 2 safeguarding training. SW confirmed that suitable courses will be arranged as soon as

possible. **AT noted she might have level 2 already and would check and confirm (certificate of evidence will be required).**

CB also handed out 'Disqualification by association' forms to all governors to complete and return.

**a. Autumn Safeguarding Data Collection (circulated in advance) – questions arising?**

CB noted that there had been no MASH enquiries or Children at Child Protection. CB highlighted 22 children relating to 17 families were captured as 'targeted'. *DB asked what are the criteria for being a 'targeted family'? CB explained that 1 minor isolated incident in school might be noted by the class teacher, but a number of incidents or a more serious matter where action needs taking means a 'blue form' would be generated, and the file would move to CB's office. Currently CB noted that every child in a family is captured, even is the matter related only to 1 child. Also, if there was an incident in Y1 for example, the file still stays with CB even if no recurrence, hence the number of 'targeted' families is increasing. Jonathan Galling (JG) Safeguarding Officer for Babcock suggested that an annual review of files can be carried out, and if no incidents have taken place in that year, the file can go back to the teacher. DB asked if this is a local way or working? CB confirmed it was, but felt the current system was giving an unrealistic picture so needed changing.*

**b. Safeguarding Learning Walk** CB advised that this is now done 3 times a year, with the latest one taking place on 11 Jan 2018. The focus was on classroom fire exits and doors out to the field, playground etc. CB noted that where the 2 main doors lead out to the field and playground, only 1 door was bolted. CB queried should both be bolted for safeguarding reasons of keeping children in, or both unbolted for a safe exit if there were a fire. CB referred to the DCC H & S team, who advised as the doors are secondary fire exits, safeguarding should be the priority and the doors should be bolted. CB has briefed staff and the fire marshal accordingly, and noted that the bolts are high up so children cannot reach them. **CB asked governors to look and ensure the doors are bolted when walking around the school.** CB also noted that the new security doors had not been fitted, as they require 'fused spurs' which had not been pointed out as part of the original site survey and installation carried a significant cost. Once this is resolved and the doors are fitted, swipe cards will mean the above issue of bolting the doors goes away. CB discovered that a window in the boys toilet opens wide enough for someone to get in or out, so a special restrictor is being fitted to limit opening. Lastly, CB found that a padlock had been fitted to the new gate but was not locked - now resolved. **CB to notify AT of the next date for a Safeguarding Learning Walk so AT can attend if available.**

**c. Lead Governor Report – Safeguarding (circulated prior to the meeting) – questions arising?**

All agreed that CB's update had covered their questions. CB confirmed that the safeguarding tab on the website had been finished and feedback from governors had been incorporated.

**8. Financial Monitoring**

In the absence of MF, CB advised that David Dominey is coming in before February half term to support the annual budget preparation, and that in the meantime CB and LD had started work on it. **Update on Financial Benchmarking (including community focus school funding) will be carried forward to February's FGB meeting.**

**9. Lead Governor Reports – questions arising:**

- a. School Improvement** SS apologised for the late circulation of the report, as the meeting had only taken place on 16 Jan 2018. Some governors had not had the opportunity to read the report, whilst others who had felt it was very detailed and needed time for more discussion. **Carried forward to February agenda (Done).**
- b. Pupil Premium** DB noted that 29% of children with SEN were under the PP umbrella. *DM noted that the same questions kept arising about whether these groups are achieving enough progress and attainment. CB responded that she had observed 3 KS2 maths lessons and in all cases there was appropriate differentiation for all levels.* HE also felt significant progress has been made in the last 12 months. DB noted she had seen work books in English to support the data being reported, and could clearly see the progress in both writing and punctuation. *DB also said she has planned a learning walk with CBe to be able to see evidence for herself and talk to children.* SS felt that the data is now used more effectively; CBe drills down for each child and talks to their teacher; *the data is more accessible to teachers and they are challenged and held to account by the SENCO; an intervention plan is made for each relevant pupil in September annually.* SS questioned if KS2 teacher assessments are consistent? CB said work is being done to ensure continuity. HE asked if teachers will work together to ensure continuity of assessment from one class to the next? CB said that had been trialled, to ensure the new teacher agrees the level of assessment given by the previous teacher at point of handover. HE asked if it was successful? CB said yes, the new teacher was confident that the assessment levels inherited were accurate. HE asked if this could be done across the school? SS noted CB held a staff meeting to talk about the basis of assessment to ensure continuity. CB felt it was difficult to adopt school wide due to the amount of time involved (each teacher had their existing and new class), and to co-ordinate timing. However, CB said she and CBe had internal tracking on their radar. For example, CB and CBe had spotted the need for reading to be boosted for some children in one class, had undertaken an assessment and intervention was now in place. HE asked that when children go out for intervention, is the impact of the lesson they are missing taken into account? CB said it depends on the need, for example if support is needed in maths, they might take them out during a maths lesson as they would struggle anyway. After an observation a teacher advised her reader helper to ensure certain children were not taken out of a lesson during teacher input, as the children would not know what was going on in the lesson on their return. HE suggested it might be a useful exercise to follow the experience of a child with SEN through a morning or afternoon, to see if there are any learning points? **All agreed that this was a good idea, so DB will discuss with CBe. Also, DB to raise with CBe the point about considering what the children are missing in class when going out for intervention.**

**10. Governor Training Reports** None this month

**11. Matters brought forward at the Chair's Discretion** None

**12. Impact of the meeting on outcomes for pupils' teaching and learning**

- Reassurance about plans for the progress of children with SEND and the hard work being done to support their learning and progress
- Safeguarding pupils discussed
- Budget planning started to ensure the best use of funds for pupils
- Clear plan of governor responsibilities going forward

- Date for launch of new values agreed

**The meeting closed at 8.35pm**

APPROVED