



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

Approved Minutes of the Full Governing Board Meeting

held on Thursday 24th May 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 – Jenny Meredith (JM), Dot Bioletti (DB), Danny Murphy (DM), Simon Pedrazzini (SP), Ashley Pocock (AP), Matt Fripp (MF), Debbie Hudson (DH), Hilary Eade (HE) and John Pulsford and Rowan Ross (observers)

Apologies: Sarah Woolfries (SW)

Clerk: Dot Bioletti - Acting Clerk for Meeting

1.Introduction (SS): SS introduced new members who gave a short history of their experience. Rowan awaiting her DBS check to come through.

a. Apologies – Sarah Woolfries - sanctioned unanimously

b.Declaration of Interests – No new declarations stated.

c.Code of Conduct – SS reminded governors of the duty noted in the agenda.

d.Update on succession planning: SS mentioned that minutes had been sent out and asked if everyone was happy. All confirmed agreement. SS stated she had chatted with both John and Rowan regarding their lead roles (safeguarding and curriculum) and handover from the current lead would be done before September. SS and SW had finalised the letter regarding governor vacancies for law firms and relevant information for the school, Aylsbere, Ottery and West Hill newsletters in the hope of recruiting additional governors.

2.Confirmation of Part one and Part Two Minutes of meeting 26.04.18 Agreed by all present and signed by SS. **Action: Part 2 minutes handed to CB for secure filing (Done). Clerk to file Part One minutes and arrange publication on website.**

a.Matters arising from the minutes: There were none

b. Action still pending from previous meeting:

Demo of office 365 functionality: SS explained to the new governors that the use of new school email addresses was important under GDPR. The demo at this meeting was postponed. **Action: SS to provide demo at the start of the June FGB meeting.**



Breakfast Club update: CB having previously informed the governors about FISH and their inability to provide a service was now able to inform them that following the last meeting she had received an email from Mrs A Chips with regards to taking the breakfast club on board and is hoping to start prior to the September term if possible. CB confirmed that the previous questionnaire responses from FISH would be sent to her outlining numbers etc. She is also interested in setting up an after school club two evenings a week in the village hall. This was good news and once everything had been finalised parents would be notified in the newsletter. **Action: CB to send questionnaires (with all personal data removed in accordance with the GDPR) to AC and inform parents via school newsletter.**

Update on suggestion of subletting school field to WHPC: JM /SP informed the governors that the council felt the field was free access for all to use. JM/SP correctly advised council of the ownership of the field as now a cooperative trust and local authority (LA) no longer responsible for the field. Full discussions were held around safeguarding and insurance issues especially if used outside school hours. *JP asked if charging by the school was to raise money or to regulate use?* SP confirmed the latter. Should the council indemnify the use of the field the governing board felt they would need to fully discuss. CB confirmed she had received an email from Jess Bailey on 18/5 re liability and use of the field and could the school check its insurance as part of the wider school policy. A lot of information had been discussed and SS thanked everyone for their input. **Action: Sarah Woolfries has passed the response received from Lara Dart back to Jess Bailey and awaits a reply.**

Response to Parent questionnaire to be incorporated into termly governor update – SS confirmed she had half responded to this and gave examples of positive and negative feedback to the governors. **Action: SS to complete**

3. Dates of Next Meetings (SS)

- Thursday 24th June at 6.30pm at School - FGB meeting. Apologies received in advance DB, SP and AP.

- SMILE Learning Trust meeting and AGM – **date to be confirmed.** A replacement governor needed to be identified in light of Jonathan Brook stepping down.

4. Policies, Statements and Provisions for Review (all circulated prior to the meeting)

a. **Home/ School Agreement** - SS said any comments by 21st June. CB mentioned she had taken on board comments received from JM. JM said pity it's not statutory but was good practice

b. **Staff Disciplinary Policy** – no comments received as DCC model policy. **Approved by all present.**

c. **Attendance, Punctuality and Truancy Policy** – *HE questioned the register timings i.e. only ¼ hour for pm session but ½ hour for morning session.* CB has checked and this is correct. **Approved by all present.**

d. **Fire and Risk Assessment** – *HE questioned if alarm goes off and it's not linked to main fire station what would happen if an incident occurred during the night, would we rely on neighbours raising the alarm?* CB confirmed that the fire alarm is not linked and if vehicles attend and it's a false alarm there is the potential for charging. Discussions were held as to whether we could link it to a monitoring station and provide them with a list of contact numbers and in the event of an alarm sounding the monitoring station to contact those personnel. SP felt this was a solution. **Action: CB/**

SP to investigate monitoring of the school alarm by such a station. CB informed the governors that there had been a fire drill at the school today and the new doors worked as they should.

e. **Asset Management Plan** – *MF raised the issue of key holders in light of the changes to governors.* CB stated that those on the current list would avail themselves to come in out of hours. To date Steve Wray had not responded but SS mentioned that 6 months ago he was happy to remain as key holder. CB stated that new swipe cards would need to be issued to those on the list. **Action: CB to address.**

5. Strategic – Head Teacher’s verbal report

a. **Staffing Update:** CB confirmed that they had successfully interviewed and appointed a TA for Year 2 to replace Dorn Charles. The individual is currently employed in another school as a TA and has Forest School and MDSA experience. CB also confirmed that they had 8 applicants for the Deputy Head post and had short listed 4. Following a morning of teaching and presentations etc they took the 2 stronger candidates through to the interview stage. After lengthy discussions they made an offer to a Mr Pantling who has duly accepted. CB confirmed that all appointments will be notified to parents in the newsletter on return from half term.

SS stated that the candidate had a good strategic outlook, was passionate about teaching and gave a good presentation and interview. He is currently a Deputy at a multi-academy trust in Surrey. CB confirmed that she will be liaising with him for some transitional days at West Hill School to meet up with DH. **Action: CB to agree and arrange before end of summer term.**

SS mentioned the clerk to the governors recruitment was in hand and hoping to replace SW following interviews.

b. **GDPR update:** CB confirmed that following discussion with the DPO on information required for the website, there is now a parent GDPR page on the website and the appropriate link to the privacy notice will be on the website by Friday 25th May 2018. Staff privacy notices had been received from the DPO and were circulated to staff today (Thursday 24th) however retention of documents is still to be addressed and currently working on the forms for parents for reception children meaning the packs to parents had been delayed. The new DPO and CB met on Monday 21st May to discuss further plans for meeting new regulations and what was required. CB stated that the DPO will undertake an audit of documents on 15th June 2018 which is after the effective date of change and there was no need to panic as the date is pre-arranged and plans are already underway. CB noted it has been a worthwhile exercise with sound information and templates to work from.

c. **Ofsted Update:** CB informed the governors that there was a new Governor Handbook - April 2018. As the school has not had an inspection since 2007 CB commented that as an ‘outstanding’ rated school there would be no change to the visit system. CB said providing the school maintains attendance, attainment and progress and no parental complaints to Ofsted etc. we should be fine, but did say the following could trigger a visit - that if there were changes to our safeguarding or a drop in data information over 3 years. SS commented on the recent clip about outstanding schools in the paper. *MF asked if any other shortcomings identified could be audited which may prevent an Ofsted visit?* Discussions were held as to whether further audits would be beneficial, whether a dry run Ofsted visit would be helpful (possibly use another Head Teacher) as most of the teachers in post had not experienced one. CB stated that the handbook gave pointers for outstanding and good that could be looked at and a working party similar to that for the SEF would be constructive. It was agreed that this would be advantageous but to wait until the governing board was at full strength and perhaps bring in Babcock to do a short session as to what was needed. **Action : CB to review information in SEF document in the autumn term following July data and new children.**

d. Exclusion procedure /number of exclusions: CB confirmed that there had been 1 ½ days in Dec 2016 and one day in 2017 and governors are always informed of situations. The incidents warranted exclusion as they were physical assault by pupils on staff and the parents supported the decisions made. CB stated that both situations had been handled professionally and carefully. No further incidents. JM noted if governors were involved in any appeals there was a need to refresh them on procedures.

6. Safeguarding and Child Protection:

a. Update on meeting with WHPC to discuss safeguarding issues relating to drop off/pick up and McColl's site development: JM & SP met with the chair and a member of the parish council regarding the option of a zebra crossing and the concern regarding drop off and pickups at the beginning and end of the school day. Even although this has been publicised in the school newsletter parents continue to ignore it. SP had mapped out the area and requirements and these were discussed and it was felt a good idea. However at a parish council meeting it was pointed out by C Wright that under the highways umbrella a cost of between £30K and £50K for installing would be sought and it was felt by the council to be outside their remit. SP met with the planners for the McColl's development and discussed road safety and whether the previously proposed pathway down the side of the building for children etc. to use on route to the school was to be progressed? The planners confirmed this was being taken forward. Governors felt that something should be done under Section 106 and to investigate further potential funding as part of consultation with the council.

JM mentioned that 16 car spaces are being removed from the current car park for the development thus exacerbating parking and as governors a decision was needed as to whether we support the plan or wish to write with comments. **Action : JM agreed to write to East Devon planners on behalf of the school and governors outlining our concerns and JM and SP to collate a brief and circulate for comment.**

Further discussions were held as to options e.g. lollipop person in the short term through the council. **It was agreed that CB contact Ottery school as they have one in situ to identify what the implications are. Action CB**

b Monitor Safeguarding procedures and Report: It was reported that CB and JM will meet in July to monitor the single central record system. CB confirmed to the governors that there had been an Operation Encompass incident and the procedure now involves a fairly new initiative whereby the school is informed when a child is involved in or is witness to domestic abuse in the home. Designated personnel CB, DH and C Ben would be contacted. When the child enters the school appropriate personnel are aware and can monitor and support.

7. Financial Monitoring:

a. End of Year closing numbers: MF issued handouts showing elements that needed some discussion, the key one being that Lara has done the end of year numbers and that data to Devon County is similar to last year with minor code changes/movements. MF forecasts that at end of year there will be a small deficit but large carry forward surplus, currently the surplus reserve is £26K but envisaged to be around £43K. MF stated the key being £10k includes budget monitor, PTFA putting monies in at the right time and some monies not yet accounted for but it was comforting to see the surplus but not to rest on our laurels and to use our resources correctly. *JM asked if the PTFA reviewed PSHE costs and if at end of year will spending be lifted in light of the surplus?* But it was felt that Governors' roles are to ensure that controls are retained but not at the expense of teaching and learning.

CB mentioned that all classrooms were to have lighting replaced with LED ones, initially heavy costs but in the long run more economical. Funding for the new Deputy would also impinge on the budget as the individual is already on the top of the pay scale. MF said he was handing over finance to AP and agreed to meet with him and Lara. **Action MF to arrange meeting**

b. **Summary of catering costs:** MF mentioned that the surplus would be around £17k (£10k more) for the kitchen centre and meals for Payhembury and did not foresee any immediate changes and if the kitchen surplus was removed the budget would break even.

c. **Strategy Statement on Pupil Premium:** CB stated this had to be on the school website and since the introduction of the new template in 2016 more concise information of where the budget was being spent was required. *DB raised the issue of the increase in pupil premium funding allocated to TA's for Years 1&2 from half a day to a whole day.* CB confirmed the monies are coming from the PP budget as is the case for art therapy for certain individuals etc. Needed to bear in mind that monies came in two bite size chunks over the year and not all at once. CB apologised that governors had not received a copy prior to going on the website.

d. **PTFA funding:** CB said that PTFA money was crucial, they had helped purchase books for reception (£2K) which would otherwise have been purchased from the budget and that the PTFA are happy to spend monies on activities to assist the school.

8. Lead Governor Reports: Governors to be aware and monitor Devon Norse's compliance with School Meals Nutritional Policy and evidence associated with this.

9. Governor Training: SS asked everyone to ensure they have undertaken the three online training areas. To date SS, SW and DB have completed. Concern was raised by members that accessing the training was difficult which SS acknowledged and to assist CB offered the use of a PC at school.

Action: All governors not yet completed training to complete as soon as possible.

10. Matters brought forward by Chair: SS thanked HE for her contribution to the governing board and wished her well. JP was unanimously voted onto the board as co-opted governor for a 4 year term

11. Impact of Meeting on Teaching and Learning for Pupils:

- Status of the financial situation and the impact on pupils education
- Active dialogue with the council on parking in and around the school
- Good discussion on child safety
- Pupil Premium spending for 2017/18
- Ofsted standards and potential visitation
- Appointment of new governor
- Appointment of new TA and Deputy Head
- Establishing a Breakfast club
- Understanding of GDPR update

The meeting closed at approx 20:30