



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



## West Hill Primary School

### Approved Minutes of the Full Governing Board Meeting

held on Monday 25<sup>th</sup> June 2018 at 6.30 pm at the school

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

**Present:** HT - Cheryl Boulton (CB), Acting Chair – Jenny Meredith (JM), Danny Murphy (DM), Ashley Pocock (AP), Debbie Hudson (DH), John Pulsford (JP) and Rowan Ross (RR)

**Apologies:** Sally Sycamore (SS), Dot Bioletti (DB), Simon Pedrazzini (SP), Matt Fripp (MF)

**Clerk:** Sarah Woolfries (SW)

**1. Introduction (JM):** JM confirmed that 5 members of the board were in attendance, the minimum needed for the meeting to be quorate

**a. Apologies:** SS, DB, SP & MF - sanctioned unanimously. DM had advised in advance he would be arriving later.

**b. Appointment of Rowan Ross as co-opted governor: Approved unanimously.** JM welcomed RR to the governing board.

**c. Declaration of Interests:** No new declarations stated.

**d. Code of Conduct:** JM reminded governors of the duty noted in the agenda.

**e. Regularity of meetings from Sept 18:** Three options were outlined – 11 FGB meetings (as now), 9 FGB meetings (no meetings in April, August or December), or revert to half termly committees for Finance / Teaching & Learning and a termly FGB meeting. SW advised MF felt the current meetings were too frequent. Also, MF would like to see more time spent by the governing board on its medium term planning. RR felt sub-committees & FGB meetings were another diary slot for busy people, many with work commitments. After discussion, those present recommended moving to 9 FGB meetings a year. Further, SW had collated governor availability for future meeting days, and there was no one day all could make. CB suggested having rolling dates, so the first meeting on Monday, second meeting on Tuesday (no Fridays), in the hope that all governors could attend most meetings. All felt this was a good idea. However, it was agreed that both decisions should be taken in July when more of the new governing board members who will be affected by these decisions will be present. **Action: Clerk to add to July agenda (done).**

**2. Confirmation of Minutes of meeting 24.05.18** SW noted a minor amendment to the wording of section 6.a as requested by SP. Minutes agreed by all present and signed by JM. **Action: Clerk to file minutes and arrange publication on website (done).**



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a. **Matters arising from the minutes:** There were none.

b. **Action still pending from previous meeting:**

**Breakfast Club update:** CB advised that a new questionnaire had been sent out by Andrea Chipps via school to parents to collate demand requirements. SW noted in the meantime a fee proposal and terms for hiring West Hill Village Hall had also been produced and sent to Andrea Chipps.

**Fire & Risk Assessment** -update on monitoring school alarm: CB confirmed the fire alarm does not have the ability to connect to a third party to notify them when it goes off, so currently it simply rings. For the burglar alarm, the caretaker is initially notified by automated phone alert and if he fails to action it then it notifies CB. CB said the only option would be to buy a new alarm system. *JM asked if the fire service think current arrangements are satisfactory? What do other schools have in place?* CB noted the alarm had only rung once in school time (other than drills) since her arrival, although DH said there had been an actual fire previously. *JP asked if the buildings were insured by DCC?* CB confirmed they are, although the premises are owned by the Smile Learning Trust. *AP asked who pays the insurance premiums?* CB confirmed school pay every year. *JP asked if the premises are valued for insurance purposes?* CB advised LD checks once a year that the insurance cover is adequate. **All agreed that this action could now be closed.**

**Demo of office 365 functionality:** The demo at this meeting was postponed to July when more governors will be present. **Action: SS to provide demo at the start of the July FGB meeting.**

JP noted he was unable to access or launch the meeting documents which he had stored on One Drive on his iPad, due to Safari being unavailable. However, DH was able to launch attachments from her emails on an iPad after accessing school Wifi. **Action: SW to review and revert to JP.**

### 3. **Dates of Next Meetings (JM)**

- Thursday 19<sup>th</sup> July at 6.30pm at School - FGB meeting. Apologies received in advance from RR.

- SMILE Learning Trust meeting and AGM – this was originally pencilled in for 28<sup>th</sup> June, however Ottery St. Mary Primary School (OSMPS) are organising this year's meeting and had yet to advise the meeting date. CB noted papers are supposed to be circulated 6 weeks prior to the meeting. **Action: CB to contact Headteacher at OSMPS, so that a new date can be confirmed and advised to governors. Action: A replacement governor needs 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** - final version agreed by all present. CB confirmed it will go out to all new reception class families tomorrow. **Action: Governors agreed that as there is a new version, it should go out to all other families as part of the annual data collection exercise in September.**

b. **Data Protection Policy:** JM felt the policy was clear and well written, and had no questions. CB said it was written by the DPO, and then personalised to WHPS by CB. Subsequently, CB said DCC has sent out a Data Protection Model Policy. CB contacted HR for guidance on which policy to use, and was advised that it was up to each school to decide, however on the basis the DCC model policy required personalisation, they suggested using the one provided by the DPO. They confirmed WHPS would still be covered using this rather than the DCC Model policy. AP felt it was important to follow the DPO's advice and JM pointed out that is why they were bought in. **Approved by all present.**

## 5. Strategic – Head Teacher’s verbal report

**a. Staffing Update:** CB confirmed all appointments were now made and there is full staffing for September, subject to any resignations from TAs who only need to give a month’s notice (albeit none are anticipated). CB said the only vacancy is now the clerk to governor role, with 2 expressions of interest and 1 application received to date.

**b. Y1 Phonics Data Assessment:** CB said parents will be notified of results individually when reports go live on 12<sup>th</sup> July. In summary, 24 out of 30 passed the assessment, so 80% compared to last year’s national average of 81% (this year’s national average will be available in September). CB noted last year 2 children did not pass compared to 6 this year. However, significant progress had been made from the indication in February that 12 would not pass (at that point in time), albeit recognising at that point they were only half way through their year of learning. CB said that lots of intervention, support and targeted teaching had been undertaken. JM noted demonstrating progress was a key Ofsted requirement, which CB agreed although year to year there were 4 more children that did not pass compared to last year. RR noted this was a different cohort. CB agreed but said answers would still need to be given to Ofsted if questioned. *JM asked what are the next steps? DH said there will need to be targeted phonics support in Y2, with more phase 5 work (usually move quickly to phase 6). JM asked if governors need to factor in the cost of providing this additional support? CB said no, the teacher and TA will structure the lessons to ensure that support is in place.*

**c. DfE Benchmarking Report Card:** CB highlighted WHPS had the highest percentage of spend on teaching costs (55.4%), due to many of the staff being very experienced so at or near the top of their pay scale. *JM was surprised that WHPS spent the most on premises (8.8%), and questioned what the money had been spent on given finances were so closely managed? CB suggested lighting and roofing problems may be the main costs. Action: SP to review figures with LD and report back to the next FGB meeting.* All noted spend per pupil was the lowest, and AP pointed out that Kenn spent circa £1,000 more per pupil, so with 184 pupils that equated to a very significant extra £184,000. *AP questioned where had that additional funding come from? JP noted that some of the schools were not local, so may have had more funding in that particular year from their LA and spent it all rather than loose it. Action: AP to speak to MF and report back to the next FGB meeting.* CB felt the staffing to pupil ratio was not a fair reflection as WHPS figures included part time staff which are all counted equally with full time staff. CB was pleased that supply staff was low at 3%, given some long term sickness issues. The low % was due in part to the flexibility of TAs in school providing staff cover on occasions, recognising how tight the budget was. *DH mentioned that as a single entry school, assessment was very important, but a request for maths workbooks and assessment had been allocated as full spend of the maths budget as there was no assessment budgets. CB advised that there had to be tight control on the purchase of resources, and gave examples of significant amounts of materials being ordered for a full year ahead. DH said in the past, staff had always been told to order for the full year. CB said that was no longer the case, and staff had been advised at a recent staff meeting of the need to be thrifty with resources.* CB confirmed that the required assessment books had since been ordered. CB noted the PTFA at WHPS are generous in supporting the purchase of big or ‘luxury’ items, and their funds should not be used for day to day essentials. *JM pointed out that these additional funds are not factored into the benchmarking paper. CB felt that this was an operational matter that should have been discussed outside of the FGB meeting.*

DM joined the meeting at 7.20pm.

#### **d. Key Dates**

- Staff/Governor Social 12<sup>th</sup> July 4 - 5pm – strawberries and fizz **Action: Please confirm attendance to CB**

- Year 5/6 Show – Thursday 5<sup>th</sup> July 2pm or 6.00pm. All governors welcome but will need tickets so please advise CB if required.

- West Hill Village Fete Saturday 30<sup>th</sup> June 12 – 4.30pm

- School Development Planning Session on 3<sup>rd</sup> September 9.30 – 11.00am Governors and staff work in groups. Please let CB know if you are able to attend.

#### **6. Safeguarding and Child Protection:**

**a. Monitor Safeguarding procedures and Report:** JM and JP met on 25<sup>th</sup> June for a handover meeting. JM reminded the governing board:

- All need to complete mandatory level 2 safeguarding training annually. **Action: CB to check whether she can deliver this or Jonathan Galling will need to come in.**
- Keeping Children Safe in Education (part one) will need to be read and signed again by all governors in September. **Action: SW to add to September planner (done).**
- 1 member of the governing board must have undertaken safer recruitment training **Action: RR agreed to attend, SW to make arrangements.**
- Safeguarding Lead requires level 3 safeguarding training **Action: JP to attend, SW to make arrangements.**

JM confirmed she and JP will check the single central record (SCR) and carry out a safeguarding walk on 18<sup>th</sup> July, then the handover of the Lead Safeguarding Governor role to JP will be complete.

**b. Planning application/Traffic implications:** JM has contacted the planning department who confirmed receipt of WHPS's response to the planning application. JM also got confirmation that the letter will be sent to the Highways Team, who has a duty to consider it. Also, JM said it had been sent to West Hill Parish Council (WHPC) where it was discussed and a lot of wider issues were raised. JM noted the implications of the proposed café compounding the parking shortage. RR noted there was no strategic planning relating to parking issues in West Hill. CB had contacted the Head at OSMPS and was advised that DCC pay for their crossing patrol, because children have to cross a 'main road'. All felt West Hill Road might be classed a 'main road', but not Beech Park so this would not fully address the problem. CB has approached and chased DCC for a response. Governors discussed the use of traffic cones along Beech Park to prevent cars parking along the road, however governors decided not to trial using them, preferring to seek a more permanent solution. **Action: CB to provide update at next meeting.** RR mentioned a road traffic safety charity called BRAKE has supported schools with these types of issue in the past. JP noted he had seen staff escorting children across the road at another school. CB said she would not be willing to approach TAs and would prefer to keep the pressure up on DCC first.

#### **7. GDPR (new standing agenda item)**

CB confirmed the DPO has been into school and undertaken an audit involving CB (who is DPO link officer), Kings IT Support staff member, Admin team and LD. The DPO also toured parts of the school including the staff room and addressed specific questions raised. CB said that details of children's medical needs had been removed from the staff room wall due to volunteer

reader/helpers having access to the room. The information is now in a folder in the staffroom. *JM asked if GDPR will form part of the September staff training days? CB said no, the DPO will do staff training during the autumn term and additionally all will be given a pack (including the new data protection policy), which staff need to sign off annually. DM noted GDPR was a big job for CB, and asked if some of the work could be delegated, perhaps to the SLT? CB said she wanted SLT to focus on teaching and learning, however the new Deputy Head will have more release time so will be taking on from CB the lead role for pupil premium, which is very time consuming. CB said there was still a lot of work to be done relating to GDPR, however, the DPO had indicated there would be no level 1 findings (1 = fix now), which was encouraging. Action: CB to share DPO audit report with governors in readiness for next FGB meeting.*

**b. Training report on GDPR and governor/clerk responsibilities:** no questions arising.

**8. Financial Monitoring:** Budget monitor June 2018 and 5 year projections (based on 31/32 pupils). CB noted the brought forward and forecast looked encouraging and healthy for next year, but the longer term scenarios were significantly different based on 31 vs 32 pupils. In Y2, the starting figure is negative, but the carry forward balance ensures the end of year figure remains positive. CB said the current surplus is likely to drop, but every effort is being made to protect this. For the benefit of the new governors, CB explained that WHPS had a published admission number (PAN) of 30 children per class. In Key Stage 1 (KS1), the legal limit is 30 children, however there is no legal limit applied to KS2. However, WHPS had agreed to accept 31 children in KS2 which added £10,000 to the school budget. This was notified to Admissions. CB noted some local schools had 34 pupils in KS2 classes. CB confirmed all classes in WHPS were full with a waiting list for places. *JP asked about the consequences of submitting a negative budget? CB confirmed no, this was not permitted and if it were to be submitted, the school would be forced to academise. JP noted that income projections were steady but the annual expenditure varied, so asked if inflation is built in to costs but no growth built into income? CB explained how anticipated staff increments are built into the projections, as well as predicted energy cost increases, so agreed an element of inflation was built into the costs. However, not into the income stream as this was too variable. AP asked how often does the LA increase funding to school? CB said guidance from David Dominey (DCC) was that a flat line was assumed, as you cannot predict increases in LA funding or how many pupil premium children you will have in school for example. JP noted the budget was fairly conservative given a static income stream and increasing expenditure. JM agreed, and pointed out the PTFA's significant contribution of funds is also not included in the figures. JM asked if inflation can be added to the income stream? DM said MF had asked before and been advised it had to remain flat.*

The meeting then moved to part two at 8.05 and returned to part one at 8.20pm

#### **9. Lead Governor Reports:**

- **Personnel:** no questions arising
- **Pupil Premium:** JM noted there is still a gap for boys writing of -0.9. CB agreed although noted PP in writing was only 0.1 lower than the gap for reading and maths which were both -0.8. JM thanked Dot for her challenging questions and detailed report. NB **It was noticed this was not the final version of the report, so CB to recirculate via SW (done).**

**10. Governor Training:** JM reminded everyone to ensure they have undertaken the three online training areas, and recommended using SW's paper copy of the Data Protection presentation as this

was easier than trying to load the large presentation online. Data Protection slides available from SW on request. Please remember to give all certificates to SW upon completion. **Action: All governors that have not yet completed training to complete as soon as possible. Action: SW to send training links to JP and RR.**

**11. Matters brought forward by Chair:** None

**12. Impact of Meeting on Teaching and Learning for Pupils:**

- Discussed mitigation of impact of Fair Access Policy on teaching and learning for pupils (under Part Two)
- Ratified new home/school agreement which provides clarity of expectations for all
- Assured plans are in place to pass on Pupil Premium lead role, allow CB to focus on other areas including GDPR
- Interesting benchmarking analysis undertaken with next steps agreed
- Next steps for safeguarding training agreed

**The meeting closed at 20:37**

APPROVED