



West Hill Primary School
(a partner in the SMILE Learning Trust)
Beech Park, West Hill, Ottery St Mary, Devon EX11 1UQ
01404 812599
admin@west-hill-primary.devon.sch.uk
Headteacher: Cheryl Boulton



West Hill Primary School

Approved Minutes of the Full Governing Board meeting

held on Thursday 19th July 2018 at 6.30 pm at the school

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

Present: HT – Sally Sycamore (Chair), Cheryl Boulton (CB), Jenny Meredith (JM), Danny Murphy (DM), Ashley Pocock (AP), Debbie Hudson (DH), John Pulsford (JP), Dot Biolettit (DB), Matt Fripp (MF), Simon Pedrazzini (SP), Lee Jordan (LJ), Clare Doble (CD)

Apologies: Rowan Ross (RR)

Clerk: Sarah Woolfries (SW)

1. Introduction

a. Welcome/Apologies: SS welcomed LJ and CD, who were attending the meeting as observers, pending completion of DBS checks. All governors introduced themselves. Apologies from RR - sanctioned unanimously.

b. Declarations of Interest: No new declarations stated.

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

d. Update on governor /clerk appointments: SW advised that LJ had agreed to become a foundation governor, and was also considering the position shortly to become vacant on the SMILE Learning Trust Board. MF would be moving from a parent governor to a Foundation Governor role in September. CD has agreed to being nominated as the Local Authority (LA) governor, and SW confirmed the nomination had been submitted to the LA for consideration, with a response due within one month from submission. The appointment can then be ratified at the start of the next FGB meeting in September. SW noted Jeremy Stone was unable to attend tonight's meeting but had accepted the position of co-opted governor, which subject to completion of checks can be ratified at the September FGB meeting.

Once all the above have taken place, it will leave 3 parent governor vacancies, which need to be filled by parent elections early in the autumn term, and a staff governor vacancy which requires a staff election in September.

CB said that the one application for the clerk's position had not been successful, so there would be no clerk in post as of September. CB noted Ottery School do not have a clerk either, and had just put an advert out. Depending on the level of interest, CB is going to see if Ottery were open to the idea of sharing a clerk across the SMILE Learning Trust, in the hope that the additional hours across both



schools may be appealing. The clerk's role at WHPS will also be re-advertised in the meantime. CD suggested approaching the Parish Clerk to see if they might be interested. **Action: CB to liaise with Mark Gilronan, Head Teacher at Ottery St. Mary Primary School (OSMPS) and West Hill Parish Council (WHPC).** SS asked all governors to consider anyone who may be interested in the position.

Roles of Chair and Vice Chair: SS explained that the Chair's position and the Vice Chair's position will be vacant in September, and asked all governors remaining/joining the board to consider taking on the roles. JM & SS explained what the roles involve, albeit SW said the roles can be adapted to suit the individuals, such as co-chairing for example. **Action: Any governors interested in either role to lodge their interest by email to SW, or to email any request for further information.**

e. Regularity of meetings from Sept 18: Governors agreed unanimously to hold 9 meetings per year, with no meeting in April, August or December. Meetings will be held on Wednesdays at 6.30pm at school in future. **Action: SW to prepare meeting date schedule for 2018/19 to circulate to governors.**

2. Confirmation of minutes of meeting 25.08.18 JP requested a minor amendment to the wording in 6b. relating to submitting a negative budget. SW made the change, and the minutes were agreed by all present and signed by JM (as acting Chair of the last FGB meeting). **Action: Clerk to file minutes and arrange publication (with amendment) on website (done).** SW explained the Part Two minutes had been approved by CB and JM, but were not going to be circulated at the meeting as the situation had moved on, making the previous minutes out of date. Accepted by all present.

a. Matters arising from the minutes: None

b. Action still pending from previous meeting:

Breakfast Club update: SW confirmed that booking arrangements for the breakfast club at the Village Hall were in progress with an anticipated start date of September 2018.

Update on Crossing Patrol/Response from DCC: SS said that in a recent meeting with WHPC they had advised that a traffic consultant was being engaged, who would carry out a site assessment of the traffic in West Hill, including number of cars/people and to identify what were the 'peak' times. CB had been advised by OSMPS that they only qualified for a crossing patrol due to its being needed to cross a main road. So for West Hill, Beech Park may not be considered a main road, whereas West Hill Road might. AP noted a crossing at West Hill road wouldn't benefit everyone. CB cautioned that sites are only approved that meet national criteria (as yet unknown), and then a suitable person still has to be found, recruited and trained (with lots of crossing patrol vacancies). **Action: SS/CB to keep governing board updated with any developments.**

Benchmarking Reports Updates: AP sought approval from the governing board to approach LD to try and establish why West Hill appeared to have up to £1K less per pupil to spend compared to 5 other 'similar' schools identified by DfE. **Action: Approval was given for AP to progress with LD in September.**

SP noted the apparently high 'premises' spend at WHPS compared to other schools was primarily due to a water leak which incurred significant expense and also repairs to the Elliott Building. MF noted that Cassiobury School may have overspent on capital but underspent on premises, but this is very dependent on where costs are allocated, so it may be that West Hill are not getting less money, more it is being spend differently. **Action: MF to try and check information, in liaison with AP and LD.**

3. Dates of Next Meetings (JM)

- FGB meeting on Wednesday 19th September 2018 at 6.30pm at School.
- SMILE Learning Trust meeting and AGM – 27th September 2018 at 6pm at OSMPS. RR, SP, LJ and MF hope to attend.

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

a. **Accessibility Plan** – Governors asked CB to add a 'last reviewed' date to the document, otherwise all were in agreement that the plan was still appropriate and on track.

5. Strategic

a. **Head Teacher's written report (circulated prior to the meeting) – CB welcomed questions arising?**

MF asked for the expectations in terms of September admissions? CB confirmed 30 per class in KS1, & 31 in KS2 with 32 in Y3 (due to fair access), making a total of 215.

AP asked if children that are dropped off at the school office are recorded as being late? CB said no, the side gate closes at 8.55 but the class register doesn't technically close to 9.15 am. Only those arriving after the register closes are recorded as late 'after'. AP asked what happens where persistent offenders are identified? CB said she has a discussion with the parent(s) and/or a letter is sent home. CB said that where this intervention had taken place, the children were now in school on time.

MF asked how the attendance figures compared to last year? CB said very similar. MF asked about the impact on other children in the class of late arrivals, as well as the impact on the children that are late? CB said it can be disruptive for all concerned, and some children that are late find it hard to settle down afterwards. CD asked if there was a national target for lateness? CD said no, there is no requirement to set one. CB noted some feedback that parents did not like the weekly reminder about attendance targets and attainment. However, MF felt it was important to make parents aware. SS explained the new penalty notice procedure coming into force in September in line with the rest of the local learning community (LLC), and governors agreed it would be interesting to see what impact this has on next year's attendance data.

Page 4 KS1 SATS results – Science - JP noted the figures could not be correct. CB apologised, and confirmed they should read 100% at standard (97% in 2017). SS noted that whilst still strong results, there was a 10% drop on the number exceeding standard (30% to 20% last year). SS asked if this related to the cohort? CB and DH both felt it could be, noting there were 2 borderline children for 'greater depth' who will still require pushing hard next year. DH felt the change in timetabling had not helped, so that rather than having double lessons of foundation subjects, the daily requirement for an English lesson had restricted the amount of teaching in foundation subjects. DH felt this needed to be monitored next year. DH said that the subject coordinators had noticed less work in the children's books due to the removal of double sessions in history and geography. DH was aware that Brad Murray had raised the requirement of daily English lessons, however DH felt if he had looked in all subject books he would have seen the English writing incorporated into the foundation topics. DH said in moderation it came up, and that very exceptional children needed that extra time devoted to these subjects to attain 'exceeding standard'. CB said timetables are reviewed weekly, however felt that WHPS should follow the advice of Brad Murray which was that WHPS was the only school he

was aware of that didn't have daily English and Maths lessons. DH said in her view any timetabling changes needed to go right across the board, so that children make extra progress in future years.

MF noted in reading there was a small drop to 13% being below standard against 7% last year, and asked if this related to the cohort? DH noted a couple of children struggled after phonics teaching, so would have benefitted from additional reading support at home. However, given initially 12 children were identified as potentially not passing, it was pleasing that the number came down to 6. However, DH noted this is still higher than in previous years and those children will require support next year in Year 2.

DH said that overall the teachers were very pleased with the KS1 results. DH has found it hard to moderate as she didn't know the children as well as usual (due to time off school with ill health), but pleasing to note some children moved up when moderated but none moved down.

MF asked when DfE released the graphical results comparison data? CB confirmed in late September 18, so it should be available for the October FGB meeting.

SS asked how do the KS2 SATs results look compared to last year? CB noted staff were very pleased with them, with 100% achieving expected in Maths (across both sets). JM commented that these were amazing results.

JM noted that the EYFS results were better than last years, which were low with 7 children not reaching a 'good level of development' (GLD), whereas only 5 didn't reach GLD this year. It was noted that children appeared to be joining reception with a lower level of development than in the past. CB went on to explain for the new governors how there are 17 goals, of which certain ones are core and children need to meet to achieve GLD. SS wondered if the recent changes of staff at preschool may be a factor in the starting level of ability of children in reception? CB felt that EP being off due to ill health was probably the main factor, but would talk to her about her thoughts on whether preschool changes may be having an effect. CB was pleased to note there was no gender gap this year, with 3 girls and 2 boys not reaching GLD, versus 7 boys last year. DM noted there had clearly been a lot of hard work given the concerns raised in February, exceeding the 80% target by 3%.

Calendar dates: CB encouraged available governors to come in to school on 3 September 2018 between 9:30 – 11:00am to help review the School Development Plan (SDP). **Action: Governors to confirm by email if attending so CB can sort out groupings.**

LLC update: CB advised which schools form part of the LLC, and that they met each half term. The meeting then moved to Part 2 at 8.25pm and returned to Part One at 8.30pm.

b. SDP (circulated prior to the meeting) – CB suggested the governor priorities should be identified as part of the SDP review exercise on 3rd September 2018. JP noted from a presentation viewpoint, it would look better to have outcomes for children as No. 1 priority, rather than no. 4. MF explained this was done to align the SDP to the SEF layout and HT Report. MF asked CB is there was any new steer from Ofsted that needed to be taken into account? CB said no. CB noted other LLC partners were looking at their SDPs and taking different approaches. For example, Kings have just 1 page and another school have written a 3 year SDP. MF liked the idea of having a 3 year SDP, so allowing the governing board to look further ahead. SS suggested a single page of governor priorities would be beneficial, that records what has happened and the impact it has had, as if Ofsted were to visit these are the questions governors would be asked. MF asked if it goes on the website? SS said no, it hasn't in the past but it would make sense to put something on the website and in the school reception,

such as governor priorities and strategic plans over the longer term, to share with others in the community .

SS asked governors if they had any key issues to flag now, or were happy to wait until the 3rd September meeting? JM and DB both highlighted the achievement gap for Pupil Premium (PP) and SEND children was not closing significantly, so this should remain a priority, encapsulating how much funding is received and how it is used to benefit pupils in those sectors. **Action: CB agreed to ensure this is captured as part of the SDP planning.**

MF asked when did CB expect the newly updated SDP to be available after the 3rd September meeting? CB said if the current format is retained, it would be around the end of October half term, however a shorter or 3 year plan could be produced more quickly. **Action: SW to add SDP format to September agenda (done).**

6. Safeguarding and Child Protection:

a. Monitor Safeguarding procedures and Report: JM advised she and JP had jointly monitored the Single Central Record (SCR) and found no gaps, with all actions completed. Further, a random check was undertaken and all supporting evidence was provided. JM wanted it noted that Wendy Bowing had done an excellent job, and that the SCR was in a good position which was critical if Ofsted were to visit. JM confirmed next year JP will check the SCR 3 times, and CB will check it 3 times, each doing a check every other half term. MF asked what happens to the data for leavers after 6 years? CB said the data is moved to a leaver's tab at the point of departure, and then deleted after 6 years MF asked if this is compliant with GDPR, and if there was a written procedure? **Action: CB to check and confirm at the next FBG meeting.**

JM said that she, JP and CB had undertaken a safeguarding learning walk (written summary to follow). JM said the signing in process was checked and found to be very thorough. A walk had been taken around the school perimeter, and all doors were found to be locked apart from the school field gate, which had been used by the community and left unlocked. CB has since spoken to the caretaker who will check it is locked every morning. CB noted the lock was very high so that children couldn't reach it, however the gates needs to be accessible to adults to open to ensure the children can get out in an emergency. JM raised the question of whether the open access to forest school by the public was deemed acceptable or whether governors should consider securing the site, if even possible? **Action: After various options were discussed, SP and CB agreed to put a proposal to the governing board in September.** AP suggested the views of the teaching staff using forest school should be sought when considering options.

JM confirmed the safeguarding notice board was very comprehensive, and when there was a fire drill all the new doors opened automatically as expected.

CB noted that she had received confirmation from Jonathan Galling that as she was level 3 safeguarding trained, she could do level 2 training of the governing board. CB suggested this was undertaken once the 3 new parent governors and new staff governor had been elected in the autumn. CB confirmed the training was last done in January 2017 so ideally needs to be renewed by Jan 2019.

7. GDPR (new standing agenda item):

CB had a teleconference with the DPO on 18th July, but had only received the written audit report findings the previous night so had no time to review in advance. CB confirmed there were no high priority findings and 27 medium/low findings (to be actioned within 6 months for medium priority and longer for low priority. CB noted some 8/9 had already been done relating to staff training, so there was still much work to do but 6 months to do it. **Action: CB to circulate audit report to all governors.**

CB also noted that there had been a data breach earlier in the day, when an email to a group of 24 parents had gone out without using the 'blind copy' function and could not be recalled. CB said the breach had been logged on the breaches spreadsheet, as well as being reported to the DPO on a 2 page report. The DPO confirmed there was no requirement for the breach to be reported to the ICO. *JP asked if there had been any complaints?* CB said no, in fact in response to the apology sent out one parent had written a really nice email back. DH said it was possible to set up a timed 'delay' on any email being sent, so there is time to recall it if the sender wishes. **Action: DH to demonstrate to office staff (done).**

Governor Email Addresses: SS said that effective September 2018, only West Hill school email addresses will be used for governor correspondence, to ensure compliance with GDPR. SS asked any governors that need help or training to let CB know. JP, LJ and CB indicated they will use iPADS to access information at board meetings going forward, so DH suggested that a technician may need to set them up to ensure they can access the data. **Action: CB to speak to technician when next in school.**

8. Financial Monitoring: CB confirmed the PP funding total had been confirmed at £25,260 for the 16 eligible children at WHPS for 2018/19, which was similar to that received last year. CB noted that effective use of the funds was more difficult with a small cohort. CB also advised that the final year end carry forward figure has been confirmed at just under £43,400.

9. Lead Governor Reports: SEND (DB) - Circulated prior to the meeting. Questions arising?

JM asked what is a child passport? DB explained it's a pro-forma CBe has issued to children with SEN, covering four topics. The children answer the questions to give their teachers an idea of what support the child needs to progress, and how they can differentiate teaching to help each individual. CBe said she sits with the child to help them complete it, then discusses it with their teachers and parents, who may need to advocate if the child is unable to fully express what they want to say. DH asked if Fischer Family Trust is a specific 'intervention', as they are generally known for doing data analysis? **Action: DB to check her understanding and confirm.**

10. Governor Training: SS reminded everyone to ensure they have undertaken the three online training areas. Please notify SW by email by 31 August 2018 so that the annual governor training record can be completed. Also, remember to give all certificates to the office upon completion. **Action: All governors that have not yet completed training to complete as soon as possible.**

11. Matters brought forward by Chair: School Field Update - SS advised that WHPC had written to her as they felt West Hill residents had lost the use they previously had of the school field, the only big outdoor space in the village. SS, SP & JM have since had a useful meeting with Margaret Hall (Chair WHPC) and Alison Carr (Clerk WHPC). SS noted DCC insurance indicated that it only applies in school hours, but there is no cover in certain circumstances if someone out of hours were to hurt

themselves. SS suggested at the meeting checking what other schools in the LLC do, but pointed out that it was not only the insurance but the wear and tear on the forest school, the fact that the school building was accessible (and has no CCTV), concerns of vandalism, dogs being allowed on the field, broken glass etc. SS said WHPC were very understanding and open to options (such as a park warden) and both sides were keen to keep the lines of communication open. All recognised it would be good to find a solution prior to the summer holidays, however they were nearly upon us and it was important for things to be done correctly. CD noted that Payhembury had similar issues so suggested CB speak with Penny Hammett. **Action: CB to speak to PH.** Governors also agreed that legal advice should be sought. CB noted it is not possible to exclude liability by putting up a sign (confirmed by LJ), it's the action taken to mitigate risk that is important. CB felt getting insurance cover arranged is probably the best route.

SS also said that WHPC had shared a proposal, which was an outcome from the Public Realm survey recently conducted, to have a footpath going across school land near to the Elliott hut. However access could not be restricted so the path would be open to the public. WHPC had asked if the proposal was feasible, and SS, SP and JM had collectively confirmed no for a variety of reasons, which were shared with governors.

Fair Access Policy – Further to previous discussions, CB has spoken to Andrew Brent at DCC who confirmed WHPS governors had two options:

1. Keep 31 as the agreed number of pupils to be accepted per class in KS2 – under fair access WHPS could be forced to take a further 2 per class (which Simon Niles, strategic Education Manager at DCC confirmed was very likely); or
2. Move back to the existing PAN of 30, in which case classes already at 31 can only inherit 1 more child under fair access, taking them to 32. If children leave and take the class below PAN, WHPS can then take the next child on the waiting list to take the class back up to 30, then no more except under fair access.

JM asked if there were twins or a child in care is there no limit? CB said yes, if we were to carry on at 31 as now, all KS2 could be taken to 33 children. DB asked about funding implications? CB said the funding for any children placed under fair access is only received the following April. SP asked if the physical class size can be used as a reason not to take additional children? CB confirmed no, that option had been checked and space was considered to be fine. DB noted it didn't appear possible to argue due to classroom size, impact on the children's education or the agreed PAN. MF asked if a child placed under fair access remains statistically as a 'fair access' child? CB said no, they then become one of 'x' number of pupils in that class. AP asked if a letter could be drafted using specific legal language? JM said no, on the basis DfE had fed down to each LA who had then consulted, there were no grounds to argue a significant change had been made.

Proposal: CB recommended retaining a PAN of 30, with only 30 pupils rather than 31 being accepted. This was agreed unanimously. Action: CB to notify DCC of this decision (done). CB noted the impact on the budget will need to be reviewed.

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

- Governors sought to protect the effective teaching and learning of pupils by mitigating the impact of the fair access policy.
- Governors have a good understanding of year end data and the SDP from the HT's report

- Safeguarding of children – the Single Central Record has been confirmed to be in good order
- Interventions in KS1 have had a big impact on the 'in year' to year end data.
- Good understand of GDPR position post audit – no high priority findings.
- Successful recruit of 3 new governors to the governing board .
- Governors informed about the set up of the new breakfast club in September 2018 – and possible benefits to traffic congestion considered.

DH, DB, JM and SW were all thanked for their work on behalf of the governing board and were presented with farewell cards and gifts.

The meeting closed at 20.45

APPROVED