



West Hill Primary School
 (a partner in the SMILE Learning Trust)
 Beech Park, West Hill, Ottery St Mary, Devon EX11 1UQ
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Headteacher: Cheryl Boulton



Minutes – Full Governing Board 23rd January 2019

Attending				Declaration of pecuniary interest	Office Terminates
CB	Cheryl Boulton	Headteacher	Y	Nothing to declare	
CD	Clare Doble	LA	Y	Nothing to declare	30.10.2022
AP	Ashley Pocock	Parent	N		12.12.2021
LJ	Lee Jordan	Foundation	N		26.09.2022
MF	Matt Fripp	Foundation	Y	Nothing to declare	26.09.2022
JS	Jeremy Stone	Co-opted	Y	Nothing to declare	18.07.2022
JP	John Pulsford	Co-opted	N		23.05.2022
RR	Rowan Ross (Chair)	Co-opted	Y	Nothing to declare	24.06.2022
SP	Simon Pedrazzini	Co-opted	Y	Nothing to declare	21.06.2021
Others					
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM		ACTION
PROCEDURAL		
2019-01	Apologies and Welcome to Tony Wilkinson, Probus Representative: Apologies were received and approved from AP (sick), LJ & JP (family). Tony Wilkinson gave an update on the DAAT landing site. He thanked governors for their support for the landing site, it is going extremely well. Probus is co-ordinating fund raising, aiming to raise £3,300. That and the DAAT subsidy will pay for all that is needed. If any excess is raised, it will go to DAAT charity. Probus members will be asked for contributions first. 2/3rds of the membership live in West Hill. CB advised TW that the Rotary Club had offered a £500 donation. DAAT are doing a display at the village hall on 15 th February between 3:30pm – 6:00pm. RR thanked TW for coming, it is a great project to be involved in. TW left 6:38.	Approved
2019-02	Declaration of Interests: Governors confirmed there were none.	
2019-03	Confirmation of Minutes of meeting 28.11.2018 Part 1 & Part 2: Following the correction of two typing errors, the minutes were agreed as a true record of the meeting.	Agreed and signed
2019-04	Matters arising from minutes: Safeguarding item to be discussed in 2019-10. All other items completed.	
2019-05	Set date of next meetings: FGB: 27 th February 2019 @ 6:30pm	
2019-06	Reconstitution, Chair and Vice-Chair & Committee Membership: Clerk gave all governors present a copy of the new Instrument of Governance. It was agreed that	



	both Chair and Vice-Chair positions remain filled by the same personnel. Committee membership discussed in 2019-07 below.	
2019-07	Confirm committee membership and Terms of Reference: RR advised governors that MF has resigned from the governing board with immediate effect. RR thanked MF for his service over the past 4+ years, he will be greatly missed. Terms of Reference for Governors and committees were agreed. Committee membership was updated. Clerk to arrange for the updated versions to be put on the website.	Put ToRs on website
MONITORING		
2019-08	<p>Policies, Statements & Provisions for review:</p> <ul style="list-style-type: none"> • Curriculum Statement: All teachers have checked their own sections. Governors advised that 'Otter Rotters' no longer existed. CB will remove this from the statement. With this amendment, Governors approved the statement. CB will arrange for the correct version to be placed on the website. <p><u>Governors challenge, comments and question:</u> Governors asked how often this was reviewed. CB advised it was reviewed annually. Governors mentioned that the science disciplines were all mentioned individually. Are they taught individually? CB confirmed they are all a part of the science curriculum but not taught separately like secondary education.</p>	Remove 'Otter Rotters' and put statement on website
STRATEGIC		
2019-09	<ul style="list-style-type: none"> • Verbal HT Update: CB met with the Education Welfare Officer (EWO) on 22nd January 2019. EWO looked at the late book and G Codes. CB confirmed that there has only been one 5 day leave request since advising parents that fines will be charged if children are taken out of school. The request was not authorised. EWO also looked at the Attendance Policy. CB advised to place a note in the newsletter to remind parents that school starts at 8:55. If children arrive between 8:55 and 9:15 they are recorded as 'late'. If they are not in school by 9:15 then it will be recorded as 'unauthorised'. Overall EWO is pleased with the initiatives CB has introduced; letters, late book, gate locked, G Codes. Attendance is really good – 97.3% in 2017/18 They talked through tightening up SIMS monthly report – children below 90% may need to receive a letter depending on individual circumstances. Need to make it clear to parents that children should be in school, CB will be writing letters as appropriate. Yr 1 are doing mock Phonic checks ready for June. Data is being analysed today but it generally seems better than last year. It is a stronger cohort. Pupil Premium meetings are underway. The meetings are useful able to see if pupils are on track. <p><u>Governors challenge, comments and question:</u> Governors asked if there had been a direct impact. CB confirmed that there have been no long holidays taken by children. There have been odd days tagged on but no full weeks. Governors asked if CB had discretion with regards to letters. CB confirmed she would feel uncomfortable writing a letter to a parent when she knew the child had been in hospital. Governors asked when CB should go to EWO. CB advised after two letters had been sent then EWO can be contacted. Governors appreciated that CB has started phonics checks earlier as it was recognised this was necessary from last year. CB agreed, she will be contacting some parents if she thinks the pupils need support to help get the child prepared for June.</p>	CB to add a reminder in newsletter about registration times

• **December Data:**

• **Whole School Data:** Useful to look at Summer/Autumn born data. It informs governors where pupils are.

School Pupil Tracker is closing in December. CB is looking for alternatives now and is hoping to start using it in September. Pupil Tracker is costly and time consuming, SLT are asking if they need to use it if it is stopping.

• **ARE comparison; individual classes:** CB explained that some of the cohorts are small so this has an impact on data. PP is looking good for KS2 with reading the only one slightly below.

• **ARE comparisons; RWM:** Able to see strengths and weaknesses. Reading in Yr3 is particularly strong.

• **ARE comparisons; vulnerable groups:** Figures look frightening but there are only 4 pupils involved so it makes the % look different. CB confirmed it is worth monitoring – it is the first set of data, teachers err on the side of caution.

• **Whole school progress; RWM:** Meant to make 3 point progress across the year (average). Class 4 reading has not changed and writing has gone down. Pupil tracker cannot use ½ points so data can be skewed. Will expect to see a bigger jump at the end of next term. (Governors only see at the end of the term rather than half term).

• **Vulnerable groups progress; RWM:** Reading is the weaker area.

Governors challenge, comments and question:

Governors agreed that it is good to compare with last July.

Governors believe that it is data led and that OFSTED re not looking at internal data, just books and progress.

Governors questioned the PP for the lower end of the school. CB explained it is only one child. Governors challenged that the gap is still there. CB confirmed that it was, and that it is a constant challenge to close the gap.

Governors asked CB if there was anything that stood out to CB. CB advised that it generally followed the same patterns with regards to PP, FSM & SEND, although PP is improving.

Governors asked if additional support was possible. CB confirmed that some pupils are reading daily.

Governors asked what the reason was for yr3 reading. CB explained that the pupils are very able and had good SAT results last year.

Governors commented that writing was good as well. CB confirmed It was good to see not too many in 'well below'. Equates to 1 pupil.

Governors challenged that the highest proportion of yr4 reading is in the middle – could they be lifted to higher level? CB explained that there were more SEND pupils in that year group.

Governors asked what the gender split was. 12 boys, 19 girls.

Governors believe the data looks inconsistent as the writing and maths are good.

CB explained that a new teacher has come from reception where they are not used to the assessment system and CB believes they may be erring on the side of caution.

Governors commented that generally reading levels are slightly higher than writing and math. CB confirmed this as this is the first thing children learn. Parents tend to give support at home more with reading than writing and maths.

Governors questioned the EAL pupils. CB advised that parents complete the data sheet with this information. Governors questioned if these pupils were vulnerable. CB advised they were not. This data is to be removed in future.

Governors asked if G&T pupils were where CB expected them to be and asked if they were being stretched. CB invited governors to come and see. (JP) Maths is in sets so more able are put together.

Governors asked if it was the pupils or the teaching that had affected the whole

CB to remove EAL from Doc 4 in future

	<p>school progress. CB advised it was the teacher’s judgements. Also, Ed Psych advised some had to be moved down which would make the data go backwards. Governors asked if CB found the data useful. CB confirmed that she did. Governors were encouraged that the vulnerable pupils were doing so well and making expected or even better progress – just need to close the gap.</p> <ul style="list-style-type: none"> • Website Audit (volunteer needed): Had a website audit done through Babcock in 2016 and MF has done a very detailed one since. MF suggested that look at these two audits and see if the action points have been completed. CD offered to carry out an audit. • To consider outline Governance Strategy into SDP: RR is completing this, it is a work in progress. She will send it out to all governors for comment next week and pass to staff at beginning of next term. Need a clearer view, be a ‘critical friend’. Clerk to add to March agenda. • Review ASP data (Analyse School Performance): Governors asked CB if there were any key points but CB felt it was impossible to summarise other than what is shown on the front page. Data is taken from yr2 to yr6. Better progress has been made in reading than in writing. Confirmed what was said earlier. CB explained that the data on page 2 is the SATS results so nothing new to the governors, it just shows how the school is doing. CB advised that PP pupils is a small cohort and writing is an issue. The three year trend shows it keeps going up then down, but always within one point. Data is always tricky with a small cohort. • Vulnerable groups progress in reading, writing and maths: Only result which has dipped below national and DCC. Have had issues and a lot of support. Are now doing things differently to pick the results up. Governors felt it will be interesting to compare the results with the data currently being collated. <p><u>Governors challenge, comments and question:</u> Governors challenged the writing data and asked about the gender bias – what could be done to close the gap. CB explained that it is difficult to do; have to get boys engaged and want to write. Governors asked if any changes to resources/provisions would help. CB said that it is the children’s attitude that needs to be changed; need to make the boys want to write – add incentives, change the topics. Use the forest school and bring the writing outside. Governors asked about style of writing. CB advised that they use the pincer grip; get them to use tweezers to move things. Governors asked if the style is different. CB advised that the genders just are different; there is a gap already at reception, there is no answer. Governors noted that the progress is ‘impaired’ as pupils are already at greater depth in KS1. Governors commented that attainment is 100% but progress at greater depth is negative. Need to look at both measures. CB confirms this and agrees that it is hard as they get such good results in reception/KS1.</p>	<p>CD to carry out a website audit</p> <p>RR to forward Governance Strategy to all governors</p> <p>Clerk to add to March agenda</p>
2019-10	<p>Safeguarding & Child Protection:</p> <ul style="list-style-type: none"> • School field update: <i>Part II minutes</i> • Air ambulance landing site update: All going ahead. CB & SP attended a meeting earlier in the month. Probus aiming to raise all the funds required. TW, who attended the meeting earlier, is coordinating. Quotes are being obtained to put a lock on the school gate as requested by DAAT. • Safeguarding termly data collection sheet: CB advised she has met with JP 	

	<p>(Report had been forwarded to governors prior to the meeting). JP requested that more explanation/detail was added in some areas and made more comprehensive for the governors. Governors agreed it was a very comprehensive report and no questions were raised.</p> <ul style="list-style-type: none"> • Update on Roundabout/Signage: Quotes have been obtained for white lines and signage but have had a re-think and feel that a mock test should be done for a week to see how successful it is before spending all the money. Some people park on the roundabout and this would cause congestion. Try a one-way system. There will be less parking by the shop when building works begin which may also cause issues. Quote was between £1K and £1.5k so need to be sure. Propose do a test for one week. CB has drafted a letter to parents on Monday giving a weeks' notice and explaining what will be happening. Volunteers will stand before and after school to block exit to see if the one-way system would work. (Already got double yellow lines where some parents park). <p><u>Governors challenge, comments and question:</u> Governors felt the trial would be a good idea but also wondered if it would be possible to put railings up on the pavement to prevent drivers from mounting them or put blocks on the road to make it one way (similar to ones at car park entrances). Will await to see results of the trial.</p> 	
2019-11	<p>GDPR</p> <ul style="list-style-type: none"> • Update: CB has had the termly phone call with the Data Protection Officer (DPO) and the action log has been given to CB to update. 	
2019-12	<p>Financial Monitoring:</p> <ul style="list-style-type: none"> • Budget Monitor: Last monitor was in November, the next one is due at the end of January. Will be meeting with David Dolminey, DCC school finance officer. AP is more involved. MF & AP met on 14.01.2019 to discuss benchmarking. Lara has incorporated pay rises, no surprises. Pay rises and pensions changes are inflationary. <p>Government support is coming through, although DCC may try to claw some back to help with their special needs deficit. DTFA have been very supportive, thanks to them.</p> <p><u>Governors challenge, comments and question:</u> Governors challenged the stationery cull – wondered whether it would affect teaching. CB advised that some teachers want things that there is no budget line for!</p> <ul style="list-style-type: none"> • Village Hall Arrangements: No changes, reviewed catering spend with Devon Norse, it is slightly up. Increased cost to £2.50 had no impact on update. Need to put more aside to replace equipment. Lara is planning ahead. • Benchmarking Report: From DfE. Went through with Lara with schools similar PP pupils. Staffing levels are high (pay scales). CB & RR looked at this and 75% are on UPS. Comparison is 70%. Aware what the direct impact is. When recruit cannot afford to continue recruiting UPS. Have 7 classes, 4 of which have part time staff who all want laptops. MF reminded governors that benchmarking only ever looks at financial view which is only one measure. Figures are skewed for having to rent a kitchen. Others either own a kitchen or buy-in meals. <p>AP & MF will finish report and circulate once finished.</p> <p><u>Governors challenge, comments and question:</u> Governors had noted that the school has the lowest spend per pupil and the</p>	AP to finish report and circulate to governors

	highest for staff. MF explained that Devon has one of the lowest funding per pupil.	
2019-13a	<p>Lead Governor/Classroom visit reports: Questions arising:</p> <ul style="list-style-type: none"> • Lead Governor Report – Phonics: RR. Impressive report – progress can be seen, children are engaged, resources were being used and progress could be seen from one year to another. Will re-visit in May. Children were enthusiastic. • Safeguarding Learning Walk: JP. Concise report. Bolt to school gate was mentioned. CB reminded governors that WASPS need access. Will also look to see if need fence that separates the oriental garden. SP will come to visit site with CB. <p><u>Governors challenge, comments and question:</u> Governors commented how it is encouraging that GDPR and safeguarding are cross-referencing.</p>	
GENERAL GOVERNANCE		
2019-13b	Governor Training Reports: None.	
2019-14	Matters brought forward at the Chair’s discretion: None	
2019-15	<p>Impact of meeting: The ToRs and committee members have been agreed. These are important to enable governors to monitor more effectively. Lead governor roles were allocated.</p> <p>Reviewed Curriculum Statement which was staff led and no have a clearer understanding of where the school is as well as the December data. RR to write a thank you to all the staff for their help in the curriculum statement.</p> <p>Started to unpick the ASP.</p> <p>Air Ambulance update was useful and encouraging.</p> <p>Child safety and parking issues were considered.</p> <p>Budget was reviewed and governors are happy that the funds are being used to further the pupils learning.</p> <p>Governor Strategy is still in progress.</p>	RR to write to staff to thank them for their help with the Curriculum Statement

Meeting closed: 9:00

ITEM	ACTION	WHO	DUE BY
2019-07	Arrange for updated ToRs to be put on website	BD	08.02.2019
2019-08	Remove ‘Otter Rotters’ from Curriculum Statement & arrange for it to be put on website.	CB	08.02.2019
2019-09	Put a note in the newsletter reminding parents of registration times	CB	08.02.2019
2019-09	Remove EAL from Doc 4 (ARE for vulnerable groups) in future	CB	08.02.2019
2019-09	Carry out a website audit	CD	31.03.2019
2019-09	Forward Governance Strategy to all governors. Add to March agenda	RR/BD	08.03.2019
2019-12	Finish report and circulate to governors	AP	08.02.2019
2019-14	Write to staff to thank them for their help with the Curriculum Statement	RR	08.02.2019

Signed: _____ (Chair)

Date: _____