



**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](mailto:admin@west-hill-primary.devon.sch.uk)  
**Headteacher: Cheryl Boulton**



## Minutes – Full Governing Board 27<sup>th</sup> March 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	Y	Nothing to declare	12.12.2021
LJ	Lee Jordan	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	Y	Nothing to declare	23.05.2022
RR	Rowan Ross (Chair)	Co-opted	Y	Nothing to declare	24.06.2022
SP	Simon Pedrazzini	Co-opted	N		21.06.2021
<b>Others</b>					
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM		ACTION
<b>PROCEDURAL</b>		
<b>2019-30</b>	<b>Apologies and Welcome to Emma Powley, Learning Behaviours Presentation:</b> Apologies were received from Simon Pedrazzini (Family). Approved. Governors welcomed Emma Powley who gave a PowerPoint presentation on Behaviours for Learning. Governors thanked Emma for her talk and asked her how children were picking up the behaviours. Emma explained it was how the staff pass it on and use the language. Governors wondered if children understood the words they were using, Emma confirmed they did. Governors asked how children with difficulties were coping. Emma explained that it all about personal achievements so the programme supports all learners. The governors are in full support of the programme. Emma left the meeting.	Approved.
<b>2019-31</b>	<b>Declaration of Interests:</b> Governors confirmed there were none.	
<b>2019-32</b>	<b>Confirmation of Minutes of meeting 27.02.2019 Part 1 &amp; Part 2:</b> The minutes were <b>agreed</b> as a <b>true</b> record of the meeting.	Agreed and signed.
<b>2019-33</b>	<b>Matters arising from minutes:</b> 2019-21 defer – Look at how much the village hall charges. 2019-23 – being discussed in item 2019-37 below. All other items completed.	
<b>2019-34</b>	<b>Set date of next meetings:</b> <b>FGB:</b> 8 <sup>th</sup> May 2019 @ 6:30pm <b>Discuss future meeting dates:</b> Chair advised that neither her nor the Clerk are available for the current meeting dates set for the Summer term and proposed that	Clerk to arrange for the dates of the Summer term to be updated on



	they be changed to the 2 <sup>nd</sup> Wednesday of the month (08/05/2019, 12/06/2019 & 10/07/2019). Governors approved the date change. Clerk to arrange for the website to be updated.	the website
<b>MONITORING</b>		
<b>2019-35</b>	<p><b>Policies, Statements &amp; Provisions for review:</b></p> <ul style="list-style-type: none"> <li>• <b>Website Audit:</b> CD has completed a draft 13 page document following an audit of the website which is currently with CB and LD. CD has based the review on the previous one carried out by a previous governor and Babcock. The website is the first hit on google. CD also completed a 3 page website structure report. There is a lot of duplication and the site is quite 'clunky' but CB appreciates that it is not a budgetary priority to change the website and, with a couple of minor amendments it meets requirements and it is compliant. CD will review annually and has advised governors that it will need replacing within 3 to 4 years. She will add VFM (Value for Money) into the next audit. Governors thanked CD for all her hard work.</li> </ul>	
<b>STRATEGIC</b>		
<b>2019-36</b>	<ul style="list-style-type: none"> <li>• <b>HT Report including SDP progress:</b> The report was circulated to all governors prior to the meeting. <i>See part II minutes.</i> <u>Governor challenge, comment and question:</u> Governors wondered how, if a teacher attended a course, the information they received and learnt was passed to others. CB explained that some are teacher specific and not relevant to others but those that are are passed on during a staff meeting having passed through CB first. Sometimes it is necessary to have a staff meeting specifically one the information learnt through the course. Governors asked if there had been any improvement on Pupil Progress meetings. CB advised that there has only been one. There is another one due after Easter. CB wished to thank the governors who attended the recent parents evening but wondered if it was worth doing again as no parents came to see them. Governors felt that it was a worthwhile exercise as parents will become aware that there will be a governor at each parents evening. If no-one is coming to see them it can only be a good thing as it hopefully means there are no issues. The meeting then went into part II – <i>see part II minutes.</i></li> <li>• <b>Consider outline Governance Strategy:</b> RR has looked at SDP and what governors should do, keeping it general – it is a monitoring role. It is a live document. Clerk to send to governors again and add to the next agenda.</li> <li>• <b>HT &amp; Staff mid-year appraisal update:</b> RR confirmed that the Headteacher mid-year appraisal had taken place and the Pay &amp; Performance had a meeting prior to this meeting where CB confirmed all members of staff had received an appraisal.</li> <li>• <b>SEF – to agree final SEF:</b> The SEF had been circulated prior to the meeting. It is in line with the SDP and is based on January's figures. They will change again in September. Governors <b>agreed</b> the SEF.</li> </ul>	<p>Add governance strategy to next agenda and send to all governors again.</p> <p>SEF agreed.</p>
<b>2019-37</b>	<p><b>Safeguarding &amp; Child Protection:</b></p> <ul style="list-style-type: none"> <li>• <b>Air ambulance landing site update:</b> The planning application has been submitted. The full funds required have been raised. Hoping to do during half term.</li> <li>• <b>Update on Roundabout/Signage:</b> A meeting has been held with the village hall committee (VHC) regarding the road markings and signage. The VHC should like to see the final drawings of the road markings. The VHC are happy for the signage to be erected. They will pay 50% of the costs. The governors are happy that the</li> </ul>	<p>Give the village hall committee a copy of the final road marking</p>

	<p>school will be invoiced and the VHC will give them 50%. The governors should like it in writing that the VHC are happy for the school to be invoiced but are not responsible for the signs. They are hoping for the road to be resurfaced so do not want the road markings done yet.</p>	<p>drawings and ask for it in writing that they are happy for the school to be invoiced but this will not make the school responsible.</p>
2019-38	<p><b>GDPR:</b></p> <ul style="list-style-type: none"> <li>• <b>Update:</b> CB has had a conference call with the DPO who was checking up on the outstanding actions. CB has completed 3, there is 1 outstanding. CB confirmed that the school had repurchased their services for next year. There will be termly contact from now on.</li> </ul>	
2019-39	<p><b>Financial Monitoring:</b></p> <ul style="list-style-type: none"> <li>• <b>Feedback on SFVS:</b> (Schools Financial Value Standard) Two areas where were unable to put 'yes'. The governing board does not have a finance committee. However, it does have a finance lead and deputy who report directly to the FGB and could only put 'partially' to the question 'Is there a clear and demonstrable link between the school's budgeting and its plan for raising standards and attainment'. However, this is because 85% of the costs are non-discretionary and the governing board supports the budget that is set. (75% of teaching staff are at the top of UPS). The school are very grateful to the fundraising the PTFA do. AP proposed that the board approve the SFVS, JP seconded. All in favour. RR signed the document as chair.</li> <li>• <b>Budget:</b> There is a surplus forecast for the next two years but a deficit for years 3, 4 &amp; 5. Will get funding from DfE for uplift in staff pension costs for 2020 only. The budget was approved.</li> </ul>	<p>SFVS approved and signed.</p> <p>Budget approved</p>
2019-40	<p><b>Lead Governor/Classroom visit reports: Questions arising:</b></p> <ul style="list-style-type: none"> <li>• <b>Lead Governor Report – Personnel: CD:</b> CD had forwarded a report to all governors prior to the meeting. <i>See part II minutes</i></li> <li>• <b>Lead Governor Report – Premises and Health &amp; Safety: SP:</b> SP had forwarded a report to all governors prior to the meeting, no questions were raised. Governors thanked SP for sending the report through even though he was on holiday.</li> <li>• <b>Lead Governor Report – SEND: JS:</b> JS is meeting with the SENCo on Wednesday, item deferred.</li> <li>• <b>Lead Governor Report – Maths &amp; English – RR:</b> RR had forwarded a report to all governors prior to the meeting. RR explained that she had visited the school on two separate occasions looking at the KS1 results and how they are monitored in KS2. Monitoring teachers ½ termly and pupil progress termly. CB confirmed that the new pupil tracker has been decided and the school will be using SIMS which is a free service. SIMS will be able to pull data from the previous system saving staff from having to re-input all the data.</li> </ul> <p>CB advised governors that they need to continue to come in to the school and continue to challenge. Julie Stevens from Babcock came recently and asked staff a lot of questions similar to those that OFSTED to ask and many were not</p>	<p>Defer</p>

	prepared.	
<b>GENERAL GOVERNANCE</b>		
<b>2019-41</b>	<b>Governor Training Reports:</b> CD & LJ have attended the New Governor course and found it very useful. They will download their certificates and forward to the clerk along with their report.	
<b>2019-42</b>	<b>Matters brought forward at the Chair's discretion:</b> RR advised governors that she has looked at the governor matrix on the SFVS and should like governors to complete a skills audit.	Clerk to send all governors NGA skills audit and all governors to complete.
<b>2019-43</b>	<b>Impact of meeting:</b> Governors have agreed the SEF. An update on staff mid-year appraisals was received. The website audit was useful to be able to see if the website was up to date. The Headteacher provided an update of the SDP and the implementation of strategies. The SFVS was agreed – governors feel this is a very useful process. An update on the signage to assist in the safeguarding of the children was received.	

Meeting closed: 8:45

ITEM	ACTION	WHO	DUE BY
2019-34	Arrange for the dates of the Summer term to be updated on the website	BD	01.04.2019
2019-36	Add governance strategy to next agenda and send to all governors again	BD	01.05.2019
2019-37	Give the VHC a copy of the final drawings of the road markings and ask for a letter stating that they are happy for the school to be invoiced but this will not make the school responsible.	SP/CB	01.05.2019
2019-41	Download certificate and forward to Clerk along with training report	CD & LJ	01.05.2019
2019-42	Complete skills audit	ALL	01.05.2019

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_