



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 8th May 2019

Attending				Declaration of pecuniary interest	Office Terminates
CB	Cheryl Boulton	Headteacher	Y	Nothing to declare	
CD	Clare Doble	LA	N		30.10.2022
AP	Ashley Pocock	Parent	N		12.12.2021
LJ	Lee Jordan	Foundation	Y	Nothing to declare	26.09.2022
JS	Jeremy Stone	Co-opted	N		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	Y	Nothing to declare	21.06.2021
Others					
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM		ACTION
PROCEDURAL		
2019-44	Apologies: Apologies were received and approved from Clare Doble and Ashley Pocock. No apologies were received from Jeremy Stone.	Approved.
2019-45	Declaration of Interests: Governors confirmed there were none.	
2019-46	Confirmation of Minutes of meeting 27.03.2019 Part 1 & Part 2: The minutes were agreed as a true record of the meeting.	Agreed and signed.
2019-47	Matters arising from minutes: 2019-41, CD has sent the Clerk the Certificate, Clerk to remind CD for the report. LJ has sent the records to the Clerk.	Remind CD about the report.
2019-48	Set date of next meetings: FGB: 12 th June 2019 @ 6:30pm Staff/Governor Social: 16 th July 2019 4:00pm – 5:00pm	
MONITORING		
2019-49	Policies, Statements & Provisions for review: <ul style="list-style-type: none"> • Charging and Remissions Policy: No changes have been made to this policy other than the addition of 'Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit' within the list in 10.1 • Governors Induction Policy: This is a new policy. • Marking Policy: CB has had a marking meeting with staff who are happy with the policy. No changes have been made to this policy. All policies were approved.	Approved Approved Approved
STRATEGIC		



<p>2019-50</p>	<ul style="list-style-type: none"> • Verbal HT Report: The school has been busy. KS1 (yr 2) SATs are to be completed in May. They have started this week and will be carried out over the next few weeks. KS2 SATs (yr 6) will all be next week. These will have an impact on staffing as there needs to be two adults present in every room. CB is involved in every test. RR is attending one day as it is recommended that a governor oversees the testing procedures. Some pupils complete these tests in different rooms in smaller groups so more than two adults are required for these. (SP left 18:59). Pupils are anxious and teachers are trying to keep them settled. (SP returned 19:00). KS2 SATs are sent away for marking. They are sealed and locked away prior to the tests and also between the completed and collection of them. This is always done by two people, with both people signing them in and out of the locked cupboard. CB does not know about staffing for September yet as the last date for a teacher to give notice is 31.05.2019 so there may be changes. <u>Governor challenge, comment and question:</u> Governors asked if the SAT results remain on the pupils record. CB confirmed they do, but secondary schools are only advised of the yr 6 results. • Pupil Performance Easter: This data had been sent to governors prior to the meeting. CB asked if there were any questions. CB explained that the last time the data would be shown in this manner would be July as changing to SIMS in September. <u>Governor challenge, comment and question:</u> Governors questioned the drop in the results compared with December in class 3. CB explained that there are valid reasons for this. Governors asked about the comparison between yrs 5 & 6 for G&T pupils. G&T tends to increase in numbers as yr groups go up, they tend to be identified by yr 2. • Consider outline Governance Strategy: Governors accepted the strategy as a working document but will be discussed at the next meeting when hopefully more governors will be in attendance. Clerk to send to governors again and advise that they must make comments prior to the meeting if they are unable to attend. • Skills Audit results: All governors have completed the skills audit and the results have been collated. There are no glaring skills gaps within the Governing Board, although there are some implications for training needs. Also need to consider succession planning. The governing board has been registered with Inspiring Governance and the chair has asked for a message to be placed in the local newsletter, the 'Messenger' to see if a Foundation Governor can be found. The governing board are also still actively seeking a Staff governor and a Parent governor. RR asked that the governing board join NGA as a useful source of information for governors. Clerk to send details to CB. • Website Audit: CB has continued to look through the audit completed by CD. Item to be deferred when CD is present. Thanks to CD again for her hard work on the audit. 	<p>Add governance strategy to next agenda and send to all governors again.</p> <p>Send NGA details to CB</p> <p>Defer</p>
<p>2019-51</p>	<p>Safeguarding & Child Protection:</p> <ul style="list-style-type: none"> • Safeguarding Spring Data collection sheet: The collection sheet had been sent to the governors prior to the meeting. In addition to this, as safeguarding governor, JP has studied the data deeper and was impressed with that whenever there appeared to be an issue the school was able to demonstrate that it had been acted upon promptly and appropriately. JP challenges CB as safeguarding governor, seeing it with a different pair of eyes. JP anticipates questions that may be asked. JP confirms that he understands the processes more now, adding comments and adding areas that CB may have missed and is able to see if actions have been updated. • Safeguarding: JP is having a safeguarding walk tomorrow (9th May 2019) with CB. 	

	<ul style="list-style-type: none"> • Air ambulance landing site update: The planning application decision has been delayed. CB, SP & LD (Business Manager) are meeting a Parish Councillor and DAAT representative to discuss pre-installation next week. May not be able to be installed during the half term break. • Update on Roundabout/Signage: Signs have been ordered although delivery and installation date are not yet known. The Village Hall are paying half. It will hopefully be ready in time for the fete. CB advised that the West Hill Parish Council would like a new footpath and have provided the Village Hall Trustees with options. Governors discussed the options and it was felt that option 1 was not suitable as it would be directing the pedestrians directly into the traffic using the car park. The Village Hall do not want it directly in front of the hall as this would mean a loss of desperately needed parking spaces. The governors then proposed an alternative behind the village hall which would be the most suitable for safeguarding of the children. CB to advise Village Hall. 	CB to advise village hall of proposed footpath route
2019-52	<p>GDPR:</p> <ul style="list-style-type: none"> • Update – Medical absence: CB advised governors that the EWO (Education Welfare Officer) does not need parents to complete an absence form for medical appointments instead, they just need to bring in the medical appointment letter. The school do not keep these. 	
2019-53	<p>Financial Monitoring:</p> <ul style="list-style-type: none"> • Review Budget: AP was unable to attend the meeting however, LD (Business Manager) had provided a report that governors had received prior to the meeting. LD had also provided details of the necessary IT products required to allow the school to continue moving forward; servers, laptops for staff (current ones will not be compatible with the new system being installed ready for September) and desktops. The funds will be from the Capital Fund and DoFE. Governors approved. SCOMIS are coming in during the summer holidays so the school is ready to start in September. 	Advise LD the governors approved the spending of some of the Capital Fund for IT equipment
2019-54	<p>Lead Governor/Classroom visit reports: Questions arising:</p> <ul style="list-style-type: none"> • Lead Governor Report – SEND: JS: JS has been unable to meet with the SENCo so item deferred. • Lead Governor Report – Premises and Health & Safety: SP: SP has met with LD who has met with Devon Norse who confirm that their school meals are all up to standard and nutritionally balanced. The bolt on the 5 bar-gate is being concreted in to prevent movement as it was originally only placed in the soil. The access to the Elliott building is an issue as there are steps but there is access via a ramp to the fire exit for room 3. • Lead Governor Report – G&T: JP – A copy of the report had been given governors prior to the meeting. JP had spent 1 ½ hours looking through examples from the whole school. He was impressed with the standards. RR told JP it was an excellent report and was exactly the point of a visit as a lay person, it is important that non-educational person are able to visit and view the work of the children. 	Defer
GENERAL GOVERNANCE		
2019-55	Governor Training Reports: No training has taken place recently.	
2019-56	Matters brought forward at the Chair’s discretion: See part II minutes	

2019-57	<p>Impact of meeting:</p> <p>Governors have approved the policies. Following the completion of the skills audit governors were able to ascertain necessary training requirements. The Capital Funding was discussed and governors approved the purchase of new IT equipment to allow the school to move forward and improve the children's education. Governors now have a clear picture of the Easter data and there was good challenge from the governors. It was shown how governor visits and resulting reports are a worthwhile exercise.</p>	
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Meeting closed: 8:27

ITEM	ACTION	WHO	DUE BY
2019-47	Remind CD about the training report	BD	15.05.2019
2019-50	Add governance strategy to next agenda and send to all governors again.	BD	15.05.2019
2019-50	Send NGA details to CB	BD	15.05.2019
2019-51	Advise village hall of proposed footpath route	CB	15.05.2019
2019-53	Advise LD the governors approved the spending of some of the Capital Fund for IT equipment	CB	15.05.2019

Signed: _____ (Chair) Date: _____

APPROVED