



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



Minutes – Full Governing Board 12th June 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	Y	Nothing to declare	21.06.2021
Others					
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM		ACTION
PROCEDURAL		
2019-58	Apologies and Welcome: All governors were in attendance, no apologies were necessary. RR welcomed foundation governor Martyn Cutmore to the meeting. Martyn introduced himself and all governors then gave a brief introduction and explanation of their role within the board.	
2019-59	Declaration of Interests: Governors confirmed there were none.	
2019-60	Confirmation of Minutes of meeting 08.05.2019 Part 1 & Part 2: The minutes were agreed as a true record of the meeting.	Agreed and signed
2019-61	Matters arising from minutes: 2019-41 – all complete	Complete
2019-62	Set date of next meetings: FGB: It had become necessary to change the date for the July meeting. Governors were given the option of 15 th or 16 th July prior to the meeting. It was agreed to amend the next meeting date to 15 th July 2019 at 6:30pm Dates for 2019-2020 Governors were asked which day of the week was preferable for the dates for 2019/2020. It was decided that governors provide the clerk with their preferred days, including which week of the month so the clerk can collate the data for the next meeting. Deferred to July.	Update the date for July meeting on website Advise clerk of preferences
MONITORING		



SCHOOL MEMBER

2019-63	<p>Policies, Statements & Provisions for review:</p> <ul style="list-style-type: none"> • Sex & Relationship Education Policy (DCC): Governors approved the policy. • Complaints Policy (DCC): CB confirmed that the Complaint Policy has been updated by DCC and the complaint form is the DfE template that has been adapted to suit the school. <u>Governor challenge, question and comment:</u> Governors asked if there had been any complaints in the last year. CB advised that there had not been any formal complaints. Governors asked if they received a report when there was a complaint. CB advised that due to the complaints procedure and the possible necessity to involve governors within the process, that governors are only advised at the end of the process. Governors asked if they would receive a 'nil return' report. CB requested that governors assume none had been received if they did not hear of one. Governors approved the policy. • Disciplinary Policy (DCC): Governors agreed that the first committee would be responsible under section 36 of the policy. Governors approved the policy. • Whistleblowing (DCC): Governors approved the policy. 	<p>Approved Approved</p> <p>Approved</p> <p>Approved</p>
STRATEGIC		
2019-64	<ul style="list-style-type: none"> • Verbal HT Report: CB. A tree came down in the school field during half term. The people who were installing the DAA lighting cleared it away. KS2 moderation took place today. Babcock representative completed a book sample from 5 pupils. They were happy with 3 and wanted further work to be submitted from the other 2 for possible grade increase to be considered. KS1 phonics are being tested this week. The pass mark is released 2 weeks after so this is not known until all results are completed. CB currently believes that the results will be higher if the pass mark is the same as last year. The police were called to the school last night as two teenagers had climbed the fence and were sitting on the forest school shed roof. The shed has been checked and there is no damage. The police believe that they climbed the 6ft fence by using the old compost heap as a step. The caretaker is flattening this to prevent repetition. The police have also recommended that additional signage regarding trespassing be installed. There have been no staff resignations (the deadline is 31st May) so CB has a full complement of current staff for September, she is now deciding who will teach which class. <u>Governor challenge, question and comment:</u> Governors asked how the reception class was structured. CB advised that the school currently does a staggered, slow start of 2 ½ weeks part time before starting full time. However, parents have a legal right to have their children start full time straight away. A letter has gone to all parents asking which option their child will be doing but not all the data has been collected yet. DCC are receiving several calls from parents regarding the different options. <i>Ian Guy, parent governor, arrived 7:14.</i> Ian introduced himself and all governors then gave a brief introduction and explanation of their role within the board. • School vision and aims – Reminder: This item has been deferred to July. Clerk to send to all governors prior to the July meeting. • Consider and approve Governance Strategy: All governors have read the strategy. This is a working document, the front page will be used as a statement. Governors approved the strategy as a working document. The front cover is to go on the website within the governor section and the chair will advise parents of this within her final report. Governors are to review the strategy termly. • Review TORs for 2019/20: This item has been deferred to July. All governors to look at their own terms of reference on the website. The ToRs have been created using the Babcock template. Governors to contact the Clerk with any issues 	<p>Send to all governors Approved</p>

	<p>before 21.06.2019.</p> <ul style="list-style-type: none"> • Website Audit: RR thanked CD for a very thorough audit. Changes are already being made. CD agreed that she can see that changes are being made following her recommendations. • Governor Vacancies: The chair confirmed that with both Martyn Cutmore and Ian Guy currently going through the application process, and a member of staff, Rob Pantling, agreeing to join the board in September, the board will have a full complement from September onwards. • SMILE AGM update: Mark Gilronan, Head of OSM Primary School (MG), CB and JP attended the meeting. MG & CB are co-chairs. CB informed MG & JP that HMRC company tax return had been passed to D Kirkness by the chair of OSMPS. No transactions had occurred during the financial year and the board will instruct the accountant to file the accounts accordingly. MG confirmed that the bank account had been closed due to inactivity. OSMPS land has been transferred to SMILE. WHPS land has been registered with Land Registry. CB proposed that Marytn Cutmore be a Foundation Governor for WHPS. He has completed the volunteer agreement form and the school are in the process of applying for references and DBS checks. MG & JP approved his nomination, subject to the safeguarding checks being satisfactory. No proposals for OSMPS. The next meeting will be in June 2020. 	
2019-65	<p>Safeguarding & Child Protection: An additional bolt has been added to the gate by the caretaker to prevent children from opening it, improving the safety further. A small window has been smashed in the staff room, a replacement has been ordered.</p> <p>Safeguarding Q &A: JP advised that safeguarding is crucial and he does not want any issues to happen at the school. He asked governors if they felt the school did a good job and why/why not? Governors believe that the school does do a good job and that they respond very quickly and efficiently, and any issue, however minor, is dealt with. This is thanks to CB. Governors gave an example of this with the collection of KS1 and KS2 children being on separate playgrounds which makes the end of the day more safe and manageable. Governors also praised the staff who have questioned their identity both during parents evenings and visits to school. JP asked if governors knew of anything that could be improved. Governors mentioned the route to the school, but this is partly being dealt with, the other issue is the overgrown hedging of the properties alongside the path. WHPS are aware of the concerns and are looking into the matter. The chair suggested that perhaps another governor attend the next safeguarding walk with JP to provide an additional view.</p> <ul style="list-style-type: none"> • Air ambulance landing site update: The site was completed during half term and is operational. SP was here when it was installed. Temporary barrier protection has been put up around the pole. DAAT have suggested a permanent fence be situated with Laurel around that. There is a hinge on the pole so maintenance is not an issue. The light has been tested (an override is available, it is a straightforward process). During the assembly on Friday a DAAT representative will give a talk about it and show the pupils. Governors are welcome to attend. • Update on Roundabout/Signage: Signage is up and is generally working. It is being monitored to see what happens. The village hall are emailing all the groups who use the facility to advise them. 	

2019-66	<p>GDPR:</p> <ul style="list-style-type: none"> Update: CB. Are now in the second year with DPO so will have less involvement. Will have termly contact, CB is having a phone call with DPO on Monday. Will also be having an annual assessment on 2nd July. CB has taken their advice on school reports – they will not be going in the book bags but instead parents will need to collect them. They will be held for one week. If they have not been collected by a parent (or relative) after one week, they will be posted out. <u>Governor challenge, question and comment:</u> Governors asked who would be considered a relative. CB will check but believes any relative, not a friend. Governors wondered if it would be possible for the person named on the data collection sheet to be able to collect the report. It will not be sent via email. 	
2019	<p>Financial Monitoring:</p> <ul style="list-style-type: none"> It has become necessary to update the CCTV, which unfortunately had not been budgeted for. The hard drive had died. New system has the option to have up to 12 cameras, the school currently has 9. <u>Governor challenge, question and comment:</u> Governors requested that the cost of putting an additional CCTV camera in the field be investigated. Governors asked how often the CCTV is looked at. CB confirmed that it is looked at regularly and that the new system has a light on each screen confirming that it is recording. The recordings are held for one month. Governors suggested that an incident log be created monthly for future reference, including ‘no incidents’. AP: AP briefly explained that the school has discretion over less than 10% of the budget (due to high staff costs) to MC and IG. Have a revenue and a capital budget. The kitchen has had some recent expenditure as items cease working. <u>Governor challenge, question and comment:</u> Governors asked what was happening with the old laptops. CB was unsure but confirmed that all new laptops would be ready for September. 	
2019-67	<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 – Curriculum: RR: RR advised that teaching expenditure is 10% more than ‘like for like’ schools. Have had to make cuts in resources. 75% are UPS (85% of total budget is staffing). There are 12 teachers, 3 of which are full time. Do, however, have quality teachers, but as a governing board, need to ask if are getting value for money. Lead Governor Report – Safeguarding Learning Walk: JP: No questions were raised. 	Defer
GENERAL GOVERNANCE		
2019-68	Governor Training Reports: No training has taken place recently.	
2019-69	Matters brought forward at the Chair’s discretion: Governors questioned pupils use of mobile phones. They are too young to be registered for social media but some are using it (and playing games). Need to be aware of the concerns and possible dangers. CB is putting some information in the newsletters regarding Whatsapp and Fortnite. These may be out of school events but CB will make parents aware as they are affecting children.	

2019-70	Impact of meeting: Pending paperwork, the governing board will have a full complement in September. Four policies have been approved, all of which will have an impact on the children. Governors agreed that it would be the First Committee who would be responsible for hearings within the Disciplinary Policy. Governors discussed safeguarding and had a safeguarding Q & A deciding that an extra governor should go on the next safeguarding walk. The website is being updated, thanks to the audit undertaken by CD. Finances were looked into and discussed.	
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Meeting closed: 8:27

ITEM	ACTION	WHO	DUE BY
62	Update the date for July meeting on website	BD	20.06.2019
62	Advise clerk of preferred dates	ALL	21.06.2019
64	Send Vision and Aims to all governors	BD	20.06.2019

Signed: _____ (Chair) Date: _____

APPROVED