



West Hill Primary School
(a partner in the SMILE Learning Trust)
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West Hill Primary School

Minutes of the Full Governing Body Meeting held on the 25th June 2015 at 6.30pm at the school

PART 1

Present: Sue Nield, Jonathan Brook, Dot Bioletti, Matt Fripp, Kara Green, Debbie Hudson, Sue Tovey, Dave Underwood, Chris Webster

Clerk: Margaret Whitlock

1. Introduction:

Apologies:

There were apologies from Steve Walker, Steve Wray and Lewis Jones, who was to arrive later due to work commitments - all sanctioned.

Declaration of Governor Interests:

Nothing was declared for this meeting.

Confirmation of minutes of the meetings held on 7.5.2015:

The minutes were proposed and signed as a true and accurate account.

Matter arising from minutes:

- Governor Involvement in Budget setting - The proposal that MF and SWa will join SN and CH when the Finance Officer visits will take place in the period January – April 2016 with a view to the Governors being more involved in the setting of the next budget. David Dominey visited the school on June 23rd to work with CH to begin to sort the issues encountered in the new FRS system.
- IIP Meetings - SN DB, JB and MW will have an IIP planning meeting on July 6th at 10.45 am as planned. Jo Gillingham will be meeting with SN on July 3rd and a timetable will be drawn up for the two assessment days. Governors and the Clerk have let SN know of their possible availability on the two assessment days of July 13th and 15th. SN stated that four non staff Governors will be needed.
Available for July 13th – DU, CW and DB. KG can do either day, with sufficient notice for child care arrangements to be made.
- SMILE Learning Trust - DU to check with the partners in the Legion's Cooperative Trust to see if a link could be made there and will report back in the September FGB Meeting.



INVESTORS
IN PEOPLE

Gold



- Governors have watched the video clip of Sir Tim Oates explaining the recent changes to assessment without levels. They found it informative, though complex.

Date of next meeting: September 17th 2015

2. Accountability and Monitoring:

Teaching and Learning Committee Report (8.6.15)

Matters Arising:

- **Curriculum SDP Priorities and assessment** -It was noted that there had been no KS2 results available for SN to comment on as these will not be sent out to schools until July 7th and the KS1 assessments are not yet complete. These will be discussed in September following analysis by SN over the summer holidays. SN stated that, as far as she could see at present, results appeared to be on a par with last year's or better at KS1. The Year 1 Phonics looks to be on a par with last year at 93% achieving the Standard and 100% of the 3 re-taking at Year 2, however this depends on the pass marks set by the DfE. Teacher assessment, thus far, indicates good progress generally across years 3-5. Meetings between staff and SN have focused on the progress within key groups e.g. Pupils on Pupil Premium. These discussions follow on from those held in the autumn term to consider methods of monitoring individual progress. Growth in pupil's confidence has also been noted. SN described how the school has worked closely with other LC schools to achieve consistency of assessment models; though ultimately each LC school had focused primarily on developing systems that met their individual needs. It was recognised that WHPS is well ahead with its assessment strategies and had acted bravely in reinstating School Pupil Tracker for parents. DH explained the new system of reporting to parents to the Governors; describing how attainment as well as the varying levels of mastery will be communicated to parents with the new School Pupil Tracker Code. **(Action – MW to include this area of discussion in the agenda for the T&L Meeting on October 19th.)**
- JB noted that the GB, in their key role of monitoring how the school functions, has been reassured by the extensive information shared by SN and the staff about the methods used to assess the children and the process of reporting on pupil progress. The GB is content with the way the school has handled the changes encountered with the introduction of the New Curriculum, alterations to the methods of assessment and noted the effective reporting of results to parents. JB stated that the GB has full confidence in SN and the teaching staff and the way they are handling the on-going changes linked to the New Curriculum.

Resources Committee Report (17.6.15):

Matters Arising:

- **Music Tuition Funding** - The funding of individual music tuition for pupils on Pupil Premium was re-considered by the GB. The idea of funding for those unable to afford tuition had been rejected some years ago by the then GB and now needed to be reviewed. The GB agreed that the original decision would stand as the money was better allocated to a class for a more inclusive music programme of activities, particularly as all children had the opportunity to learn an instrument within school using the class sets of instruments available. SN reassured CW that any musically gifted child, requiring support, would be helped to access funding from other agencies and, were this to happen, would inform the GB.

- **Budget Monitor** – The Budget Monitor has been generated and sent to Governors after a delay caused by a number of issues with the new FRS system. SN stated that WHPS is one of the first schools to begin using FRS and was still working hard to achieve correct readings. Governors agreed that they were confident with the way finances were being handled by CH and were reassured that support was being given to CH through the LA Financial Services. The GB is aware that SN holds evidence of each transaction made by the school, which are all signed and recorded by her. Therefore, though the GB is keen for these issues to be resolved as soon as possible, they have no major concerns with the WHPS Finances at present. The GB is confident the FRS will reflect the situation accurately once problems with the system are resolved with support from the LA.
- SN noted that much had been covered in the Resources Committee meeting; with a large number of policies to review. The agenda for the next meeting will be reviewed in the next FGB meeting with the intention of making it as concise as possible, though it was noted that the informative visit from Dawn Wood had added 40 minutes to the meeting on June 17th, which was an isolated event. SN suggested that, to make better use of Governors' time, key projects could come under the auspices of a particular Governor, who would then report back to the GB, thereby making monitoring by the GB more effective and time efficient.

Investors in People Gold Award:

The IIP Gold Award Assessment will take place on July 13th and 15th with Jo Gillingham. SN is meeting JG on July 3rd, during which time SN will be interviewed by JG (**Action – SN to email Governors with the timetable and requirements for the assessment days following the meeting.**) DB, JB and MW are to hold an IIP planning meeting on July 6th at 10.45 am with SN.

3. Head Teacher's Update:

- **Head teacher's Report:** This had been sent to Governors on June 24th and copies were also handed out for Governors to read during and after the meeting, with an invitation for Governor's to email questions to SN, if they so chose, at a later date. Governors agreed that they found the colour coding of the report that had been added to termly, helpful as it showed developments; clearly illustrating the busy and challenging year the school has had.

SN highlighted a number of key points:

- Special Education Needs - The process for transferring Statements to the new Education Health and Care Plans (EHCs) is underway, though problems have still not been resolved and there is an on-going delay in transferring statements. Two DAFs have been completed and are shortly to be submitted to The Devon Online Holistix programme; though SN reported that loading data is frustrating as it can be lost when the system times out.
- OFSTED – WHPS is constantly in a state of readiness, though it has been suggested that outstanding schools, such as WHPS, may not be inspected routinely if standards remain high. However, a dip in results could potentially trigger an inspection and SN believes that we should always be prepared.
- Clubs – These remain popular, though other commitments at lunch time in the summer term can cause a dip in numbers attending. The Photography Club is proving successful.
- Evidence of Training and Meetings – Clear records are kept as evidence of the training that staff receive and the significant number of productive meetings, which are each minuted. Subject leader days have also taken place.
- PTFA – A list of regular contributions by the PTFA is itemised with recent contributions of resources to the library and EYFS as well as a wish list generated for future purchases.

Grateful thanks were extended to the PTFA for the considerable funds raised for WHPS and, in particular, for the successful Summer Ball, held the previous weekend, which raised in excess of £3,700.

- Rededication of the War Memorial – six children have volunteered to attend to represent the 18 heroes who died in the great wars.
- Attendance – This is good, with buoyant pupil numbers across the school, apart from the lower numbers currently experienced in Reception.
- Pupil Premium – As agreed in the last resources Meeting, SN has added an extra column to record actual as well planned expenditure, thereby giving Governors a clearer picture of how the Pupil Premium is used.

Grant from the British Council – The visit from Kasia Archer has not gone ahead, due to personal reasons, but it is planned that Abi Spence will go out to Jamaica in November/December as scheduled. Two teachers have visited the school from the Solomon Islands inspiring the children with their shared experiences. This has been organised by Feniton School, as both schools have long-standing links with the Solomon Islands.

- I-Pads: These have been purchased and have arrived successfully for use across the school.
- Average costings for school trips per year – It has been calculated that each child pays on average £35 for the year 2014 -2015, a rise from £31 for last year. Contributions for trips are voluntary, though a trip will not go ahead without sufficient funding being in place. In addition PGL cost a discounted £262, (usually £280) - for the residential trip in March 2015.
- EYFS Project – This will begin on July 27th. MF is satisfied with the answers he has received to questions he asked Tony Bird, Project Manager. MF is currently seeking credit references from the roofing contractors.
- Co-operative Trusts - Government communications suggest that 'Co-operative MATs – Multi-Academy Trusts', may now be formed as OFSTED and the DfE question the legal accountability of Co-op Trusts for the partnership schools. It was agreed that Colin Wilks, the Co-operative College Lead on MATs, would be invited to speak at the LC next meeting. SN stated that maintaining the Co-operative ethos and values is important in enabling schools to keep moral purpose at the heart of the education they provide.
- The School Development Plan – Sections highlighted in yellow denote areas currently being achieved; though a number of issues are on-going by their nature. The results of assessments received by the end of term will enable these areas to be completed. The GB will look at the Development Plan in the September FGB Meeting.

- **The Local Learning Community Report:**

The LLC will meet on Friday June 26th to discuss Multi-Academy Trusts, assessment, admissions, local developments and funding. JB, LJ and CH will attend the section on MATS at this meeting. It was noted that common agreement has not been achieved across the schools about assessment. DH will lead a group to discuss how to take ideas forward. The Wildlife Trust has been approached to consider another project related to the river or school grounds as part of the Wildlife Champions Programme. The sum of £150 will be paid by each school involved. Further updates will be communicated following the meeting.

- **Pupil Progress and Attainment:**

SN reported that a bank of evidence has been collected demonstrating the significant progress made by WHPS pupils. These include minutes of meetings with staff, scrutiny of books and collected portfolios of work. Tapestry is being introduced in EYFS to record observations using photographs with annotated comments. This will replace the paper 'Learning Journeys'

although the children themselves very much enjoy looking at these.

DH is in the process of evaluating E- Safety using "Boost", a system for reporting Internet abuse anonymously and flagging up Face Book issues for the school's staff. Ken Corrish, a local Internet Safety specialist from Babcock, is coming to speak to parents about internet safety.

(LJ arrived at 7.45 – as indicated in Apologies)

KG raised the suggestion of a WHPS Face Book page, discussed in her New Governors Induction Course. Governors, however, felt that this would not be a positive move, as a number of other schools had encountered problems when setting up their own face Book page. SN stated that the teachers and staff at WHPS prefer to communicate directly with parents who may have a concern or point they wish to raise with the school.

- **Wider role of Headteacher: LLE & Babcock Evaluation Visits:**

SN reported on the LLE training she had received, as outlined in the Head teacher's Report. As soon as her profile has been placed on the Devon Teaching School Partnership website she will then be able to begin work. A suggestion has been made that SN would do the NLE training, but as yet is unsure. SN stated that a recent evaluation visit she had completed to a school was interesting and underlined the sound judgements made at WHPS. WHPS is meeting the expectation for an outstanding school to be seen to support other schools.

4. Policy Statements and Provisions:

New Babcock Complaints Procedure and Guidance – It was agreed by Governors that the shorter WHPS Policy for Complaints was a well structured, concise and workable document for the school to use. However the Governors wished to have more time to review the lengthier set of documents, sent by Babcock, to decide whether any elements would be usefully included in the WHPS Policy (**Action – MW to add the DCC Complaints Procedure to the next Resources Committee Meeting Agenda – 17.10.15.**)

5. Governing Body:

Review Governor Subject areas and visits – A number of visits have been completed this term and reports submitted. DU has a date for discussing science teaching and will also arrange to see a science lesson at a later date. CW will be observing sports teaching and meeting with Clare Bennett, while visits are to be arranged to see Maths teaching by SWr and to discuss Safeguarding by LJ.

(Action – MW to email out all visits reports to Governors for their perusal)

Governing Body Self Evaluation – JB went through the initial aims set out in the last Governor Development Plan (2014-2015). It was agreed that many of these aims had been met successfully and had become an accepted part of good governance within the school. Once all the Self Evaluation forms have been returned, the data will be collated to identify the strengths, training needs and the balance of skills within the GB. New aims will be then be set for the coming academic year. (**Action - MW to email all S.E Forms once received to JB and to generate a report collating the results. JB to set new aims for 2015 – 2016; to be discussed in the next FGB Meeting.**)

Invitation to Governors to become members of the SMILE Learning Trust - JB felt it was important to clarify the aims for members and their role within the SMILE Learning Trust (**Action – MW to email out the invitation to all Governors to ensure a formal response is received and recorded from those who wish to join.**)

6. **AOB:**

DU announced that from September he intended to stand down as Foundation Governor after ten years of service. The GB extended their grateful thanks and expressed their appreciation for the considerable contribution he has made to the school over the last ten years.

Part 1 of the meeting closed at 8.15 pm