



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 7th May 2015 held at school at 6.30pm

PART 1

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

Clerk: Margaret Whitlock

1. Introduction:

Apologies:

There were apologies from Steve Walker and Lewis Jones, - sanctioned.

Declaration of Governor Interests:

Nothing was declared for this meeting.

Confirmation of minutes of the meetings held on 12.3.2015:

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

Matter arising from minutes:

- The Governor Health Check has been postponed due to the quantity of other commitments occurring this term, including the IIP Gold Award Assessment in July, which is partly focused on the role of the Governing Body within the school.
- SN has invited a Devon Norse representative to the next Resources Committee meeting – Wednesday June 17th 2015.
- The questionnaire and accompanying documents has been emailed out to Governors.
- MW has sent out the relevant forms for reporting on Governor training and school visits.

Date of next meeting: June 25th 2015

2. Accountability and Monitoring:

Resources Committee Report (11.3.15):

Matters Arising -

- **Budget Monitor (DU)** – The draft budget had been set and there had been no major issues, though it was recognised that the role of the PTFA was significant in raising funds for basic needs within the school at a time of cuts in funding for all schools.



INVESTORS
IN PEOPLE

Gold



- **Broadband** – the future changes were outlined and discussed in the minutes.
- **School meals** – Governors will review the quality assurance and service, as raised by DB, in discussions with Devon Norse at the next Resources Committee meeting.
- **Health and Safety** – DU reported there were no major issues and routine action has been taken.
- **Policy review** – a number of policies had been reviewed and agreed as noted in the minutes of the Resources Committee meeting.
- **The Condition Survey** - SN handed this out for Governors to take and read. No major issues were raised.
- **Caretaking** – it was noted that thanks had been extended to the Caretaker for the high standard of school building maintenance and his speedy resolution of any problems.
- **Deep clean** – this had taken place recently due to a number of cases of Scarlet Fever and Chicken Pox, as recommended by the Health Service. Cases will continue to be monitored.
- **Three Peaks Challenge** – the money raised will be used to refurbish Reception and should now begin in the summer holidays.

Budget Monitor –

The final carry forward is a healthy £62,000. JB noted it was a large carry forward but SN pointed out that it was required to maintain current levels of staffing and was an example of good housekeeping. Care had been taken with costs e.g. an example of prudent management was the keeping of supply cover pay to the basic M5 level, as cover teachers were not required to take a leadership role.

Final budget approval –

SN stated that since the last FGB meeting SN and CH had looked in greater detail at the budget; generating answers to the questions raised by MF. These had been sent firstly to SWa, JB and MF and then to the FGB who were all happy with the outcome. **(Action – It was proposed that MF and SWa will join SN and CH when the Finance Officer, David Dominey next visits the school)** The budget had been agreed by JB, SWa and MF and submitted on May 1st.

LA Buyback –

SN outlined the significant number of services bought in by the school including Babcock Support Services, Finance Support, Literacy and Maths Support, HR (now sourced through the NAHT - Strictly Education), Payroll, Legal Services, PR and Media Support and H&S input. These are now acquired separately enabling the school to shop around for the best value and quality of service. However some costs are taken at source from the budget, if all local schools want a service, such as Behaviour Support, though this is rarely used at WHPS.

Investors in People Gold Award –

SN and DB had had a meeting with Jo Gillingham to agree the theme of the IIP Gold Award Assessment, which is to take place on July 13th and 15th. Using the school's strap line, "Learning today for the world of tomorrow", which heads up all WHPS policies and provision, SN had outlined the focus for the award:

“To what extent do staff and governors feel suitably skilled, resourced and empowered to work with change now and in the future? What vision and aspirations do staff and governors wish to take forward to ensure the continued success of the school?”

JG was happy with this approach and other linked issues had also been discussed including ways of staying fresh and motivated, sharing good practice, the various aspects and processes of leadership at different levels, the expectations of leaders as well as the focus on the school's approach to succession planning. **(Action – SN DB, JB and MW to hold an IIP planning meeting on July 6th at 10.45 am)** SN reminded Governors that the previous IIP report was available on the WHPS website.

It was recognised that self evaluation within the school was always beneficial. Interviews would be arranged with staff and governors by JG. **(Action – Governors and clerk to let SN know of their possible availability on the two assessment days of July 13th and 15th)**

School Evaluation Form (SEF)-

This form, though not a statutory requirement for schools, is useful and is regularly updated by SN; though until the next set of results are available to add, there have been few changes recently.

The issue of progress between KS1 and KS2 and the need to demonstrate "value added" was highlighted. It was noted that due to the significant changes in the curriculum and the overall high standard of achievement in the school it was proving difficult to show "value added". SN stated that WHPS used its own baseline assessment to ensure that progress could be shown and staff worked hard to extend learning, for example, progressing to Year 8/9 standards in Maths for those of higher ability.

It was noted that the system of using Behavioural letters was working well and CW also cited the excellent behaviour shown by pupils at recent matches.

3. Head Teacher's Update:

• SMILE Trust Report:

The minutes of the last meeting (April 16th 2015) had been circulated to Governors. SN and CH had met with Rob Baldry, the Chair of the SLT, on May 7th. He was happy with the Statement of Accounts which would be submitted in July. OSMPS has an independent finance officer who will audit the accounts and a bank account is being set up at with Barclays rather than Lloyds as stated in the minutes Sept 2014) with SN, MG and RB as signatories. The SLT minutes also outline the dates of future events.

Colin Butler, of the Otter Valley Federation has now joined the Trust as a partner and invitations have been sent out again to Payhembury and The King's School by SN. Staff members of both WHPS and OSMPS have been invited to join the Trust as members, later to be extended to parents.

The SLT AGM is set for June 25th at 5.45 pm. The SLT is hoping to find a local COOP Trust in the area with which to associate, though this is proving difficult. The position is currently being held by the Cooperative College as a temporary measure. **(Action – DU to check with the partners in the Legion's Cooperative Trust to see if a link could be made there.)**

It was noted that other trusts are struggling with the finer details and that the SLT is progressing well in comparison. The schools are endeavouring to arrange joint ventures, though pressure of other commitments can make this hard. SN stated that the values of the Cooperative Society link closely with those of WHPS and also the British Values currently promoted by the government.

- **Local Learning Community:**

The LLC will meet on Friday May 15th to discuss assessment, admissions, local developments and funding. Decisions about what to keep within the LLC fund of £19,000 were made at the March meeting and SN distributed the revised LLC Development Plan which also indicates what schools will fund individually. Many of the priorities have been based on learning, for example The Wildlife Trust has been approached to consider another project related to the river or school grounds as part of the Wildlife Champions Programme. This will be paid for by each school involved. JB suggested that the SLT might combine with the LCC in the future, if other schools become partners in the SLT, particularly as there will be no LLC funding next year. SN noted that she will be Chair of the LLC for one more year and will then step down, stating that a pro-active replacement should be sought to continue to drive the LLC forward.

- **Pupil Progress:**

SN reported that newly reinstated reporting within School Pupil Tracker was generally well received and that only a few parents had required further explanation on the changes brought about by the new curriculum. It was recognised that DH and ST had done much work on formats and the presentation of the assessments though additional changes may still be needed in the future. It was emphasised that while results have appeared to have gone down, this was due to the new and more stringent curriculum and SN described how pupils' results were observed to be moving up again. SN explained the concepts of "mastery" and "consolidation" that ensure pupils achieve a broad and consistent level of understanding, enabling them to confidently apply learning across the curriculum. SN handed out anonymised documents that illustrated the progress of a range of year 5 pupils showing the tracking of their progress from Reception. These demonstrated the effect of the new curriculum on their tracking records and displayed the recent downward move which appeared to be more exacerbated in those of higher ability, a cause for concern amongst the staff. JB recognised the quantity of work done by staff to ensure pupils' motivation is maintained and assessment is effectively communicated. The regular progress meeting with staff was also recognised as very beneficial, where observations and examples of work that displayed progress were shared. **(Action – Governors were encouraged to Google and watch a video clip of Sir Tim Oates explaining the recent changes to assessment without levels.)**
(Action – MW to email out the minutes of the staff meeting to Governors sent to her by SN)

4. Policies, statements and provisions:

Admissions Policy 2015-2016 & 2016-2017 – SN noted the minor changes made to the policy, sent out to all schools by DCC and this was agreed by all Governors. Proposed JB. Seconded DB.

5. The Governing Body:

- **Aims and Mission Statement** – JB and SN had discussed the ideas put forward in the last FGB meeting and these amended aims had been sent out to all Governors. JB noted that this focus and the updating process had been worthwhile in devising strategic aims that promoted the development of rounded individuals. SN highlighted the clear link with British Values in the ethos of the aims and stated that these would filter into all WHPS documents in the future.
- **Review of Governor Subject areas and visits to school**– Governors have selected the term in which they would make their main annual visit to observe and discuss their subject areas with the WHPS Subject Leader. These were recorded by MW and their reports will be stored for reference and future assessments. Reports were shared in the meeting by:
JB – Computing observations and discussions with DH.

DB – Investors in People discussions with SN.

DU – Health and Safety Report and assessment of school premises.

KG – SN: Parish Council Meeting, SEF and School Development Plan, a planned Learning Walk.

JB noted the successful way staff were handling the changes brought about by the New Curriculum and the effective teaching of pupils of varying ability and experience in computing lessons and in the Computer Club. The acquisition of I-pads is taking place with invaluable technical support provided by The King's School. KG suggested that additional funding and sponsorship may be available for I-pads to achieve the school's ultimate aim of a set of 30.

It was agreed by all Governors that their role is to monitor learning in the school and that all teaching staff should feel that they are there to support them in a positive manner and not to critically assess their teaching. Regular visits with relaxed conversation would enable staff to get to know who the Governors are and help them to gain an understanding of the Governors' backgrounds and the way in which they can offer support to the school.

6. AOB:

None

Part 1 of the meeting closed at 8.35 pm