



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 17th September 2015 at 6.30pm at the school

PART 1

Present: Sue Nield, Lewis Jones, Dot Bioletti, Matt Fripp, Debbie Hudson, Steve Wray and Chris Webster

Clerk: Margaret Whitlock

1. Introduction:

Apologies:

There were apologies from Jonathan Brook, Steve Walker, Kara Green, and Sue Tovey - all sanctioned.

Declaration of Governor Interests:

Nothing was declared for this meeting.

Governors present signed the Register of Business Interests and the Governor Code of Conduct. The Governors who were not present will sign these documents when next in school or when attending the committee Meetings to be held in October.

Confirmation of minutes of the meetings held on 25.6.2015:

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

Matter arising from minutes:

- MW has included Pupil Tracker on the agenda for the T&L Meeting on October 19th.
- SN had emailed Governors with the timetable and requirements for the IIP assessment days.
- MW has added the DCC Complaints Procedure to the next Resources Committee Meeting Agenda on October 17th.
- MW had emailed out all visits reports to Governors for their perusal.
- MW had emailed all S.E Forms to JB and has generated a matrix of skills and responses. JB is collating the results and setting aims for 2015 – 2016; to be discussed in the next FGB Meeting – 19.11.15. **(Action - MW to email another S.E. Form to CW for completion.)**
- MW emailed out the SMILE Member invitation to all Governors to ensure a formal response is received and recorded from those who wish to join from OSMPS and WHPS.



INVESTORS
IN PEOPLE

Gold



Governor Vacancies/Parent Governors:

JB had raised a concern, in conjunction with the two vacancies on the GB for a Foundation and Co-opted Governor, that vacancies should be filled by people from outside the school environment. This would ensure that a good balance of skills and interests is maintained on the GB with no further increase in the number of Parent and Staff Governors. Governors, however, were keen for JB to remain part of the GB after his term of office ended in January which, if he were not re-elected as a Parent Governor, may require him taking another Governor role. Two outside people are being considered for the vacancies and JB and SN are awaiting their responses. Claire Wright was also suggested as someone to approach, but this will be deferred at present. It was noted that DCC and Babcock, through the Clerks 'Alert, can help schools find new Governors, but this will not be actioned at present until a response has been given by the two outside people who have been approached. SWr wondered if limited attendance at meetings was another reason JB raised the issue to make space for new Governors, but SN stated that involvement related to the overall commitment of a Governor to life in the school and emphasised her appreciation of the input Governors had given at past events, including the IIP Assessment. SN reported that Dave Underwood was returning to work with JB and DB on her Performance Management this autumn.

Election of Chair and Vice Chair:

Elections for Chair and Vice Chair for the term of a year took place with the following results:

Chair - JB (Proposed – LJ, Seconded – DB)

Vice Chair – LJ (Proposed – DB, Seconded – CW)

Confirmation of Committee membership and roles:

The committee membership has remained essentially the same with DH being confirmed as being on the Resources Committee as well as the T&L Committee. With the resignation of DU the role of the Chair of the Resources Committee currently remains vacant. The position on the First Hearing Committee is taken by DB. DU has agreed to return to do the Head Performance Management review for 2015. A replacement will be chosen for next year.

Date of next meeting: November 19th 2015

2. Accountability and Monitoring:

- **Budget Monitor** – The Budget Monitor had been presented to Governors. There were no major concerns. DB checked about the 1% pay award to teachers and SN confirmed it had taken effect from September 2015. MF asked when the carry forward would be confirmed for 2014-2015 and SN replied that the school was waiting, but that it should be soon. Further information will be given in the documents sent out for the Resources Committee Meeting. MF questioned the amount of information documenting the Sport and Pupil Premium. In reply SN stated that the Budget Monitor was an overview and that further more detailed information would be presented and discussed in the next Resources Committee Meeting, though she currently held this information if Governors wished to view it. There is, at present, £2,500 Sports Premium remaining to spend as a number of activities had not gone ahead last year, but plans will be made to use it effectively. SN stated that Pupil Premium is used in the school to ensure that pupils with additional needs are supported to narrow the gap.

The Pay Policy will be reviewed in the next Resources Committee Meeting.

(Action – SN to review and make amendments to the WHPS Pay Policy in preparation for sending out with the Resources Meeting documents to Governors prior to the Resources Committee Meeting.)

- **Investors in People Gold Award Report** - The IIP Gold Award Assessment took place on July 13th and 15th 2015 with Jo Gillingham. Governors agreed that the report was outstanding and provided transparent outside accreditation for the school. SN stated that it was a powerful comment on the quality of the leadership and management as well as a good external barometer. She thanked Governors for their input and noted the positive comments made by JG. DH reported that staff had been pleased to be encouraged to share their ideas and observations. SN noted the benefits of being asked to analyse the processes of running the school and to outline planning for the future, through the stringent questioning of JG. The report will be shared with the parents shortly on the school website and SN has written an action plan, which JG is assessing at present. **(Action – SN to email IIP Action Plan to Governors once it is returned and place the IIP Report on the WHPS website.)** Governors congratulated SN on the outcome and agreed the report demonstrated the high standards set at WHPS to outsiders. SN stated it would help to promote the school in an OFSTED, though a concern was raised about the cost of the process and whether it would therefore be repeated at the time of renewal in three years.

3. **Head Teacher's Update:**

- **Head teacher's Report** -In lieu of a report at the start of the academic year, SN had written the School Profile, which provides an overview of achievements and planning at WHPS in the year 2014-2015. Although not now required by DfE, it summarises what the school has been working on, pupil progress and involvement in the school, relationships with parents and the community and future plans for the school and the children as they move on to other schools. There are no requirements for it to be placed on the website but SN stated that it is useful to give to prospective parents, though Governors questioned whether the results in section 5 could be presented in a way that was easier for lay people to access. SN outlined how she uses the School Profile to inform the Whole School Development Plan and her reasons for including a considerable amount of data analysis. She had found the analysis challenging due to the recent changes to methods of assessment, the end of the use of levels and the lack of clarity about national expectations. Governors commended her on the document and valued the detailed information. DB had found the red highlights particularly helpful in giving an overview for Governors to question. MF suggested that these highlighted parts could be lifted to form a more concise document for Governors and parents as they were more accessible and captured the essence of the document. SN said that the summaries in red were on the School Development Plan which is made available to parents on the website but the 'Year on Year % document' is really her own analysis and is used to inform the SDP. SN noted that the detailed information provided in the document enabled the Governors to fulfil their role of monitoring and questioning attainment and progress at WHPS.

- **The Local Learning Community Report/ SMILE Draft Minutes:**

There was no LLC Report available for the FGB Meeting as the LLC will not be meeting until Friday October 2nd. SN however informed Governors that the limited LLC funds available will need to be spent by April 2016 and that subsequently there would be no further funding. At the next meeting of the LLC Julia Green from Browne Jacobson, will be attending to talk to

members about the issue of Multi-Academy Trusts. Simon Niles may also be present to inform the community about possible proposals for an additional school in OSM, to meet the potential increase in pupil numbers, due to the large amount of new housing being built in the locality. There is currently no specific information about the potential location or nature of the school, with possible suggestions also being made to enlarge the existing schools in the area. Governors noted that the shortage of time is an important factor as the building is already taking place and local primary schools are on or near capacity. WHPS currently has 209 pupils, with 31 in each KS 2 class and only 4 places available in Year 1. **(Action – as noted in the last FGB - JB, LJ and CH are invited to attend the section on MATS at the LCC meeting on October 2nd at 9.00am and SN will inform JB/ LJ and CH if Simon Niles will attend as well – this would be at 11am.)**

In response to a question from MF, SN stated that pupil funding will be assessed on figures gathered on 1.10.15 and that there is no sign of changes to numbers within the school. SN noted that the amount per pupil is £270.00 below the national average, even when the small increase added from the campaign for fair funding of schools as agreed by David Laws last year is included. SN stated that schools may apply for additional funding for children with Special Educational Needs; but only after spending a sum of £6,000.00 as there is now no option to Statement Pupils.

The SMILE Learning Trust met on September 10th and the draft minutes were circulated to Governors, with no further comment. The building issue has been discussed in relation to school places available in the LLC.

SN reported that the EYFS Project, which took place over the summer, has now been completed successfully and makes a huge difference. We now have an excellent Early Years Foundation Stage classroom which was what we set out to achieve when completing the Three Peaks Challenge.

- **Pupil Progress:**

SN had provided Governors with documents outlining assessment results and progress across the school and over time. The ARE Key demonstrated her use of colour to show results on School Pupil Tracker and the depth of learning. (7.25 pm - The meeting went into Part 2 for ten minutes)

SN informed governors that to help with the transition for pupils from year 2 to year 3 it has been proposed that the TA for Yr 3 will go down to work with children in year 2 at the end of the summer term to gauge their needs. **(Action – SWr will meet with NH to look at Maths teaching and the proposals in the School Development Plan.)** DH told Governors that testing is now taking place each term in Maths and a mastery score given. It was also noted that ultimately all KS 2 pupils do very well in Maths and that 39% achieved L6 this year with 57% making 3+ levels progress and 11% making 4 levels of progress from KS 1 by the end of KS2.

4. Policy Statements and Provisions:

The following policies and statement were put before the GB for agreement:

- Admissions Policy – this policy is on the website and has not been altered recently. Any changes will be implemented by Andrew Brent and communicated to SN.
- Capability Policy
- Preventing Radicalisation Policy – this will be included in WHPS Safeguarding discussions.

- Guidance for schools – Preventing Sexual Exploitation

The above were agreed unanimously by Governors - (proposed LJ, seconded SWr)
 WHPS Development Plan 2015 – 2016 – this had been discussed earlier. Changes may be made in the future to methods of recording assessment when this is discussed further with Brad Murray.

5. Governing Body:

- **The HT's Performance Management Meeting** - The finalisation of the date of HT's Performance Management Meeting is yet to be arranged, though negotiations are in progress.
- **Housing developments in Ottery St Mary** – these were discussed earlier in the meeting.
- **Review Governor Subject areas and visits** – A number of visits were completed last term with reports submitted by Governors and circulated to the GB by MW. However, visits for Science and Technology (DU – now temporarily taken over by LJ), Maths (SWr), Standards and Assessment EYFS (MF) and Safeguarding (LJ) have yet to be arranged and reports completed from the summer term. CW will be observing sports teaching and meeting with Clare Bennett this term. Outstanding summer term visits will be run this term as well as the ones set for the autumn term. Governors, who are down to visit teachers during the autumn term are outlined on the Visits Cover List **(Action – LJ, SWr, SWa, SN, MF, KG to arrange visits with staff through Lara Dart, notify MW of dates and send reports to MW for circulating to GB.)**
(Action - MW to send out latest Visits Cover sheet to Governors as a reminder.)
(Action – MW to email out all visits reports to Governors for their perusal as they are produced)
 SN is currently receiving subject reports from teachers, which give an overview of their achievements, plans and responsibilities. These will be discussed at the Teaching and Learning Committee Meeting this term.
(Action – SN to email subject reports to all Governors.)
- **Governing Body Self Evaluation Report** – this is deferred until the next FGB Meeting 19.11.15 when JB will be present to lead the discussions. **(Action - MW to email another S.E Form to CW to enable JB to complete the process of collating the results.)**

6. AOB:

None

Part 1 of the meeting closed at 8.06 pm