



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

Final Minutes of the Full Governing Body Meeting

held on Thursday December 14th 2017 at 6.30 pm at the school

Actions (Bold) GB questions, decision making and challenges (*Italics*)

Present: Chair - Sally Sycamore (SS), HT - Cheryl Boulton (CB), Dot Bioletti (DB), Hilary Eade(HE), Jenny Meredith (JM), Danny Murphy (DM), Simon Pedrazzini (SP), Matt Fripp (MF), Ian Heard (IH) Chris Webster (CW)

Apologies: Debbie Hudson (DH), Vice Chair - Jonathan Brook (JB)

Clerk: Sarah Woolfries (SW)

1. Introduction (SS):

Apologies – Debbie Hudson, Johnathan Brook – sanctioned unanimously.
DM expected to join the meeting at 7pm.

- **Declaration of Interests** – none
- **Code of Conduct** – SS reminded governors of the duty noted in the agenda relating to staff.

2. Confirmation of Minutes of meeting 19.10.17 Part 1 & Part 2:

Part 1 - JM requested reference to costs relating to French lessons be removed. Clerk has subsequently removed reference to specific costs and SS has signed the amended minutes.

Part 2 minutes were agreed unanimously and signed by the Chair.

a. **Matters arising from previous minutes** – None

b. **Actions still pending from the previous minutes**

- Meet with office staff to review use of Office 365 functionality (JB) – carried forward
- SW advised governors that Fiona Collier from Babcock had confirmed an appendix will be added to the model complaints policy. **Action: SW will monitor to completion.**

- 3.** SS asked governors if they were in agreement to continue with monthly FGB meetings rather than reverting to the previous Teaching and Learning (T&L) and Resources sub committees in addition to half termly FGB meetings? *MF asked governors that attended T&L whether they felt this was covered in enough detail at FGB meetings?* Governors felt there was too much overlap with the previous structure, and T&L is still well covered through SS' school improvement reports, HE's curriculum reports and the Head Teacher's report. DB noted that sub committees or working parties could still be formed to deal with specific matters e.g. SEF working party, website. **Governors all agreed to retain the monthly FGB meetings going forward.**

Date of Next FGB Meeting: Thursday 25th January 2018 at 6.30 pm (JM sent apologies in advance)

4. Chair's Update

- a. SS advised that Ashley Pocock had nominated himself for the vacant parent governor role and had duly been elected unopposed. SS and SW had both been in contact to welcome him to the board. SS also notified the governors that she and SW had met two candidates, sourced from the 'Inspiring Governance' platform, for the vacant co-opted governor role. SS gave a brief overview of both candidates. **It was agreed that Amy Tregellas would be offered the role of co-opted governor, and Trevor Crawford an associate member position pending an appropriate governor role becoming vacant. SW to confirm both candidates accept the positions offered.** SW advised that all three could be inducted together, and would be invited to the next FGB meeting.
- b. **Parent Questionnaire (circulated prior to meeting)** –*SP asked whether the intention was for 1 questionnaire per child or per family?* Governors felt 1 per family was fine as parents had the option to tick each question separately if they had more than one child at school. *JM suggested adding a safeguarding question, however CB felt it would be better to produce a separate survey specifically for safeguarding matters in due course. SS noted reference to Mrs Tovey needed to be changed to Mrs Bennett (Q37). HE asked if Q43 could be reworded as it was not possible for parents to make a judgement on whether the school 'is as accessible as possible'. Wording amended to 'The school environment is accessible to pupils, staff and visitors to the school'. DM asked what was the benchmark, what does good look like? CB noted it was primarily an effective means of getting feedback. DM asked what will be done with the information? CB said it will be collated and fed back to the leadership team and governors and parents, and an action plan will be formed. CB noted that some questions will always split opinion e.g. is the level of homework appropriate. DM asked should questions be asked if changes will not be made based on the feedback? CB felt the questions still needed to be asked first to ascertain parental views. MF felt that if a specific year group highlight the same issue (e.g. too much or too little homework), this may tell a story. DM asked if there was a timeline for the survey? CB said internal deadlines would be agreed. SS asked if it would go out by paper or email? DM asked if CB planned to repeat the survey in future? CB said it was done yearly in her previous school. SS felt that if any questions had a lot of 'strongly disagree' respondents, a further survey would give an opportunity to go back out to parents to see if there was an improvement. SS asked if governors felt it should come from the Head or from the Governing Board? Governors agreed it should come from the Governing Board, so feedback could form part of the governor update. **After discussion, governors agreed that SS and CB will make the above amendments; The survey will go out and come back by paper to retain anonymity for parents, with a copy going in every child's book bag (along with reference in the school newsletter); It was agreed to send it out the week prior to February half term, with a closing date of Friday 23rd February, giving parents 3 weeks to respond.***
- c. **MAT Meeting date to be agreed – Thursday 8th March at 6.30pm**
IH asked that a structured agenda be drafted to ensure the meeting is focussed. SS confirmed this would be done. IH also noted he had read a very informative paper on MATs which he recommended everyone read prior to the MAT meeting. **IH to send to SW to circulate (done).**

- d. **Confirm Head Teacher appraisal conducted** SS confirmed this had taken place with the support of Brad Murray earlier this week, and will be finalised in early January following a further meeting between CB and DB.
5. **Policies, Statements & Provisions for review:**
- a. **Updated Finance Policy (Statutory)** – reflecting changes agreed at November’s FGB meeting and circulated prior to the meeting. **Agreed by all present.**
- b. **Managing Absence and Sickness Policy (Recommended)** – circulated prior to the meeting, CB noted this was a Babcock model policy which was issued in April 2017, but required governor ratification for the minutes. **Agreed by all present.**
- c. **New Privacy Notice for Pupils and Staff (Statutory and website)** CB has been in contact with the Babcock trainer for GDPR, who is also a parent at WHPS. She was surprised Schools were being asked to change the privacy notice as official guidance was still awaited and therefore requirements might change again. MF sought confirmation that there was a current privacy notice on the school website, which CB confirmed. **Governors agreed to retain current privacy notice and diarise to review again in April.** CB confirmed she was attending two courses on GDPR in January, one a DAPH recommended event on 15th Jan and a Babcock course on 30th Jan, so CB may be able to get clarity around privacy notices at one of these. *JM suggested arranging for someone to come and talk to the governing board about GDPR? CB to contact Babcock trainer regarding coming to talk to governors at the February meeting (done and will be discussed at FGB meeting in January).*
- d. **Point in Leave of Absence policy to be discussed** – the meeting moved to Part Two at 7.30pm, and returned to Part One at 7.40pm.
6. **b. Headteacher's Written report (circulated prior to the meeting) – questions arising?**
- *MF asked what are long service days? CB said these are additional holidays given after achieving 5, 10, 15, 20 or 25 years’ service, applicable to TAs.*
 - *MF asked how West Hill teacher and TA absence figures compare to other schools? CB said this was difficult to benchmark, however if the long term sickness was taken out the figures were quite low.*
 - *SS asked for more details of the evidence of impact of daily English and Maths lessons in the teachers evaluation? CB said teachers were noticing a big impact in the children’s books, which teachers were recording in their weekly lesson evaluations.*
 - *SS noted the high number of 152 sessions of lateness before the register closed, and asked if this is in part due to families with children at different schools? CB said there are 3 families doing 2 school drops. DM asked if it creates operational issues? CB said 152 sessions is high, and has been highlighted in the newsletter. It is also really disruptive to the children. HE asked how many individual children the figure relates to, and whether there are any repeat offenders? CB confirmed she is monitoring the late book and will contact any families if necessary, initially in writing and then arrange a meeting if necessary. SP noted that if it goes ahead a breakfast club might help reduce this number.*
 - *SS highlighted the high attendance figures, for ‘groups’, in particular pupil premium, SEN and Free School Meals. HE asked whether school would consider offering breakfast club to children receiving Free School Meals? CB said it wouldn’t be possible as the school budget could not support the expenditure.*

- DM noted the variation of percentages in the EYFS data, which CB advised was generally linked to that year's cohort. *SS noted the data for the 2015 cohort jumped up in KS1 2017, which showed the progress being made through KS1. However, CB noted that the same rate of progress does not continue to the end of KS2.*

CB asked governors if they are happy with the format and content of the Head Teacher's report, noting that data for vulnerable groups had been added when she first started. *JM noted that the report includes data for Pupil premium and SEN, but not gifted and talented? CB advised that her report is based on national data, but the school data for sub groups will be available in January. SS noted the importance of monitoring progress as this is a key area identified for governors in the SDP. MF asked where work/life balance is covered? CB noted DB and SS pick this up in other forums. Also, there are 3 wellbeing weeks per annum where staff are encouraged to go home on time and no staff meetings are arranged.*

The meeting moved to Part 2 at 8.10pm and returned to Part One at 8.20pm.

a. ASP (Analyse School Performance) Overview / agree allocation of log ins

CB handed out an ASP information sheet for governors, and gave an online overview of the system. CB showed how the system can filter by boys, girls, other cohorts etc. Questions arising:

- *JM asked if children are being scored too high at the end of KS1? CB said no, DH is confident that the scores are correct, and that moderation in the LLC supports this. CB felt the issue was why not enough children were not getting to beyond (greater depth) by the end of KS2, based on their end of KS1 scores.*
- *JM asked if the end of KS2 results get sent to secondary schools? CB said they get sent but tend to retest.*
- *DM asked if there were any actions required by governors? CB responded that governors need to consider if they need access to ASP? SS noted on a recent ASP course, they were advised to ask for the data they required from the Head but not to access the system themselves. **Governors agreed that individual log-ons are not required at this time.***
- *DB noted the system appeared easier to use than RAISE, and gave better options to go into greater depth with the data.*
- *DM asked whether progression data could be benchmarked against similar high attaining schools? CB said no, but MF felt it might be possible using the government performance tables just released, providing progress is a numerical field. **SS to pick up with CB in January.***
- *DM felt it was hard to show high progression if the score is already high at the end of KS1, and therefore the progress of these pupils may be the same as in other outstanding schools. CB noted Brad Murray said he would expect progress to be higher, and asked why it is in reading but not in maths and writing. JM noted that parents are asked to read every night with their child which may be part of the reason for the high progress levels in reading. HE was interested to see the impact of daily English and maths lessons on progress.*

7. Safeguarding and Child Protection

a. Monitor safeguarding procedures and report back to FGB

Governors discussed the need for a fence or barrier at the bottom of the steps into the small playground. CB suggested the gate could be left closed, however that meant using the other gate where buses reverse to collect children. **IH said he and JM wanted to review the whole drop off and collection situation and would report back to the next meeting.**

MF mentioned the importance of 'little and often' to talk about online safety to parents in the newsletter. JM agreed, noting OFSTED would want to speak to parents, children and MTAs about safeguarding.

b. Safeguarding Case Study

The FGB was split into two teams, and asked to consider the following scenario:

You receive an anonymous phone call alleging that Mr.X, a teacher in your school has been behaving in a sexually inappropriate manner with girls in a Youth Club in another area which does not send pupils to your school.

1. What immediate steps should you take?
2. What issues would it raise for you as a Governor?
3. How would you follow these issues through?

Governors discussed the case and their responses, then were given the possible answers.

The following additional key points were identified:

- It is imperative for governors to consider the impact on children in any actions taken
- Governors to follow through any advice given by the LADO
- *Governors discussed what might happen in a MAT, as there won't be LA support.* CB said a MAT would still buy in safeguarding support, but LADO and MASH are not bought in services and would still be available for referral/guidance.
- Governors noted that if Mr. X was for example due to hold an after school class for Y6 girls after school, it would be important to notify LADO and follow any advice given.
- CB noted that any unsubstantiated claims were not recorded on a teacher's record.

All governors felt this was a very useful exercise, and agreed that another case study should be carried out after February Half Term **SW to diarise (Done).**

c. Operation Encompass

CB passed round a handout which explained what this was, and also included a quote from Bradley Simmons, SW regional director of OFSTED about the issue of domestic violence. CB advised that she, DH and CBe are the three key adults in school, who can be contacted by mobile to take calls about any domestic abuse incident that had taken place the night before relating to a pupil at WHPS (where police involvement). A form is then filled in with the key information and passed to that child's teacher so they are aware of what has happened and can make suitable provision.

8. Financial Monitoring

a. Village Hall Rental Arrangements – MF confirmed there have been no changes and everything continues as usual.

b. Update on Financial Benchmarking – MF advised he is progressing with this and will revert back in due course

c. Confirm Pay & Performance appraisal meeting held and pay rises agreed MF confirmed this had taken place.

9. Lead Governor Reports – questions arising:

- a. **Curriculum** – SS noted staff are not completely comfortable when being observed and asked why this might be? CB felt they were not used to it, whilst younger teachers have trained in a different culture where it is common place. CB felt it was important that teachers knew why they were being observed and the purpose/focus. CB noted the more it is done, the more comfortable they will be. *IH asked if it was common place in schools? CB confirmed it was, but had not been done so regularly at WHPS in the past. JM noted the doubling of sports premium funding, and asked did the school get as much as was available? CB confirmed yes, and that the funds will be received next year too, however there were very strict guidelines on expenditure. DM noted other schools were building sport and education into their main curriculum. DM to speak to CBe.*
- b. **Computing** – JM clarified that Mr Joseph had taken over from DH.
- c. **Science** – MF asked what was in place prior to AK taking on this subject? CB said there had been a change of lead nearly every year, so pleased that AK had offered to take ownership. CB noted AK had already observed exercise books were not consistent and had met with staff to ensure they are doing the same thing in the same way. MF asked when governors can expect to see the impact of this positive change? CB confirmed AK is checking exercise books for consistency in the new year, and to review subject coverage. *IH asked if it is happening in other subjects? CB said it was, book scrutiny is undertaken for this purpose. JM asked if CB planned to keep subject leaders in place for more than one year, which CB confirmed to be the case. HE asked if AK has a budget? CB said yes, AK had put in a request which has been authorised. For example, a space dome is being brought into the village hall to support the children's learning. CW noted he had given details to CBe about an after school club which brings science experiments into schools, which might help to strengthen understanding of the subject.*

10. Governor Training Reports – questions arising:

- a. **Governors Update (DB & MF)** DM noted reference to the importance of governors being data aware, and SS confirmed this is picked up under her school improvement lead governor role. DM asked how holding the Head Teacher to account is picked up relating to PE and sports premium funding? SS suggested DM could ask CBe is the head teacher provides support in sport provision when he meets with her or he could go direct to CB if he felt it was necessary.

11. Matters brought forward at the Chair's Discretion

- JM noted Waitrose provide a token/funding scheme for local good causes, which might be beneficial to West Hill PTFA. **JM to notify Scott Massey.**
- At last month's FGB meeting, CB agreed to revert on the question 'ARE Comparison - MF asked why no-one was on ARE?' (See 5.b relating to October performance Data). CB explained there are three points of progress, one each term. If good progress is made by October so that the pupil is above ARE, this is before the first (December) progress point. If enough progress hasn't been made in October to be ARE, this will be recorded as Y3H i.e. not reached Y4 objectives so 'below'. CB noted this will happen every October as children cannot be at 'ARE' in October as it cannot be reached until December of that term.

12. Impact of the meeting on outcomes for pupils' teaching and learning

- Safeguarding – governors have a good understanding of allegations and verified their judgements were correct
- 3 new governors identified
- Governors have good understanding of ASP and progress in KS1/KS2
- Governors aware of Operation Encompass and its impact for children suffering domestic violence
- Informative and helpful Head Teacher's report – governors agreed format and content are as required
- GDPR – source of training for governors identified
- Parent questionnaire agreed

The meeting closed at 9.30pm