



West Hill Primary School
 (a partner in the SMILE Learning Trust)
 Beech Park, West Hill, Ottery St Mary, Devon EX11 1UQ
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Headteacher: Cheryl Boulton



Minutes – Full Governing Board 27th February 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		
2019-16	Apologies and Welcome to Emma Powley, Learning Behaviours Presentation: All governors present. EP had passed on her apologies as she was unable to attend. She will attend the March meeting.	Add EP to March agenda
2019-17	Declaration of Interests: Governors confirmed there were none.	
2019-18	Confirmation of Minutes of meeting 28.11.2018 Part 1 & Part 2: The minutes were agreed as a true record of the meeting.	Agreed and signed
2019-19	Matters arising from minutes: 2019-09 Website Audit has been started, Clerk will add item to March Agenda, 2019-12 will be discussed in item 2019-25. All other items completed.	
2019-20	Set date of next meetings: FGB: 27 th March 2019 @ 6:30pm	
MONITORING		
2019-21	Policies, Statements & Provisions for review: <ul style="list-style-type: none"> • Lettings Policy: Thank you to SP who has put a lot of work into the policy. Charges are still to be calculated. CB confirmed that the gate code would be changed after each external hire. DAA are happy with this as long as they are advised of each code change. Governors approved the policy subject to setting the charges. • CCTV Policy: This policy has been updated due to GDPR. The Data Protection Officer provided a model policy for CB to adapt to the school's requirements. 	Add charges to Lettings Policy Change 'Academy' to



	<p>More signs have been put up near the new fence. Governors approved the policy subject to the change from 'academy' to 'school' within the policy.</p> <p>• Admissions – formally determine admissions for 20/21: The consultation has ended. The Admissions for 20/21 were determined.</p>	<p>'School' through the CCTV Policy</p>
STRATEGIC		
<p>2019-22</p>	<p>• Verbal HT Update: CB provided an update on attendance. Mid-Year Reviews will take place over the next two weeks. CB will do KS1, Rob Pantling will do KS2 and Clare Bennett will do TAs. School Pupil Tracker; is finishing in December 2019 and SLT are looking at different systems. Need to find another system that is able to provide the data that the school need to show and is not too costly. Hoping to transfer data to the new system. If do own system someone will need to input all current data manually. Want to have the new system ready for September. IT provider; Have withdrawn from Kings, the contract ends at the end of March 2019. Lara is currently looking at other providers. Assessments; Looking at changing system. Currently use Optional SATS. Looking at Puma, Pira and a spelling system. Standardised scores over the year. Test 3 times per year. Lots of decisions currently. Unsettling times for leadership. OFSTED; (RR provided a handout to governors) There are changes coming to the framework. Three I's 'Intent, Implementation & Impact' (also behaviour & attitude). 'British Values' is already on the school website (See About Our Schools section). There will be a large focus on reading, thankfully not a problem for this school. Governors need to consider the curriculum and the vision of the school – how are they implemented and what impact do they have? DAG are holding a course in Tiverton in June where an OFSTED inspector will be speaking. OFSTED have not visited for 12 years. <u>Governor challenge, comment and question:</u> Governors thanked RR for the handout and CB said it was good to get an update on OFSTED. RR is very confident that the school provides the broad curriculum and is impressed. Governors asked if OFSTED inspectors were able to turn up at any time. CB confirmed they only have to give 2.5 hours notice. CB advised that the school has 12 hours left of 'buy-in' with Babcock and will be using this to have 'health checks' (½ day on a Monday and ½ day on a Friday) using learning walks based on SDP. Governors question 'British Values' RR explained that it is a defined term. SEF; Rob Pantling has been through this but CB has not looked at it since. This is to be deferred next month with the governors emailing any comments to CB before the next meeting. This final version remains in the school where it is accessible by both staff and governors. <u>Governor challenge, comment and question:</u> Governors agreed that it was a useful document. CB advised that the headings will change in September. All results were 1s when CB joined the school but felt it was not accurate. Judged on current OFSTED headings. Need to ensure it is up to date and in line with the current SDP. It is a working document. Governors questioned if OFSTED saw the document now and agreed with the valuation, what would the outcome be? CB advised it would be 'good', there are elements of 'outstanding' but she is not happy that all elements are. The levels have changed over the years; the bar has been raised.</p>	<p>Email comments to CB in readiness for the final document to be ready for March FGB</p>

<p>2019-23</p>	<p>Safeguarding & Child Protection:</p> <ul style="list-style-type: none"> • Safeguarding Training – set date: JS & JP have recently attended courses and therefore do not need to attend. CB has arranged two safeguarding training sessions; 01.03.2019, 9-10am & 14.03.2019 5:30-6:30. Governors will arrange to attend either session. • School field update: Land Registry documents have arrived, these will be signed this week by two SMILE directors. See <i>Part II minutes</i> for additional minutes. • Air ambulance landing site update: Money is being collected, already have around £2.7k. It was hoped that the lighting installation would take place during May half term but the caretaker is on holiday. This may need to be deferred until the summer break. Planning permission is the next step. A quote has been received for the gate lock, DAA would pay but it would need to be included in part of the complete quote. Governors felt that this was a Safeguarding issue and did not want to wait for the lock to be situated. Governors approved payment for this to be made from the school budget. • Update on Roundabout/Signage: CB advised that the time had been completed and went well. There was lots of positive feedback from parents, it felt safer and there was less traffic. There was two people outside both morning and afternoon which could not be done permanently. If signs were there it would help. SP advised that a parent had provided evidence that it had been like this in 2002 and governors are unsure why it changed. CB emailed parents after the trial thanking them and also providing them with a list of ‘please remembers’. A quote has been obtained for the signage and line painting, the village hall committee should like the school to pay half. <u>Governors challenge, comment and question:</u> Governors feel that lines are effective and could help save children’s lives and feel that this is a safeguarding issue. They believe they should be consistent and do it now. Governors were concerned about what would not be being done with the funds if these were to be completed now. The funds would come from 2019/2020 budget. It was proposed that CB discuss the matter with the PTFA to see if they could help. CB is attending a village hall meeting on 25.03.2019 and will provide an update then. 	<p>Payment for the gate lock to be made from the school budget</p> <p>Discuss funding of proposed lines and signage with PTFA</p>
<p>2019-24</p>	<p>GDPR:</p> <ul style="list-style-type: none"> • Update; CB has received the report for February, she will forward to governors. CB has regular telephone call with the DPO (Data Protection Officer). There were 26 actions listed in June, there are now only 4 remaining. DPO should like these completed by 31.03.2019. 	
<p>2019-25</p>	<p>Financial Monitoring:</p> <ul style="list-style-type: none"> • Budget; AP: Has had handover meeting with Matt Fripp. They focused on SFVS (Schools Financial Value Standard) and Benchmarking report. Nothing exceptional was in the benchmarking report. SFVS has to be in by the end of February. There is a small deficit (this excludes PTFA funding). Nothing systemic and nothing to raise concern. 	

	<ul style="list-style-type: none"> • Buy Backs; AP felt it was important for governors to appreciate that over 90% of buy-backs are non-discretionary so they have to approve them. The only changes are the School Pupil Tracker and IT services. Ed Psych will costs £1.1k for 19/20. GDPR will halve in cost as the main section of work was done at the beginning of the contract. ICT support will change, although all quotes received from other companies are less than are currently paying Kings. AP recommended governors approve the buy-backs. Governors approved. • Additional Budget Notes; 5 year budget is a draft as not meeting David Dominey (DCC Finance) until Friday. <u>Governors challenge, comment and question:</u> Governors asked if Ed Psych was used. CB confirmed that the school had 12 hours last year. CD offered to help CB with GDPR paperwork. CB thanked her. Governors wondered if the format in which the 5 year budget was presented could be changed; the assumption is always that the staff pay and pension will increase whilst income and expenditure with remain static or go down. Just because it has always been done like this does not mean it is a good reason for the report to be present in such a manner. CB explained that it is a DCC format. Governors argued that it is not a realistic basis as 'it will always be ok and the problems are in the future'. Governors agreed that it is not really a useful document and was meaningless. Frustrated that DCC advise that must do this way and make all these assumptions. CB confirmed that DCC say can add increments but cannot know future incomes, it is all assumptions. Governors stated that this same discussion took place last year. CB agreed and stated that this was why the detailed budget was so important. Governors felt it was a useful document to show the PTFA to explain how will be struggling in the future. 	Buy Backs approved
2019-26	<p>Lead Governor/Classroom visit reports: Questions arising:</p> <ul style="list-style-type: none"> • Lead Governor Report – Finance: AP. see 2019-25 above • Curriculum (Number Day): RR. RR had forwarded a report to all governors prior to the meeting, no questions were raised. RR confirmed it was a good day. 	
GENERAL GOVERNANCE		
2019-27	<p>Governor Training Reports: Clerk confirmed that the training list was now up to date and she will be contacting governors for missing certificates and reports.</p>	Request training certificates and reports from governors
2019-28	<p>Matters brought forward at the Chair's discretion:</p> <p>Governor Visits: RR asked that governors let the clerk know of any visits they complete.</p> <p>Parent Governor: The second request for nominations has been unsuccessful. The governing board will now look elsewhere, subject to criteria. Clerk to send criteria to all governors to allow them to consider prospective candidates.</p> <p>Staff Governor: This position remains unfilled. Clerk to send model letter requesting nominations to Chair to consider updating and making more relevant to WHPS.</p> <p>Parents Evening: Parents evenings are being held on 5th & 7th March 2019 between</p>	<p>Send external parent governor criteria to all governors</p> <p>Send model staff governor nomination letter to chair</p> <p>Add piece to</p>

	3:50pm & 6:20pm. RR & JS will attend on 5 th March between 5:20 & 6:20 and SP & LJ will attend on 7 th March between 5:20 & 6:20. CB to put in newsletter that they will be available to talk during these times.	newsletter re governor availability during parents evening
2019-29	<p>Impact of meeting:</p> <p>Governors have looked at the OFSTED update and the changes to the inspection framework.</p> <p>Governors adopted the Lettings and CCTV policies.</p> <p>Governors have made a positive decision over the roundabout and gate lock to improve Safeguarding.</p> <p>Governors have looked at the budget and considered the best use of the budget to allow the best teaching and learning available with limited resources.</p> <p>Governors approved the buybacks.</p> <p>Governors have agreed to attend Safeguarding training and set the date for the training.</p> <p>Governors wished it noted that the quality of the minutes written by the new Clerk are very good.</p>	

Meeting closed: 8:55

ITEM	ACTION	WHO	DUE BY
2019-16	Add EP to March agenda	BD	11.03.2019
2019-21	Add charges to Lettings Policy	CB/SP	11.03.2019
2019-21	Change 'Academy' to 'School' through the CCTV Policy	CB	11.03.2019
2019-22	Email comments to CB in readiness for the final document to be ready for March FGB	ALL	18.03.2019
2019-23	Discuss funding of proposed lines and signage with PTFA and village hall	CB	11.03.2019
2019-27	Request training certificates and reports from governors	BD	11.03.2019
2019-28	Send external parent governor criteria to all governors	BD	11.03.2019
2019-28	Send model staff governor nomination letter to chair	BD	11.03.2019
2019-28	Add piece to newsletter re governor availability during parents evening	CB	01.03.2019

Signed: _____ (Chair)

Date: _____