



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 5th February 2020

Attending				Declaration of pecuniary interest	Office Terminates
CB	Cheryl Boulton	Headteacher	Y	Nothing to declare	
RP	Rob Pantling	Staff	N		02.09.2023
IG	Ian Guy	Parent	Y	Nothing to declare	11.06.2023
JD	James Downey	Parent	Y	Nothing to declare	07.01.2024
		LA			
LJ	Lee Jordan	Foundation	N		26.09.2022
MC	Martyn Cutmore	Foundation	Y	Nothing to declare	11.06.2023
JS	Jeremy Stone	Co-opted	N		18.07.2022
JP	John Pulsford	Co-opted	N		23.05.2022
LS	Lucy Samson	Co-opted	Y	Babcock employee	07.01.2024
SP	Simon Pedrazzini	Co-opted	Y	Nothing to declare	21.06.2021
Others					
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM		ACTION
PROCEDURAL		
2020-12	<p>Apologies and welcome to new governors: Apologies were received from John Pulsford (Holiday), Jeremy Stone (Work), Rob Pantling (Sick) and Lee Jordan (Family). Approved. In the absence of the Chair, John Pulsford, the meeting was chaired by the Vice-Chair, Simon Pedrazzini. The Vice-Chair welcomed James Downey, the new parent governor. All governors introduced themselves. Matthew Convery was also in attendance to observe the meeting as a prospective governor. He left the meeting during the Part II section.</p> <p>The Clerk confirmed the meeting was quorate.</p>	Approved
2020-13	<p>Declaration of Interests: LS advised that she is now employed by Babcock. She is not within the Governance section but wanted to make governors aware. As she is in the finance section, it may be necessary for her to leave a meeting should buy-in of services be discussed.</p>	
2020-14	<p>Confirmation of Minutes of meeting 04.12.2019 (Part I) and 08.01.2020: The 04.12.2019 minutes were agreed as a true record of the meeting. The 08.01.2020 minutes required a couple of amendments with regards to governor title and attendance. Once these amendments were completed, the minutes were agreed as a true record of the meeting.</p>	



2020-15	Matters arising from minutes: All actions complete	
2020-16	Date of next meetings: FGB: 4th March 2020 6:30pm P&P: 25th March 2020 6:30pm	
MONITORING		
2020-17	<p>Policies, Statements & Provisions for review:</p> <ul style="list-style-type: none"> Admissions Policy (DCC): No feedback was received following the consultation. Approved. CB to advise DCC. Supporting Pupils at School with Medical Conditions (DCC): This policy was deferred due to more changes in the DCC model policy coming to light and areas where the policy needs to be more school specific. (IG left 6:45) 	<p>Approved. CB to advise DCC</p> <p>Add policy to next agenda</p>
STRATEGIC		
2020-18	<ul style="list-style-type: none"> Verbal HT Report: There has been 20 school days since the last meeting. ‘Mock’ Phonics tests have started in Year 1 to prepare the children for the ‘phonics screening check’ which takes place in June. <u>Governor challenge, comment and question:</u> Governors questioned if these gave an accurate picture. CB confirmed that they provide an accurate up to date assessment and a good prediction for June and it means they are also able to provide additional help should it be necessary, with parents supporting their child as well as school. Governors asked how the children coped with the format of the test. CB explained that often children do not realise it is test, they just do a 1-2-1 session with the teacher and it lasts between 4 and 8 minutes. CB explained to governors that the pass mark is not released until week after the tests. It is usually 32/40 but it could change. This is to prevent cheating. <p>It is mental health week and the children have been taught about mindfulness. The year 5 & 6 online safety training mentioned during the last FGB has taken place and parents have been invited to attend sessions tomorrow at 2:30pm and 4:00pm.</p> <p>The SEF is scheduled to be discussed at the next FGB, CB has completed 4/5 tasks. Pupil Progress meetings have taken place. Teachers know where every child is and if they are not on track, they know what can be done to help the child. <i>The meeting then went to Part II to discuss a confidential matter – Matthew Convery left the room during this discussion. (IG returned 7:02pm, after the Part II discussion).</i></p> <ul style="list-style-type: none"> OFSTED update: The DFE is currently carrying out a consultation which seeks views on the exemption from routine inspection that applies to outstanding schools, colleges and other organisations delivering publicly-funded education and training. The proposal is that the exemption should be removed. If at the end of the consultation the decision is to remove the exemption, the school could be inspected any time from September 2020. CB brought to the governors attention a section within the NGA guidance about Outstanding Schools <i>“Outstanding’: mainstream primary and secondary schools judged by Ofsted to be ‘outstanding’ are subsequently exempt from routine inspection. However, they are subject to regular desk-based risk assessments (which look at publicly available performance data) which can trigger inspection. An inspection may also be triggered if there have been parental complaints or if there are safeguarding concerns’.</i> The school has not been inspected since 2007. The inspection framework has changed and it is now much harder for a school to obtain, or retain, outstanding. <p><u>Governor challenge, comment and question:</u> Governors suggested to CB that once the consultation results are available she advise parents of the changes to the</p>	

	<p>framework and 'outstanding' criteria.</p> <ul style="list-style-type: none"> • Admission requests: The number of admission requests since the last meeting was unavailable, CB will ask LD for the information. Only reception currently has availability for pupils to join. <p><u>Governor challenge, comment and question:</u> Governors questioned PAN (Published Admissions Number) and what happened, if a year was over PAN due to fair access admissions and a child leaves, could the school have an additional child. CB explained that PAN is 30 and with fair access, each class can go up to 32. However, if a child left so there was 31 children, they would still be over PAN so another child could not join to take that 'space' unless it was another fair access case. The physical space in the classrooms is tight. CB advised governors that all the local schools; Feniton, Tipton St John, Payhembury and Ottery St Mary are all full like West Hill, the local area is struggling to find spaces to be able to educate the local children.</p>	
2020-19	<p>Safeguarding & Child Protection:</p> <ul style="list-style-type: none"> • Safeguarding Update: CB updated governors on the footpath to the village hall situation. It is currently with the Parish Council. CB is waiting to hear the results on the length of the safety rail by the road. • Safeguarding Data Collection Sheet: This had been circulated to governors prior to the meeting and included data from September 2019 – December 2019. The information is collated once per term to advise governors what has happened during the last term with regards to safeguarding. No questions were raised as there had not been any issues. The report includes an action plan. 	
2020-20	<p>GDPR:</p> <ul style="list-style-type: none"> • Update: The Data Protection Compliance Report had been circulated to governors prior to the meeting. CB reminded governors that they must use their school governor email for any correspondence involving governor and school data. The report is a good reminder – anything with a child's name on it, if no longer needed, must be shredded. 	

2020-21	<p>Financial Monitoring: IG has met with Lara and circulated a report prior to the meeting. Accounts are tightly monitored. Still don't know how much is coming from central government but DCC have agreed to help with the pensions increases for 3 years rather than the 1 that has been budgeted for. Reserves are healthy. Funds have been allowed to redecorate after the roof has been repaired in February half term.</p> <p>Some of the pipes in the kitchen need replacing with copper pipes, this will cost around £2k.</p> <p>IG advised the other governors that one positive about receiving 'fair access' children is that an additional £2.5k per child is given to the school.</p> <p>IG gave an update on the changes to Google Chrome and the hope that once completed, there will no longer be a need for an IT Suite but rather a trolley full of Chrome Books that can be shared between the classes.</p> <p>There are still some funds remaining in the sports fund grant – the school has not progressed within or competed in as many tournaments this year. IG is in the process of ascertaining whether this can be used to replace some of the wooden equipment within the trim trail as this is wearing and some needs either replacing or removing. He will also speak to PTFA as they are currently raising funds for this.</p> <p>IG has been looking at the finance benchmarking against similarly sized schools within Devon. There are 16 schools within Devon of a similar size. He advised governors that the school is in line with them with regards to staffing costs (WHPS 68% of budget, other schools 67%) Also, the number of FTE (Full Time Equivalent) is 9 for WHPS and is between 8.7 & 10 in other schools. WHPS is within the lower third of the comparable schools. Some that are better are church schools and often receive assistance from the Diocese.</p>	
2020-22	<p>Lead Governor/Classroom visit reports: Any questions/challenges:</p> <ul style="list-style-type: none"> • Pupil Premium: IG has met with Rob to discuss Pupil Premium and circulated a copy of his report prior to the meeting. This was discussed at the last meeting and no further questions were raised. IG advised new governors that there are very few children at West Hill Primary School who are on PP and this can skew the results. RP is very aware of PP and areas of help available. 	
GENERAL GOVERNANCE		
2020-23	<p>Governor Training Reports: No courses attended. JP has booked to attend 'Understanding Performance Data in Primary Schools' on 10th March 2020.</p>	
2020-24	<p>Matters brought forward at the Chair's discretion: Since Will Mackenzie-Green has resigned, there is a vacancy on the P&P committee. Governors discussed who would join the committee and it was agreed that Lucy Samson would join the P&P committee.</p>	LS to join P&P committee
2020-25	<p>Impact of meeting: Governors felt the meeting went well, new governors and prospective governor were welcomed and they also;</p> <p>Ratified the Admissions Policy,</p> <p>Looked at finance benchmarking which gave positive results,</p> <p>Have a clearer picture of the finances,</p> <p>Were given an update on GDPR,</p> <p>Agreed that a standing item be added to the agenda 'Headteachers Challenge' when CB will ask governors 2-3 questions about the school to ensure governors are confident in their knowledge of the school.</p>	Add 'Headteachers Challenge' as a standing item to all future agendas

Meeting closed: 8:00pm

ITEM	ACTION	WHO	DUE BY
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2020-17	Advise DCC that Admissions Policy has been approved	CB	04.03.2020
2020-25	Add 'Headteachers Challenge' as a standing item to all future agendas	BD	10.02.2020

Signed: _____ (Chair)

Date: _____