



**West Hill Primary School**  
 (a partner in the SMILE Learning Trust)  
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**Headteacher: Cheryl Boulton**



## Minutes – Full Governing Board 15<sup>th</sup> July 2019

Attending				Declaration of pecuniary interest	Office Terminates
CB	Cheryl Boulton	Headteacher	Y	Nothing to declare	
CD	Clare Doble	LA	N		30.10.2022
AP	Ashley Pocock	Parent	N		12.12.2021
IG	Ian Guy	Parent	Y	Nothing to declare	11.06.2023
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	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
<b>Others</b>					
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM		ACTION
<b>PROCEDURAL</b>		
2019-71	<b>Apologies:</b> Apologies were received from and accepted for Ashley Pocock, Lee Jordan, Clare Doble and Jeremy Stone. MC & IG signed the Code of Conduct.	Approved
2019-72	<b>Declaration of Interests:</b> Governors confirmed there were none. MC & IG completed Register of Business Interests.	
2019-73	<b>Confirmation of Minutes of meeting 12.06.2019 Part 1 &amp; Part 2:</b> The minutes were agreed as a true record of the meeting.	Agreed and signed
2019-74	<b>Matters arising from minutes:</b> All complete	
2019-75	<b>Set date of next meetings:</b> <b>Confirm dates for 2019-2020:</b> Following a poll from governors, the most suitable day for the future meetings remained a Wednesday. It was agreed to hold the meetings on the first Wednesday of the month apart from January when it would be the second Wednesday. There will be 9 FGB meetings during the academic year. There will not be a meeting in September, April or August. Clerk to send calendar to all governors.	Send calendar to all governors
<b>MONITORING</b>		



SCHOOL MEMBER

<p>2019-76</p>	<p><b>Policies, Statements &amp; Provisions for review:</b></p> <ul style="list-style-type: none"> <li>• <b>SEND Policy and offer (DCC):</b> This is a standard offer but it has been tailored to WHPS. Governors <b>approved</b> the policy.</li> <li>• <b>Governors Expenses Policy:</b> There have been no changes to the policy. Governors <b>approved</b> the policy.</li> <li>• <b>Data Protection Policy:</b> This is an updated policy provided by Data Protection Officer (DPO). There are a few sections that require WHPS information to be input. Governors <b>approved</b> the policy subject to the relevant sections being completed.</li> <li>• <b>Children in Care Policy (DCC):</b> This policy has changed its title from Looked after Children to Children in Care. Designated personnel are stated within the policy. Governors <b>approved</b> the policy.</li> </ul> <p><u>Governor challenge, question and comment:</u> Governors questioned when policies were required. CB advised that it could be possible that a complaint was to arise that the school did not have a relevant policy. The clerk explained that the majority of policies that the school adopts were DCC model policies that have gone through a consultation process. Should the school wish to amend a DCC policy it would require additional consultations.</p>	<p>Approved Approved Approved Approved</p>
<p><b>STRATEGIC</b></p>		
<p>2019-77</p>	<ul style="list-style-type: none"> <li>• <b>HT Report including attendance data:</b> CB had issued a written report prior to the meeting for governors to review.</li> <li><b>Admissions:</b> There have been 35 admission requests since September. All classes are full. CB to write to parents explaining that numbers are increasing.</li> <li><b>Staff:</b> Staff sickness is very low. CB included a list of CPD attended by staff.</li> <li><b>Attendance:</b> The lowest attendance figures are pupils who are entitled to Free school meals with the high results coming from 'Late Before' register figures although this a small cohort so a few pupils affect the results.</li> </ul> <p><u>Governor challenge, question and comment:</u> Governors are pleased with the sickness levels and believe it is a good indicator of the success of school and a measurement of moral.</p> <p>Governors wondered why some staff have attended more training than others. CB explained that not many courses are available and those that are can be costly but those that have been attended were necessary and useful.</p> <p>Governors wondered how staff found out about training. CB advised that they can find the details of courses available on the Babcock website and either the staff find out or CB approaches the staff with relevant training.</p> <p>Governors asked if training was part of appraisals. CB confirmed that it would be.</p> <p><b>Changes to proposed admissions catchment area:</b> CB had to advise governors that it is being proposed that Tipton St John School moves to Ottery St Mary and the catchment areas for OSM, TSJ and WHPS are changed so each have a 'vertical strip'. The proposed changes do not affect any properties within the current WHPS. This needs to be mentioned now as it could be for 2021/22 and would need to be included in the admissions policy that is reviewed in September and consulted upon between November and February.</p> <ul style="list-style-type: none"> <li>• <b>End of year data – EYFS, Year 1 Phonics, KS1 &amp; KS2 SATs:</b> All data has gone to parents – very good results.</li> </ul> <p>Targets were met in phonics for both yrs 1 &amp; 2.</p> <p>Being mindful of ensuring results are accurately assessed (teacher assessed) as data comes across the school and is used for predictions in year 6. Teachers have sat with CB with queries and some children have done additional work to check.</p> <p>There is now a bigger emphasis on data.</p> <p>The figures are good, they are as high as last year.</p> <p>New systems have been put in place this year ensuring quality assurance of</p>	<p>Write to parents re pupil numbers</p> <p>Update School Vision and Aims</p>

	<p>teacher assessment which will see progress signs over the year. Teachers have meetings where they are asked what they are doing to improve things and the next meeting they are asked if they have done them and if they are having an impact.</p> <p>KS2 teachers have changed. They are all above national average and have increased. They were externally tested and very rigid.</p> <p><u>Governor challenge, question and comment:</u></p> <p>Governors asked what factors may affect the results. CB believes that cohort size does; a few can make a big difference.</p> <p>Governors wondered if there was data from Devon than could be compared rather than National. RR advised that both the government and Babcock do not recommend comparing with Devon and that comparison with National figures is more pertinent.</p> <p>Governors asked which pupils were 'Pupil Premium'. CB explained it is children who are entitled to Free School Meals, are adopted or have parents in service.</p> <p><b>School vision and aims – Review:</b> The governors received this prior to the meeting allowing them to be reminded of what the school vision is.</p> <p><u>Governor challenge, question and comment:</u></p> <p>Governors asked where it was published. CB confirmed it is on the website.</p> <p>Governors commented on a few grammatical errors. CB will correct the errors.</p> <ul style="list-style-type: none"> <li>• <b>Confirm TORs for 2019/20:</b> Governors have reviewed and approved the ToRs. Roles will be assigned during the first meeting of the next term.</li> <li>• <b>Head Teacher 2<sup>nd</sup> Review – Confirm:</b> Babcock have assigned Alan Betts to attend the Head Teacher Review.</li> </ul>	
<b>2019-78</b>	<p><b>Safeguarding &amp; Child Protection:</b></p> <ul style="list-style-type: none"> <li>• <b>Lead Governor Report: JP.</b> JP had provided a report following his learning walk with SP. There are no pressing issues. The cooker needs assessing but there are no real concerns.</li> </ul>	
<b>2019-79</b>	<p><b>GDPR:</b></p> <ul style="list-style-type: none"> <li>• <b>Update:</b> CB is getting the school ready for September. She has had 1 ½ hours phone call with the DPO. There have been 2 minor data breaches; they have both been logged but did not require DP forms to be completed. Staff have been spoken to and made aware. It has been a learning curve. The new policy will go out to all staff and there will be training in September.</li> </ul>	
<b>2019-80</b>	<p><b>Financial Monitoring:</b></p> <ul style="list-style-type: none"> <li>• AP was not available to attend the meeting. AP will meet Lara Dart, Business Manager, termly in the future.</li> </ul>	
<b>2019-81</b>	<p><b>Lead Governor/Classroom visit reports: Questions arising:</b></p> <ul style="list-style-type: none"> <li>• <b>Lead Governor Report – SEND: JS:</b> JS has been unable to meet with the SENCo so item deferred.</li> <li>• <b>Lead Governor Report – EYFS, MFL, Assessment and Arts: RR</b> No questions were raised.</li> <li>• <b>Lead Governor Report – G&amp;T Maths: JP</b> No questions were raised.</li> <li>• <b>Lead Governor Report – Science and D &amp; T: SP</b> No questions were raised.</li> </ul>	Defer
<b>GENERAL GOVERNANCE</b>		
<b>2019-82</b>	<p><b>Governor Training Reports:</b> MC &amp; IG have attended a Governor Induction course and the Clerk has attended a Clerks Update course. MG &amp; IG to forward the certificate of attendance and the Record of Learning to the Clerk.</p>	Give the certificate of attendance and record of learning to the clerk
<b>2019-83</b>	<p><b>Matters brought forward at the Chair's discretion: See part II minutes.</b></p> <p>RR advised governors that this would be her last meeting as she will be resigning from the governing board at the end of term due to personal reasons. Governors thanked RR for all her help. She will be sorely missed by the governors and the</p>	

	whole school.	
<b>2019-84</b>	<p><b>Impact of meeting:</b>  Governors received a report and are aware of the KS1 and KS2 SATs as well as the EYFS and Phonics results.  Governors have a better understanding of 'fair access' and the impact it has upon a school.  Four policies have been approved.  Governors have visited the school and provided reports to other governors.</p>	

Meeting closed: 8:30

<b>ITEM</b>	<b>ACTION</b>	<b>WHO</b>	<b>DUE BY</b>
2019-75	Send calendar to all governors.	BD	23.07.2019
2019-77	Write to parents re pupil numbers	CB	23.07.2019
2019-77	Correct School Vision and Aims	CB	23.07.2019
2019-82	Give the certificate of attendance and record of learning to the clerk	MC & IG	23.07.2019

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_