



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 28th November 2018

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	Y	Nothing to declare	12.12.2021
LJ	Lee Jordan	Foundation	Y	Nothing to declare	26.09.2022
MF	Matt Fripp	Foundation	Y	Nothing to declare	26.09.2022
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
Others					
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM		ACTION
PROCEDURAL		
2018-14	Apologies and introduction of temporary clerk: Apologies were received and approved from CD & JS (Work).	Approved
2018-15	Declaration of Interests: Governors confirmed there were none. LJ completed his declaration of interest forms. LJ & MF signed the Code of Conduct.	
2018-16	Confirmation of Minutes of meeting 31.10.18 Part 1 & Part 2 and EFGB 12.11.2018: Following the amendment of initials from SS to SP in the second sentence of the final paragraph of 5a, document 6; The minutes were agreed as a true record of the meeting.	Agreed and signed
2018-17	Matters arising from minutes: Item 5; The clerk has not sent a list of acronyms to the Governors but instead has advised them that they are available on the Babcock website. All other action points have been completed.	
2018-18	Set date of next meetings: FGB: 23 rd January 2019 @ 6:30pm. (JP gave his apologies - family)	
2018-19	Reconstitution: Governors agreed to reconstitute to reduce the number of parent governors from four to two. This will be effective from 23 rd January 2019. Letters for nominations for the parent governor vacancy to be sent out this week with the ballot, if necessary, to take place in the New Year.	Clerk to advise Babcock and create a parent governor nomination letter
MONITORING		



INVESTORS IN PEOPLE



SCHOOL MEMBER

<p>2018-20</p>	<p>Policies, Statements & Provisions for review:</p> <ul style="list-style-type: none"> • Lettings Policy (DCC): It was agreed to defer this policy until April to be in line with the financial year. • Curriculum Statement: CB is waiting for a couple of teachers to review. Defer • Curriculum Policy: No changes have been made to this DCC model policy. Approved. • Finance Policy: No changes have been made to this DCC model policy. Approved. • Equality Statement: No changes have been made to this statement. Approved. <p><u>Governor challenge, comment and question:</u> Governors questioned if the values within the Finance Policy were still practical. CB confirmed they were.</p>	<p>Defer Lettings Policy until April in line with the financial year</p> <p>Defer Curriculum Statement to next meeting</p>
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STRATEGIC

<p>2018-21</p>	<ul style="list-style-type: none"> • Headteacher’s Report: Report had been circulated prior to the meeting. CB reminded governors about the dates of upcoming Christmas events and to remember to ask for tickets for the nativity should they wish to attend. CB advised that the front page of the SDP (School Development Plan) is new clearly showing the key focuses. Training in January will be about the curriculum looking at OFSTED studies. ‘What makes a Good school’? Data will still be featured but not as big a focus. New OFSTED framework will be coming out in January. <p><u>Governor challenge, comment & question:</u> RR reviewed alongside the SDP and found it difficult to compare; would it be possible to have on one sheet? Governors asked what ‘Operation Encompass’ was. AP explained it is a system whereby if a child witnesses or is subject to domestic violence the police will call Head or Deputy Head of the school from 6:15am onwards to advise them that the child may not be as normal. Governors were pleased with the reduction in the number of absences, be they authorised or unauthorised. Also the late before registration closes numbers have reduced. They wondered if this has continued since the report. CB confirmed that there was a noticeable improvement. Steps taken to tackle the issue have been positive. It shows that the school is doing something to improve targets and reduce absence. Governors questioned the 100% attendance certificates, that it seems unlucky if a pupil has been sick. It was explained that it is nationally historic that attendance has always been rewarded. Pupils only miss out if they are missing from register time. Governors asked to what extent the SDP differed to the last one. CB explained that the focuses have reduced from five to three, with different focus areas. Leadership has a big focus on curriculum, taking it away from data. Governors liked that Health and Wellbeing for both staff and pupils were in the SDP. Governors questioned why there was nothing about Governance Strategy in the SDP. Would like to see how the FGB is a ‘critical friend’. CB advised that it is a working document and can easily be added. Governors agreed that there was an opportunity to look ahead with fresh governors. Governors agreed that it was a clear, precise working document. </p>	<p>Add Governance Strategy into SDP</p>
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	<ul style="list-style-type: none"> • Assign Governor strategic roles: Governor strategic and subject lead roles were allocated. • Review ASP data (Analyse School Performance): Replaced Raise Online. Compares results against national average. Clerk had omitted to circulate the report prior to the meeting. Defer • Governor Update to parents: Comes from Chair. Governors agreed for this to be created termly (the next one to be issued in January). Provides parents with updates to the governing board, the roles they play, explaining strategic plan, long term priorities and recommending they look at the website. The next one to include a table of governors subject and key roles. 	<p>Defer</p> <p>RR to create a Governor Update to be issued to parents in January</p>
2018-22	<p>Safeguarding & Child Protection: JP has been in to check SCR (Single Central Record). This is a working document, there were changes to the rules in September. JP confirms the SCR is up to date and consistent with the changes.</p> <p><u>Governor challenge, comment and question:</u></p> <p>Governors asked whether the office had any concerns and if they were comfortable the data was up to date. JP confirmed that the sample he checked was correct and up to date. CB checks three times per year and JP checks three times per year.</p> <ul style="list-style-type: none"> • Keeping Children Safe in Education: MF & LJ signed to confirm they have read the new KCSiE document. • Update on Community use of school field: Governors recognised how much time is being deflected from the management of the school and the safeguarding of the children by this matter. <i>Part II confidential minutes</i> • Air Ambulance Landing Site – update: <i>Part II confidential minutes</i> • Traffic Management Report: The minutes from the last Child Safety & Parking meeting were tabled. Need to get people to stop using the village hall car park for school use. There is concern about the direction of traffic by the school and village hall. It was proposed that the 5mph signs be replaced one ‘no entry’ sign and one ‘direction arrow’ sign so that all cars go one-way around the schools parking roundabout. Lines to be re-painted to show rights of way. JP proposed that these measures be approved. CB seconded. All in favour. SP to contact IH, Chair of Village Hall committee, with approval. Governors appreciate this is quick fix and a step in the right direction for the children’s safety. 	<p>SP to contact IP with approval of proposal</p>
2018-23	<p>GDPR</p> <ul style="list-style-type: none"> • Update: CB advised governors that the DPO (Data Protection Officer) is coming to the school on Friday to deliver training to CB, Deputy Head, SENCo and Office Staff covering data breaches. 	
2018-24	<p>Financial Monitoring:</p> <ul style="list-style-type: none"> • Budget Monitor: MF & Lara have a meeting with DCC tomorrow. Defer. There is a possibility of some capital project funding becoming available to the maximum value of £10k. This is not yet confirmed but governors to consider projects. • Village Hall Arrangements: No update. 	Defer
2018-25	<p>Lead Governor/Classroom visit reports:</p> <ul style="list-style-type: none"> • Lead Governor Report – H&S (SP) Report had been circulated prior to the meeting. RR thanked SP for comprehensive report. <p><u>Governor challenge, comment and question:</u></p>	

	Governors asked when the new fence was being erected. SP confirmed it will be next week.	
GENERAL GOVERNANCE		
2018-26	Governor Training Reports: The reports were circulated prior to the meeting. RR has attended the 'Understanding Performance Data' course, 'Induction for new governors' course and the DAG conference. She recommends DAG (Devon Association of Governance) https://dagdevon.uk/ . JP has attended Safeguarding training – he will forward his report once complete.	
2018-27	Matters brought forward at the Chair's discretion: School Garden: The school is geared up for gardening but the curriculum isn't. <u>Governor challenge, comment and question:</u> Governors wondered what was happening to the greenhouse, composter and plant pots. CB confirmed a TA used to run a gardening club but they no longer work at the school. Possibly appeal for a volunteer to run a gardening club again. Governors wondered if there was another purpose for the space. It could be used as a storage area. Governors agreed that this required more thought.	
2018-28	Impact of meeting: Governors felt the SDP showed the clear direction the school is progressing towards. They have seen evidence that last years' data is being used. The Traffic Working Group shows joint working with the Village Hall committee. Governor subject and strategic leads and have been allocated allowing governors to monitor and challenge the progress of the children. Governors now have a clear understanding of the DAAT timeline showing the minimal impact on the children with the works being undertaken during the school holidays. Governors felt that with the premises having been reviewed the children's safety within the community has been checked.	

Meeting closed: 8:38

ITEM	ACTION	WHO	DUE BY
2018-19	Advise Babcock and create a Parent Nomination letter and give to the office to send to all parents	BD	30.11.2018
2018-20	Change Lettings Policy review date to April	BD	09.01.2019
2018-20	Add Curriculum Statement to next agenda	BD	09.01.2019
2018-21	Consider an outline Governance Strategy for SDP and add 'To consider outline Governance Strategy into SDP' to next agenda	RR/BD	09.01.2019
2018-21	Add 'Review ASP data (Analyse School Performance)' to next agenda	BD	09.01.2019
2018-21	Create a Governor Update to be issued to parents in January	RR	31.01.2019
2018-22	Contact IP with approval of proposed signage outside school/village hall	SP	09.01.2019
2018-24	Add 'Budget Monitor' to next agenda	BD	09.01.2019

Signed: _____ (Chair)

Date: _____