



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



Minutes – Full Governing Board 6th November 2019

Attending				Declaration of pecuniary interest	Office Terminates
CB	Cheryl Boulton	Headteacher	Y	Nothing to declare	
RP	Rob Pantling	Staff	Y	Nothing to declare	02.09.2023
IG	Ian Guy	Parent	Y	Nothing to declare	11.06.2023
LJ	Lee Jordan	Foundation	N		26.09.2022
MC	Martyn Cutmore	Foundation	N		11.06.2023
JS	Jeremy Stone (arrived 6:41)	Co-opted	Y	Nothing to declare	18.07.2022
JP	John Pulsford	Co-opted	Y	Nothing to declare	23.05.2022
SP	Simon Pedrazzini	Co-opted	Y	Nothing to declare	21.06.2021
WM	Will Mackenzie-Green	Co-opted	Y	Nothing to declare	05.11.2023
Others					
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM		ACTION
PROCEDURAL		
2019-102	Apologies and approval of Co-option of new governor: Apologies were received from Martyn Cutmore (Sick), Lee Jordan advised he would be late. Jeremy Stone arrived at 6:41. Governors approved the apologies The Clerk confirmed the meeting was quorate The chair welcomed Will Mackenzie-Green to the governing board. Will introduced himself to the board and gave a short bio	Approved
2019-103	Declaration of Interests: Governors present all checked and signed their declaration of interest forms. JS, LJ & MC to sign at the December meeting	
2019-104	Review and sign Code of Conduct: Governors present reviewed and signed the Code of Conduct. JS, LJ & MC to sign at December meeting	
2019-105	Confirmation of Minutes of meeting 02.10.2019: The minutes were agreed as a true record of the meeting	Agreed and signed
2019-106	Matters arising from minutes: All complete	
2019-107	Date of next meetings: FGB: 4th December 2019 6:30pm Pay & Performance: It was agreed to change the date of the next meeting from 18th November 2019 to 14th November 2019 6:30pm	



MONITORING		
2019-108	<p>Policies, Statements & Provisions for review: Policies had been circulated to all governors prior to the meeting.</p> <ul style="list-style-type: none"> • Outdoor Education, Visits and Off-Site Activities Policy (DCC Model): Governors approved the policy. • Lettings Policy (DCC model): Governors approved the policy. • School Prospectus: Governors considered no longer producing a prospectus. The DfE say schools are no longer required to produce one and all the information required by prospective parents can be found on the school website and preparing a prospectus is both costly and time consuming. Governors agreed to no longer produce a prospectus 	<p>Approved</p> <p>Approved</p>
STRATEGIC		
2019-109	<ul style="list-style-type: none"> • Verbal HT Report: CB advised governors that all the staff appraisals have been carried out. A teacher has been appointed to replace Miss Spence who is leaving in December. There was a strong field of applicants and 6 candidates were interviewed. Mrs Pedley was the successful candidate and is being very proactive and has already attended a staff meeting. The 3 governors who have left have had their leaving gifts. JP read out a thank you letter from Rowan. The Christmas governor-staff social is on 12th December 4pm – 5pm. <u>Governor challenge, question and comment:</u> Governors asked if the school was affected with the election due on 12th December. CB advised that the school itself is not as schools are no longer allowed to be polling stations, but the school meals will be as they are prepared in the village hall. Food will still be provided, but it will be ‘bagged’ food. • Final SDP: The SDP (School Development Plan) had been circulated to all governors prior to the meeting. RP explained that there are five main priorities that the school are working on that the governors need to know. These are shown on the first page of the SDP. RP advised that priority 1 of the SDP (the curriculum) has a heavy focus on English. The school has introduced No Nonsense spelling from Babcock as well as a Vocabulary project which CB and RP are leading. We are aiming to improve writing progress from KS1 to KS2. The fifth priority ‘additional support’ is for groups such as PP, SEND, pupils who are ‘off-track’ (based on prior data). It is a three year, working document which is reviewed regularly and members of the SLT have a live version on their shared drive. Governors can use the SDP to validate and link against their school visits. The SDP drives everything – including the budget. RP advised that the PTFA have recently helped the school buy 7 ‘visualisers’ (new version of OHP), spending £1,225. Governors acknowledged the SDP. <u>Governor challenge, question and comment:</u> Governors asked if it would be possible for the five priorities to be put on the back of their lanyards so they would always have them to hand during school visits. CB will check with the office to see if it is possible. Governors asked what the formal review process was and how often was it reviewed. It was explained that there are monthly meetings about priorities 1,2 & 5 and the whole plan is reviewed annually. However, it is also reviewed and assessed all year with monitoring and evaluating. As new evidence is collated and evidenced, the impact will be fed through the school. Governors asked to see again in six months’ time to see if changes have occurred and what evidence there was to show this. Clerk to add SDP review to annual 	<p>CB to check if the 5 priorities can be put on the back of the governor lanyards.</p> <p>Add SDP review to annual planner for March</p>

planner for March.

Governors wondered if it would be possible to advertise the PTFA spending, do parents get feedback on what is spent. CB confirmed that the details are in the PTFA minutes. She will add a section in the newsletter with the link to the minutes which shows what the PTFA money is being spent.

Governors challenged why one of the groups identified as potentially requiring 'additional support was pupils in the bottom 20% for attainment. Governors questioned if support for the bottom 20% group was required or should it be helping all pupils who need it. RP explained that it is deliberately in there as it is part of the OFSTED framework. Governors felt that resources could be needed in other areas, not just the lower 20%. RP agreed that some pupils with low attainment could actually be making very good progress, but the attainment could always be higher and is worth keeping an eye on messages from OFSTED. Governors agreed this was a fair point. SLT will monitor if the lowest 20% require specific support through Pupil Progress meetings. RP said it was a valid point raised.

- **School On A Page:** The SOAP, along with a guidance page, had been circulated to all governors prior to the meeting. The SOAP is available to all staff and governors. CB explained to the governors that the information was based on data at the end of the 18/19 school year. Also, the top section quartiles are not evenly divided into 25% so could be average but be in the 3rd lower quartile.

The Early Years Foundation Stage Profile (EYFSP) has dropped from Q1 (2018) to Q3 (2019) but results vary anyway as each year is being based on a different cohort.

PP (Pupil Premium) pupils are judged separately on SOAP. Data is skewed with small cohorts and also the differing factors with PP pupils.

There has been a dip in maths for KS1 attainment from quintile 1 to quintile 3, but the other areas in KS1 are all maintaining.

The last section is Progress and measured using the progress from the end of KS1 to the end of KS2.

It is Phonics that is assessed in Yr1, KS1 is assessed in yr 2 and KS2 is assessed in yr 6.

Writing in KS2 has remained at quintile 4 for the last 3 years and is a priority on the SDP (as discussed in SDP section). There are lots of new systems being put in place for writing including teachers receiving 'greater depth' training. We have remained at quintile 4 despite 100% of Y6 pupils achieving the expected standard in writing. In order for this improve, we need to convert more children achieving greater depth in KS1 to greater depth in KS2.

Governor challenge, question and comment:

Governors were frustrated with the acronyms on the SOAP. CB reiterated the meaning of each acronym as governors were guided through the document eg EYFSP, RWM.

Governors questioned the one year dip in EYFS quintiles. Governors asked how much was down to the impact of teaching and how much was down to the pupils. CB advised it was a combination of different factors for each cohort.

Governors asked where on the SOAP the attainment for KS2 was. CB explained that it was included, but shown differently as RWM (Reading, Writing, Maths combined) not as individual subjects. It was 77% in 2019 and there has been a slight dip to Q2. It was noted that that Maths progress from KS1 to KS2 was quintile 3 for the last 3 years and KS1 attainment was lower in Maths than reading/writing. RP explained that although the KS2 reading, writing and maths combined attainment had dropped from quintile 1 to quintile 2, this was due to the maths results where a small number of pupils scored a standardised score of 99 when 100 was the expected score needed.

The greater depth expectations are different in yr 2 and yr 6. Governors

	<p>questioned if CB is confident that results are not being ‘over-egged’ in yr 2. CB is confident they are not, there is a new teacher in yr 2 and CB is supporting them, checking and challenging their results – verifying their results. Governors felt the SOAP was simple to look at.</p>	
<p>2019-110</p>	<p>Safeguarding & Child Protection:</p> <ul style="list-style-type: none"> • KCSiE: Governors who had read the updated KCSiE and completed the online level 2 Safeguarding training signed to confirm they had. Governors who hadn’t were reminded they must read and complete the training. CB & RP are level 3 safeguarding trained • Safeguarding update: CB confirmed that she has met with JP and there are no issues • Safeguarding Audit: The audit document had been circulated to all governors prior to the meeting. It included some interesting questions, some straightforward. It is an information gathering procedure and the questions change each year. The data is then collated to help arrange training and find hot topics. There was nothing specific that needed to be raised with the governors <p><u>Governor challenge, question and comment:</u> Governors asked who carried out the audit. It is Babcock. CB will forward the action plan to all governors. The system used to complete the audit was not user friendly and CB has advised Babcock that the ‘save’ buttons were too infrequent. This will be fed back to the IT department.</p> <ul style="list-style-type: none"> • Village Hall access update: CB provided the governors with an update. <i>See Part II minutes</i> 	<p>CB to forward action plan to governors</p>
<p>2019-111</p>	<p>GDPR:</p> <ul style="list-style-type: none"> • Update: No update or issues since last meeting. The action points raised from the audit are all in hand bar one. CB is dealing with LD regarding that. The regular phone call with the DPO has taken place and Jo in the office is now assisting CB with GDPR matters as appropriate. 	
<p>2019-112</p>	<p>Financial Monitoring:</p> <ul style="list-style-type: none"> • Lead Governor Report: It has been recommended that the visit with LD takes place during the second half of each term. IG is meeting with her on 23rd November 2019. • Budget Monitor: IG - The budget is tightly controlled. The 2.75% payrise and changes to pension are only being part-funded by the government, the school has to find the rest. DCC do not know how much the school will receive towards this. If a member of staff is made redundant and they are over 55, the school will have to fund the top-up of the pension as well as the redundancy figure. There are 219 children on the role but the school is only receiving funding for 210 due to census dates. The school budget does show a surplus but the school needs to be careful as unplanned spending occurs e.g. currently the roof is leaking. CB explained that the school is responsible for any repairs to and replacement of kitchen equipment in the village hall. Income is received from catering. All KS1 receive free school meals (FSM). If children are also entitled to FSM in KS2, if the school is aware during their time in KS1, additional funding is available. Budget is currently on track for this year but may have issues in future years. IG has made a note about the roof – LD is getting quotes for repairs. SP is meeting with LD tomorrow to discuss Premises and Health & Safety. <p><u>Governor challenge, comment and question:</u> Governors wondered if there was any way parents of KS1 pupils can be asked if their child would be entitled to FSM in KS2 so the additional funding could be</p>	

	claimed. CB advised that there are currently 8 children in KS2 claiming for FSM. Governors asked if it was possible for some of the purpose to be allocated within 'earmarked reserves'. IG warned that if there are too much reserves then DCC could amend their funding.	
2019-113	Lead Governor/Classroom visit reports: Questions arising: <ul style="list-style-type: none"> • Lead Governor Report: No visits completed 	
GENERAL GOVERNANCE		
2019-114	Governor Training Reports: IG & SP have attended Finance Training – they will create a report for the next meeting.	
2019-115	Matters brought forward at the Chair's discretion: The closing date for the Parent Governor nominations was 1 st November. No nominations were received but on the morning of the 1 st , two parents contacted the school to advise that they were interested but were unable to get the nomination to the school by 12pm. The clerk sought advice from Babcock and advised CB that an extension could be offered. Both parents were advised to have their nominations by 4 th November. One parent provided their nomination in time. They have therefore been invited to join the governing board unopposed (subject to DBS and reference). The other parent has been advised that the deadline has passed and cannot be extended any further. Clerk to contact unopposed parent. Governors asked why there is no photo board of the staff and governors in the entrance of the school. CB explained that although the photos have been taken, we are investigating cost effective ways of presenting the photos in an interchangeable way eg. when staff leave. Governors asked that then IG discussed this with the office and explained that governors are keen to get the photos presented asap.	Clerk to contact parent governor IG to ensure photos are presented in a timely manner
2019-116	Impact of meeting: Policies that will have an impact on the children have been approved. The SDP has been approved and should assist in driving the budget. Governors agree that it was very informative with a good direction of travel which staff and governors are aware of. The SOAP has been analysed and questions were raised. Governors are reassured that there are plans for improvement where required and support for the teachers is already in place. Governors gave good challenges.	

Meeting closed: 8:16

ITEM	ACTION	WHO	DUE BY
2019-109	See if the five priorities can be put on the back of the governor lanyards	CB	04.12.2019
2019-109	Add SDP review to annual planner for March	BD	04.12.2019
2019-110	Forward the Safeguarding action plan to all governors	CB	04.12.2019
2019-114	Prepare report following finance training	IG & SP	27.11.2019
2019-115	Contact unopposed parent governor nomination	BD	04.12.2019
2019-115	Advise LD to purchase the photo frame	IG	23.11.2019

Signed: _____ (Chair)

Date: _____