



**West Hill Primary School**  
 (a partner in the SMILE Learning Trust)  
 Beech Park, West Hill, Ottery St Mary, Devon EX11 1UQ  
**01404 812599**  
[admin@west-hill-primary.devon.sch.uk](mailto:admin@west-hill-primary.devon.sch.uk)  
**Headteacher: Cheryl Boulton**



## Minutes – Full Governing Board 2<sup>nd</sup> October 2019

Attending				Declaration of pecuniary interest	Office Terminates
CB	Cheryl Boulton	Headteacher	Y	Nothing to declare	
RP	Rob Pantling	Staff	Y	Admissions Policy	02.09.2023
IG	Ian Guy (arrived 7:44)	Parent	Y	Nothing to declare	11.06.2023
LJ	Lee Jordan	Foundation	Y	Admissions Policy	26.09.2022
MC	Martyn Cutmore	Foundation	Y	Nothing to declare	11.06.2023
JS	Jeremy Stone	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
<b>Others</b>					
BD	Bec Davey	Clerk	Y	Nothing to declare	
WM	Will Mackenzie-Green	Prospective Co-opted	Y	Nothing to declare	

ITEM		ACTION
<b>PROCEDURAL</b>		
<b>2019-85</b>	<b>Apologies:</b> Ian Guy had advised that he would be late. Rob Pantling (staff governor) and Will Mackenzie-Green (prospective co-opted governor) were welcomed to the meeting.	Approved
<b>2019-86</b>	<b>Election of Chair and Vice-Chair:</b> LJ nominated John Pulsford for Chair, JS seconded. All in favour. LJ nominated Simon Pedrazzini for Vice-Chair, CB seconded. All in favour.	JP is Chair, SP is Vice-Chair
<b>2019-87</b>	<b>Declaration of Interests:</b> RP & LJ declared an interest in the Admissions Policy. Clerk omitted to bring the declarations of interest forms to the meeting - defer	Defer
<b>2019-88</b>	<b>Review and sign Code of Conduct:</b> Clerk omitted to bring the code of conduct to the meeting - defer	Defer
<b>2019-89</b>	<b>Confirmation of Minutes of meeting 15.07.2019 Part 1 &amp; Part 2:</b> The minutes were agreed as a true record of the meeting	Agreed and signed
<b>2019-90</b>	<b>Matters arising from minutes:</b> All complete	
<b>2019-91</b>	<b>Agree committee membership/lead governor roles:</b> Committee memberships and lead roles were discussed and allocated.	Clerk to send updated details to all governors
<b>2019-92</b>	<b>Date of next meetings:</b> FGB: 6 <sup>th</sup> November 2019 6:30pm	



	HT Performance Management Review: 6 <sup>th</sup> November 2019 am Pay & Performance: 18 <sup>th</sup> November 2019 6:30pm	
<b>MONITORING</b>		
2019-93	<p><b>Policies, Statements &amp; Provisions for review:</b></p> <ul style="list-style-type: none"> <li><b>Exit Interview Policy and Procedure (DCC Model):</b> Governors <b>approved</b> the policy and procedure.</li> <li><b>Admissions Policy 21/22 (DCC Model):</b> <i>RP &amp; LJ were not involved in this discussion due to conflicts of interest.</i> CB met with the Local Learning Community (LLC) recently and the policy was discussed. Although this is a DCC model policy, DCC have given schools' the option to remove some sections. The LLC have recommended removing number 2 within the 'oversubscription criteria' (page 2), note 3 (page 2) and 'Exceptional need for admission to our school' (page 5). <u>Governor challenge, question and challenge:</u> Governors wanted to know how this may affect genuine cases. CB explained that there is an appeals panel where genuine cases would be heard. Governors <b>agreed</b> to remove the above. <b>Catchment area:</b> Since the data was collected regarding the proposed changes of the catchment area for the new Tipton St John school, it is now probable that there are families who would be involved. CB is to go back to DCC admissions and request that the bottom section of the map remain as it is. Governors are happy for the top section to be amended. <b>Decisions:</b> Due to the frequency of admissions requests for WHPS, it was not deemed logical for governors to meet each time a request is received. Governors <b>agreed</b> to continue to make decisions via email and to provide an update at the next available FGB. CB to speak to DCC regarding this change and Clerk to add to the FGB agenda as a standing item. (IG arrived 7:44) Providing the above changes are acceptable, governors <b>approved</b> the policy.</li> <li><b>Safeguarding Policy (Babcock Model):</b> Governors <b>approved</b> the policy.</li> <li><b>Appraisal Policy (DCC Model – no changes):</b> Governors <b>approved</b> the policy.</li> <li><b>Governors' Engagement Policy:</b> Following a correction of a 'typo' on page 3 (Point 5), governors <b>approved</b> the policy.</li> </ul>	<p>Approved</p> <p>Subject to the proposed changes being accepted, Policy Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>
<b>STRATEGIC</b>		
2019-94	<ul style="list-style-type: none"> <li><b>Verbal HT Report:</b> CB advised governors that she will soon be arranging level 2 Safeguarding for all governors. This is online training and upon completion governors are to forward the certificate to the Clerk. All the children have settled in well. CB advised that a teacher has resigned and will be leaving in December. The role has been advertised and short listing will take place tomorrow, although there are only 4 applicants. Interviews will be before half term. Will then update the parents as believe it is better to advise them who the replacement is, especially at the start of a new year. It was advertised in Devon Jobs however, a parent put the details on Social Media 'What's on in West Hill'. They believed it was an additional member of staff that was being advertised for, not a replacement. CB had this removed as soon as she was made aware and explained why. All staff have been asked not to discuss it. <u>Governor challenge, question and comment:</u> Governors asked if it was full time or part time. Part time. Governors asked if one of the four applicants had to be appointed. CB explained that they did not, but if no-one was successful, the field of possible applicants reduces even further as teachers have to give a full half terms notice as anyone</li> </ul>	

	<p>currently working would not be able to take the post and start in January. Governors asked if all current part time teachers had been asked if they wished to increase their hours. CB confirmed that they had all been asked, but no-one wanted to.</p> <p>Governors wondered if the school was missing a trick by not advertising locally. CB explained that any teachers who were local were looking for a different position would look in Devon Jobs anyway so it is not necessary.</p> <ul style="list-style-type: none"> <li>• <b>Parent Questionnaire results: CB.</b> Governors are disappointed with the small number of responses – perhaps change the time of year next time, although could consider that no new is good news? Governors suggested that they be circulated at the next parents evening (February 2020) explaining the importance of the review for the school. Previous issues were not raised this time. CB explained that OFSTED do their own review but can provide the results for the past two years if required.</li> <li>• <b>Health &amp; Safety Review Report: CB.</b> The report had been circulated to all governors prior to the meeting. The report shows data from summer term. SP will meet with LD to discuss in greater depth.</li> <li>• <b>Pupil Premium Report: RP.</b> The report had been circulated to all governors prior to the meeting. CB completed the first section, RP completed the second. The format used is recommended. Recent advice is to look at 3 year model. Some pupils are doing better than average, although with a small cohort it can sometimes be one PP pupil per class.</li> <li>• <b>Sports Premium Report: CB.</b> The report had been circulated to all governors prior to the meeting. The report is written by the PE subject lead and shows how the funding received is allocated.</li> </ul>	
2019-95	<p><b>Safeguarding &amp; Child Protection:</b></p> <ul style="list-style-type: none"> <li>• <b>KCSiE:</b> Clerk omitted to bring the KSCiE form – defer to next FGB.</li> <li>• <b>Safeguarding Data Collection Sheet:</b> CB has met with JP. JP has made valid comments following which CB has updated the data. The report provides the data for summer term as well as the full years data so governors are able to see what has changed.</li> <li>• <b>Village Hall access update:</b> CB provided governors with three options for a proposed new village hall footpath. CB has safeguarding concerns over one of the proposed routes that goes behind the village hall. Representatives from Devon County Council have attended a site visit but they have no preference and approved all 3 options. The Parish Council will now put forward a formal proposal to the Village Hall Committee.</li> </ul>	
2019-96	<p><b>GDPR:</b></p> <ul style="list-style-type: none"> <li>• <b>Update:</b> No update or issues since last meeting.</li> <li>• <b>Data Protection Compliance Report:</b> CB has received an annual report from the Data Protection Officer. CB is disappointed on a couple of ‘downgradings’ where CB was not advised of issues prior to the grading. Action will be taken to rectify these and could have easily been actioned prior to the report had CB been aware.</li> </ul>	
2019-97	<p><b>Financial Monitoring:</b></p> <ul style="list-style-type: none"> <li>• <b>Budget Monitor:</b> The current budget is showing an £8k deficit year to date. <u>Governor challenge, question and comments:</u> JP wished it noted that he believes that the 5 year plan is unrealistic providing flat prices only allowing for changes in pupil numbers but DCC require it and provide the format. Governors questioned some of the codings. CB will ask LD for further information.</li> </ul>	Ask LD for finance monitor codes
2019-98	<p><b>Lead Governor/Classroom visit reports: Questions arising:</b></p> <ul style="list-style-type: none"> <li>• <b>Subject Leader Reports:</b> Reports had been circulated prior to the meeting, all use the same template. JP will send a message of thank to subject leads.</li> </ul>	Send thanks to Subject Leads for

	<p>Majority of teachers advising that they are under resourced. Governors appreciate this. CB explained that PTFA are very supportive and raise circa £10k per year (The Ball and Summer Fete being the biggest fund raisers). CB will remind teachers to speak to PTFA with requests.</p> <p>JS has met with Clare Bennett re SEND and found the meeting most fruitful. All was positive and JS left the meeting feeling reassured.</p>	reports and hard work
<b>GENERAL GOVERNANCE</b>		
<b>2019-99</b>	<b>Governor Training Reports:</b> No courses attended.	
<b>2019-100</b>	<b>Matters brought forward at the Chair's discretion:</b> No items.	
<b>2019-101</b>	<p><b>Impact of meeting:</b></p> <p>Governors welcomed the new staff governor, Rob Pantling and prospective new co-opted governor, Will Mackenzie-Green.</p> <p>Policies that will have an impact on the children have been approved.</p> <p>Roles and responsibilities have been assigned.</p>	

Meeting closed: 8:30

ITEM	ACTION	WHO	DUE BY
2019-87	Add Declaration of Interest to November agenda	BD	17.10.2019
2019-88	Add Code of Conduct to November agenda	BD	17.10.2019
2019-91	Send updated details to all governors.	BD	05.10.2019
2019-93	Add Admissions Update as a standing item to all future FGB agendas	BD	17.10.2019
2019-94	Forward level 2 Safeguarding training to all governors	CB	17.10.2019
2019-94	Forward the Safeguarding training certificate to Clerk	ALL	06.11.2019
2019-97	Ask LD for finance budget monitor codes	CB	10.10.2019
2019-98	Send thanks to subject leads for reports and hard work	JP	17.10.2019

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

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