



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



West Hill Primary School

Approved Minutes of the Full Governing Board meeting

held on 26th September 2018 at 6.30 pm at the school

Actions (Bold) GB questions, decision making and challenges (Italics)

Present: Sally Sycamore (Chair), Cheryl Boulton (CB), Danny Murphy (DM), Ashley Pocock (AP), Rowan Ross (RR), John Pulsford (JP), Matt Fripp (MF), Simon Pedrazzini (SP), Lee Jordan (LJ), Jeremy Stone (JS)

Apologies: Clare Doble

Clerk: Niki Townsend

1. Introduction

- a. **Welcome/Apologies:** Welcome to the new Governors, Introductions around the table.
- b. **Declarations of Interest:** No new declarations stated.
- c. **Code of Conduct:** SS reminded governors of the duty noted in the agenda.
- d. CB asked all to check the **Record of Business Interest Forms**, note any amendments then sign and return - **ALL** completed (with the exception of CD as absent)
- e. CB was unable to locate **The Code of Conduct** so this will be carried forward to October 31st meeting **ACTION**-agenda item for 31st October 2018
- f. The **Clerk to Governor appointment** was discussed. SS has spoken to Babcock who are looking to appoint a temporary experienced clerk for a term (or longer). The position has also been advertised through Devon Jobs with interviews on Thurs 18th October.
- g. Nominations for **Chair and Vice Chair** roles to be discussed at the end of the meeting.
- h. Discussion took place regarding open or closed meeting over the next year. All Governors agreed that meetings should be open.
- i. All Governors in agreement of the appointment of Clare Doble as LA Governor.

2. Confirmation of Part One and Part Two minutes of meeting 19.07.18

a. **Matters arising from the minutes:** All minutes approved and signed.

b. **Action still pending from previous meeting:**

- Part 2, confirmation was given by Jonathan Galling that the deletion of records after 6 years is the recommended practice of Babcock, this applies to both staff and children and is in line with GDPR.



-The GDPR Audit Report produced by Babcock was discussed; the overall conclusion was Reasonable Assurance which is banded orange.

CB advised there were 26 recommendations on the report. MF asked how much priority needs to be put to these? SS advised that it all needs to be completed although CB should be delegating as much as possible so as not to lose sight of the strategic nature of her role which will bring the school forward. CB stated it has helped us buying into Babcock to help move forward with this. AP advised it protects the school.

SS asked if there were any further questions on the GDPR Report. All agreed that they were happy and feel confident of the way forward.

-CB advised on the update of the crossing patrol. This has gone to Devon County Council who need to carry out an audit of traffic and analysis before this can go ahead. Awaiting a response from them
- CB

3. Dates of Next Meetings (JM)

-Governors Meeting to be held on Wednesday 31st October 2018 at 6.30 pm at school

-SMILE Learning Trust Meeting and AGM to be held on Thursday 27th September 2018 at 6.00 pm at Ottery St Mary Primary School. RR, SP, LI, and MF to attend.

-A new Pay and Performance Policy is awaited , no timescales as to how long this will take. It was agreed that a date would be set for the pay & performance meeting and the new policy reviewed at the next meeting.

4. Policies, Statements and Provisions for Review (circulated prior to the meeting)

a. There is a new model Safeguarding Policy. CB asked all to read through and if they found any errors to let her know by Monday 1st October 2018. Once this has been completed it can be put onto the website - **ALL**

5. Strategic:

a. Head Teacher's verbal report including:

- Summer Term Data. The following documents were discussed, Document 1, Document 2, Document3, Document 4, Document 5, Document 6.

Document 1 - AP asked if the difference between summer born children or autumn born children decreases as the child goes up through the school. CB advised that there is a general difference year on year.

Document 2 – CB explained the colour coding on the ARE document so that all present were aware of what each colour stood for. The overall picture was positive but still issues with SEN children and PP children.

JS asked for the starting point for SEN against national expectations. AP advised that SEN have made good progress but are still below ARE. CB stated that this group still needs to make the same amount of progress but would be starting from a lower level.

Document 3 - ARE Comparison shows that reading levels are very high across all year groups but with the SEN data, this can affect the whole class. It was pointed out that there are no longer levels, just end of year expectations but all data is positive. LJ asked if we can still see the same trends. CB advised that the data is very similar. MF to track the cohorts – **MF**

It was also noted that the writing results were slightly lower than the reading and maths results.

Document 4 - ARE Vulnerable Groups. Data can be skewed as not all parents when filling in the Data Collection Forms tick the White/British box and a blank automatically goes into the EAL group. Some children can be in more than one group.

Document 5 - Progress on School Pupil Tracker. CB advised that children should make 3 points of progress in a year; she said that Class 1 is slightly below at 2.8 for reading and maths. This is linked into teachers targets for the year and all children are taught to their potential.

AP asked why was there a slight drop from summer half term data to summer end of year data in Year 6? CB advised that we are not giving half term data to governors as this can change. Teachers have to decide whether the 1 point progress is made in the first half of the term or the second half of the term. All governors agreed that the results across the board were very good.

Document 6 - Vulnerable Group Progress. SEN 2.9 progress in writing, 3.2 progress in reading and 3.0 in maths. JP asked CB if that is where she hoped the school would be and is it the progress that we should have made? CB said that there are gaps but these are down to PP and SEN. She advised that all staff are working together which in turn will help close the gap.

-CB thanked all the governors who came into school on 3rd September 2018 training day to work alongside the staff on the School Development Plan. We all worked together in strategic groups including, teaching staff, TAs, Governors and SLT. She went on to say that she has hosted two Leadership Meetings where staff have started to go through the ideas, highlighting areas which are priority and have started to break them down.

-The Head Teachers Performance Management Review will be done by Alan Betts. He will come into school on 18th October 2018 to work with RR, JP and SP – it is expected to last 2 hours. SS advised that Brad Murray is our East Devon Advisor and will therefore have continued contact with the school.

b. Teachers Annual Reports. JP stated that they were an interesting read but was not sure on everyone's subject. RR advised some were in depth with many acronyms. MF asked how we define standards "what is high?" with no levels it makes assessment very difficult. CB advised that with 2 members of staff on long term sick it will make a difference to the data in a very short space of time. AP asked how dated was the IT equipment in the school. CB responded that it has been noted that some of the equipment is not working well and very slow. It was suggested that a rolling programme to update and replace, CB is liaising with AJ and an IT Technician from Kings and will be asking the PTFA.

6. Safeguarding and Child Protection:

a. Summer Term Report - not completed due to change in governors.

b. Termly safeguarding data collection sheet from summer 2018 - PP number has gone up by 2, this is due to the new Reception children. CB reviewed the family folders and those with no incidents for over 12 months have been returned to class folders, ensuring the number of targeted families does not just keep increasing year on year. This is to be reviewed on an annual basis. MF

suggested looking into CPOMS for safeguarding incidents, CB advised at present it is easier to do on paper as not all staff e.g. MTAs have access to a computer over the lunch period and the paper system does the same job.

c. Proposal to make forest school secure SP suggested that at the end of the Mediterranean Garden there is easy access into the forest school area with just an orange bollard dividing the two areas. This is a potential safeguarding issue and the idea of having a fenced area here was discussed. SP to obtain quotes and to action via Lara - **SP**

d. Keeping Children Safe in Education All governors to read the whole booklet and sign and date it and pass back to CB - **ALL**

e. Use of field for air ambulance night landing. SP advised that a village group has suggested that the school field would be a suitable place for night landings and training of the air ambulance. A great deal of discussion took place around this; the area would need illuminating, this would cause possible problems to residents, the infrastructure would need to be looked at and the question of who would be responsible for it was asked by DM. It was agreed that it would be sensible to wait for all the information to come through then take a vote at the next meeting. This to be moved to the next agenda to follow up - **SP**

f. School field open for community use

Such items as insurance, security; safeguarding, litter and legal responsibilities need to be considered. MF advised that these issues need to be outlined to the Parish Council in the upcoming meeting with CB and SP, allowing WHPC to understand the current barriers. DM said that costs will be incurred on these outline issues and these would need to be met. Governors were aware of the school being the heart of the community. SP said that the Parish Council had also applied for the school field to become a community asset as there is no open space for the village.

7. GDPR:

a. CB reminded all that the only email addresses which should be used are school generated ones, new governors are awaiting theirs to come through - **ALL**

b. GDPR Report discussed in Section 2.

8. Financial Monitoring:

a. Budget Monitor

- MF asked about the sports premium costs, why we have overspent. CB advised that the invoices came out of the previous year's budget.

-MF advised that there is still a surplus of money for the PTFA to use.

-CB advised that teachers' pension contributions have been increased significantly and need to be built into the budget, this will have a large negative impact.

b. Impact on budget of decision to reduce intake in KS2 to 30.

A budget with 31/32 was viewed at the July meeting. CB advised it is likely that all KS2 classes will reach 32 under Fair Access Policy admissions.

9. Lead Governor Reports:

- None this month (except JP Safeguarding – section 6)

10. Governor Training:

-SS advised that with no Clerk in place, please could everyone look at the annual cycle to see when visits and reports need to take place. SS advised that all online training needs to be completed ASAP and certificates given into the office - **ALL**

11. Matters brought forward by Chair: None

12. Impact of Meeting on Teaching and Learning for Pupils:

Good understanding on data within the school

Good understanding of the issues surrounding public use of the school field.

Positive outcome following the completion of the GDPR audit.

Clear understanding of the Headteacher Performance Management Review.

CB advised on the good understanding on Safeguarding procedures advised on the good whole school overview from the teaching staff.

CB gave a big thank you to the two governors stepping down from the committee SS and DM

CB to email out resignation forms to SS and DM to complete – **CB**

DM advised that he is more than happy to be an associate governor if required.

13. Election of Chair and Vice Chair

SS asked if there was anyone who would like to take the role of Chair, clearly explaining the role and what it involves and the various options open to the board such as co-chairing. Nobody stepped forward although LJ said he would consider being a co-chair. It was decided that there will be a rolling chair starting with SP, MF and AP. MF advised he was happy to take the November meeting. SP and AP to liaise together to decide who will chair the October meeting and who will chair the January meeting. CB to be emailed once decided – **SP, AP**

The meeting closed at 9.00 pm