



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
Headteacher: Cheryl Boulton



Minutes – Full Governing Board 8th January 2020

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
JD	James Downey	Parent	N		07.01.2024
		LA			07.01.2024
LJ	Lee Jordan	Foundation	Y	Nothing to declare	26.09.2022
MC	Martyn Cutmore	Foundation	Y	Nothing to declare	11.06.2023
JS	Jeremy Stone (arrived 6:47)	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	N		21.06.2021
LS	Lucy Samson	Co-opted	Y	Nothing to declare	05.11.2023
Others					
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM		ACTION
PROCEDURAL		
2020-01	Apologies and welcome to new governors: Apologies were received by and approved for Simon Pedrazzini and James Downey. JP welcomed Lucy Samson as a new Co-opted Governor. The new Parent Governor, James Downey, was unable to attend. LS gave a short bio. Jeremy Stone arrived at 6:47. The Clerk confirmed the meeting was quorate	Approved
2020-02	Declaration of Interests: No declarations were received at the start of the meeting.	
2020-03	Confirmation of Minutes of meeting 04.12.2019 Part I and Part II: Part II minutes were agreed as a true record of the meeting. There were amendments to the Part I minutes so these will be deferred to February 2020.	Part I deferred Part II Agreed and signed
2020-04	Matters arising from minutes: 2019-123 Lettings; ongoing	
2020-05	Date of next meetings: FGB: 5th February 2020 6:30pm JP has given his apologies for this meeting. SP will chair	



MONITORING		
2020-06	Policies, Statements & Provisions for review: No policies to review	
STRATEGIC		
2020-07	<ul style="list-style-type: none"> Verbal HT Report including Children in Care Report: CB advised that there are currently no Children in Care at the school. There has only been 13 school days since the last meeting. The new year 4 teacher, K Pedley, has settled in well. She job shares with RP. The training session on 6th January went well with all staff attending. It covered the ‘vocab project’ which is being led by CB & RP and links with the SDP (School Development Plan). (IG left 6:45) There are two sessions left to deliver. Teachers gave a positive response to the training. Christmas activities went well. They had a Christmas dinner for 215 pupils which was really enjoyable. The KS1 Nativity went well. The School Choir attended the BBC Radio Devon Star For Christmas Final at The Riviera Centre, Torquay. 53 KS2 children from the school attended the event but unfortunately another school won this year. (JS arrived 6:47) <u>Governor challenge, question or comment:</u> MC would have liked to have attended the training session. CB advised him that the next session is being held on 6th February 2020 after school. Governors wondered how the coach to Torquay was funded. CB explained that the PTFA paid for it, the school were only given one weeks’ notice which meant a very short time to carry out the risk assessment and advising parents etc. SEF update (School Evaluation Form) The SEF needs to be re-jigged to be based upon the new OFSTED headings. Defer to March FGB. 	Add SEF to March agenda
2020-08	Safeguarding & Child Protection: <ul style="list-style-type: none"> Safeguarding Data Collection Sheet: This is not yet finished as it includes data right to the end of the Autumn term. Defer to February meeting. Consider moving this to February in the future. Safeguarding Learning Walk: JP carried out a learning walk with CB on 10th December 2019. There were a couple of minor issues but there were many strengths. 	Add Data Collection Sheet to next agenda Forward report to clerk to forward to governors
2020-09	GDPR: <ul style="list-style-type: none"> Update: No update or issues since last meeting. The termly data protection telephone call between CB & DPO was deferred and will now take place on 21st January 2020. 	
2020-11	Lead Governor/Classroom visit reports: Any questions/challenges: <ul style="list-style-type: none"> Curriculum: JS met with CB. He has not finished the report yet but will forward to the clerk once complete. There are changes to the OFSTED framework and there is a lot more emphasis on subject leaders; they need to embed practices to become standard. JS felt reassured. CB confirmed that all staff have subject leader time allocated in staff meetings between January and Easter. Julie Stevens (Babcock advisor) is coming in to speak to the subject leads at a staff meeting. Subject leads are required to carry out preparation work in readiness for the meeting. OFSTED will question subject leads so it is good practice. Governors also help as they question subject leaders during the year. Advise Clerk of any scheduled visits: Clerk reminded governors to advise her when a visit has been scheduled. 	

GENERAL GOVERNANCE		
2020-12	Governor Training Reports: No courses attended.	
2020-13	Matters brought forward at the Chair's discretion: None	
2020-14	<p>Impact of meeting: Governors considered not holding a meeting in January in future as it is too soon in the term. Governors were pleased to hear that the Christmas festivities went well. Governors learnt that the teachers have had 'vocab project' training and that the new teacher is settling in well.</p> <p>Governors all introduced themselves to LS. IG returned 7:05pm</p>	
2020-10	<p>Financial Monitoring:</p> <ul style="list-style-type: none"> Budget Monitor: IG. Lara is meeting David Dominey (DCC) on 24th January 2020 to discuss the finances. The roof is being repaired during February half-term. 	
2020-11	<p>Lead Governor/Classroom visit reports: Any questions/challenges:</p> <ul style="list-style-type: none"> IT: IG met with Adam Joseph. He advised that the school is in the process of changing from Microsoft Office to Google Chrome which is much more cost effective. All teachers are being asked what their IT knowledge is to get the transfer done as soon as possible to stop paying the MO licences. All visualisers are in place and Chrome books are on order. IG is concerned about safeguarding and social media. He discussed training options with AJ who found a 1 hour training course which teaches online safety and is aimed at Y5 & Y6. It would also be good for parents. IG will check with Kings to see if they believe it is a suitable course and ask if they recommend any others. CB confirmed that the school already does anti-bullying training during the year which includes online safety (it is part of the curriculum) but agrees it would be good to have additional help. CB also confirmed that they also use South West Grid For Learning (SWGFL) every 2/3 years but it is costly and the time between each session is too long. The school also has KS1 picture books about online safety. CB confirmed that a couple of children bring mobile phones to school but they are handed into the office at the start of the day and collected before they go home. <p><u>Governor challenge, question and comment:</u> Governors wondered if it would be possible for Y4 pupils to be included in the online safety sessions. IG will see if it is possible, maybe have two days of training. Governors agreed it would be good for parents to attend too to learn about parental controls. It is more prevalent that the parents are aware. There is lots of safeguarding around, but parents also need to understand. There is a balance between reality and not wanting to scare the pupils. CB confirmed information goes in to newsletters. A lot of the social media is not for primary aged children, there is also the concern over in-app purchases and possible gambling. If we make the children aware now, it will hopefully help them when they are older. IG will ask PTFA if they would be happy to fund this. IG will also check with AJ to see if DCC have commissioned or created anything. There are a lot of options out there but they need to be respectful and careful.</p>	<p>Speak to PTFA about funding Online Safety training</p> <p>Speak to AJ to see if DCC have any versions of online training</p>

ITEM	ACTION	WHO	DUE BY
2020-07	Add SEF to March agenda	BD	26.02.2020
2020-08	Add Safeguarding Data Collection Sheet to the next agenda	BD	29.01.2020
2020-08	Forward Safeguarding Learning Walk report to Clerk	JP	14.01.2020
2020-11	Speak to PTFA about funding Online Safety training	IG	04.02.2020
2020-11	Speak to AJ to see if DCC have any versions of online training	IG	04.02.2020

Signed: _____ (Chair)

Date: _____