



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



## Minutes – Full Governing Board 4<sup>th</sup> March 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	Y	Nothing to declare	07.01.2024
		LA			
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	Co-opted	N		18.07.2022
JP	John Pulsford	Co-opted	Y	Nothing to declare	23.05.2022
LS	Lucy Samson	Co-opted	Y	Babcock employee	07.01.2024
SP	Simon Pedrazzini	Co-opted	Y	Nothing to declare	21.06.2021
<b>Others</b>					
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM		ACTION
<b>PROCEDURAL</b>		
2020-26	<b>Apologies:</b> Apologies were received from and approved for Jeremy Stone – Work.  The Clerk confirmed the meeting was quorate.	Approved
2020-27	<b>Declaration of Interests:</b> LS declared an interest in 2020-35 as she is employed by Babcock in the finance section.	
2020-28	<b>Confirmation of Minutes of meeting 05.02.2020 (Part I and Part II):</b> The minutes were <b>agreed</b> as a true record of the meeting. They were signed by Simon Pedrazzini as vice-chair as John Pulsford was not in attendance during the 05.02.2020 meeting.	
2020-29	<b>Matters arising from minutes:</b> All actions complete.	
2020-30	<b>Date of next meetings:</b> FGB: 6 <sup>th</sup> May 2020 6:30pm P&P: 25 <sup>th</sup> March 2020 6:30pm	
<b>MONITORING</b>		



<p><b>2020-31</b></p>	<p><b>Policies, Statements &amp; Provisions for review:</b></p> <ul style="list-style-type: none"> <li>Supporting Pupils at School with Medical Conditions (DCC): <b>Approved</b></li> <li>Health &amp; Safety Policy (DCC): <b>Approved</b></li> <li>Staff Capability Policy (DCC): <b>Approved</b></li> <li>Finance (DCC): This policy was deferred due to more changes in the DCC model policy coming to light and areas where the policy needs to be more school specific. (IG left 6:45)</li> </ul>	<p>Policy approved Policy approved Policy approved</p> <p>Deferred. Add policy to next agenda</p>
<p><b>STRATEGIC</b></p>		
<p><b>2020-32</b></p>	<ul style="list-style-type: none"> <li><b>Admission requests update:</b> CB updated the FGB that there had 2 requests in February. One had been approved (exceptional circumstances) and one had been denied. (IG left 18:46) There have been 16 applications since September 2019.</li> <li><b>Governor availability for potential OFSTED visit/mobile numbers:</b> CB explained that OFSTED usually provide ½ days notice of their intended visit and asked governors who would be available to speak with OFSTED should the need arise. Governors advised the Clerk whether they would be ‘definitely’ or ‘may be’ available and confirmed their contact details. Clerk to collate the information and pass it to CB.</li> <li><b>HT Report including SDP progress:</b> The report and progress against the SDP (School Development Plan) had been circulated to governors prior to the meeting. CB asked governors if they had any questions. CB explained that the attendance figures are worse since the December report but a lot of children had been taken out of school either side of the February half-term which did not trigger the number of days for a penalty notice. (IG returned 19:05). There has been a lot of staff completing and attending training. OFSTED only question schools on external data. Internal data provided by the head for governors is not questioned by OFSTED, it is to keep teachers and governors informed. <u>Governor challenge, question and comment:</u> Governors asked how learning behaviours were assessed. It was explained that this cannot be done statistically on paper but is carried out visually by observation. Resilience is a massive area to work on at the school. Children need to understand learning behaviours. Governors asked if resilience was the most important learning behaviour. It was confirmed that it was and that it was not just during lessons and learning but also about friendship. It is soft data and it is difficult to measure; you can’t really benchmark. Governors suggested that perhaps pupils (and maybe parents) could complete a questionnaire. Staff are reflecting on this and looking to see how they may embed this in classes.</li> <li><b>SEF (Self-Evaluation Form) draft update: Challenge, Question &amp; Approve:</b> The SEF had been circulated to governors prior to the meeting. CB explained that it is a ‘live’ document. <u>Governor challenge, question and comment:</u> Governors asked who the SEF was directed to. OFSTED. Governors asked about the Parent View. CB explained this was an online survey completed in 2019 and it is different to the parent survey the school carries out. Governors considered different ways to carry out the school survey in the hope that more responses may be received; either by using Survey Monkey or asking parents to complete during parents evening. Governors asked about British Values. CB explained that it is an important area. Pupils are sheltered at West Hill with 97% of pupils being white British. Governors challenged why it was necessary for pupils weight and height to be taken. CB explained it is required in yrs 1 &amp; 6 under government regulations.</li> </ul> <p>Following the discussion, governors agreed to read thoroughly and to email CB</p>	<p>Collate Governor availability and contact data and forward to CB</p>

	<p>with any feedback by the end of next week before CB gives to the staff.</p> <p>Governors asked if the headings were standard. Yes. Governors like the format and content and find it easy to read. It used to be 47 pages long but it is now 11 pages. It has to be concise whilst containing key information. The framework keeps changing so it is a working document.</p> <p>Governors challenged CB asking her where she felt OFSTED would pick her up. CB felt they may question writing progress in KS1 &amp; KS2, British Values – children must have a fair understanding and Progress in Maths as prior middle attainers results have dipped (percentage) at the end of KS2.</p>	
2020-33	<p><b>Safeguarding &amp; Child Protection:</b></p> <ul style="list-style-type: none"> <li>• <b>Safeguarding:</b> No update or concerns. CB has attended the termly safeguarding briefing.</li> <li>• <b>Training Update:</b> Governors need to ensure their training is kept up to date. CB will send a link to training to the clerk to forward to the governors.</li> </ul>	
2020-34	<p><b>GDPR:</b></p> <ul style="list-style-type: none"> <li>• <b>Update:</b> Nothing to report.</li> </ul>	
2020-35	<p><b>Financial Monitoring:</b></p> <ul style="list-style-type: none"> <li>• <b>Budget – to approve:</b> IG explained that the budget is healthy. The pay increase has now been included (still do not know the income figure of the grant from DCC). LD has the budget well controlled and there should be a surplus at year end. The play equipment for the field is being looked into by the PTFA. Quotes are being obtained. Some of the Sporting Grant excess is being used for mindfulness in Reception and yr 6. Governors <b>approved</b> the budget and <b>ratified</b> the budget monitor</li> <li>• <b>Buy-Backs – to approve:</b> Governors questioned if the buy-backs were necessary and if the prices were reasonable. It was explained that they were and are. Costs are increasing, but everything is. Governors <b>approved</b> the buy-backs with the caveat that IT support may be reviewed next year.</li> <li>• <b>SFVS (Schools Financial Value Standards) – to approve:</b> IG explained that this had been completed by himself and LD. WHPS is similar to similar sized schools, the number of teachers is right, they are just higher paid. Questioned were raised on section B &amp; D. These will be checked with LD. JP signed the form on the understanding that LD will double check B &amp; D.</li> <li>• <b>Premises (roof) update:</b> The plan had been to repair the roof during half term but it was not possible to fix the 2<sup>nd</sup> Velux because of the placement of the solar panels. This section will now be done at Easter.</li> </ul>	<p>Approved and ratified</p> <p>Approved</p>
2020-36	<p><b>Lead Governor/Classroom visit reports: Any questions/challenges:</b></p> <ul style="list-style-type: none"> <li>• <b>Science:</b> SP is lead governor. He had circulated his report prior to the meeting. No questions were raised.</li> <li>• <b>Curriculum (20.11.2019 visit):</b> JS was not present and no report had been received.</li> </ul>	
<b>GENERAL GOVERNANCE</b>		

<b>2020-37</b>	<b>Governor Training Reports:</b> No courses attended. JP has booked to attend 'Understanding Performance Data in Primary Schools' on 10 <sup>th</sup> March 2020.	
<b>2020-38</b>	<p><b>Matters brought forward at the Chair's discretion:</b> Concern has been raised over the number of documents governors are required to read prior to a meeting. It was agreed that policies (where allowed) would be delegated to the lead governor. Clerk to update the Policy review information to this effect and forward to all governors.</p> <p>The Chair advised Governors that WM-G had resigned due to his family relocating. SP has agreed to complete the LA Governor application and if successful, would move from Co-opted to LA governor thereby freeing up a Co-Opted position. It was agreed that all Governors complete the skills audit to see if there are any skill areas required within the board.</p>	Update Policy review information and forward to all governors SP to complete LA governor form
<b>2020-39</b>	<p><b>Impact of meeting:</b> Governors felt the meeting went well and believe they are now able to work more efficiently.</p> <p>The Budget and buy-backs were approved.</p> <p>The SFVS was agreed.</p> <p>The SEF was discussed as well as the SDP.</p> <p>British Values were discussed.</p>	

Meeting closed: 8:20pm

<b>ITEM</b>	<b>ACTION</b>	<b>WHO</b>	<b>DUE BY</b>
2020-31	Add Finance Policy to next agenda	BD	27.04.2020
2020-32	Collate Governor availability and contact data and forward to CB	BD	05.05.2020
2020-35	Advise LD of decision about Budget, buy-backs and SFVS	BD	ASAP
2020-38	Update Policy review information and forward to all governors	BD	ASAP
2020-38	Complete LA governor form	SP	ASAP
2020-38	Complete Skills Audit	ALL	ASAP

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

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