



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



Minutes – Full Governing Board 26th May 2020 at 2pm electronically via Teams

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
SP	Simon Pedrazzini	LA	Y	Nothing to declare	21.06.2021
LJ	Lee Jordan	Foundation	N		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	N		07.01.2024
Others					
BD	Bec Davey	Clerk	N		

ITEM		ACTION
PROCEDURAL		
2020-12	Apologies: Apologies were received from Lucy Samson (work), Bec Davey (holiday) and James Downey (technical issues) and Lee Jordan (work). Approved.	Approved
2020-13	Declaration of Interests: No declarations were made.	
STRATEGIC		

2020-18	<p>School reopening – risk assessment (RA)</p> <p>The Head introduced her risk assessment which had previously been circulated to governors. It dealt with the risks associated with the school reopening and the measures taken to mitigate those risks so that the FGB could satisfy itself that the RA had been conducted by a robust process so as to ensure that the school could be reopened as soon as possible and in a manner which ensured as far as reasonably possible the safety of staff and pupils. The risk assessment was linked to the plan for school reopening already outlined to governors.</p> <p>There was a wide ranging and comprehensive discussion.</p>	
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	<p>Governors were aware that by approving the RA they were effectively endorsing the plan for the phased return to school commencing in the first week in June. Governors were also made aware and accepted that the plan and the RA would inevitably need to be adapted in the light of:</p> <p>a.) Experience and b.) Any further government guidance</p> <p>The governors thanked the Head and Rob Pantling for all their hard work and organisation in getting to the position where the school could reopen on a phased basis starting in the week commencing June 1st.</p> <p>It was agreed: that the RA be approved</p>	<p>CB to write to parents</p> <p>DCC to be informed of the RA's approval.</p>
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Meeting closed: 3:00pm

ITEM	ACTION	WHO	DUE BY
2020-17	CB to write to parents	CB	26 th May
2020-25	CB to inform DCC of the RA's approval by the FGB.	CB	29 th May

Signed: _____ (Chair)

Date: _____