



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



## Minutes – Full Governing Board 1<sup>st</sup> July 2020 – 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 (joined 6:39)	Parent	Y	Nothing to declare	11.06.2023
JD	James Downey (left 8:00)	Parent	Y	Nothing to declare	07.01.2024
SP	Simon Pedrazzini	LA	Y	Nothing to declare	30.06.2024
LJ	Lee Jordan (joined 7:13)	Foundation	Y	Nothing to declare	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
LS	Lucy Samson	Co-opted	Y	Babcock employee	07.01.2024
		Co-opted			
<b>Others</b>					
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM		ACTION
<b>PROCEDURAL</b>		
<b>2020-40</b>	<b>Apologies:</b> No apologies were received – all governors in attendance  The Clerk confirmed the meeting was quorate.	
<b>2020-41</b>	<b>Declaration of Interests:</b> None	
<b>2020-42</b>	<b>To approve the appointment of the LEA Governor:</b> Governors approved Simon Pedrazzini’s appointment as the LEA Governor.  There is now a co-opted vacancy. Clerk to advertise the position on Inspiring Governance.	Approved  Put advert for Co-opted vacancy on Inspiring Governance
<b>2020-43</b>	<b>Confirmation of Minutes of meetings 04.03.2020 &amp; 26.05.2020:</b> There were a couple of typo amendments to the 04.03.2020 minutes and apologies from LJ were added to the 26.05.2020. Following these amendments the minutes from both meetings were <b>agreed</b> as a true record. These will be signed at the next face to face meeting. SP proposed, JP seconded. All approved.	Approved
<b>2020-44</b>	<b>Matters arising from minutes:</b> All actions complete.	
<b>2020-45</b>	<b>Set dates for meetings for next academic year:</b> A calendar of meeting dates had been circulated prior to the meeting. Governors agreed the dates.	Agreed



MONITORING		
2020-46	<p><b>Policies, Statements &amp; Provisions for review:</b></p> <ul style="list-style-type: none"> <li>Finance (DCC): This is a DCC model policy. The Clerk had highlighted the slight updates to governors. <b>Approved</b></li> <li>Staff Grievance Policy (DCC): This is a DCC model policy. There have been no changes since the last review. <b>Approved</b></li> </ul> <p>Governors were advised that IG, Finance Lead, has reviewed and approved the Charging &amp; Remissions Policy and the Governor Allowance Policy. Neither have had any changes since they were last reviewed.</p> <p>Governors were also advised that CB, Headteacher, has reviewed and approved the Staff Behaviour Policy (Code of Conduct) and the Collective Worship Policy. Neither have had any changes since they were last reviewed.</p> <p>Governors agreed to extend the review period to the maximum allowed, apart from when a change takes place during that period. (IG joined 6:39)</p>	<p>Policy approved</p> <p>Policy approved</p>
STRATEGIC		
2020-47	<p><b>Admission requests update:</b> SP updated the FGB that there have been 2 additional children join the school since March and in addition to this, there was 2 applications in March, 1 in April, 1 in May and 5 in June. All of these applications were denied. A delayed admissions request for starting school was received in March and this was approved.</p> <p><b>HT report including an update on the school since reopening and the future:</b> Since the last report there has been 12 school days before lockdown and 22 days since re-opening in June. CB has used a report template from The Key for this occasion. Numbers of children attending the school are increasing daily; parents appear to be more confident. Numbers given on the report were from 29.06.2020 but there has been an additional 14 children since the report. At least 4 more will be returning next Monday (06.07.2020). The school has decided that this will be the last date they can return to school before the holidays as this will allow a decent period of education to take place. Parents are aware of this and need to advise the school by 03.07.2020 if their child will be returning on that date.</p> <p>New guidance is due out from the government tomorrow (02.07.2020) regarding return to school for September. The risk assessment will need to be updated.</p> <p><u>Governor challenge, question and comment:</u></p> <p>Governors asked what would happen if the one metre social distance was not possible and if moving furniture was not possible, what would happen. CB advised that at the moment it is not known what the expectations are, she will await the guidance tomorrow.</p> <p>Governors wanted recognition for CB, RP and all of the staff for the hard work they have done over this period and the challenges they are also going to continue to face in the future. CB agrees that the staff are working very hard. 4 teachers are not teaching their normal year group during the day and then they are also doing their weekly Google Classrooms for their normal classes and also completing reports. CB will email to all staff letting them know this.</p> <p>Governors felt that as the advice was constantly changing that it may be better for CB to carry out the changes at the start of the new year rather than the end of this one. CB agreed. Since then guidance has stated that the updated risk assessment</p>	<p>CB to send an email to all staff advising of governors thanks</p>

needs to be shared with staff before the end of the summer term! People do still do not know if the UK will get a second wave; children are carriers. They may not get the disease but there is a huge amount of anxiety within the staff. Some are still choosing to wear visors. It is a lot of added stress. Governors questioned how children were going to cope when they return to school in September with the probable difference in learning during this period. CB confirmed that the SLT (Senior Leadership Team) have had a discussion about this and agreed that when the children return in September it will be a completely different scenario. Staff will need to assess the pupils starting points and discover if there are any learning gaps. RP has contacted one of the companies who creates their test papers and the school will get pupils to complete a test paper once they are settled back in to school (during the second week) to assess where they are with their reading, writing, spelling and maths. Hopefully this will enable any gaps to be filled. The Autumn term needs to be taught as well as possible Summer term catch-up. Once the teachers have finished writing their reports they will then make a note of what they have not taught during because of Covid-19 and these details will be given to the new teachers to understand what needs learning. If there are key gaps then learning cannot continue e.g hard to learn division if have not learnt multiplication. Governors wondered if there was any additional work for parents to give to their children over the Summer. CB confirmed that the school will be sending information out on Google Classroom at the end of the term but each year group's curriculum is available on the website if parents wish to see summer term learning. The opportunity will be available for those parents who wish to continue education during the Summer break. RP has sourced some packs of work should families wish it.

Governors wondered if CB had an idea of how many families have not been engaged. CB advised that it is very few, certainly less than 10, nearer 5. Parents have been contacted if there has been no access to Google Classrooms. Some parents are doing additional work, just not through Google Classroom as learning in this way is not suitable for their children. RP confirmed it was a very small number. Staff have completed an audit of the PP children & SEND children to see how they are engaged and coping. Parents have been contacted and packs have been provided. The school do not want to bombard parents and do not want to put them under pressure. Teachers will be able to see where the children are with the assessment they undertake in September.

Governors wondered if there was going to be an impact, come September, of continued home learning for parents. They assume that books won't be coming home so children can read with their parents, what happens then? (LJ joined 7:13) CB confirmed that books home would not be allowed. RP advised that some of the teachers are excited about Google Classroom and what can be offered using the system even when the children are back at school like spelling lists, and key sounds - these could continue to be done virtually. RP is able to set this up. This will be discussed with SLT as it is operational not strategic.

**Skills Audit results:** The Clerk thanked all the governors for completing the Skills Audit. The results matrix had been shared with the board. It was agreed that the board has a good variety of skills sets and no specific areas were lacking. There may

	<p>be a couple of training needs, but nothing obvious.</p> <p>LS &amp; JD will try to join the Virtual New Governors Course available as mentioned on the latest Governance Email.</p>	
<p><b>2020-48</b></p>	<p><b>OFSTED Update:</b> WHPS was expecting a visit from OFSTED before lockdown so would reasonably expect a visit quite soon after re-opening in September. CB had arranged some training sessions prior to lockdown. A sheet of 17 questions that inspectors may ask has been forwarded to all governors. JP has created bullet point answers on each. CB advised governors that the leaked draft guidance advises that there will be no inspections in the Autumn term so none until at least January 2021 which will allow pupils and staff to settle in.</p> <p>Governors asked if there was anything that can be learnt from the other local schools who were inspected just before lockdown to allow the school to retain the 'Outstanding' status. CB will contact the head from Newton Poppleford school who dropped from 'Outstanding' to 'Good' to see if she can meet him with JP to discuss this and ask him for feedback.</p> <p>Governor answers to possible questions:</p> <p>Q1. What training have governors completed and what training can they access? A1. This is a personal which all governors can answer.</p> <p>Q2. Do you have a governor skills audit? How has this informed you? Q2. Have a skills audit which governors take seriously. Once completed the board discusses the results. It highlights where their strengths and weaknesses are and the board also looks to see where training needs are and also to look at skills required for any vacancies.</p> <p>Q3. What are your school priorities? A3. There are 5 and they are to develop a curriculum to challenge and inspire, to have outstanding provision in early years, to have outstanding learning behaviour support, to have best practice in support with emotional wellbeing and mental health and to help pupils in need of additional support – use the word outstanding a lot!</p> <p><i>Where can these priorities be found?</i> These are on the back of their governor badges. CB to email them out to governors as the lanyards are kept in the school.</p> <p><i>Which document?</i> They are included in the School Development Plan (SDP) where it is broken down in more detail.</p> <p>School vision is different to the priorities, 6 aims on each document – are they relevant to this question. Not really as visions and values are in everything, the priorities within what the school are doing.</p> <p>Q4. How do you as a GB ensure the priorities are moved forward? A4. Each lead governor is responsible for their particular areas and they work with the relevant teachers to ensure the pupils are moving forward and write up the reports to keep the governing board updated. Also governors observe lessons and look at pupils' books to compare their work over the year to monitor progress. Governors would be able to provide examples to the inspector. Governors also challenge the HT during board meetings and make sure they understand the data. When governors carry out visits, they should note which of the 5 priorities they have looked at and link it to them. This is very important, otherwise, why are they looking.</p>	<p>Email the 5 priorities to all governors</p>

	<p>A lot of the answers to the questions is to talk about and analyse the tracking data, but we are not using the same tracking system anymore – what are the school going to use now? CB advised that have been using SIMS since last September. No data has been lost, and governors are able to compare WHPS against Devon and National data for Early Years data, Yr1 Phonics, Yr 2 SATS and Yr 6 SATS.</p> <p>RP advised governors that they are currently out of sync as a board as won't have Summer data, so when governors do look next time, it is really important to understand this. We have lost a year of national data but school will still have internal data. Government have stopped end of year assessment points as pupils are not in school so OFSTED inspector could not make comparison, they may ask more about internal data. Important to keep back some books so have evidence (3 of different abilities per year) to show inspectors (Do this every year). RP understands that inspectors will still consider reported data from previous year (July 2019) so governors should keep this information fresh in their minds.</p>	
<p><b>2020-49</b></p>	<p><b>Safeguarding &amp; Child Protection:</b></p> <ul style="list-style-type: none"> <li>• <b>Safeguarding:</b> No update or concerns either during lockdown or since children have returned to school. Children with EHCP were able to attend during lockdown but chose not to. No calls from MASH. No reports from Operation Encompass (link with domestic violence – if police were involved). Looking forward to seeing all children return in September.</li> <li>• <b>New Safeguarding Training Schedule:</b> A new training schedule has been provided to all governors to ensure all aspects of safeguarding are covered during the year; Level 2 Safeguarding, PREVENT, FGM &amp; CSE. The clerk confirmed that all governors have completed Level 2 (or higher) within the last year. (JD left 8:00)</li> </ul>	

<p><b>2020-50</b></p>	<p><b>GDPR:</b></p> <ul style="list-style-type: none"> <li>• <b>End of Term reports (options to consider):</b> Last year the Data Protection Officer (DPO) advised CB that the end of year reports needed to be handed to each parent (in a named envelope) but this is not going to be possible this year with COVID restrictions. CB has spoken to our DPO and other schools within the Local Learning Community (LLC). DPO did request that each report was emailed out, securely, with an additional email with a password. The office were concerned with the amount of (430 emails) and the possible data breach with the wrong email/report going to the wrong person. LLC advised that some schools are asking parents to collect, and others are giving to the children or posting out those who are not attending. CB then spoke to DPO again who advised that there are three choices: Parents collect in person (COVID-19 concerns), post out (financial implications) or email. This needs to be discussed and the governors need to agree which is the <u>least risky</u>. One possible solution is to give them to the children who are in school and then for CB &amp; RP to sit outside with the reports and allotted times for parents to come and collect and then post those that are left. <p>Governors considered that they all be posted as CB &amp; RP's time is more valuable and useful used elsewhere. Governors were, however concerned about the cost element, this could be expensive. Perhaps email them. CB advised that this would also be very time consuming and you would need to have two members of staff checking each email is correct. Following a detailed discussion it was <b>agreed</b> that the reports be given to the parents of the people who are attending by hand and the others be posted out. It will be an additional COVID-19 cost.</p> <li>• <b>Update:</b> No new issues or reports.</li> </li></ul>	<p>Reports to be handed to parents to those pupils who are in school and the others are to be posted out.</p>
<p><b>2020-51</b></p>	<p><b>Financial Monitoring:</b></p> <ul style="list-style-type: none"> <li>• <b>Budget implications with COVID-19:</b> Some costs so far, about £300, assume these will increase and will continue to affect the budget in September. The Government have set up a fund but as WHPS has a healthy carry forward that the school is not able to apply for any additional funds, and it is hoped that utility costs are reduced during this time and the Summer to counterbalance this.</li> <li>• <b>Premises update:</b> SP. There are two new gates on the small playground with locks top and bottom and hook and eye. Roof: Solar panels need moving, this is now planned to be done in August. There are more leaks in the staff room from the guttering, there are more works required. Biggest issue is the moss (flat roof), and it needs regular cleaning. The caretaker is not allowed on the roof so need to find someone else to regularly clear the moss as it is a maintenance issue.</li> </ul>	

2020-52	<p><b>Lead Governor/Classroom visit reports: Any questions/challenges:</b></p> <ul style="list-style-type: none"> <li>• <b>Assignment of roles for September:</b> Have a variety of roles and responsibilities which need to be redistributed. JP is willing to continue as chair unless someone else wishes to, although he would prefer to not be Safeguarding lead or Gifted and Talented lead if he continues as chair. SP also advised that he is willing to continue as vice-chair if no-one else wishes to step up. If any leads governor roles are changed then the outgoing person could be deputy for an initial period to assist them, especially with a possible OFSTED visit. Governors to advise the Clerk as to what role they may wish to undertake.</li> <li>• <b>Geography (24.02.2020 visit):</b> MC is lead governor. He had circulated his report prior to the meeting. Governors were unsure as to what MC meant by 'I assume that a task like the one undertaken differentiates by outcome and that it is designed deliberately to be open ended in terms of extension opportunities'. MC explained that it meant that the task that was set was an open ended task so pupils were able to take their answer as far as they wanted/were able to show their aptitude and knowledge. It was not a closed question. Everyone had the same task and what everyone created was</li> </ul>	Advise the Clerk as to what role they may wish to undertake.
<b>GENERAL GOVERNANCE</b>		
2020-53	<p><b>Governor Training Reports:</b> JP attended 'Understanding Performance Data in Primary Schools' on 10<sup>th</sup> March 2020. He has circulated his report prior to the meeting. The course served to confirm one area on which Ofsted inspectors may well concentrate.</p>	
2020-54	<p><b>Matters brought forward at the Chair's discretion: <i>The governors continued in Part II (Confidential business) for this item.</i></b></p>	
2020-55	<p><b>Impact of meeting:</b> Governors felt the meeting went well and;</p> <p>6 policies were reviewed</p> <p>All governors have a clear picture of where the school is since successfully re-opening the school.</p> <p>Learned that the school has greater numbers of pupils attending than others in Devon</p> <p>Know about governors skills base the completion of the Skills audit and understand where there is any training required.</p> <p>Have a schedule ensuring the board is up to date on their safeguarding training</p> <p>Understand staff morale and its current situation</p> <p>Discussed roles and responsibilities of governors</p> <p>Have received an update on the premises</p>	

Meeting closed: 8:20pm

ITEM	ACTION	WHO	DUE BY
2020-42	Put advert for Co-opted vacancy on Inspiring Governance	BD	07.07.2020
2020-47	Send an email to all staff advising of governors thanks	CB	03.07.2020
2020-47	Sign up to virtual new governor training	LJ & JD	10.07.2020
2020-48	Email the 5 priorities to the governors as they are on the back of the lanyard which are kept in the school	CB	21.07.2020
2020-52	Let BD know what lead governor role you may wish to undertake	ALL	15.07.2020

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

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