



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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Headteacher: Cheryl Boulton



Minutes – Full Governing Board 30th September 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	Parent	Y	Nothing to declare	11.06.2023
JD	James Downey	Parent	Y	Nothing to declare	07.01.2024
SP	Simon Pedrazzini	LA	Y	Nothing to declare	30.06.2024
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	Y	Babcock employee	07.01.2024
		Co-opted			
Others					
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM	ACTION	
PROCEDURAL		
2020-56	Apologies: No apologies were received. LJ & JS were not in attendance. The Clerk confirmed the meeting was quorate.	
2020-57	Election of Chair and Vice-Chair: Head chaired this section as the clerk was on mute due to wi-fi issues. No nominations were received prior to the meeting. JP indicated his willingness to serve again. MC proposed JP as Chair. IG seconded. All in favour that JP is Chair. SP indicated his willingness to serve again as Vice-Chair. JP nominated SP as Vice-Chair. JD seconded. All in favour. It is expected that other governors fill the roles in future. JP continued to chair the meeting.	JP is Chair SP is Vice-Chair
2020-58	Declaration of Interests: None. Governors will review and sign the declaration at the next face to face meeting.	
2020-59	Review and agree Code of Conduct: Governors reviewed and agreed the new Code of Conduct (Model NGA meeting). This will be signed at the next face to face meeting.	Agreed



2020-60	Confirmation of Minutes of meetings 01.07.2020 parts I & II: The minutes from both meetings were agreed as a true record. These will be signed at the next face to face meeting. SP proposed, JP seconded. All approved.	Approved
2020-61	Matters arising from minutes: All actions complete.	
2020-62	Agree Roles and Responsibilities for the academic year (including committee membership): The proposed roles had been circulated to all governors prior to the meeting. It was recommended by CB that another governor consider taking on the Safeguarding role so the Chair can concentrate on the Chair duties. Concern was raised about the ability for governors to visit the school during the current situation. It was suggested that some meetings may be held via TEAMS. CB advised that visitors are allowed at the school provided they wear a face mask/shield but she also understands that governors are wary and there are options. IG would like to lose ICT but understands that this is not possible at the moment. There is still a vacancy on the board so this could be revisited when a new governor joins the board. LS would be happy to consider becoming Safeguarding lead, but not yet as she is a new governor. She would be happy to learn alongside JP and will undertake training. Governors agreed the roles and committee membership.	LS to undertake Safeguarding training
2020-63	Agree Terms of References for Lead Roles and Committees (including chair): Since sending the agenda out the model versions have been updated. This item has been deferred.	Defer
2020-64	Agree date for HT Performance Management review: It was agreed that this would be held on 11.11.2020 pm. This can be either via TEAMS or face to face. This decision will be made nearer the date.	
2020-65	Governor Vacancy: There has been no response to the vacancy advertised on Inspiring Governance. A new parent to the school has shown an interest. The clerk has asked for a pen portrait and a skills audit to be completed by the interested person. Once these have been received, the Chair and Head will review them and perhaps meet interested person to decide whether they should be considered for co-option by the Governing Board. Item deferred.	Deferred
MONITORING		
2020-46	Policies, Statements & Provisions for review: <ul style="list-style-type: none"> SEND Policy & Send Offer: Both of these items are DCC models that need to be amended to suit the school. They have both been updated. The governors were given the details of the changes prior to the meeting. Governors questioned who made the changes. CB confirmed it was the SENDCo. Governors also noted that at some points it is called SEN and sometimes SEND. CB to ask SENDCo to update to ensure it is all SEND throughout the policy for consistency. Following these changes, governors approved the new policy and offer. Child Protection and Safeguarding Policy: This is a model DCC/Babcock policy. The Clerk did not send this to the governors in time for them to read prior to the meeting. Some governors had read it and were concerned about section 12 but CB explained that it was a Babcock model policy. It was agreed that the policy be read by governors and that the approval be agreed via email by the end of half term (23.10.2020) to allow the Headteacher to pass to staff and place on the website as soon as possible. This decision will then be ratified at the next FGB meeting in November. 	SEND Policy & Offer approved Safeguarding Policy to be agreed via email and ratified at the next FGB meeting

	<ul style="list-style-type: none"> Governors were advised that IG- Finance Lead has reviewed and approved the Computing Policy and the Online Safety Policy & Internet Code of Conduct. None of these have changed since they were last reviewed. <p>Governors were also advised that CB, Headteacher, has reviewed and approved the Data Protection Policy provided by our DPO (Data Protection Officer)</p> <p>It was agreed that the curriculum policies approved by Lead Governors do not need to be forwarded to all governors, the FGB will be notified that changes have been made and approved by the lead governor at the next FGB.</p>	
STRATEGIC		

2020-67	<p>Admission requests update: SP updated the FGB advising that there have been 9 applications in September. None have been approved as all classes involved are full.</p> <p>Verbal HT report: 9 new starters in September across Y1-Y6, all of which live within the catchment area. Most classes now have 32 pupils and are full. Reception has 25 pupils so this is the only class with spaces. Census day is on 1st October.</p> <p>There were a few parents who were anxious and were keeping their children off at the beginning of term due to colds, runny noses and sore throats. CB has advised them that they only need to keep their children off if they have one of the three Covid symptoms. More children are now in the school. 2 children who have had a symptom have had to have a test, but both were negative. Some children have had to stay off as a family member has had a test. Again, these were all negative.</p> <p>Now in week 4 and the children are all doing really well; many of these children have not been in school since March 2020. All staff have had training about how to help the children with returning to school after such a long break. The children and parents should be credited for how well they are coping and handling the new changes.</p> <p>Assessments were made from week 2 onwards to ascertain benchmarks and baselines, there were varying degrees of 'school work' done during the time that the children were not at school. Generally, all teachers have found most of the children are further behind than they would be in a normal September. Well-being is good and the teachers and pupils now need to concentrate on their academic side. (IG left 7:43). Governors wondered how children would be taught to enable them to catch up without affecting the whole class. CB explained that there will be a need for individual programs to be created and it may be that pupils are given 1:1 lessons on certain subjects like phonics, Maths or English whilst the rest of the class are doing art etc. The government have advised that the curriculum does not have to be up and running up until Summer 2021 to give teachers the chance to use lesson time to catch the pupils up. If the whole class need to catch up on a subject, then this will also be done.</p> <p>From 30.09.20 the school have had to provide home learning for those children who may have to self-isolate. The school is using Oak Academy which is a free service offering 3 lessons a day for each year group. The school will also get Google Classroom up and running again and will aim to make this more personalised after half term.</p>	
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	<p>The main area that CB wanted to impress on governors was how well the children and staff are doing; they are all stepping up and coping with the new situation but CB does question the long-term management on what they are having to do and the impact on staff wellbeing.</p> <p>Governors asked about parent readers. CB explained that they are allowed to come in but the advice is that they do not change bubbles. The elder generation are, understandably, not coming in. There are about 1/3 of the usual volunteers coming in.</p> <p>The physical space is also an issue. The school were considering a marquee but the DAA use the field as a landing site so they are not able to keep a permanent item up. Now weather is getting worse, it is making the logistics even harder. Governors wondered if the school could ask DAA for dispensation for the interim but CB advised that they would need three tents and seating and then the staff and pupils would still need to get to the marquees. The school are trying to find solutions.</p> <p>The SLT are doing observations to get an up to date assessment of teaching before OFSTED which probably is not helping with the staff stress levels. CB & RP are also reviewing the SIP with Covid changes and how to spend the catch-up premium funding (this comes in three payments) to help the children.</p> <p>JP thanked CB and asked her to thank all the staff.</p> <p>Governors asked about staff morale. CB believes on a scale of -10, it is about a 6. RP feels it has gone as well as can be expected, although the days are more intense. There is a great spirit amongst the staff really wanting to do the best for the children and make up for the lost time too but also feeling that the days are long. Staff don't even really get to talk to each other. No-one is going into the staff room due to social distancing. Governors are concerned that as the term carries on they could start to struggle. CB & RP agree that it is a concern.</p> <p>Governors believe that the way the school has dealt with colds etc. has been excellent and realistic. They wondered if the caretaker could come in more to help. CB advised this was not possible as he has another job during the day. CB has asked the PTFA if they would consider putting in a gravel path from the top of the steps towards the field to get to the outdoor classroom so at least one classroom could go outside. But this would only be for one class, there would still be an issue for two other classes.</p> <p>A few things aren't working (younger children have to play before they eat etc.) but they have the best they can have with resources they have got. It is an ever changing circle.</p> <p>Parents Questionnaire (delayed due to Covid-19): Usually do this in June but could not this year. CB suggested that one be sent out before Christmas. Governors agreed to send one out straight after half term.</p> <p>Pupil Premium Strategy Update: RP. External data was not available as no reception assessments or end of KS1 or KS2 assessments made so the work on impact of spending PP funding analysis was cut short. It is a three-year document so it will be interesting to see how it is affected from the assessments made in the</p>	<p>Arrange for Parents Questionnaire to be issued at the beginning of next half term & speak</p>
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	<p>last week. Budget was originally £21,340, the school has just received funding up to 03.2021 of £19,725. Hoping to use this to boost the staffing budget for TAs. However in September 2021 the school may only get £12,620 which is a significant reduction. RP will review this again once he has the results from the teacher assessments.</p> <p>Sports Premium Report: The report was completed by Mr Sapwell (PE subject lead) and was circulated to governors prior to meeting. Although payments were still made to dance teachers, external PE teachers etc, the school did not have the usual cost of transporting pupils to external events. Mr Sapwell is looking at the balance of the Sports Premium to see how this can be spent to benefit the pupils although the school is limited to how this can be spent with all the current restrictions.</p> <p>Spring Data Overview: RP. A report was issued to governors prior to the meeting. The report was based on teachers' assessments just before lockdown so the data may have shifted because pupils who were on track may no longer be. The KS1 data is strong but the group would have been hit with the school closure; this data carries risk. CB has noticed some basics have been forgotten during her class observations. Normal challenges are being exacerbated. Yr 3 pupils did not need to have KS1 results sent to the LA just as the KS1 did not have final early years GLD figures. CB advised governors that as there is no July 2020 national data, OFSTED will refer back to July 2019 data. Yr2 children who did not do Phonics testing in June when they were in Yr1 will have to do it in Yr2 before Christmas. The Yr1 teacher is carrying out a prior test to ascertain where the pupils are. There is a lot of work to be done before the tests. The school has contacted parents asking them to support their children.</p> <p>Governors commented about percentages and how every pupils work relates to 3% of the results so it only needs 2 or 3 children to affect the data. The data being used now is historic.</p>	with LJ for his contribution (CB)
2020-68	<p>OFSTED Update: Governors wondered if the school was due a visit. CB advised that it would not be until January 2021 at the earliest. The Unions want to defer it even further. Item deferred due to lack of time. Clerk to place this further up to the agenda next time.</p>	
2020-69	<p>Safeguarding & Child Protection:</p> <ul style="list-style-type: none"> • Safeguarding Training: Governors were reminded that they must read Part 1 and Annexe A of the new KCSiE that came in to force in September 2020 and to also complete the Power Point level 2 Safeguarding Training as supplied by the Headteacher. Once completed, governors must advise the Clerk so the records may be updated – this is to be completed by the end of this half term. • Safeguarding Data Collection Sheet: A report was circulated to governors prior to the meeting. The information is sparse as it relates to the summer term as there was a maximum of 60 children in the school so numbers were much lower. <p>Governors wondered about the children who did not come into school but were considered 'vulnerable'. CB confirmed that the school provided hard copies of work where necessary and did what they could to assist. All children entitled to have Free School Meals had hampers and then vouchers when the system changed. Families and children were contacted to touch base. All</p>	Read Part 1 & Annexe A of KCSiE and complete the training and advise the Clerk once done (ALL)

	<p>actions from the last sheet have been completed. The new report will be started now for the autumn term.</p> <ul style="list-style-type: none"> • Staff Survey: This was circulated to all governors prior to meeting. This was part of the safeguarding audit and had to be completed prior to Babcock carrying out the audit. The audit usually cost around £500 but this was provided free by DCC as they are aware that outstanding schools are being re-inspected and they want to support these schools to help them to not drop their score. CB wanted to highlight to governors that even though only 75% said they had completed level 2 they have all completed it but CB had not specified to them that the training they were completing was level 2. She assured governors that all staff have completed the required training. Staff members were reminded to chase CB or RP for a follow up should there ever be a need to make a report. It was a good survey and DCC were pleased with the results. DCC have provided a draft report that CB and RP have gone through, they are just waiting for the final report which will be shared with governors once received. 	
<p>2020-70</p>	<p>GDPR: Update: No new issues or reports. CB has a new privacy notice to update and put on the website. Data Protection Compliance Report: A report was circulated to governors prior to the meeting. No questions were raised.</p>	
<p>2020-71</p>	<p>Financial Monitoring:</p> <ul style="list-style-type: none"> • Budget Monitor: This was discussed before 2020-67 as IG had to leave at 7:45. IG has discussed the budget over the phone with Lara (LD), Senior Administrator. It has been difficult to create as LD has not been able to meet with David from DCC and also some grant figures are still unknown. The budget is looking healthy. <p>The leak in the staff room roof is still ongoing. The builder who put in the new glazed lights did check the guttering and did a temporary fix but it has not worked. LD is in the process of getting 3 quotes so the works can be completed before winter. DCC are advising the cost should come out of the capital fund. Once completed, the staff room will need to be redecorated. This will be covered by insurance.</p> <p>Catering supplies. The catering staff (Contract with Devon Norse) were furloughed. WHPS had to continue payment to Devon Norse, but this will be refunded.</p> <p>The sports grant has been received, the PE subject leader is now deciding how it should be spent.</p> <p>Building Improvement & Maintenance. Funds have been spent on fencing and wooden steps. DCC have assisted with the LED lighting costs.</p> <p>CB advised the costs from Covid prevention measures are mounting up and the school does not know how long they will be necessary.</p> <p>Governors questioned why more savings had not been made as the school was closed for so long (office supplies, printing costs etc) so that they could perhaps offset some of the additional Covid related expenses. CB explained that all contractors have had to be continued to be paid (sports, music, caretakers etc). CB also explained that the school was never completely shut as they had keyworkers children in all the time and then reception, Yr 1 and Yr 6 returned</p>	

	<p>in June so the school still had all of its utility costs etc. They may have saved a few hundred pounds but not great amounts.</p> <p>LD may know more after half term.</p> <p>We had a small break in during the summer break at the gate. Now have a security light (under the canopy) and a double chain installed and there has been no trouble since.</p> <p>Governors are cautiously optimistic. PTFA fundraising which is usually raised through the summer fete, November ball, sponsored bounce and cake sales have been hampered by these events having to be cancelled due to Covid (about £10k). The PTFA are now trying to find different way to fund raise to help the school.</p>	
2020-72	<p>Lead Governor/Classroom visit reports: Any questions/challenges:</p> <ul style="list-style-type: none"> Lead Governor/Classroom visit reports: None. Governors were reminded to contact their subject leads to let them know who they are and to ask for their subject policies if they do not have them and to ask to make an appointment or TEAMS meeting at some time. Governors are to advise the Clerk once a visit has been arranged. 	Touch base with subject leads (ALL)
GENERAL GOVERNANCE		
2020-73	<p>Governor Training Reports: The Clerk attended a Clerk's Update on 24.09.2020. LS and JD are booked to attend New Governor training on 04.11.2020 and JP and LS will be attending Safeguarding training as soon as one is available.</p>	
2020-74	<p>Matters brought forward at the Chair's discretion: None</p>	
2020-75	<p>Impact of meeting: Governors felt the meeting went well and;</p> <p>Approved Policies</p> <p>Received an update from the Head about the school opening and pupils returning</p> <p>Agreed Roles & Responsibilities</p> <p>Confirmed HT PM date</p> <p>(Re)elected a Chair and Vice -Chair</p> <p>Report on pupil assessments and where the pupils are now compared to the performance data and how this informs the direction the school takes with these results</p> <p>Learned about staff wellbeing and the difficulties that are being faced</p> <p>Learned about the reduction of volunteers at this time</p> <p>Have admiration for the head and staff in dealing with the current situation</p> <p>Impressed with how the school has managed to fit all of the children in the school with the new guidelines. (Reception and Yr 1 are not in rows, but all the others are. They will review yr 2 after half term)</p> <p>Agreed to send the questionnaire out to parents sooner rather than later. (LJ may want to get involved in this as Community and Parent Links lead governor)</p>	

Meeting closed: 8:37pm

ITEM	ACTION	WHO	DUE BY
2020-62	Arrange Safeguarding training for LS	BD	ASAP
2020-62	Attend Safeguarding training	LS	ASAP
2020-63	Add 'Agree Terms of References for Lead Roles and Committees (including chair)' to the next agenda	BD	21.10.2020
2020-65	Add 'Governor Vacancy' to the next agenda	BD	21.10.2020
2020-66	Read and approve the Safeguarding Policy	ALL	23.10.2020

2020-66	Add 'Safeguarding Policy to be ratified' to next agenda	BD	21.10.2020
2020-67	Arrange for Parents Questionnaire to be issued at the beginning of next half term & speak with LJ for his contribution	CB	15.11.2020
2020-69	Read KCSiE Part 1 & Annexe A and complete the PowerPoint Training and advise the Clerk when done	ALL	23.10.2020
2020-72	Touch base with subject leads	ALL	ASAP

Signed: _____ (Chair)

Date: _____