



**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> November 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 (left 7:02)         | 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 (left 7:38)      | Foundation  | Y | Nothing to declare                | 26.09.2022        |
| MC            | Martyn Cutmore              | Foundation  | Y | Nothing to declare                | 11.06.2023        |
| JS            | Jeremy Stone (arrived 8:04) | 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   |
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| <b>PROCEDURAL</b> |  |
| <b>2020-76</b>    | <b>Apologies:</b> Apologies were received from JS (work). Approved.<br><br>The Clerk confirmed the meeting was quorate.  |
| <b>2020-77</b>    | <b>Declaration of Interests:</b> None.   |
| <b>2020-78</b>    | <b>Confirmation of Minutes of meetings 30.09.2020:</b> The minutes from both meetings were <b>agreed</b> as a true record. <i>These will be signed at the next face to face meeting.</i> Approved  |
| <b>2020-79</b>    | <b>Matters arising from minutes:</b> All actions complete or arranged for the future.  |
| <b>2020-80</b>    | <b>Agree Terms of References for Lead Roles and Committees (including chair):</b> These were approved and the chair of the Admissions Committees was agreed. The other committees will agree their chairs at their first meeting. Approved   |
| <b>2020-81</b>    | <b>Governor Vacancy:</b> An application has been received from Mr Graham Harry. He has completed a pen portrait and skills audit. Governors were advised that the second possible applicant has not returned their paperwork. Governors were concerned regarding the make-up of the governing board being male dominated but it was agreed that you cannot refuse an applicant because of their gender in the hope that more women apply. It is important to have a full board, although this Approved |



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|                   | must be with suitably skilled people. Governors requested that CB & JP 'meet' with GH prior to the next meeting and if they believe he is suitable, then invite him to attend the next meeting.  |   |
| <b>MONITORING</b> |  |   |
| <b>2020-82</b>    | <p><b>Policies, Statements &amp; Provisions for review:</b></p> <ul style="list-style-type: none"> <li>• <b>Child Protection and Safeguarding Policy:</b> This is a model DCC/Babcock policy. The governors have reviewed the policy prior to meeting to allow the Head to display on the website and circulate to all staff. The governors <b>ratified</b> the policy during the meeting.</li> <li>• <b>Pay Policy:</b> This is a model DCC policy. Governors questioned if teachers were aware of the policy and understood their place within it. CB confirmed that they were, although they have not seen this current one as it is only coming to governors today. Should a teacher have any issues with their appraisals and pay awards, this is the policy to which they refer. Governors <b>approved</b> the policy. A date is to be set shortly for the P&amp;P committee to meet to discuss the pay awards following the staff appraisals.</li> </ul>  | <p>Both policies approved</p> <p>Set a date for the P&amp;P committee</p> |
| <b>2020-83</b>    | <p><b>Health and Wellbeing of staff and pupils:</b> Governors discussed the health and wellbeing of the staff and pupils with the Head. CB advised that the school remains 'in a new normal' and that half term was welcomed by staff. The new lockdown comes in to force tomorrow and the staff are anxious about attending school when the rest of the country is in lockdown. More measures have been put in place to improve social distancing and a letter has gone out to parents requesting they wear masks to and from school from 5<sup>th</sup> November. (IG left 7:02) RP confirms that staff are feeling vulnerable. Teachers are able to wear masks and visors in public areas when talking to a parent. CB &amp; RP confirmed that COVID cases are in the local community and two of the schools within the local learning community have already had to close bubbles. Governors asked if staff are receiving support and whether links are being made available to help via Public Health England and Devon Partnership Trust. CB is not aware of staff being advised of this help. LJ offered to organise signposting and discussions with Devon CCC. RP is concerned about how this new lockdown will affect the children with the wearing of masks etc. Signposting to NSPCC – are there organisations within Devon who can help the children too? LJ advised that there were and LJ will email RP &amp; CB with the details. Governors were pleased to see that the CB &amp; RP were concerned about both staff and pupils mental health and wellbeing. Catch-up funding is for the education of children, not their mental health. Currently there are no staff are off with COVID symptoms or self-isolating. Governors wondered if there was a back-up plan should anyone be off. CB confirmed that they would be covered by supply or one of the part-time teachers would offer to come in. Online teaching would be used for the whole school if we had another school closure or for a whole class bubble if they have to isolate. JP will email all staff to thank them for their hard work. Governors also asked about the health and wellbeing of CB &amp; RP. CB confirmed that this last term has been really tough. There is a constant pressure on CB during this time. JP &amp; CB are having a fortnightly meeting to touch base. It has been suggested that CB works from home one day per week (will start properly next week) and RP has been released out of class on Thursday afternoons to assist with leadership matters. An additional MTA has been employed which is helping (2 x 1hr per</p> | <p>LJ to liaise with CB &amp; RP with details of external help</p>        |

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|  | week). CB confirms that RP has been a great support during such challenging times. Governors felt that positive steps are being taken. |  |
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**STRATEGIC**

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| 2020-84 | <p><b>OFSTED Update:</b> Training has been arranged for all governors on 18.11.2020. CB joined a webinar with her union today who think OFSTED inspections may not resume in January 2021.</p>   |  |
| 2020-85 | <p><b>Verbal HT report including Catch-Up Premium:</b> All teachers' appraisals have taken place from which any pay awards will be discussed for approval at the P&amp;P committee meeting. It has only been 3.5 weeks since the last FGB meeting. CB &amp; RP have carried out lesson observations on almost all of the teachers and feedback has been given. A TA has resigned and the position is already being advertised. Parent questionnaires have been sent out of which only 23 have been received back so far. They are due back by Friday. The office has sent out a reminder.</p> <p><b>Catch Up Curriculum:</b> All children have had their tests and assessments and SLT have met to finalise the groups of children who require further support using the Catch-Up Premium funding including targeted support for Phonics, Reading and Maths. Children have been selected using two different criteria; those who require additional support due to lockdown and those who are no longer 'on track' with progress. Parents have received letters advising them if their child is having additional support explaining how often it will be and which subjects. Children will continue to be assessed and some may join the groups, some may leave. CB is grateful to the staff and volunteers who are coming in extra to teach/help the groups. Some of the catch up work necessary will be carried out during the whole class lessons. CB confirmed that priorities are reading, writing and maths and although WHPS are continuing to teach the additional subjects, they are not being taught to the same degree. The government have advised that the remaining curriculum does not have to be followed until Summer 2021 so some of the additional subjects will have reduced learning time.</p> <p><b>Update on SDP progress &amp; consider FGB priorities:</b> The SDP, although not in its completed form, was circulated to all governors prior to the meeting. It was updated in September 2020 following lockdown. CB &amp; RP are still preparing the SDP and aim to be completed very shortly. Targets are long term and have been updated following Covid-19. (LJ left 7:38)</p> <p>Governors felt there were a lot of evidence and impact being shown. CB explained that these are to show what has been carried out. Governors were concerned that it was a lot of work and perhaps not of value. CB confirmed that it shows governors and OFSTED what has been done. RP agreed with both points but advised that the impact section is normally more data driven but this has not been possible due to the first lockdown. Governors felt that their governor priorities should be part of the school SDP but they could also have their own priorities. Governors to consider these for the next meeting.</p> <p><b>Subject Leader Reports and Action Plans:</b> The reports and action plans were circulated to all governors prior to the meeting. These are to update the governors to see where the school is with the curriculum. Governors noted the reports and plans and thanked the teachers for providing them.</p> | <p>Defer governor priorities for next meeting.</p> |

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| 2020-86                   | <b>Safeguarding &amp; Child Protection:</b> <ul style="list-style-type: none"> <li>• <b>Safeguarding Audit Report &amp; Action Plan:</b> The report and action plan had been circulated to all governors prior to the meeting. Following on from the report, further e-safety lessons (KS2) and staff training is being planned. Governors asked what the issues were. CB confirmed it was the knowledge of the pupils e-safety that was of concern. Training will be undertaken and then shared with parents advising them and educating them about parental controls.</li> </ul>   |  |
| 2020-87                   | <b>GDPR:</b><br><b>Update:</b> No new issues or reports. GDPR annual review will take place next week (10.11.20) between DPO & CB.   |  |
| 2020-88                   | <b>Financial Monitoring:</b> <ul style="list-style-type: none"> <li>• <b>Budget Monitor:</b> No report for this meeting.</li> <li>• <b>To approve purchase of new removable furniture using Capital Funds:</b> Governors discussed the purchase of 8 stackable benches at a cost of £616.00 with the funds being taken from the Capital Fund (there are funds in the capital budget for this) Governors <b>approved</b> the purchase. Clerk to advise the Office Manager (LD).</li> <li>• <b>PTFA Funding:</b> PTFA funding is down as the Fete and the Summer Ball have not taken place. Some parents have contacted the PTFA to ask if it is possible to donate some money as they have not spent money as they normal would during these events. The PTFA would like to set up a voluntary, anonymous Just Giving donation page. (JS joined 8:04) Governors do not object to the PTFA setting this up as long as it is shown that it is the PTFA not the school who are organising it.</li> </ul> | Advise LD that the purchase of benches was approved (BD) |
| 2020-89                   | <b>Lead Governor/Classroom visit reports: Any questions/challenges:</b> <ul style="list-style-type: none"> <li>• <b>Lead Governor/Classroom visit reports:</b> MC confirms that he has arranged meetings and has written a report following email communication with the History Lead. JP, IG &amp; SP also confirmed that meetings have been arranged. It is important that governors make contact with their subject leads to show the governing board are interested and are there for them. The subject leads have taken the time to prepare the reports and action plans which are a great base upon which to start communication with them. It is appreciated that this contact may not be face to face at present but it is still possible via email, telephone or virtual meeting.</li> </ul>  | Clerk to forward report to all governors.                |
| <b>GENERAL GOVERNANCE</b> |  |  |
| 2020-90                   | <b>Governor Training Reports:</b> JP has attended a course entitled 'The role of the Safeguarding Governor in 2020'. LS and JD have attended New Governor training. LS will be attending Safeguarding Governor training on 12.11.2020. MC will be attending the HTPM training on 11.11.2020.   |  |
| 2020-91                   | <b>Matters brought forward at the Chair's discretion:</b> None   |  |

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| <b>2020-92</b> | <p><b>Impact of meeting:</b> Governors felt the meeting went well including;</p> <p>Useful update on the health and wellbeing of staff and pupils</p> <p>The co-opted governor vacancy</p> <p>Approved policies and understood the details of the pay policy</p> <p>Received an update from the Head about the pupils assessments and catch-up funding</p> <p>Interesting subject lead reports and action plans</p> <p>Progress and update on SDP</p> <p>Good report on how the staff are catching up on the lost work due to Covid-19</p> <p>Safeguarding audit and action plan</p> <p>Approved the purchase of benches using the Capital budget</p> |  |
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Meeting closed: 8:13pm

| <b>ITEM</b> | <b>ACTION</b>   | <b>WHO</b> | <b>DUE BY</b> |
|-------------|---|------------|---------------|
| 2020-82     | Set a date for the P&P committee                          | BD         | 25.11.2020    |
| 2020-83     | Liaise with CB & RP with details of external help         | LJ         | 02.12.2020    |
| 2020-85     | Add Governor SDP priorities to next agenda                | BD         | 25.11.2020    |
| 2020-88     | Advise LD that the purchase of benches was approved       | BD         | 05.11.2020    |
| 2020-89     | Forward MC's history subject lead report to all governors | BD         | 05.11.2020    |

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