



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



Minutes – Full Governing Board 2nd December 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	Parent	N		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		
2020-93	<p>Apologies: Apologies were received from James Downey (work). Accepted. No apologies from Lee Jordan or Jeremy Stone.</p> <p>Welcome and introduction to prospective governor: The Chair welcomed Graham Harry to the meeting as an observer/prospective governor. Everyone introduced themselves.</p> <p>The Clerk confirmed the meeting was quorate.</p>	Accepted
2020-94	Declaration of Interests: None.	
2020-95	Confirmation of Minutes of meetings 04.11.2020: The minutes from the meetings were agreed as a true record. <i>These will be signed at the next face to face meeting.</i> (IG joined 6:39)	Approved
2020-96	Matters arising from minutes: 2020-83 LJ to liaise with CB & RP with details of external help - Item still outstanding	
MONITORING		
2020-97	<p>Policies, Statements & Provisions for review:</p> <p>Governors were advised that the following policies had been reviewed as follows;</p> <p>Lettings policy – Premises Lead Governor</p>	All policies approved



	<p>Appraisal policy – P&P committee</p> <p>Managing Sickness Absence – Personnel Lead Governor</p> <p>Staff Leave and Absence – Personnel Lead Governor</p> <p>All policies were approved</p>	
2020-98	<p>Health and Wellbeing of staff and pupils: Governors discussed the health and wellbeing of the staff and pupils with the Head. CB confirmed that regular communication is appreciated. The chair confirmed that he had written to the staff thanking them for their hard work. CB also advised that a parent had written a letter to the school which she forwarded to all staff too. SP will write to staff before Christmas.</p> <p>Governors asked about staff absences. There has been very little staff absence this term, this could be helped by teachers and pupils remaining in their bubbles and also the increased amount of hand washing, although this takes time. Some pupils have been off, but none of them have had Covid-19. Those pupils that are absent for Covid-19 related matters only are provided with online learning.</p> <p>Governors wished to thank all of the school; staff and pupils for their hard work and their attendance levels. The school must be doing something right! SP will also write a brief thanks to all in the newsletter.</p> <p>Governors wondered about the ‘lower than normal’ numbers due to join the reception class in September, and wondered if more people were choosing to home educate following Covid-19. CB has contacted the pre-school who advised her that there are 27 ‘rising 5’ children in the pre-school but this does not mean that they will all put WHPS as their first choice, the application process closes on 15th January 2021 so final number will not be known until after then. It is a national issue, it is just a low birth rate year. Governors wondered whether anyone should contact other pre-schools. CB advised that this has not happened before and as a learning community it is not considered best practice. CB & RP are in the process of making a video to promote the school as they are currently unable to allow school visits due to Covid.</p>	SP to write to staff
STRATEGIC		

2020-99	<p>Update from the P&P Committee: The chair of the P&P committee (IG) advised governors that they had held a P&P meeting to listen to the recommendations of the Head and review the teacher pay awards. IG also provided an update following the Headteacher Performance Management review (HTPM).</p>	
2020-100	<p>Admissions requests update: One request has been received for reception so this one was approved (there are 4 spaces remaining in the reception class). All other requests were turned down as they were for other years, all of which are full.</p> <p>HT report: CB had circulated a report to all governors prior to the meeting. CB is in the process of analysing the parent questionnaire results, there were 73 returned in total. Once this is completed, the answers will be shared with the parents and governors.</p> <p>As mentioned in 2020-98, governors were pleased to see that staff absence was low.</p> <p>Governors questioned the meaning of the existing flexibility of the curriculum. CB explained that as staff have carried out assessments, they are able to see any areas of weakness and are able to currently be more flexible with the curriculum.</p>	CB to speak to LD to see if possible to show how many admission requests were made and of those, how many were approved and rejected.

	<p>Governors warned that the school must be careful not to miss out subjects. CB confirmed that this flexibility is available until the end of the Spring term 2021. Governors also queried the remote teaching. CB explained that the school has to legally provide remote education for pupils who are off due to Covid related issues. The school has Google Classroom (Y1-Y6) and Tapestry (Reception.) Pupils are therefore able to continue their education should they be unable to attend school. There is a pack available on Google Classrooms for their first day of absence then the next day their work will be ready for them on the system which the teacher uploads at the end of the day so although they are one day behind, they are not missing out. Some teachers are finding this challenging as this is in addition to their full teaching day at school. Governors questioned how Google Classroom was working for the reception and year 1 classes. CB advised that reception don't use it, they use Tapestry which has a lot more practical based tasks and the teachers upload their learning for each week. Year 1 is more written work as they are learning part of the National Curriculum but there are also some practical areas. Governors asked about the Parental survey. They are aware that CB is still collating the results, but are there any common concerns? CB advised that there was nothing obvious on the 'tick box' area. CB is currently going through the written answers which will take time. If there any issues, they will be more likely to come up in the written section. CB will create a list of bullet points of concerns raised and a further list of what can/can't be done about their issues.</p> <p>Governors asked if it would be possible to show how many admissions requests were approved and how many were rejected. CB will speak with the office to see if this is possible for the future.</p> <p>Governor priorities (linked to the SDP): Governors agreed that a Governor Action Plan should be created and to allocate areas of the SDP to governors who are already au-fait with the areas. JP & CB will review this next week. Clerk to add to the next agenda.</p> <p>Review 2018-2019 IDSR (Inspection Data Summary Report): The report had been circulated to all Governors prior to the meeting. Governors challenged the progress and attainment trend (pg 6). CB explained that these results were used during the creation of the SDP. Governors challenged CB about the difference between the progress and attainment. CB highlighted the Key stage 2 attainment of the expected standard (100+) in reading (94%) and writing (100%) was significantly above national and in the highest 20% of all schools in 2019 as well as in 2018 and 2017. Key stage 2 attainment of the high standard (110+) in reading (61%) was also significantly above national and in the highest 20% of all schools in 2019 as well as in 2018 and 2017. She explained that although many of our pupils achieve above national at the end of KS1, they do not make the same value added in order to maintain this at the end of KS2. This is why although attainment is always high, progress is not. If a pupil achieved expected in Y2, they need to maintain at least expected by the end of Y6. Equally, if a pupil achieved greater depth at the end of Y2, they need to maintain greater depth at the end of Y6.</p> <p>This item is to be on the next agenda to discuss further. Need to keep challenging the results. Governors are aware that the school is taking action to improve progress as per actions in the SDP.</p>	<p>Add Governor priorities to next agenda</p> <p>Add Review 2018-2019 IDSR to next agenda</p>
2020-101	Safeguarding & Child Protection:	

	<ul style="list-style-type: none"> • Safeguarding CB confirmed that there are no current safeguarding issues. CB & RL have both completed their level 3 Safeguarding refresher this term. CB has also completed the DCC annual safeguarding audit. Safeguarding Governors (JP & LS) are reviewing it before it is sent to DCC. This includes an action plan. 	
2020-102	<p>GDPR: Update following annual review: CB only received the annual GDPR report late yesterday. There are 9 actions of which 2 are 'required'. (CB has already completed one). The other 7 action points are only 'recommended as good practice', one of which is to have a GDPR governor. Add to next agenda. There have been no GDPR breaches.</p>	Add 'GDPR governor' to next agenda
2020-103	<p>Financial Monitoring:</p> <ul style="list-style-type: none"> • Budget Monitor: A report had been circulated to all governors prior to the meeting. IG has met with LD. WHPS paid Devon Norse furlough monies which should be being refunded (but as yet has not been) and have also not received the universal meal income. The school is also waiting for a teaching grant so the budget should improve. Governors thanked LD for her hard work in the calculation and care of the budget. The roof works are underway. The school is hoping this can be signed off by DCC as capital. Governors questioned the Covid-19 grant. CB explained that as the budget is in surplus then they were not able to claim additional help. 	
2020-104	<p>Lead Governor/Classroom visit reports: Any questions/challenges:</p> <ul style="list-style-type: none"> • Lead Governor/Classroom visit reports: The following reports had been circulated prior to the meeting; Assessment KS1 & KS2 Standards and assessment EYFS RE Geography History Science Premises MC explained that Covid-19 is affecting the school and how it works, and he was impressed with how the school has adapted. EYFS: new EYFS curriculum in September 2021 which needs to be prepared for. Humanities: new DCC & Torbay syllabus that needs to be implemented. Humanities are some of the 'flexible subjects' so may not be being taught as much. MC questions whether Humanities could be combined in future. CB explained that it is the workload involved that does not make this possible as it is better to have separate subject leaders. SP: Science: SP was pleased with the amount of 'work planning' and training that was undertaken during lockdown. It is again a 'flexible subject'. Premises: Historical issues with the roof due to the way in which the building has been built and added on to. Hopefully once it has been sorted it will not have to be repaired for a long time. 	
GENERAL GOVERNANCE		

2020-105	Governor Training Reports: LS has attended Safeguarding Governor training on 12.11.2020. MC has attended HTPM review training on 11.11.2020. Most governors attended an OFSTED training course that was organised by CB. (The training was recorded so those governors who were unable to attend/late will be able to view this at a later date). Those governors who did attend found it useful and agreed that it will keep them focused. The key point for governors is to keep the relevance of the governor meetings there so that should OFSTED visit they are prepared. Governors appreciated the questions and information that followed.	
2020-106	Matters brought forward at the Chair's discretion: None	
2020-107	Co-option of new governor: (GH left 8:17) CB & JP have met with GH prior to the meeting and recommend that he be co-opted to the board. All governors approved. Clerk to contact GH to confirm this and forward the paperwork.	Clerk to contact GH to confirm co-option
2020-108	Impact of meeting: Governors felt the meeting went well including; Good challenge on progress. Safeguarding is in a good position. Finances are in a good position. Co-opted a governor. Staff and pupil seem to be coping with the Covid-19 episode well. Attendance is good for both staff and pupils. Understand data more following the IDSR and the difference between the progress and attainment and the actions taken to improve them. Thanks to governors who have carried out their lead governor visits and reports, albeit virtually. IG has also completed them. PP, Finance & ICT – to be added to the next agenda. Good governor involvement with their subject leads. CB thanked governors that even though they are unable to visit the school that they have been able to continue monitoring virtually.	Add IG's reports to the next agenda

Meeting closed: 8:26

ITEM	ACTION	WHO	DUE BY
2020-98	Write to staff and also add a section in the newsletter	SP	18.12.2020
2020-100	Speak to LD to see if possible to show how many admission requests were made and of those, how many were approved and rejected.	CB	18.12.2020
2020-100	Add Governor priorities to next agenda		
2020-100	Add Review 2018-2019 IDSR to next agenda		
2020-102	Add GDPR lead governor to next agenda	BD	22.01.2021
2020-107	Contact GH re co-option	BD	04.12.2020
2020-108	Add IG's reports to next agenda	BD	22.01.2021

Signed: _____ (Chair)

Date: _____