



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



Minutes – Full Governing Board 3rd March 2021 – via TEAMS

Attending				Declaration of pecuniary interest	Office Terminates
CB	Cheryl Boulton	Headteacher	Y	Item 2021.26	
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
		LA			
LJ	Lee Jordan	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
LS	Lucy Samson	Co-opted	Y	Nothing to declare	07.01.2024
GH	Graham Harry	Co-opted	Y	Nothing to declare	02.02.2025
		Co-opted	Y		
Others					
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM	ACTION
PROCEDURAL	
2021.16	Apologies: No apologies received, all governors present. The Clerk confirmed the meeting was quorate.
2021.17	Declaration of Interests: The clerk explained that CB has amended her register of business interest to say that her husband's company undertakes occasional maintenance work for the school. She has not been involved in any of the decision-making processes for these works and the small amounts involved to date have not required Governor approval. However, as he has now tendered for the roof job where the level of spend merits it coming to governors, CB is declaring a pecuniary interest for item 2021.26. When this item is discussed, CB has offered to leave the meeting so that she is not involved in this decision.
2021.18	Nomination for Chair and Vice-Chair: The clerk advised that following the resignation of both the Chair and Vice-Chair, nominations were required to fill the vacant positions. MC offered to stand as Chair. IG proposed MC be Chair, LS seconded. All in favour. Both LJ & GH offered to stand as Vice-Chair. GH stepped down at this point as he is a new governor and was more than happy to step down for the more experienced governor to stand. MC proposed LJ be Vice-Chair, JD Seconded. All in favour.



	It was also agreed that GH join the HTPM (Headteacher Performance Management) panel. MC continued to chair the meeting.	
2021.19	Confirmation of Minutes of 03.02.2021: The minutes were approved. <i>These will be signed by the chair at the next face to face meeting.</i>	Approved
2021.20	Matters arising from minutes: None	All actions now complete
MONITORING		
2021.21	<p>Policies, Statements & Provisions for review: Policies reviewed by Lead Governors/Headteacher (For information only):</p> <ul style="list-style-type: none"> RSE (Sex & Relationships Education) (Curriculum Lead). Governors were surprised that FGM was discussed in year 5. CB advised that the policy is from the PSHE Association which the school decided to adopt. The 'sexual act' section has not been included in year 6 as schools have a choice whether to include this or not. Governors felt it may dispel myths if it was discussed. CB advised that the Local Learning Community (LLC) agreed not to adopt this part of the RSE curriculum so none of the feeder schools for Kings will have it discussed in their primary schools. Governors questioned why. CB explained the LLC's concerns. Governors agreed to leave the policy as it is. The science curriculum aspect of the policy was also discussed. Governors felt that it was a comprehensive policy. Intimate Care (model Babcock policy) (Headteacher). No questions raised. <p>Governors approved the above policies.</p>	All policies approved
2021.22	<p>Health and Wellbeing of staff and pupils: This was included in the item 2021.23 below.</p>	
STRATEGIC		
2021.23	<ul style="list-style-type: none"> Admissions requests update: IG advised that all requests received since the last meeting have been rejected. HT report (including SPD progress): CB had circulated a report to all governors prior to the meeting. There have been 8 weeks of remote learning as well as key worker children in school and the teachers have been unable to progress with the School Development Plan (SDP). The attendance has been up 45 children attending school per day which is a steady rise since half term. The Lateral Flow Testing (LFT) is going well and no-one has had a positive test. Staff are finding it reassuring upon their return to school. CB asked if there were any questions. Governors questioned whether there had been any SEND (Special Educational Needs & Disability) children attending the school during this lock down period. CB explained that they would only have been entitled if they had an EHCP (Educational Health Care Plan) or fit one of the other criteria, not just because they had SEND. Governors felt that the fortnightly TEAMS meeting with teachers (instead of staff meeting) is really good support for the staff. There has been an SLT and a staff meeting and there does not seem to be any staff member who is anxious about returning and as the remote learning has been so challenging, they are looking forward to returning to 'normal' teaching. Governors appreciated the thanks from both the parents of home learners and also the key workers. Governors wished it known that they support CB and the staff with their work. RA 100 (COVID-19) update/return to school: CB has received the new updated RA100 today. CB advises that it is very similar to the return to school that took 	

place in autumn 2020 so thankfully there is not much to update. Once this has been completed, CB will share with staff and forward to governors.

Governors asked what thoughts CB had on the curriculum. CB advised that there is strict guidance in the handbook about focusing on the core areas. They need to concentrate on the 7 prime areas for reception and for KS1 & KS2 they need to focus on Reading, Writing and Maths. They need to teach a broad and balanced curriculum so will continue to cover Science etc, it will probably just not be weekly. The first week will focus on the children settling back in and re-grouping as a class including a daily physical activity. Assessments will take place in week 2 for a baseline to see where the children are and in week 3 the SLT will decide upon a recovery plan to enable the children to catch up; then after Easter letters will go to parents should any intervention work be required with their children.

An email went to all parents today to encourage them to let the school know if there is anything that the children are anxious about and if there has been anything significant that has happened that the school should know about.

- **SEF draft update: Challenge, Question & Approve:** (Self-Evaluation Form). This is not a statutory form but if the school has one, OFSTED will want to see it. It allows the school to judge itself and explain and justify their actions. Governors were advised that it is an important document to understand should OFSTED visit. It is an historic document. CB advised that the school will only be able to access the parent view section if enough parents complete the questionnaire, but CB will now update that data with the recent parent questionnaire. Governors did feel that the valuations were a bit conservative, particularly with regards to the quality of education. Governors discussed the 'area for development'. Governors challenged the progress in writing – how are the school supposed to improve on 100%, of course it is going to show a lack of progress in KS2 if they already have 100% in KS1. CB explained that the 100% is the expected levels and some children who achieve 'greater depth' in KS1 do not manage to maintain this in KS2. It was explained that writing is more of an historical trend and the progress is in the 4th quintile on SOAP (School On A Page). The maths issue is a one off attainment issue where not enough prior middle attainers got expected in Maths in 2019 – it is a positive fluctuation in Maths whereas in writing is consistently a negative progress. RP collates the data collection and testing termly, not half termly (CB will update). Governors questioned if there was not an argument to be more positive if there was evidence to back it up. CB feels that if governors look at the OFSTED criteria they could see why the school has judged themselves as they have. CB suggested having this as an agenda item; a section per meeting. The issue is the limitation of the framework as the school has to base itself against value added and the school is so strong in KS1.
- Leadership & Management - parent view 2019: Governors commented that 77% of parents strongly agree the school is well managed, which must mean that nearly a ¼ of the parents disagreed; does CB know what the issues are. CB advised that the school does not see the views – it is an OFSTED computerised questionnaire and there are multiple choice questions with no option for comments. CB confirmed that the questions that were included in the recent parent questionnaire sent out by the school were the same questions as are on the OFSTED questionnaire. Governors questioned how the school can address issues if they are not aware of what the issues are.
- **IDSR pages 4 & 5:** (Inspection Data Summary Report). This is to enable governors to have an understanding. Comparative to other schools nationally. **This data is historical from 2019.**
 - **Page 4.** These are compared with the national statistics: Number in role – Quintile 3 (216 children at WHPS, National average for a primary school is 281).

	<p>Free School Meals, SEND support & EHCP are all in the lowest quintile. EAL (English as an Additional Language) is in the lowest quintile. Middle quintile for stability (number of pupils who stay in the school for the whole of their primary education) – on par with national.</p> <p>Effectiveness Grade for the school is currently Outstanding (last inspected in 2007). In December 2020, there were only 25 Outstanding schools in DCC, 137 were good. The criteria has changed; it is much harder for a school to be outstanding. Governors asked how many were primary schools but CB did not have this information.</p> <p>School workforce: Half a day per year on average in 2018/19 was lost due to teacher sickness compared to a national average of 4.1.</p> <p>Ethnicity: 94% white British. Lowest quintile for deprived schools.</p> <p>Finance: Income has exceeded expenditure. 2018/19 shows a £3999 per pupil spend per year. Grant funding received by the school was £450 per pupil less than the national average. Devon is one of the lowest funding per pupil per child in the UK.</p> <p>Page 5. (Governors were reminded that the data is from 2019). Looking at the different attainment for the pupils who had low, middle and high attainment in their year 2 SATS upwards. Looking at higher attainers in year 3, 22 got high in reading but only 8 in writing (and 17 in maths). This shows that there is an issue with writing with higher attainers and also that maths can fluctuate but the English is the same.</p>	
2021.24	<p>Safeguarding and Child Protection:</p> <ul style="list-style-type: none"> • Safeguarding: The safeguarding lead governor has resigned. LS has been shadowing and has agreed to now step up to be the main safeguarding lead governor. <p>No Issues since the last meeting.</p>	LS is the Safeguarding Lead.
2021.25	<p>GDPR</p> <ul style="list-style-type: none"> • Update: No update. 	
2021.26	<p>Financial Monitoring – IG</p> <ul style="list-style-type: none"> • Budget monitor: The budget has been forwarded to all governor prior to the meetings. <p>Future projects: Governors had been provided with future projects to justify why the school currently has a large excess. This showed governors that although the account does look healthy, most of the funds have been allocated. Governors asked if any future projects required governor approval. IG advised that the playground equipment is quite important. CB advised that LD is currently obtaining quotes and designs (3 minimum). This will then need to go to staff and governors so will take time.</p> <p>The PTFA are still continuing to raise funds during this difficult time; they have been able to do some small fund raising activities and have also been able to raise £4.5k towards the chrome books that have been purchased.</p> <p>Covid spending: Governors questioned why there appears that have been an overspend. CB confirmed that the funding is coming in 3 instalments and the school has spent more that has been received at the moment, but this should be received later in the year to balance out.</p> <ul style="list-style-type: none"> • SFVS: This had been circulated to the governors prior to the meeting. The date of submission has been extended to 28th May so governors asked that this item be deferred to the next governor meeting. The clerk advised that in order to facilitate the requirement for the Chair of Governors to sign the approved submission the audit team are happy to accept an email from the Chair of Governors confirming approval of the submission at an online meeting or for the Chair to provide an electronic signature. However, as governors wish to defer this item, the Chair will be able to attend school and sign a hard copy. 	

	<p><i>Post Minute Note: Subsequent to the meeting, governors have confirmed that they have read and are happy to approve the SFVS. This was therefore submitted to DCC on 25th March 2021, with the chairs approval.</i></p> <ul style="list-style-type: none"> • Approve Buy-Ins: The details have been circulated to governors prior to the meeting. Governors questioned if there were any changes to previous years. IG and CB confirmed that there were not. Governors approved the buy-ins. • Benchmarking: Governors discussed and approved the benchmarking figures within the budget monitor section above. • Approve Roof Quote: (CB left the meeting at 8:29) Governors questioned if the school had a procurement policy. IG confirmed that 3 quotes are required for each project (which also have to be approved by DCC). The governors discussed the quotes for the roof. The school has received 4 quotes. Some governors have discussed these with LD prior to the meeting. The quote that LD is recommending is not the cheapest, but it is the preferred company. The wording of the quote was all encompassing and the personnel were professional. The previous Premises governor had also compared the quotes separately to LD and had decided upon the same company. Governors agreed that in the future, clear criteria for awarding the quote should be transparent and detailed within the specification included in the invitation to tender. IG will discuss this with LD. Governors approved the StormForce quote. Clerk to advise LD. (CB returned at 8:35) 	
2021.27	<ul style="list-style-type: none"> • Lead Governor/Classroom visit Reports: Any questions? No reports for this meeting. 	
GENERAL GOVERNANCE		
2021.28	<p>Governor Training: GH - Governance Briefing BD - Clerk's Briefing LS – Safeguarding Training</p> <p>Both GH and BD advised that the briefings they had attended were useful. GH is attending new governor training in April. LS has attended Safeguarding Training.</p>	
2021.29	<p>OFSTED questions: Due to time, this has been deferred. Governors discussed the gaps within the board. GH completed the skills audit when he was looking to be a governor in October and the other governors completed them in June 2020. The Clerk is to remove the two results from the governors who have resigned and the Clerk, Head and Chair will look at the new results. Governor website review: CB confirmed that the website is reviewed regularly by the office staff.</p>	Replace with Leadership and Management from SEF – CB to circulate the criteria.
2021.30	Matters brought forward at the Chair's discretion: None.	

2021.31	<p>Impact of meeting: Governors agreed that the meeting had been useful and covered topics such as;</p> <p>New Chair, Vice-Chair and Safeguarding Lead were appointed, GH to join HTPM panel.</p> <p>Reviewed, discussed and approved policies.</p> <p>Listened to HT report.</p> <p>Approved roof quotes and buy-backs. Agreed that more rigorous criteria is necessary for when tenders are put out.</p> <p>SFVS partially approved.</p> <p>Listened to details of the re-opening of school to all pupils.</p> <p>Budget explained and have more understanding of the future proposed spends.</p> <p>Focus on focus of SFVS for future meetings.</p> <p>Further understanding on the IDSR – pages 6 & 7 to be discussed at the next meeting.</p>	
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Meeting closed: 8:51

ITEM	ACTION	WHO	DUE BY
2020.26	Advise LD of buy-back approval and roof quotes	BD	ASAP
2020.31	Replace OFSTED with Leadership and Management from SEF on agenda	BD	28.04.2020
2020.31	Circulate the Leadership & Management criteria to governors	CB	ASAP

Signed: _____ (Chair)

Date: _____