



West Hill Primary School
 (a partner in the SMILE Learning Trust)
 Beech Park, West Hill, Ottery St Mary, Devon EX11 1UQ
01404 812599
admin@west-hill-primary.devon.sch.uk
Headteacher: Cheryl Boulton



Minutes – Full Governing Board 5th May 2021 – 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
		LA			
LJ	Lee Jordan	Foundation	Y	Nothing to declare	26.09.2022
		Foundation			
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		
2021.32	Apologies: No apologies received, all governors present. The clerk advised governors that Martyn Cutmore has resigned from the governing board and therefore the board has a vacancy for chair. Lee Jordan, as vice-chair, agreed to chair the meeting. Election of chair will be added to the agenda for the next meeting and governors were asked to consider whether they would be prepared to become chair. The Clerk confirmed the meeting was quorate (4 or more governors).	Add 'Election of chair' to next agenda
2021.33	Declaration of Interests: None	
2021.34	Confirmation of Minutes of 03.03.2021 Part I & Part II: The minutes were approved. <i>These will be signed by the chair at the next face to face meeting.</i>	Approved
2021.35	Matters arising from minutes: None – All complete	All actions complete
GENERAL GOVERNANCE Part 1		
2021.36	SEF Leadership & Management review: CB had circulated a section of the school inspection handbook about leadership and management which OFSTED are interested in prior to the meeting. CB reiterated section 232 (Leadership and Management in School) and the importance of Governance 236 – 243. There is a	Add governor vision to agenda



	<p>governing board vision statement which is due for review in September. There are a lot more areas other than governance within this section of the handbook. CB advised that the school currently does not have any children off-roll or any who attend alternative or off-site provision. Another key area is Safeguarding 262 onwards. Section 275 covers which sources of evidence that OFSTED will be using. CB confirmed that the school does carry out school staff surveys as well as parent surveys.</p> <p>CB then shared the SEF (section 4) Leadership & Management with governors advising them that the school have graded themselves as 2 (good). Governors questioned which areas the school felt the need for development are in. CB explained that the governing board has many new governors and some key roles are vacant and this is one area where the school cannot say they can be exceptional. Governors asked if there are any actual guidelines for 'exceptional' or is the general dictionary term being used. (GH is happy to become Pupil Premium (PP) lead governor)</p> <p>Within the SEF, there is a vision section where the school has written why it has graded itself as a 2 and what it is aspiring to achieve. CB confirmed that this will be updated where necessary. RP agreed with how the judgement had been reached and the areas for development cited by CB.</p> <p>CB believes they may be challenged with their PP children, for example and the school cannot say they are exceptional as a governing board due to the number of current vacancies. They need to be realistic and there are some gaps.</p> <p>Governors challenged where the safeguarding gaps were. CB confirmed that CB has gone through the Safeguarding audit with LS and actions have been carried out, but there are always challenges.</p> <p>RP agreed that CB explaining this to governors is important as CB needs to explain why the school has not been deemed as outstanding. Governors agreed that even those who are outstanding will always have room for improvement but questioned whether the school, by calling themselves 'good', are opening themselves up to be viewed as good. CB confirmed that paperwork is seen by OFSTED prior to their visit and it is possible that OFSTED will elevate the grade (they can also downgrade the school too).</p> <p>Governors were concerned about the knowledge expected of governors with the OFSTED visit. CB explained that there are lead governors who are specialised in areas and all governors are not expected to know everything.</p>	<p>for review in September</p> <p>Add another section to next agenda</p>
MONITORING		
2021.37	<p>Policies, Statements & Provisions for review: None</p> <p>Policies reviewed by Lead Governors/Headteacher (For information only): None</p>	
STRATEGIC		
2021.38	<ul style="list-style-type: none"> • Admissions requests update: IG advised that all requests received since the last meeting have been rejected. • Verbal HT report (including Health & Wellbeing of pupils and staff and SDP progress): CB advised governors that the school was fully re-open in March. The PGL trip in June for yr 6 will hopefully go ahead. The pupils are excited at trips happening. It is hoped that a Zoo trip will happen this term for one class. The pupils are more settled and catch-up interventions are happening where necessary. Parents have been advised if their child is having this additional help. <p>Staff are busy and CB is waiting to hear if there will be any more resignations (staff need to advise CB by the end of May so the school is able advertise for replacements to start in September). Governors were concerned about the length of time that CB is spending showing prospective staff around, but CB explained that due to COVID they have chosen not to allow visits to the school whilst the children were present. It has given CB the opportunity to meet</p>	

	<p>candidates prior to interviews. LS is attending Safer Recruitment training in the near future.</p> <p>An Early Years review has taken place and the school is in the process of a Health review, which is similar to a mini OFSTED but it is not graded. The reviewers advise CB of the schools strengths and weaknesses.</p> <p>CB has been updating the SDP (school development plan). RP has been concentrating on vocabulary aiming to impact the greater depths writers.</p> <ul style="list-style-type: none"> • RA 100 (COVID-19) update: CB advised governors that the latest reopening document from DCC has been updated. (JS left 7:46) It is being amended each time a change is required so it is now getting quite lengthy. (JS rejoined 7:47) • IDSR pages 6 & 7: (Inspection Data Summary Report). This is to enable governors to have an understanding and the data is comparative to other schools nationally. This data is historical from 2019. <p>Page 6: CB explained that ‘Prior’ means what all pupils (years 3 and above) achieved in their year 2 SATS and how many were lower, middle and higher attainers. Governors questioned if it is easier if children have lower results in these because then there is somewhere for them to approve. CB explained that as many of the children are already reaching greater depth at the time of taking their year 2 SATs, it is a challenge for the school to maintain this standard or be able to add any more value added. The IDSR shows that the majority of pupils at West Hill are ‘well above’ national average.</p> <p>Page 7: This shows the quintiles compared to national. It is useful for governors to see at a glance where the school is compared to national average. This also shows the impact of the School Development Plan (SDP) and how, by having the plan and carrying out the actions within it, the pupils improve. EGPS (English, Grammar, Punctuation, Spelling) RWM (Reading, Writing, Maths) GLD (Good Level of Development) RP agrees that governors knowing and understanding the IDSR is useful. Even though the most current information is out of date as no assessments took place last year, it is the data that OFSTED will be viewing.</p>	
<p>2021.39</p>	<p>Safeguarding and Child Protection:</p> <ul style="list-style-type: none"> • Safeguarding: LS and CB have had a TEAMS meeting going through the safeguarding audit from September and the actions from this so LS is aware. Babcock also have a copy. LS and CB are having a learning walk on 30.06.2021 to talk to the children. They have both also gone through the data collection sheet. LS thanked CB for the time that she has spent on helping her understanding Safeguarding. • Spring Term Data Collection Sheet: LS explained that this is updated termly. The document was circulated to all governors prior to the meeting. The most recent comments (Spring) were written in a different colour for governors to see. MASH (Multi Agency Safeguarding Hub) Following a recent break in (on to the school field), the caretaker has increased the height of the fence making it harder should anyone to try to scale it in the future. IG advised that there are funds set aside in the budget for improvements to the fencing and gates. Governors wondered whether an article could be written in the local area making residents aware of the issues that the school has had. CB advised that a Facebook post was put up with evidence but part of the issue is the location of the school as it is very secluded and hidden away with no passing traffic/people. 	

2021.40	<p>GDPR</p> <ul style="list-style-type: none"> • Update: CB has had a meeting with the DPO (Data Protection Officer) with a report and data log. This has been forwarded to IG as GDPR governor. • Key Performance Indicators: CB explained that the DPO recommended that the school had KPIs. It was agreed that this be delegated to the GDPR lead governor and CB to put together list of suitable KPIs. 	CB & IG to discuss KPI's
2021.41	<p>Financial Monitoring – IG</p> <ul style="list-style-type: none"> • Budget: The budget has been forwarded to all governor prior to the meetings and questions were asked in advance of the meeting. IG explained that the school is fortunate and is in a position where they are in a large surplus. It has been expected by DCC (due to COVID) but the school needs to start spending. It is the current pupil's money and needs to be spent. There is a concern from governors that DCC may take some of it back. High percentage of spending is on staff as have many on the UPS (Upper Pay Scale) due to long length of service and experience. We get more money as school is full to capacity (and above) in most years. Governors did question why the surplus in the budget had changed so much in the two budgets. It was explained that in the initial budget it was assumed that there were funds that were expected to be spent but were not able to due to COVID so these are now showing as surplus in the newer budget. Governors are concerned with the surplus and believe that included within the budget there should be a line showing how this excess will be spent as this is not shown. RP is aware of the school keeping a control of the budget but this is a large surplus. CB confirmed LD has a rationale behind the large surplus. IG advised looking at the 5 year plan and advised that years 4 & 5 are always extremely pessimistic. This surplus money needs spending. All budgets are estimated. IG explained that the DCC system is archaic and it does not allow for the current spending to be adjusted without a purchase order. The budget has to be put through as it stands and then a budget monitor will be created showing the projected spends. Governors questioned how OFSTED would view the budget and the surplus. CB advised that in the staffing section additional TAs have been allowed for September onwards, so there is an increase in the staffing spends. <p>It was agreed that the budget be approved as it stands but governors advise LD that the larger amounts of spending be signed off and a revised budget is created to show a more realistic projected budget for the governors to see showing the planned projects as they are currently only at the quote stage. CB explained that they cannot be put through as purchase orders until the item has been signed off by governors and the contractor has been approved. Governors need to know in future that the spending is for the children. The governors are going to go through the future spend and go back to LD to ensure that the governors are happy that it is spent in future.</p> <p>It was suggested that in future years governors hold a budget meeting in April to allow governors more time to review the budget and this can then simply be ratified at the FGB.</p> <ul style="list-style-type: none"> • Trim Trail Replacement Project - to approve quote: Governors had been shown the options following quotes obtained by the school. Governors approved the Rhino Play option as recommended by the school. • Roof: The original contractors previously approved are now unable to carry out the works for 2 weeks in August holidays. The school are now recommending the second option. Governors approved. (JS left 9:06) 	

2021.42	<ul style="list-style-type: none"> Lead Governor/Classroom visit Reports: Any questions? The SEND report had been circulated to governors prior to the meeting. No questions were raised. 	
GENERAL GOVERNANCE Part II		
2021.43	Governor Training: Graham Harry has attended the New Governor Training.	
2021.44	Matters brought forward at the Chair's discretion: <ul style="list-style-type: none"> Time of Wednesday FGB meeting: This was added to the agenda by the previous chair. This was not discussed. Governor recruitment: There are now three vacancies with another governor moving away soon. The clerk confirmed that the vacancies have been uploaded on to the Inspiring Governance website. The clerk confirmed that there are no areas of concern following the skills audit. 	Add roles and responsibilities to the agenda
2021.45	Impact of meeting: Governors agreed that the meeting had been useful and covered topics such as; Budget has been approved (with governors requesting an up to date budget monitor report for the next meeting to include projected spends) with additional spending having been authorised Leadership and Management responsibilities have been made clear The IDSR has been explained and understood further Safeguarding was understood including the Data Collection sheet Update on pupil and staff wellbeing RA100 update KPIs will be discussed by the GDPR lead governor and the headteacher	

Meeting closed: 9:12

ITEM	ACTION	WHO	DUE BY
2021.32	Add 'Election of chair' to next agenda	BD	02.06.2021
2021.36	Add governor vision to agenda for review in September	BD	02.06.2021
2021.40	Discuss KPI's	CB & IG	ASAP
2021.44	Add roles and responsibilities to the agenda	BD	02.06.2021

Signed: _____ (Chair)

Date: _____