



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 9th June 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	N		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		
2021.46	Apologies: JD advised that he would be late (work). The Clerk confirmed the meeting was quorate (4 or more governors).	
2021.47	Election of Chair: Following a discussion it was agreed that GH be Chair and LJ be Vice-Chair. LJ chaired the meeting as GH was unwell. JS & LJ agreed to join the Headteacher Performance Management Committee (HTPM) committee. Clerk to send them details of the HTPM training on 16.9 10-11.30 & 12.10 6-7.30)	GH is chair. LJ is vice-chair. JS & LJ to join HTPM committee.
2021.48	Declaration of Interests: None	
2021.49	Confirmation of Minutes of 05.05.2021 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
2021.50	Matters arising from minutes: CB & IG to discuss KPIs. This item has been deferred and CB & IG will meet within the next three weeks.	
GENERAL GOVERNANCE Part 1		
2021.51	Strategic Plan – to review (inc. sentences in red): Governors agreed to keep the first sentence in red and to remove the second one. Clerk to check if it is a statutory document - defer	Defer



	<p>Vision and Aims – a refresher: Governors were reminded of the school’s visions and aims. Governors agreed that the visions and aims were succinct and clear. Governors wondered if the visions and aims could be linked by adding parenthesis showing what visions linked with each aim. Reviewed date added. Governors agreed that this is be reviewed annually in future.</p>	
2021.52	<p>SEF review: Behaviour and Attitudes (section 2): SLT have graded this section as outstanding and CB believes that this is correct. Section 228 of School Inspection Handbook, updated 19th April 2021, lists factors that contribute most strongly to pupils’ positive behaviour and attitudes. These factors are featured within the schools SEF. Attendance and behaviour are both strengths as is the pupil's positive attitude to learning. They are making sure these areas are known strengths at the school.</p> <p>The school has very few exclusions, and those that have taken place are only fixed term, never permanent. The school behaviour policy is under review and there is currently a new behaviour plan being trialled. RP confirmed that the school is fortunate with the pupils at the school and the ambition of the parents. It is noticeable to visitors who come to the school. Pupils are a great asset to the school.</p> <p>Governors asked about fixed term exclusions noting that there were none in 2018/2019 and wondering if there were there any in 2019/2020? CB believed that there were not, she will confirm this and update the paperwork.</p> <p>Governors questioned why the behaviour policy is out of date (past the review date of Feb 2021). CB explained that this is partly due to lockdown Jan-March 2021 and as a new system is being trialled, the policy cannot be updated until the decision has been made following the outcome of the trial.</p> <p>Governors questioned the FSM (Free School Meals) pupil attendance being lower than the other groups. CB explained that as it involves so few pupils, one pupil can skew the results and confirmed it is being monitored and is improving.</p> <p>Governors all agreed with the assessment and advised that whenever they have visited the school, the pupils are always well behaved. The children are at the school to learn, they want to learn and the parents are supportive and interested in their children learning and include the ethos of learning in their upbringing. The staff are also responsible for the behaviour of the pupils in the way they treat the pupils. RP confirmed that it is the culture of the school and also the behaviour of their peers within the school.</p>	
MONITORING		
2021.53	<p>Policies, Statements & Provisions for review:</p> <p>Disciplinary The delegation for hearings was agreed.</p> <p>Grievance Both of these policies are DCC model policies. Governors approved the above policies.</p> <p>Behaviour Principles Governors reviewed the principles. They wondered if this could be aligned with the Visions and Aims. Governors agreed that they were well thought out and are a good ethos to live by. Governors did question the following sentence ‘We are committed to intrinsic rather than extrinsic reward systems based on positive praise’ and agreed to change this to ‘We are committed to a reward system based on positive praise’.</p> <p>Policies reviewed by Lead Governors/Headteacher (For information only):</p> <p>Attendance Policy</p> <p>Equality Information and/or Policy</p> <p>Whistleblowing</p>	Policies approved

	Governor Allowance Charging and Remissions	
STRATEGIC		
2021.54	<ul style="list-style-type: none"> • Admissions requests update: IG advised that 3 requests for reception have been approved, the request for other years have been refused due to no spaces. Governors agreed that it is a credit to the school that so many families apply for their child/ren to attend the school. CB confirmed that there will be 30 pupils in reception from September 2021. • Verbal HT report (including Health & Wellbeing of pupils and staff): CB advised that there have been 19 school days since the last FGB. Recruitment: Following resignations, 2 new full time teachers have been employed who will start in September and adverts are currently out for a 2 day per week admin position and two for 1:1 Special Needs TA posts for pupils with an EHCP (Educational Health Care Plan). PGL is taking place this week (yr 6), and yr 5 are having their activity week next week. Busy weeks ahead: Finalise the staffing structure, teachers writing reports, yr 6 leavers assembly (unsure if parents will be able to attend and if this will need to be held outdoors), yr 6 show, class swaps, week starting 21st June is assessment week where the pupils are assessed so data can be passed to the next year's teachers and add the results to the reports, handovers to the next teachers, financial audit (15th June), health review check 28th June (led by CB) & 8th July (led by RP) by a local Babcock advisor (similar to a pre-OFSTED) where lessons are observed, subject leads and management are spoken to, books looked at, pupils and teachers spoken to. May want to speak to governors. Also, class photos, sports day and yr 5 doing bikeability – a very busy half term ahead! Governors asked how many pupils got in to Colyton Grammar School (CGS) – CB believed it is 9, it is usually 8-10. CB advised that some parents did not approve of discussions about which pupils will attend CGS. Governors wondered if it was possible to mention which secondary school pupils move to as a percentage on the website, but concern was raised over whether this would be affected by GDPR. CB will check with the DPO. • Pupil Premium Report: RP had circulated a report prior to the meeting. This was in a new format and RP proposed that this be the new format and updated on to the website. RP advised that the sections are recommended by DfE. There was a section that RP is awaiting data for which will be updated prior to being placed on the website. Data is out of date due to no data being collected during the pandemic. There is a small cohort of PP Pupils so data can seem skewed but pupils are doing well and are generally above national average. Governors questioned how funding for PP can be shown to be making a difference. (Governors agreed that it was seen in the case study that RP had provided). RP advised that at the end of the year he will be collating data showing the impact of intervention. This will be RAG rated and would allow RP to show where the money was spent, where it was effective and where it was less so. He will also do another case study. There will be soft data (case studies, therapy) and internal data (test results). The PP statement only includes reported outcomes. There will be no external data this year. RP wants to include more from Pupils Voice and evidence of PP writing across the school and evidence file of the impact of the vocabulary project. Governors noted that the PP is going down substantially next year and wondered where any cuts can be made, or should additional funding be taken from the budget. RP advised that the school are looking at additional TA help with SEND pupils who are also PP so they should not need to change any of the additional help despite the drop in the budget so hopefully the staffing should not be affected. CB advised that it is thanks to the 	<p>CB to contact DPO re.naming secondary schools</p>

	contribution from the PP money that the school are able to have 5 TAs for 7 classes, who really have an impact helping the classes with reading, interventions etc. In contrast many schools have had to make TA redundancies over the last financial year which the school does not want to have to consider.	
2021.55	Safeguarding and Child Protection: <ul style="list-style-type: none"> • Safeguarding: All staff training is now complete. 	
2021.56	GDPR <ul style="list-style-type: none"> • Update: There has been an FOI request which has been dealt with by CB assisted by the DPO. This has been completed. 	
2021.57	Financial Monitoring – IG <ul style="list-style-type: none"> • Budget: A budget monitor was provided to all governors prior to the meeting. IG is meeting with LD to create a more user-friendly budget spreadsheet for governors to view and understand. Once all of the future spending below and new staffing costs have been allowed, then the school should be able to discuss if there are any additional future projects that could be considered. • Future Spending – update capping limits for the following items: <ul style="list-style-type: none"> Chrome Books - More chrome books are required as they are being used more frequently. £10k limit approved. Decorating - Under the £5,000 limit so not required. Roof – already approved. Fence - £15k limit approved. IG advised that DCC have a list of approved contractors which the school must use which makes applying for quotes difficult. 	Increased Capping Limits approved. Clerk to advise LD of new limit.
2021.58	<ul style="list-style-type: none"> • Lead Governor/Classroom visit Reports: Any questions? None. 	
GENERAL GOVERNANCE Part II		
2021.59	Governor Training: <p>GH – HTPM (Headteacher Performance Management) training. GH found the training useful and feels more confident in assisting with the next review. GH questioned if the school has an external advisor. CB advised that they do, but the current one is retiring. Julie Stevens has offered to take over the role (she knows the school). Governors agreed that Julie Stevens takes over the role.</p> <p>LJ – Leadership in Governing Board training. LJ found the training useful including discussions about a post-covid world, risk assessments, does the board continue with virtual meetings or do they return to face-to-face or use a blended approach. LJ offered to speak to GH outside of the meeting to discuss what he learned. He confirmed that the role of a governor is strategic not operational.</p> <p>BD – Clerks’ Briefing. The clerk advised that the briefing was very useful and it was recommended that governors bring some items to the board following any training.</p>	<p>CB to advise JS.</p> <p>See if there is any future training for Chairs inc. Chairs, Head and Clerk training.</p>

2021.60	<p>Impact of meeting: Governors agreed that the meeting had been useful and covered topics such as;</p> <p>Appointing a new Chair and Vice Chair</p> <p>Reviewed and reminded of the Vision and Aims and updated the Governors Strategic Plan</p> <p>Ratified policies including delegation in Disciplinary policy</p> <p>Update on recruitment</p> <p>Update on PP – thanks to RP for the comprehensive report, including the case study.</p> <p>Know that all staff are up to date on the safeguarding training</p> <p>Capping limits were approved on future spending.</p> <p>New committee members for HTPM.</p> <p>Positivity from HT report showing all of the pupils activities taking place in the next 6 weeks.</p> <p>Governors thanked GH and LJ for stepping forward in to the roles of Chair and Vice-Chair.</p>	
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Meeting closed: 8.47pm

ITEM	ACTION	WHO	DUE BY
2021.54	CB to contact DPO re. naming secondary schools	CB	ASAP
2021.57	Advise LD of the capping limit increases	BD	ASAP
2021.59	Advise Julie Stevens of her role in the HTPM	CB	ASAP
2021.59	Check and book Heads, Chairs and Clerks training	BD	ASAP

Signed: _____ (Chair)

Date: _____