

WEST HILL PRIMARY SCHOOL

Minutes of the Full Governing Board

Part 1

Held at the School on Wednesday, 27th November 2019 at 6.40pm

Present:

Nigel Rawson (NR) – Joint Chair of Governors
Sam Cornish (SC) – Joint Chair of Governors
Anna Healey (AH) & Lisa Carmen (LC) – Head Teachers
David Casey
Joseph Casey
Daniel Scott
Tamazin Steele
Elena Watt

In attendance:

██████████ – Clerk

1. Apologies for Absence

Apologies for absence were received and accepted from Natalie Caraccio and Charley Phillips.

2. Governing Board Membership

a. Changes to the Governing Board

NR reported that Irfan Ahmad (Parent Governor) had resigned and that an election would proceed in January 2020. **(ACTION 1)**

b. Election of new governors

NR proposed the election to the Governing Board of Kirtbir Chalal (KC) as a co-opted governor. It was explained that it had not been possible for KC to be in attendance and NR commended the election to the Board. The Governing Board were unanimous in electing **Kirtbir Chalal** as a Co-opted Governor.

c. DBS Clearances

The school was requested to action a DBS check for the newly elected co-opted governor. **(ACTION 2)**

d. Get Information About Schools (GIAS)

It was reported that all information is up to date.

e. Instrument of Government (IOG)

NR reported that it was necessary to review the IOG for the consideration by the governors of an amendment to indicate that there are joint Head Teachers in post at the school. The proposal to so amend the IOG was endorsed by the Governing Board and the LA advised.

(ACTION 3)

f. Website Governing Board information review

The governors discussed a proposed improvement to the site to include a photograph and a short paragraph about each governor. **(ACTION 4)**

3. Declaration of pecuniary and other interests

There were no declarations to be reported for the meeting. NR drew attention to the Register of Interests for completion and signature by all governors including staff governors.

(ACTION 5)

4. Minutes of the Full Governing Board meeting held on the 10th July 2019, Actions and Matters Arising

a. Approval of minutes

The minutes were approved by the Governing Board and signed.

b. Actions

All actions had been progressed.

c. Matters arising

There were no matters arising.

5. Governor Code of Conduct

Copies of the Code had been circulated and the Chair confirmed that it is requirement for all governors to accept and sign. **(ACTION 6)** The necessity for a correction in the Code was noted under the section Roles & Responsibilities, bullet point 6, “government” be deleted and “governance” inserted.

6. Keeping Children Safe in Education (KCSIE)

NR drew attention to the document that had been previously circulated together with the safety policy. A requirement that all governors read and understand the requirements and copies were provided for signature by all governors. **(ACTION 7)**

7. Review of the Report by the Headteachers/School Improvement Plan (SIP)

The papers had been previously circulated.

The Head Teachers presented their report and attention was drawn to:

- The fall in the number of pupils on roll, there being a similar picture of reduced demand across the borough.
- An improvement in attendance with four families remaining a focus in respect of poor attendance.
- Three children in the school are Looked After under the lead of the Deputy Head Teacher.
- The school are not aware of any young carers at the school.
- That SEN pupils account for 25% of the children on roll.
- There are nine children with Education Health Plans, and a further eight within the application process.
- Lunch provision. The changes made in lunchtime arrangements have had a positive impact with a substantial reduction in first aid incidents. The governors welcomed and are impressed with the changes.

Q: In respect of the summer term leavers do they represent only Year 6?

A: Eight children joined in the term of which five left during the term.

Q: What does the monitoring cycle entail?

A: What the school carries out across the year by all staff and the SLT in target setting and pupil progress with the SIP as a strategic document.

Q: An update on nurturing please?

A: Good progress is being made.

Q: Is the matter of how the school receive PTA donations/bequests under active consideration?

A: The issue is being examined for the school to become a charity.

Q: The progress on good or better teaching?

A: All observations completed and support continues where necessary.

Q: What progress on curriculum development?

A: The school is in a good position and a staff meeting in February on planning and implementation by middle leaders.

8. Review of Governing Board Development Plan

The Chair reported that the plan aligns with the School Development Plan and it is not necessary to consider in detail. It is a requirement for the Governing Board to continue to improve its strategic role of support and challenge.

It was proposed, and agreed, that an assessment would be made at the end of the school year. **(ACTION 8)**

9. School Link Inspector – Note of Visit

The Chair reported that a visit had been made by the Link Inspector but due to illness it had not proved possible for a report to be completed. However, no matters had been raised and the inspection had been positive.

10. Self Evaluation Summary

The Head Teachers reported that some data had been awaited and now nearing completion. The summary would be circulated to governors. **(ACTION 9)**

11. Governor Visits

a) Safeguarding

NR reported on a recent safeguarding review visit and that all systems and procedures in place, including the online safety policy having been signed by all staff, and with the document Keeping Children Safe in Education presented to governors earlier in the meeting. In addition, the Single Central Record was checked and all correct and up to date.

A discussion took place on governor safer recruitment training, that is available online, and it was agreed that Tamazin Steele, Daniel Scott and David Casey would undertake. **(ACTION 10)**

The Head Teachers reported on an online safety workshop taking place in the second week of February and it was agreed that Elena Watt would attend.

b) Inventory check

It was reported that a check had found that three items had been moved to different areas of the school, now found and the inventory correct. Also three items (ipads) were found to be still in the possession of staff who had left the school. The staff exit process needs to be reviewed to stop this happening.

c) GDPR Audit

A GDPR audit had been completed by [REDACTED] from the LA and some updates required that are now in place.

d) Link Visits

- Elena Watt reported on the substantial improvement in behaviour at lunchtimes that had been raised earlier.
- Daniel Scott reported on: target setting in Year2 and on very good sessions attended; that the transition from Early Years is difficult for some children; tracking of pupil progress in Year4 clear and focused and interventions to achieve targets with basic skills a focus.

Q: How is the transition from Early Years to Year 1 being addressed and should governors be considering additional matters?

A: The Headteachers confirmed that work taking place to make more robust and there is progress evidence in Year 1 and book progress good.

- Tamazin Steele reported on visit on SEN matters and had been impressed by the information systems maintained by the school and on the knowledge held by the Deputy Head Teacher in her role, and that she is to be commended. The matter of the impact of special needs on teaching/TAs would be considered further next term. **(ACTION 11)**
- Sam Cornish reported that a link visit in respect of leadership and management is to take place. **(ACTION 12)**
- David Casey reported on a visit on Maths Mastery (MM) and had spoken to the Maths Lead on the fine work being carried out. Some excellent lessons observed and how MM being embedded across the school, the school also being a hub. Behaviour for Learning excellent with thanks to all the teachers and good support for Middle Leaders.

Q: Is a review of the Sports Premium taking place?

A: The Chair confirmed that a review is to take place and [REDACTED] to undertake.

The Head Teachers reported on the potential for a questionnaire for the parents and that governors are invited to meet the parents on this on the 12th or 13th February 2020 between 3.30pm – 6.30pm. Agreed that the governors to advise the Head Teachers on availability.

(ACTION 13)

12. Governor Training

The Chair confirmed that HR training now completed.

13. Spring term governor training day

The Head Teachers drew attention to the governor day on the 11th February at 3.30pm to 5.30pm where the School Inspection Data Summary Report will be reviewed. This is currently in draft, the final version being available in January. **(ACTION 14)**

14. Head Teacher Performance Management

The governors considered and agreed the composition of the review panel to comprise the Link Inspector, the Co-Chairs and Daniel Scott, the date of the meeting to be the 4th December from 10.30am to 11.30am.

15. Chair's Report

Attention was drawn to the recruitment of a governor and the provision of an access link OneDrive that will enable access to documents under that link.

16. Reports of Committees

a) Finance, Premises & Personnel

The committee had considered: school pupil numbers, trends and the SEN cohort that is increasing; the school budget that is sound and good budgetary management with, however, SEN needs that do mean necessary demands financially.

b) Curriculum

The committee considered: SATs results that were lower but expected in light of the level of special needs in the school and that 8% of the children did not take the tests; good KS1 results; good overall progress; improvements in persistent absence; quality of teaching good; a reduction in documentation.

17. Wandsworth Director's Report

The report had been previously emailed by the LA and the Chair commended to governors as containing useful information.

18. Policies for Review

The governors considered and endorsed the following subject to minor amendments discussed and agreed where necessary:

- Teacher Appraisal Policy
- Acceptable Use Policy
- Allegations Against Staff Policy
- Asset Management Plan
- Bullying and Harassment Policy
- Charging and Remissions Policy
- Scheme of Delegation
- GB Code of Conduct
- Child Protection and Safeguarding Policy
- Designated Teacher for Looked After Children
- Disciplinary Code – Teachers and Support Staff
- Early Years Foundation Stage Policies and Procedures
- Governor Allowances
- Grievance Procedures – Teachers and Support Staff
- Online Safety Policy
- PHSE Policy
- School Closure Policy
- Snow Policy
- Supporting Pupils with Medical Conditions
- Unsatisfactory Performance Procedure – Teachers and Support Staff

- Whistle Blowing Policy
- Whole School Pay Policy
- West Hill NQT Induction Policy

19. Any Other Business

The governors were reminded to use the West Hill Primary School address for sending emails.

ACTIONS

	<u>Action</u>	<u>By Who</u>	<u>By When</u>
1.	Election of a Parent Governor	School	ASAP
2.	DBS check for new governor	School	ASAP
3.	Amendment to IOG	School/LA	ASAP
4.	Website amendment Governor details	School	ASAP
5.	Register of Interests signature	Governors	Immediate
6.	Governor Code of Conduct signature	Governors	Immediate
7.	KCSIE Document signature	Governors	Immediate
8.	Review of GB Development Plan	Co-Chairs	End of school year
9.	Self Evaluation Summary	Joint HTs	ASAP
10.	Safer Recruitment Training	Governors TS/DS/DC	ASAP
11.	Impact of Special Needs	Link for SEND	Spring Term
12.	Link visit Leadership/Management	Link governor	Spring Term
13.	Meeting with parents	Governors	ASAP
14.	Inspection Data Summary Report Training	Joint HTs	January

_____Signature

_____Date