



WEST HILL GOVERNING BOARD

Spring Term 2020

FULL GOVERNING BOARD MEETING

Time and Date: 24th March 2021 at 5pm

Held Virtually

Minutes Part 1

Present:

Nigel Rawson (**NR**) – Chair of Governors, Anna Healy (**AH**) & Lisa Carmen (**LC**) – Head Teachers
David Casey (**DC**), Joseph Casey (**JC**), Charley Philips (**CP**), Daniel Scott (**DS**), Tamazin Steele
(**TS**), Elena Watt (**EW**), Natalie Caraccio (**NC**)

In attendance: [REDACTED] – Clerk

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The meeting was quorate and was opened by the Chair at 5.05pm.

Board Administration

1. Apologies

None

2. Governing Board Organisation

- a. Ratification of Nigel Rawson- LA appointment
The Chair informed Governors that his term had come to an end and was happy to continue as LA Governor.
Governors were asked for their comments or if they had any objections.
All agreed that he can continue as Chair and he was formally ratified.
- b. Changes to Governing Board membership
None
- c. Confirm DBS checks
The Chair advised that all DBS checks were up to date.

- d. Confirm EDUBASE/GIAS Get Information about Schools details
The Chair confirmed this is correct.
- e. Governors confirm they have read and agree to Governor Code of Conduct. All governors to confirm in Autumn and new governors during the year.
The Chair confirmed this was completed in Autumn 2020.
- f. Governors confirm they have reviewed relevant sections of 'Keeping Children Safe in Education'. All governors to confirm in Autumn and new governors during the year.
The Chair confirmed this was completed in Autumn 2020.
- g. Governors confirm they have reviewed Online Safety Policy and Acceptable Use Policy. All governors to confirm in Autumn and new governors during the year.
The Chair confirmed this was completed in Autumn 2020.
- h. Review and update governor information on website
The Chair confirmed that this is up to date.

3. Declaration of Interests

None disclosed

4. Minutes of previous meeting held on 25th November 2020 and Matters Arising. Minutes were agreed and approved by governors.

Action No.	Minutes Ref.	Action	By Who	By When
1	2	Election of 2 Parent Governor	School	Spring 2020
2	4	Review of GB Development Plan	Co-Chairs	Autumn Term 2020
3	4	Send Safer Recruitment training link to DS,DC and EW	NR	ASAP
4	4	Safer Recruitment Training	DS, DC and EW	ASAP
5	4	Impact of Special Needs	TS	Autumn Term 2020
6	4	Link visit Leadership/Management	Link Governor	Autumn Term 2020
7	5	Governor Code of Conduct – adaption and attestation to code- revised version to be sent to all	NR	ASAP
8	6	NR to review the SG checklist as Link Governor to ensure it is in line with the 'Keeping Children Safe in Education' policy.	NR	Autumn Term 2020
9	7	Online Safety and Acceptable Use Policy- corrections to be made and then forwarded to Governors	HT's	Autumn Term 2020
10	7	Online Safety Overview from Governors needs to be included on the Safeguarding Audit	NR	Autumn Term 2020
11	12	NR to forward HT's targets to DS and SC	NR	ASAP

12	14c	SC to attend school to sign the virement schedule.	SC	Autumn Term 2020
13	15	NR to upload slides from recent safeguarding course on the one drive	NR	Autumn Term 2020
14	16	Skills audit review outcome to be sent to Governors	SC	Autumn Term 2020
15	18	HT's to find a date in January for a meeting for the board to catch up	HT's and NR	Autumn Term 2020

Action 1- The Chair confirmed that 2 parent and 1 community governor post is vacant. Chair advised that the advertisement for a community governor will take place in the summer term and for parent governors in September 2021.

Action 2- Completed by NR and DS

Action 3- Completed

Action 4- Completed by NR, TS, DS, EW and DC

Action 5- TS confirmed this was completed during the Autumn Term with NC and that the report is in the One Drive.

Action 6,7,8,9,10,11 and 15- Completed

Action 12- HT's will double check that SC signed this during his last visit. (HT's confirmed this was completed after the meeting.)

Action 13- The Chair confirmed that the slides had not been received. Agreed to complete the action.

Action 14- Completed- DC will provide update during this meeting.

School Improvement

5. Headteachers Report/ School Improvement Plan

The HT's report was circulated to Governors prior to meeting.

The Chair asked HT's to provide a summary of the report.

LC advised that 223 children are currently on the school roll, but they are aware that a couple of children have left this week and this number will be lower.

LC highlighted that the attendance is positive and that the persistently absent children were children that had absence issues prior to the pandemic. LC confirmed that meetings with these families will take place after half term to find a resolution to the ongoing absences. LC advised that she is aware of one family passing 5 other schools on the way to Westhill and an option that may be explored is the child moving to a school closer to their home.

Q: The Chair asked what attendance is currently at.

A: AH confirmed the 1st week children returned attendance was 97.8% and the second week it was 94.3% which is similar to the national average.

LC confirmed that behaviour incidents are very low which is all credit to the work teachers have been doing with planning children's return to the school; adapting the curriculum, more physical activities, reflection time for children and a more hands on approach.

LC advised that there are a couple of children with high needs which include emotional, mental health and/or on the autism spectrum and that NC has been working incredibly well with the families.

AH said that the number of safeguarding reports is in line with the amount usually reported.

LC highlighted that staff have been on alert since the children returned and staff have been reminded of safeguarding policies and procedures.

LC was pleased to confirm that children are upbeat and that there is usually a dip this time in a school term.

AH highlighted that staff have worked hard on planning and that it has been a turbulent year for everyone.

AH advised that team meetings have been less full on as the school are mindful of staff's wellbeing and that after the half term the plan to move further forward with the curriculum will start.

LC informed Governors that IT equipment has started to be returned to school by families that were used for remote learning. Some have come back damaged and some families have been confused that they have to be returned.

AH highlighted that charging families for the cost of the damage may cause a financial burden on families and that letters have gone out to some families following the damaged equipment being returned, advising that the school may need to take deposits if the equipment is required again.

LC highlighted that the school have 90 computers and if a bubble closes and equipment is required the school will have enough to provide children. LC advised that the school intend to use the computers for years 5 and 6 in school to develop children's IT skills for secondary school and adult life.

LC confirmed that weekly catchups with SLT has highlighted how well SLT know the children and that SLT have been invaluable.

LC said that meetings with external agencies have continued to happen virtually.

AH advised that assessments are taking place in the summer term and that a virtual parents evening has been moved to the start of the term to discuss children progress.

AH highlighted that teachers have delivered the curriculum during the pandemic but children's progress will be varied depending on how much they engaged during the remote learning.

Q: The Chair said that the report mentioned a new chair.

A: AH said this was incorrect and would be removed.

Q: The Chair asked for an update on the writing and maths mastery audit.

A: AH confirmed that a meeting was held prior to this lockdown to discuss gathering evidence on how well this is working. AH advised that there are 2 documents used to track children's progress and is confident that progress is made but further discussion about how to evidence this needs to happen.

AH confirmed that the English Lead is looking closely at reading for next term.

6. Progress of governing body development plan

The Chair confirmed that this has been updated with last years achievements and where the board are now. The traffic light system has been used to grade items in the plan.

The Chair confirmed that the recruitment of new governors will happen in the next 2 terms and that the board will look at the skills audits results when recruiting.

7. School Link Inspector Note of visit

LC highlighted that the Link Inspector came into school a few weeks ago and that the report is a little out of date as things have moved on since the report.

LC advised that she feels very supported by the Link Inspector and that NR and DS had also attended the meeting.

Q: TS asked what the £20k claw back meant.

A: AH advised that the school have a child with an EHCP and that the school have paid for 1:2 and 1:2 support for the child who as been at the school since nursery.

AH said that the school had calculated how much has been spent on support for the child and it comes to approx. £50k.

AH said that NC has worked incredibly hard with the family and that the child now attends the school for half an hour 2 days a week where the child receives 1:2 support. The child has home tuition for the rest of the week and that a full-time placement is being sought for the child. The LA have advised that no funding will be provided for the child's attendance to school at all, as the child is not attending full time. AH said that it is a disappointing response from the LA as the school have provided support that hasn't always been funded for.

Q: TS asked what the LA said about the playground works.

A: LC advised that [REDACTED] has been gathering quotes for some time and that the LA have deemed that the playground is not bad enough for funding.

LC confirmed that a new gate and fence has been agreed to be installed and the funding will be matched but the LA.

AH said some passers-by do not realise there is a school behind the fence and opening the area up may attract more children joining the school.

AH said that a lot of the play equipment is coming to the end of its life as it is wood it is starting to rot, and it is starting to be dismantled due to becoming unsafe.

AH said the school do not have the funds to replace the equipment and that the tarmac isn't bad enough according to the LA for funding.

AH said that the school can try can bid again for LA funding.

Q: CP asked what the quote amount was for the work.

A: LC advised that for the tarmac only the quote was £120k and this did not include anything being installed in the tarmac and that it could possibly be a total of £220k.

Q: NC asked if a crowdfunding page could be created or external funding found.

A: AH said that this can be done if a charity but only the PTA have charitable status. AH said the school will look into this further.

8. Review Self-Evaluation summary

No update

Staffing

9. Review progress against headteacher performance management objectives

The Chair confirmed that this is due next term.

Board Operations

10. Governor Visits

- a. Safeguarding audit and SCR check
The Chair confirmed he had attended virtual and physical visits to the school.
The Chair confirmed the online safety has been checked and is compliant and an internet safety day took place when children returned to school.
The Chair confirmed that the school had made lots of calls to families of vulnerable children during the school closure to ensure regular contact was still in place to understand any barriers they had to engaging in the remote learning
- b. Inventory check
The Chair confirmed this will be completed when Governors can recommence visits.
- c. Other link governor visits since last meeting
None completed due to lockdown.
- d. Agree link responsibilities and proposed visits for next term
To be discussed at next meeting.

JC left the meeting.

11. Reports

- a. Chairs report
The Chair confirmed the HT reviews took place in December 2020 and the schools development plan was updated
The Chair confirmed he attended the Chairs meeting in January 2021, and which highlighted the following topics;
a consultant was there to promote paid for service for self-evaluation of governing boards
updates on the implementation on relationships/sex education was discussed
(Q: The Chair asked if the relationship/sex education was on track.
A: LC advised that it is.)
Traded services have rebranded
[REDACTED] is the new School Improvements Manager and gave an update on her role
The Chair advised there are slides from the meeting on the OneDrive for all.

The Chair advised that he, DS and LC met with [REDACTED] and a further meeting took place this morning with the LA regarding school finances and pupil numbers.

DS advised that following the governor's skills audit a report of the outcome is on the OneDrive.

The result highlighted there are 7 areas rated 3 or below (rating out of 5) which we will need to look at to enhance the boards skills or experience;

- Experience of the school's local community
- Experience, expertise in strategy development
- Financial Planning
- Understanding financial efficiencies of schools is measured and compared to other similar schools
- Understanding how staff are recruited for schools
- Understanding how staff pay decisions impact on the school's budget

DS advised that some of these areas can be addressed through training and that when recruiting for new governors these are the areas the board can look to be skills the prospective governors have.

-I have experience of preparing for inspection and oversight.

DS said that this skill may be difficult to tackle.

LC said that the school inspector is also a school governor elsewhere and is very knowledgeable and maybe able to provide some training on what to ask and how to answer them.

The Clerk advised that a recent training opportunity email sent out had a training session which included preparing for an Ofsted inspection.

DC advised that he knows **Ann Debono** and her knowledge and experience with Ofsted is second to none and she may be able to help.

b. CC meeting report

TS advised that at the last minuting the committee discussed the progress and attainment data for the Autumn term and that it will be difficult to get this data for the spring term due to remote learning.

TS said the school provided excellent provision for remote learning and live lessons had higher attendance in the higher years.

TS advised that the attendance report was 94.3% which is above the national average and TS said that staff had gone the extra mile with keeping the attendance high.

TS said the committee discussed the children's return to school and more focus is on physical and outdoor activities for children.

AH advised that the funding received from the Government enabled the school to fund in house tutoring.

c. FPP meeting report

DS advised that the main agenda item was looking at progress against the budget.

DS said the school are currently running at a £140k deficit for the year and this was not a surprise as it was expected due to the planned restructure and variation in the budget due to covid, some items have gone up and some down.

DS said planning for next years budget is underway and the FPP will be realigning the meetings for next year to align with key financial dates

DS advised that policies were sign off; data security, business continuity, letting schools space and a check on the GDPR status was completed.

LC advised that if the pandemic did not happen, there would have been a lot of bookings for the use of the school space and during the Easter Holidays bookings have been made.

- d. Wandsworth Directors Report (provided by email)
The Chair said he has not had one of these for some time and isn't sure if these are still being sent out.
- e. Review results of parent questionnaire
The Chair advised the parent questionnaire is usually sent this time of year and that a remote learning questionnaire had taken place.
LC advised there will be a non covid related parent questionnaire going out after Easter and will be along the same lines as the Ofsted questions.

Policy Updates

12. Policies for approval/review

- a. Disciplinary Code of Practice - teaching/support staff (WBC)
- b. Code of Practice for Settling Staff Grievances (WBC)
- c. Positive Behaviour Support Policy
LC advised that she had spoken to [REDACTED] about this and will double check if approved.
- d. Code of Conduct for Teaching and Support Staff (WBC)
- e. Support Staff Appraisal (WBC)
- f. **All approved by Governors apart from Positive Behaviour Support Policy.**
(LC confirmed after meeting that that Positive Behaviour Policy was approved at the last CC meeting)

13. Any Other Business.

Training completed.

DS, TS, NR- 'Taking the chair' training

The slides for this are on the one drive.

DS advised that an idea from the training was, aligning committees responsible for key areas of the schools improvement plan.

NR and TS said that a course that they were enrolled in had been cancelled 'Measuring Performance'

14. Date and time of next meeting

Weds 7th July 2021

Part 1 of the meeting ended at: 6.13pm

Actions from meeting

Action No.	Minutes Ref.	Action	<u>By Who</u>	By When
1	4	Election of 2 Parent Governors	HT's	Autumn Term 2021