



WEST HILL PRIMARY SCHOOL

Minutes of the Full Governing Board

Summer Term 2019

Held at the School on Wednesday 10th July 2019, at 6:30 pm

Present:

Sam Ainsworth (SA) – Vice Chair of Governors
Sam Cornish - Chair of the Finance, Premises and Personnel Committee
Nigel Rawson - Chair of the Curriculum Committee and LA Governor
Anna Healy (AH) & Lisa Carmen (LC) – Head Teachers
Elena Watt (EW) – Parent Governor
Joseph Casey (JC) – Staff Governor
David Casey
Charley Phillips
Tamazin Steele

In attendance:

Natalie Carracio (NC) - Associate Governor
[REDACTED] – Clerk to the Board of Governors

1. Apologies

Apologies for absence was received from Brian Varney, Irfan Ahmed, Daniel Scott and Philip Cople.

In view of Brian's absence, Sam Ainsworth chaired the meeting.

2. Governing Board Membership

a. Changes to Governing Board

The Chair advised that the Chair of Governors had recently resigned due to personal circumstances and he had also tendered his resignation, as he is relocating to New Zealand.

Given that there is one co-opted vacancy there will be a further two vacancies following the departure of the Chair and Vice Chair.

The Chair advised that he had circulated the CVs of potential candidates to fill the vacancies.

b. Re-election of Sam Cornish

Sam Cornish left the meeting

It was proposed that Sam Cornish should be re-elected to the Governing Board which was seconded.

Sam Cornish returned to the meeting.



Sam Cornish was duly re-elected for a further term.

c. Election of new governors

The Chair asked the three prospective Governors to introduce themselves and provide their reasons for wanting to join the Governing Board. Following this the candidates left the meeting.

The Chair advised that all three of the candidates would be beneficial to the School and the Governing Board. It was noted that given the School had received more applications than spaces, the candidates had effectively already gone through a competitive process. A number of Governors and the HTs had also met the candidates. It was proposed and seconded that David Casey, Charley Phillips and Tamazin Steele should be elected to the Governing Board.

David Casey, Charley Phillips and Tamazin Steele were duly elected as co-opted Governors.

d. Succession planning for Chair and Vice Chair

In view of the resignations of the Chair and Vice Chair, Sam Cornish and Nigel Rawson were nominated as Co-Chairs which was seconded.

Sam Cornish and Nigel Rawson were duly appointed as Co-Chairs.

It was agreed that a Vice Chair would be elected in the Autumn Term.

e. DBS clearances

The School was asked to action DBS checks for the new Governors. **(ACTION 1)**

f. EduBase data completion

The School was asked to ensure that all Edubase information is brought up to date. **(ACTION 2)**

3. Declarations of Interest and financial interest

There were no declarations of interest or declarations of financial interest.

4. Minutes of the Last Full Governing Board Meeting on 27th March, Actions and Matters Arising

The minutes were approved subject to some minor amendments to be made by the Clerk.

There were no actions or matters arising.

5. Headteacher's Termly Report to Governors



The HTs presented their report to the Governors which had been circulated as part of the papers.

The following points were noted:

- The two Year 2 classes have been combined which had been a challenging decision but the cohort works together effectively;
- There needs to be approx. 30 children in a class for it to be financially viable;
- When staff have left, they have not been replaced;
- EID had a significant effect on attendance figures;
- Persistent absence numbers are still high with the same families who are keeping their children away. The School is trying to instil good attendance habits into the children from an earlier age.

Q: How many classes will there be next academic year?

A: Reception will be one form, Year two and Year three will be one form. The other forms will be unchanged.

Q: Can you comment on the thinking behind having a SEND base at the School?

A: In September we suggested to the LA that we establish a learning needs base given the high number of SEND children. The LA is considering this. Since September the School has admitted several children with very complex high-level needs and in order to provide for them, the School has created its own special nurture space within the current provision which is working well but there are some children who cannot be part of that. The Head of Inclusion from the LA [REDACTED], has visited the School and he has suggested formalising this arrangement. These discussions continue as well as how this could be funded.

Governors requested having three years of roll numbers (at year end) included within the HT's report. **(ACTION 3)**. The HTs commented that the number is around 300 and generally stable.

Q: Is there a trend in falling rolls across the borough?

A: The School is generally stable although there are other schools where the rolls are falling and other schools which have expanded.

Q: Why do you have so many vacancies?

A: Because we were asked to move from one form to two form.

Q: Do you give out FPNs?

A: We would have to request the Borough to issue these, but we know our families so well and it would put them in an even worse position if they received a FPN. We have one recent turnaround in PA which has been encouraging. It will continue to be work in progress.

A governor commented that the School had been very proactive with staffing and congratulated the HTs.

Q: In terms of behaviour there seems to be a spike in behaviour incidents in EY and KS1?



A: There are two children who have caused a number of the incidents and there are now 4 members of staff who are responsible for them. It is slow progress and the children should not really be at the School.

Q: Have they moved from other Schools?

A: One came from another Wandsworth School and then was home schooled. One is in nursery, one in Year 1 and one in Upper KS2 who was not at school in the early years.

Q: For what reason would a child's behaviour be included in this table?

A: It depends if the child is SEND. If they are then there is more flexibility. A fight will automatically be categorised as a behaviour event as would racism or name calling. Behaviour which is escalated by the Class Teacher would usually be a behaviour incident.

Q: What are your thoughts about the 56% score on the parents' survey for dealing with bullying?

A: We explored how to phrase this as many children won't actually experience bullying and therefore it's difficult for parents to answer this question. Also less people answered this year. We could consider having the survey at parents' evenings in order to get more responses.

Q: With regards the SIP, what are the key things you have achieved this year?

A: Teaching and Learning has improved, achieving the Ofsted good rating, further thinking in the teaching of Writing and Maths. Going forward we will aim to make our Pupil Progress meetings tighter. We will also adapt our EAL provision. We have put a lot of work into planning the transition points through the school day e.g. "Lovely Lunchtimes". We would like a governor to attend the Pupil Progress meetings.

Q: Can you talk briefly about parental engagement?

A: There has been good attendance at the coffee mornings and we hope that will improve next year. We are trying to revitalise Friends of West Hill which needs to be parent led.

Q: Can you talk briefly about the Nurturing Programme?

A: We are trying to get a nurture award so we can demonstrate that we understand pupils needs and how we can make the School experience smoother and to make everyone feel valued and included. Once this is embedded, Governors should come in and see what has been implemented. We think that this has had a positive impact on behaviour and absences so far.

6. School Link Inspector's (SLI) Termly Note of Visit

Q: What do the HTs think that the SLI has highlighted?

A: The Middle Leaders and the need for the Governors to hold the School to account. We will feedback with thoughts on vision for the School.

Q: Where will the children come from if there aren't enough children in the borough or will you reduce down to one form entry?

A: We would have to go through a process with the LA if we wanted to reduce by one form. We are capping the numbers and combining the classes. We have also changed our



approach to Open Days, we have a new website and we have visited a number of local nurseries and increased our social media presence.

Q: Where is the School vs other schools in the borough?

A: Other local schools are ranked as good to outstanding. Our results are better although this year the cohort will be different. Approximately 40% of the teaching is outstanding. The new website will help with marketing.

7. Reports from Committees

- Finance, Premises & Personnel Committee

The key item to report is that there is a much larger than expected carry forward. We are having to deploy our resources more smartly including combining classes. The break-even is a minimum of 26-27 children in a class. Given the cohorts we have, the teaching has to be outstanding to get average results. The standard of teaching has not dropped even though there are financial constraints. We are looking at ways of unlocking other areas of funding and the new website will have a sponsorship page.

Q: Do you have to seek permission from the LA when you reduce class sizes?

A: We send our numbers to the LA and if people appeal then we have to open the doors.

Q: If you have a child with significant needs coming in, can you have 2 Year 1 classes?

A: No, it is difficult to do this. Children can start later or they can be held back at any stage.

- Curriculum Committee

The Committee reviewed progress and data. EY is good but the later years drop off. For the SEND children there is a target tracker but for some this may not be suitable. Quality of teaching was good in Spring. The soft start has made a positive change to the School Day. We will need a new safeguarding link governor. The SATs passed off without incident, but the results were not as good as the previous year. There were 4 children in Year 6 who did not take the exams. Next year's Year 6 will have lots of GD children and lots below the ARE. Year 6 has worked well with 3 teachers. Progress scores for this year have not been so good and there are a few children who will need focus.

Q: Is the LA interested in progress or attainment?

A: Both.

- Children's Centres

The HT reminded Governors that both Children's Centres are going to be restructured to come under the management of the LA in the Autumn Term although the exact plan is still unclear. It has therefore been a very difficult year for the CC. She clarified that there are 13 staff over the two centres but the School staff spend a lot of time on the CCs.

Q: Is their funding ringfenced?



A: The School receives £15-20k to manage the admin of the CCs but this does not cover the time which staff spend on the CCs.

The HT said that it should be noted that the staff of the CCs have had a very challenging year but that they had kept the CCs going despite this.

8. Governor visits and training

There were no Governor visits to mention but it was clarified that going forward there would be a new framework for Governor visits. Instead of fixed Link visits, from the Autumn term there will be a Link Governor visit week each term which will precede the FGB. There will be a topic for each week when all visits will be carried out. The visit reports will be provided to the FGB and report back on specific areas either in the Governor Development Plan or the SDP.

He advised that there would be a Governor Training Session on 11th September when a skills audit of the GB would also be carried out.

The aim will be for the GB to run in a more focused and coherent way.

In terms of Governor training, Governors were reminded that there is both training on line as well as training offered by the LA. In future the Co-Chairs will keep a record of Governor training.

9. Chairs report

There was no Chair's report.

It was noted that the previous Chair carried out a SCR check.

10. Headteachers' performance management panel

It was reported that the meeting has already been scheduled for 27th November and three governors would be required to sit on this panel. It was agreed that the Co-Chairs will sit on the panel along with David Casey, given his experience.

11. Policies for review

One of the Co-Chairs advised that going forward all policies will be approved at the Autumn FGB and policies will be provided to Governors with cover sheets and with all changes tracked.

There will also be an annual workplan in the Governors Handbook.

Complaints Policy

There were a few formatting changes requested and subject to these being made **the Complaints Policy was duly approved.**

Mental Health Policy

The Mental Health Policy was duly approved.

Attendance & Punctuality



Subject to a request for the policy to make reference to the Soft Start, **the Attendance & Punctuality Policy was duly approved.**

12. Health & Safety

The HT advised that there had been a recent H&S audit the results of which had been good. An action plan has been compiled to address the areas where further work is required.

13. Wandsworth Director's Report

The Clerk advised that there is a termly report Wandsworth Directors Report which provides useful information on changes in the education sector as well as changes in the LA which could affect Schools or be of interest to Governors. There are also related actions linked to some of the items. The report is emailed to Governors by the LA and she encouraged all to read it.

14. AOB

Inventory Spot Check

The HT advised that there was an inventory check carried out as part of the H&S audit.

Safeguarding Link Governor

Given the recent resignation of the Chair, NR agreed to take on the role of Safeguarding Link Governor. It was agreed that a Link SEN Governor would be appointed in the Autumn

Send-off for previous Chair

It was proposed that there would be a meet-up for all Governors to say goodbye to the previous Chair on 23rd July at 6.00pm.

15. Date & Time of 19-20 meetings

Governors were reminded that all meeting dates for 2019-20 are included in the Governors Handbook. Governors will be allocated to Committees at the training Day on 11th September.

The Vice Chair thanked everyone for their attendance and contributions and said that the School is in very good hands and that it is fortunate given the workload, that there are two HTs as the role has become full time for both.

Actions

Action number	Action	By Who	By when
1	Complete DBSs for all new Governors	School / new Governors	ASAP
2	Update Edubase	School	ASAP
3	3 years of roll numbers to be included in HT's report	HT	Ongoing



Signed: _____

Date: _____