



## WEST HILL GOVERNING BOARD

Summer Term 2021

Minutes of a Virtual Meeting of

The FULL GOVERNING BOARD

Held on 7 July 2021

**Present:** Nigel Rawson (NR – Chair of Governors), Daniel Scott (DS – Co Chair), Anna Healy (AH – Head Teacher), Lisa Carmen (LC – Head Teacher), David Casey (DC), Joseph Casey (JC), Charley Philips (CP), Tamazin Steele (TS) and Natalie Caraccio (NC).

**In attendance:** [REDACTED] – Clerk

### BOARD ADMINISTRATION

1. **Apologies.** There were no apologies.

2. **Governing Board Organisation:**

a. **Changes to Governing Board membership.** Elena Watt had resigned from the Board as her child had left the school and she was, therefore, no longer a parent at the school.

b. **Document Register of Interests.** None.

c. **Confirm DBS Checks.** All complete.

d. **Confirm EDUBASE/GIAS Get Information about Schools Details.** Elena Watt to be removed.

e. **New Governors to confirm they have read and agree to Governor Code of Conduct.** Not required.

f. **New Governors confirm they have reviewed the relevant sections of 'Keeping Children Safe in Education'.** Not required.

g. **New Governors to confirm they have reviewed 'Online Safety Policy and Acceptable Use Policy'.** Not required.

h. **Review and update governor information on website.** Complete.

3. **Declaration of Interests.** None.

4. **Minutes of previous meeting held on 24th March 2021 and Matters Arising.** The previous minutes were agreed, signed remotely and retained by the school. The only matter arising was to elect parent governors, which will be carried out in the new academic year.

### **SCHOOL IMPROVEMENT**

5. **Review Governing Board School Development Plan (SDP).** The school staff restructure had been completed to make the school financially viable. That, and Covid planning, had been the key areas of development for the year. A skills audit had been completed in the autumn term and it was planned to do a self-evaluation process. However, this had been delayed due to Covid.

6. **Headteachers' Report/School Improvement Plan.** The Headteachers (HTs) referred to their report, which had been distributed prior to the meeting.

**To develop a strong and collegiate senior leadership team working towards excellent progress for all pupils.** The HTs were concerned at the falling numbers on roll for next year, with a resultant impact on class sizes. The lower years would have roughly 25 in each class, while YRs 5 and 6 would have closer to 30.

Q – What do you expect to have in Reception next year?

A – It is at 22 or 23 at present. A transition morning had been held but only 10 parents had turned up. It was expected to have 12 in the Nursery, with only one full-time. It was hoped to have closer to 20 and availability would be promoted by all the usual channels.

Q – Will there be a point at which numbers will stabilise? At what point do we hit the minimum possible?

A – We cannot restructure any lower. The shortage of children in primary schools is a known issue across the Borough. However, the LA have stated that they will not close schools. The HTs confirmed that attendance is rising, and behaviour is good.

Q – Are the 3 children that have significant SEN included in the behaviour figures?

A – No, because their behaviours are so complex.

Q – Safeguarding incidents are up since the previous report, but is that due to Covid lockdown periods?

A – Yes, it is back to a more normal number of families that we are working with, along with Social Services.

Q – Is the Pupil Premium strategy new?

A – It's just an updated way of recording and formatting PP information. We may ask for a governor to work more closely on this in future.

Q – Is there an output to the Maths Mastery and Talk 4 Writing?

A – There has been some data that shows an improvement and that we are using the right teaching approach. We will present more at the next curriculum committee meeting. Furthermore, YR2 have been in isolation for the past week. This cohort was not very responsive to on-line lessons during lockdown, but recently we have achieved 18 out of 29 attending. We have been proactive in phoning parents to encourage more participation. The staff have also presented a very good on-line offer.

**Behaviour and attitudes to learning will continue to be at least good.** LC highlighted the efforts NC had made to show evidence for the Nurturing Schools assessment.

Q – When will the outcome be known?

A – They have acknowledged receipt of the school's information. There will be a visit in the autumn. All the staff have embraced the assessment and provided richness around the curriculum.

Q – Will virtual engagement with parents continue post-lockdown?

A – Some things work well, some do not. Although parents' evenings do work, the same level of engagement with parents is lacking during these. We hope to resume coffee mornings as they help to draw some of the reluctant parents into school. NC had tried to convene an on-line group of parents from the younger years, but only 7 had responded. However, some useful feedback and questions were received. It was hoped to do a similar session for the older years.

**Ensure 100% of teaching is good or better.** The HTs praised the staff for undertaking Observations and for a positive attitude during the restructure. Covid had caused some practices to be dropped, but so there will be an effort made to tighten these up again. They also hoped that the normal level of professional development would now return. Many of the teachers will be moving year groups, which is unsettling but good for developing performance.

Q – How is Covid catch-up going?

A – Going forward, this will be known as School-led Tutoring. YRs 1 and 2 missed vital elements of their education, though the phonics results were pleasing. Reading will become a focus. It's been noted that the YR2 cohort are very vulnerable. They did little on-line learning during lockdown and they are now isolating for a week. They are, therefore, a concern and staffing around them has been planned accordingly.

Q – Are any teachers moving with classes?

A – YR5 is now a combined class, and their teacher will move up to YR6 with them. The YR2 classes have also been combined.

It was felt that reciprocal reading was not having the most impact on reading standards, so we have worked with the English leader to find an alternative approach. It is hoped that a new scheme which will help make reading a pleasure and fun.

Q – Is there a need for extra reading support with more volunteers?

A – We use a charity organisation called Learn to Love Reading. Volunteers are always welcome so long as we maintain the quality.

**Develop the curriculum offer across all subjects.** This is on-going. The teachers have done well to keep subjects and enrichment going, but we are not as far forward with this as we would have hoped. We are continuing to work on the 'intent' of the curriculum and to have clear rationale for why we have our curriculum the way it is. Getting the School Improvement Partner back into school will help with this. She is due to visit before the end of term to prepare for next year. We now have fewer staff in school after the re-organisation, so we will look at grouping them up in topics, for example.

**Raise progress and attainment of all 'groups' in reading, writing and maths at each key stage.** Children completed the Multiplication Times Table Y4 screening check. This was voluntary this year but next year will be mandatory.

Q – Does the progress against targets seem reasonable?

A – Yes, though as already mentioned, there is concern for YR2. In that cohort, there were previously 2 classes, one of which contained the majority of the vulnerable. As a result, the overall percentage will drop. The YR6 results were very good, although some didn't quite achieve the high targets that had been set.

Q – Well done with the YR6 results, which are positive, and credit goes to the YR6 team. Is there a percentage on the times tables test?

A – It's optional this year and was quite difficult. The pass mark is 25/25.

Q – What will you track on this?

A - Probably those that get 20 and over.

**7. School Link Inspector Note of Visit.** A very positive report had been received, much of which was reported above. The SLI looked at the pastoral team and the impact of the restructure.

**8. Self-Evaluation Summary.** This will be completed in the summer and made available in the autumn term.

## STAFFING

**9. Agree Headteacher Performance Management Panel.** The panel will be made up by the co-chairs and DC.

**10. Review Progress against Headteachers Performance Management Objectives.** The co-chairs had planned a meeting with the HTs the following week.

## Finance and Premises:

**11. Agree 2021/22 Budget.** The dates of the FPP Committee were now aligned to be before the FGB meeting. The budget was expected to be £100,000 in deficit, which will reduce the carry forward to £9,000 at the end of next year. However, the restructure will bring the budget back into balance. We have taken the only possible actions to reduce costs: a restructure and single form entries.

**All approved the 2021/22 budget.**

## **BOARD OPERATIONS**

### **12. Governor Visits.**

- a. Safeguarding audit and SCR check.** NR had completed a Safeguarding visit. There were no post-lockdown issues. He also checked the Single Central record.
- b. Inventory check.** To be completed in the autumn term.
- c. Other link governor visits since last meeting.** No further visits had been undertaken.
- d. Agree link responsibilities and proposed visits for next term.** To be done at the start of the next academic year.

**Co-Chairs to organise a date for a GB admin meeting at the start of the next term.**

### **13. Reports.**

- a. Chairs' report.** The board was still short of co-opted governors. It was hoped to fill vacancies with the help of Governor for Schools and the NGA's Inspiring Governance. NR was also looking at training options and will make a proposal next term.
- b. CC meeting report.** The meeting had already discussed the outcomes from the recent committee meeting. It was encouraging to see reading being targeted. Sadly, the Young Stars provision had been lost. It was good to see attendance above the national average and the committee had looked at ways to manage the impact of Eid.
- c. FPP meeting report.** Covered above.

**14. Review results of parent questionnaire.** The report from the questionnaire was good. There were 83 responses with some good percentages. Homework came up which will be looked at by the HTs.

Q – Are any next steps required?

A – Just homework and how to manage expectations around it.

Q – There's a comment from a parent about an injured child. What is that?

A – If it's the incident we believe it to be, it has been addressed already.

**15. Review Governing Body Impact.** This will be done at a later stage.

16. **Governor Training.** Covered above.

17. **Publish Governing Body Impact Statement on website.** This will be done at a later stage.

18. **Policy Updates.** Policies for approval/review.

18.1 First Aid Policy.

18.2 Asthma Policy.

18.3 Nurture Policy.

18.4 Behaviour Policy.

18.5 Code of Conduct Policy.

18.6 Complaints Policy.

**All policies were agreed.**

19. **Any Other Business.** The HTs thanked governors, and in particular for their support during the restructure. The co-chairs agreed that it was very well handled by the HTs.

20. **Date and Time of Next Meeting.** The next meeting will take place on 1 December 2021 at 5PM. An additional meeting is expected in September 2021.

Signed:

Date:

#### Actions from meeting

Action No.	Minutes Ref.	Action	By Who	By When
1	13	Co-Chairs to organise a date for a GB admin meeting at the start of the next term.	Chairs	September 21