



WEST HILL GOVERNING BOARD

AUTUMN TERM 2020

FULL GOVERNING BOARD MEETING- Part 1

Time and Date: 25th November 2020 at 5pm

Present:

Nigel Rawson (NR) – Joint Chair of Governors, Sam Cornish (SC) – Joint 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]

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The meeting was quorate and was opened by the Chair at 5.03pm.

Board Administration

1. Apologies- None received.

2. Governing Board Membership

- a. Changes to Governing Board membership
NR advised that SC will be leaving the Board on 15th December 2020 as he is relocating.
NR highlighted that DS had been in discussion with NR regarding becoming Co-Chair and NR put DS forward, HT'S seconded. DS left the virtual meeting at this point.
NR asked attendees if they had any objections or thoughts on DS becoming Co-Chair. All agreed that DS should become Co-Chair.
DS re-joined the meeting and DS role as Co-Chair was formally ratified.

NR confirmed that the school would look to recruit 2 new Parent Governors along with a replacement Community Governor in the spring term.
- b. Election of FPP Chair
NR confirmed that DS had been appointed as FPP Chair at the last FPP meeting.

c. DBS clearances

NR advised that [REDACTED] had sent out disclosure forms to all Governors and if attendees had not returned the form yet, to do so asap.

d. GIAS (Get Information About Schools) data review

NR advised that this was up to date and would be reviewed at the end of term.

e. Website Governing Body information review

NR advised that this was up to date and would be reviewed at the end of term.

3. Declaration of Interests- None

4. Minutes of previous meeting held on 1st July 2020 and Matters Arising.

Minutes agreed and approved.

	Action	By Who	By When
1	Election of a Parent Governor	School	September 2020
2	Review of GB Development Plan	Co-Chairs	Autumn Term 2020
3	Self-Evaluation Summary	Joint HT's	Autumn Term 2020
4	Safer Recruitment Training (Tamazin has completed)	Governors DS/DC	ASAP
5	Impact of Special Needs	Link for SEND	Autumn Term 2020
6	Link visit Leadership/Management	Link Governor	Autumn Term 2020
7	Corrections: Typo in the British Values Policy. Last bullet point- end of sentence should be a backslash and not a question mark.	Jenny	ASAP

Action 1: To be advertised in the Spring term.

Action 2: To be completed this term.

Action 3: Completed.

Action 4: DS, DC and EW to complete the training. NR will send the link.

Action 5: TS to complete this term.

Action 6: Not completed this term.

Action 7: Completed.

5. Governor Code of Conduct – adaption and attestation to code

TS highlighted that the first bullet point had a typo and needed 'that' to be added. NR updated at the time of meeting and will send the updated revision to all.

6. Keeping Children Safe in Education – confirm review

DS asked how the Board ensures the policy is delivered.

NR advised that as the Safeguarding Link, he attends termly meetings with the HT's and completes a checklist to ensure everything is completed.

NR advised that he will be reviewing the checklist to ensure the policy is reflected in the checklist.

7. Online Safety and Acceptable Use Policy – confirm review

TS highlighted that the word 'secrets' has a line through. HT's advised this was a mistake and will be updated.

TS highlighted that KS2 point 17 needs to be reworded.

DS advised that the Online Safety Overview from Governors needs to be included on the Safeguarding Audit.

AH, LC, JC and NC confirmed that they agree to abide by the Governors Conduct Policy.

School Improvement

8. Headteachers Report/ School Improvement

AH advised that 15 children had left the school in the summer term.

NR asked if Reception was full.

LC confirmed that it is full and that there was an appeal which was successful but the school has had no contact from the parent.

AH confirmed that there will be new children starting in nursery shortly which will take the intake to 21.

NR highlighted that the SEN numbers were down on the report.

AH advised that the decrease was due to the number of PP and SEN children in last years, year 6 that have now left the school. AH said that this may increase as NC is working with children in nursery that may not have EHCP yet or known SEN.

TS asked if the 8 Safeguarding incidents this term was a high amount.

AH confirmed that most of the incidents were in relation to reception children having difficulties settling back in and only 1 referral was forwarded to social services after the school's referral was made.

TS asked if the school were expecting to make more this term due to the pandemic impacting on families.

AH confirmed that 8 is about average per term.

NR confirmed that he had recently completed Safeguarding training and that nationally and within the LA, domestic violence related referrals were higher.

AH highlighted that the attendance is currently above average this term and that families that have children that are persistently absent are being supported by the school. AH advised that lateness is also very good this term.

LC advised that there have been staff and children that have had to have covid tests which resulted in negative results. LC advised the school had plans in place should the school have a positive case.

LC confirmed that TEAMS is now in place and HT's moved a staff meeting forward from Spring to last week relating to TEAMS.

It will continue into the spring term with the view that now Teams is in place the school could offer some virtual remote learning to run alongside the work packs.

AH highlighted that the restructure is nearly finished and that 3 teachers will be leaving at the end of term and that the teaching assistants that were due to leave, did at half term.

AH confirmed that the school has implemented robust target setting and monitoring of pupils this year. AH confirmed that a meeting with SLT and Maths and English Leads took place today.

AH confirmed that catch up programmes are in place and further catch up work is being completed by any teachers and teaching assistants that have time. The measures are in place for children just below target or have additional needs.

AH advised that some of the Governments catch up grant money has been used to recruit [REDACTED] as supply teacher, who is focussing on catchup interventions with years 5 and 2. The focus of the work is on literacy and the school is tracking the impact of the work and it seems very positive at the moment.

NR highlighted that the data in the curriculum report will be great to track the progress being made.

NR asked if virtual or telephone parents evening took place.

LC confirmed that the school completed telephone calls for parents evening and that some families were very hard to reach. LC highlighted that there was an overwhelming feeling of positivity from the parents.

LC advised that the school have completed a parental survey which indicated that telephone is better for these types of meetings, as not all families have a computer for virtual meetings.

AH confirmed that telephone calls had also been taking place for persistently absent children and that the school will keep going with this form of communication with the families.

AH highlighted that there is an option to fine families that have children that are persistently absent but the school are unsure of the benefit of doing this and that it is a very difficult and exhausting trying to get some children in to school. AH advised that there are 5-6 families that have persistently absent children.

NR asked if the school will be holding virtual open days.

LC advised that the school have had over 100 views online on the virtual open day video.

AH advised that the school may look at hiring a professional to complete a video open day to put online and also to have a leaflet made with a QR code on.
LC advised that having a professional video would be a long-term investment for the school.

The Clerk mentioned that the school could ask a local student to complete the video who is studying videography.

NC highlighted that the school would need to consider this happening and the DBS and GDPR and use of the footage restrictions.

AH informed attendees that formal class/teacher observations are not currently taking place, but that HT's are making informal walk arounds and that there are currently no concerns about teachers.

NR confirmed that this was agreed at the Curriculum meeting.

TS asked if a date had been set for reciprocal reading meetings?

AH confirmed that the focus has always been on reading, writing and maths and that the writing data is still showing as low but that reading and maths is improving.

AH confirmed that a meeting took place today to try work out why it takes so long for improvements to show in the data when the school knows progress is being made.

The school will create a focus group of 6 children to track closely their progress and to see if at different points their progress has accelerated through interventions.

LC advised that the school will keep reviewing.

TS said that there is progress but that it is not shown in attainment data.

AH highlighted that the school are looking at external training for staff to get some fresh ideas.

NR asked if the interventions work for all children.

LC advised that teachers need to review how they are adapting learning for special needs children. Further training will take place Talk4writing and speech, language and communication.

DS asked if talk4writing is able to be adapted or tweaked?

NC highlighted that teachers needed to understand the programme to then establish what could be improved or worked on more in Maths Mastery and Talk Variety programmes and that is the point the staff are at now.

AH confirmed that this term teachers would have worked in teams to look at how subjects are being taught, but due to the limitations on staff being in the same room and the schools concerns over teachers being in the room and the risk of all catching or passing on covid if one person has it, it has been difficult to do.

LC said that subject leads would also complete observations at this point in the year too, but this is not happening at present but the school hopes that in the school term staff meetings and observations will start up again. History and Geography and other foundation subjects will be a big focus in the spring term.

AH confirmed that the year 6 data is slightly higher than in the circulated data as there had recently been progress meetings (in most recent Pupil Progress meeting 68% have made good progress in Y6 reading).

AH confirmed the most recent data shows 65% in writing and 75% in maths.

AH advised that year 1 data is very low which is due to some children with complex needs. AH advised that a support staff member has now been moved to year 1 two days a week. AH highlighted that the children had missed out on 6 months of play/learning and communication skills.

DS said that the progress in all is good all things considered.

9. Progress of governing body development plan

NR advised this would be updated this term.

10. School Link Inspector Note of visit

NR said that the summary of what has been going on in school was good and it demonstrated the great work that the HT'Ss and staff are doing.

AH advised that the new Head of School Improvements service will be meeting with the HT's. [REDACTED] (Link Inspector) is due to meet with HT's next week and [REDACTED] (from LA) will be meeting HT's in 2 weeks to discuss equalities and disadvantages.

11. Review Self Evaluation summary

This was sent out as part of the documentation for the FGB.

NR asked if this is sent externally (apart from to governors)

HT's advised it is not, however HT's do believe it is a very useful document from a self-evaluation perspective and that it will a very useful basis for any future inspections.

Staffing

12. Perform headteacher performance management review

DS, SC, and NR to complete next week virtually.

Board Operations

13. Governor Visits

- a. Safeguarding audit and SCR check
NR confirmed the SCR had been completed a couple of weeks ago.
NR audit was completed and one-point needs clarification.
- b. Inventory check
NR advised this would be completed when he is able to get into school.
- c. Other link governor visits since last meeting

TS will meet with NC.

- d. Agree link responsibilities and proposed visits for next term
NR advised that visits are not currently recommended.

14. Reports

- a. Chairs report
NR confirmed that the main things he has been working on has been trying to find someone to take over SC's position and has been working with the school in relation to a child's exclusion

- b. CC meeting report
NR confirmed that TS has been elected Curriculum Committee Chair and DC is Vice Chair.
NR confirmed that at the last meeting attendees discussed; catch up grant money funding a supply teacher, not completing observations, attendance being very good, remote learning being in place, 2 week home-school work packs ready if needed, parent survey identifying that 49 families do not have access to laptops and that the school have been offered 6.

LC confirmed that since the meeting, the school have completed training which encouraged the school sign up to Ed Tech Demonstrator Programme, which the school has joined. The school have been assigned a partner school who are further along in the online learning journey and they have been discussing loaning out the school laptops. The school has 30 laptops, about 25 are good enough to send home which can be provided should they need to be provided if bubbles close as the 6 that have been promised may not be enough depending of the sizes of the bubbles needing to close.

AH said that there are probably 6-7 children in each year group that will need a laptop. The Ed Tech Demonstrator Programme will talk to the school about setting up loan agreements and how that will work.

LC confirmed that the concern is that there may be some damaged or lost which may then have an impact on computer learning in the school.

LC highlighted that digital poverty is not just about families not having a computer, it also includes access to the internet.

AH advised that she had signed up for free data sims from Vodafone that were providing 250,000 free data sims. AH confirmed that they had been able to obtain 50.

LC advised that from the parent surveys some parents do like paper form work to be sent home for remote learning.

- c. FPP meeting report
SC confirmed that the budget positive.
SC confirmed pay increases had been budgeted for and now implemented. The covid running costs now form part of the normal running costs of the school.

█ had submitted the paperwork for the covid related costs to be repaid to school.

Policies and procedures had been reviewed and approved at the meeting my no significant changes made.

SC to attend school to sign the virement schedule.

PP income updated on the budget.

SC confirmed a health and safety report had been completed and the outcome was good.

AH confirmed a meeting had taken place to discuss the actions needed from the health and safety report. AH said the main actions needed where to chase up contractors. The school had been discussing the option of obtaining their own contractors due to the length of times things take going through the LA, which a number of school had raised at a recent meeting.

15. Governor training update

NR confirmed that he has recently took part in Safeguarding training and that there is an update due in the spring term for 'keeping children safe'.

NR will place the slides from the course on the one drive.

16. Skills audit review

SC thanked everyone for completing their skills assessments.

SC advised that there are 29 competences, 24 deemed essential and 5 desirable.

SC highlighted that collectively as a body, they scored 3 out of 5.

SC advised that for 'understanding finances efficiencies in the school' competency, the Board scored a 2.

SC confirmed that his skills were not input for the results.

SC confirmed the areas of focus; experience and expertise in strategy and development, financial planning, recruitment of staff and pay decisions of staff and impact of pay decisions.

SC believes that 3 of these areas can be improved with specific training.

SC the 'experience and expertise in strategy and development' may not be able to be trained for.

SC highlighted that there is a good mix of competencies within the Board.

SC advised that there is one further competence that needs to be highlighted; experience of the school's local community, which came up as a 3 in the audit.

SC advised that he will type up the review and send to all.

NR highlighted that this can be looked at when the board recruits in the future.

SC said that the forms are on the one drive.

NR said that it would good to complete annually.

17. Policy Updates

- a. GB Code of conduct-Agreed and approved.

- b. Newly Qualified Teachers- Agreed and approved. TS advised this will need revamping in September in 2021 due to changes.
- c. Health and Safety Policy- this is a Wandsworth Policy.
- d. Quality, Policy and Objectives- The main change was that objectives were reviewed and updated. Objectives are due to be reviewed annually.
- e. Looked after children policy- Agreed and approved.
- f. Online Safety and acceptable use policy- Agreed and approved.
- g. Pay Policy- Was not available at FPP meeting. Wandsworth policy.

18. Any Other Business.

NR asked if attendees felt it is useful for set up a meeting in January to discuss visits and the development plan. HT's to look at suitable dates. All agreed.

NR thanked SC for all his hard work over the last 7 years and wished him good luck. AH and LC thanked SC for his work.

19. Date and time of next meeting (Weds 24th March 2021)

Part 1 ended at 6.39pm

_____Signature _____Date

_____Signature _____Date

Actions from the meeting 25th November 2020

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