



## **WEST HILL GOVERNING BOARD**

**Autumn Term 2021**

**Minutes of a Virtual Meeting of**

**The FULL GOVERNING BOARD**

**Held on 1<sup>st</sup> December 2021**

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

**In attendance:** [REDACTED] – Clerk

### **BOARD ADMINISTRATION**

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

2. **Governing Board Organisation:**

a. **Changes to Governing Board membership.**

It was noted that Matthew Halliday and George Williams had been appointed in October 2021. There remained vacancies for Parent Governors which would be addressed by the Heads.

b. **Confirm DBS Checks.**

All complete.

c. **GIAS Get Information about Schools Details**

This was confirmed

d. **Website Governing Body information review**

This was confirmed. GW and MH were to be added to the website. **Action**

**3. Election of the Chair and Vice Chair**

It was agreed that NR and DS would remain as Co-Chairs of the Board.

**4. Declaration of Interests**

None.

**5. Minutes of previous meeting held on 7th July 2021 and Matters Arising.**

The minutes of the meeting held on 7<sup>th</sup> July 2021 were agreed as a correct record.

**Matters Arising**

The one outstanding action was closed as a briefing meeting had been held at the start of the Autumn Term.

**6. Governor Code of Conduct**

All Governors had completed this.

**7. Keeping Children Safe in Education**

All Governors had completed this.

**8. Online safety and acceptable use Policy**

All Governors had completed this.

**SCHOOL IMPROVEMENT**

**9. Headteachers Report/ School Improvement**

NR introduced the item reminding Governors that they had discussed the school strategy in October and the Chairs would be looking at how the Committees would align with the strategy and would report back on this in the future.

The Heads introduced the report which had been circulated in advance. The following was highlighted.

- The Year 4 multiplication check would take place shortly. It was noted that the pass rate was 25/25 and each question had a time limit of 4 seconds, it was expected that many would get high marks but this may not be reflected in the results due to the high pass mark and short time limit. More information would be sent home to communicate with parents on how practice on this was key and how times tables support all areas of maths.
- There had been 5 leavers and 2 joiners, this was a lower rate than many in the borough.
- Behaviour was generally good and positive. There had been one fixed term exclusion which was one of a small number of children who had significant needs who were requiring substantial support.

**Q: The support being provided to the children with needs is not sustainable, what are the options to address the needs of these children?**

A: HT - We have to protect children who are vulnerable but the balance is the impact on the school. We are working to find the right diagnoses. This can involve many external teams including the autism service, SLT and the PRU all undertaking observations. Due to Covid waiting lists are longer. If there had been a more settled time in nursery and reception without lockdowns, there may have been an opportunity to pick up issues earlier. With regards to one of the children there is a meeting on Friday with agencies to try and identify a way forward. The Heads reported that additional agency staff had been employed to support this which whilst it had been found excellent, would have an impact on the budget.

A governor noted that the proportion of SEND pupils was very high and as the roll had reduced the proportion of SEND pupils would rise. As a governing body it remained a responsibility to support the school and monitor the situation to ensure the quality of teaching is not impacted.

**Q: Is there a need for a conversation with the LA on this matter, also to discuss budgets and explore options?**

A: HT - The link inspector has taken it back to the LA, however there has been no response. There is a borough wide strategy of inclusion and the School has a duty of care to all pupils.

**Q: Is the member of agency staff directly supporting the child?**

A: HT - No they are releasing a TA to work one to one with child. At times it is 2 adults working with the child and up to 4 working across the school day. Part of this is to help the child to become able to work with more than one person.

**Q: The data is looking good, in particular Year 6 data looks positive. Are there any areas where you are concerned?**

A: HT - There are no areas less than satisfactory and some areas where we would have previously classed as outstanding.

Governors thanked NC for her work towards the Nurture Award. **Action: NR to circulate the report.**

**10. Progress of governing body development plan**

DS introduced the item, it was noted that it remained a work in progress with the aim of creating a Governing Board version of the strategic plan.

### **11. School Link Inspector Note of visit**

NR introduced the item, he noted that he had found the report was a good summary of current progress. It was noted that the school website was only one of 3 schools in the borough which was compliant across all areas.

#### **Q: Is attendance an issue?**

A: HT – In our experience there are a high number of families the school are working with, on average between 10-15 families, some of whom improve following work with the school and then another family will develop an issue with attendance. Discussions with the link inspector are about the actions taken rather than the numbers.

#### **Q: What is being done about replacing the work of the pastoral care lead?**

A: HT – we have a member of staff shadowing the monitoring work, medical care and care plans in addition to attendance. There is no current replacement for the therapy work for both pupils and staff, it was hoped there would be some voluntary support, however this had not been able to progress. The school is exploring support from Place2be and the South West London trailblazer project. Work is ongoing with year 6 pupils on transition.

There were concerns as parents had been supported by the lead in matters such as housing and food in addition to education matters.

It was noted that governors would continue to monitor the matter and escalate if necessary.

### **12. Review Self Evaluation summary**

The report which had been circulated in advance of the meeting was considered.

Q: Whilst it is considered a good summary of progress, it was asked if consideration could be given as to how to streamline the number of documents produced?

A: HT – we are looking at how this can be joined with the strategic plan. **Action: DS and NR to review and consider further.**

The attendance data including data which removed Eid from the data was noted. It was noted that Eid in Summer 22 and Autumn 22 would have further impact on the data.

### **Staffing**

#### **13. Headteacher performance management review**

DS, DC and NR had undertaken the performance management review along with the Link Inspector. It was noted that all objectives had been met and discussions were underway for a for review of objectives for the coming year.

## 14. Governor Visits

### a. Safeguarding audit and SCR check

It was noted that the audit had been undertaken including the checklist, a sample of DBS checks still needed to be reviewed. Some further considerations had been identified for future safeguarding checks.

### b. Inventory check

It was reported that GW had undertaken an inventory check the previous week. There were no significant issues to raise with the exception of the school's laptops where there were issues with storage and the paperwork for checking them out was not entirely accurate.

The Heads reported that a meeting had been held with the responsible staff members following the check and new storage had been arranged for the laptops along with an update on the logging system.

The Chair acknowledged the timely response on this.

### c. Other link governor visits since last meeting

CP reported that she had recently completed a curriculum visit and the report from this had been sent to the heads. Some areas considered for actions were how middle leaders undertaken CPD and how this is was fed back and the curriculum offer for greater depth students.

**Action: The report to be circulated when finalised: CP**

**Action: Further actions/review to be considered in the Spring Term: All**

GW reported that he would undertake a GDPR visit before the end of term

In the Spring term DC would undertake a visit looking at pupil premium and sports premium.

The Board agreed the proposal that a review looking into the impact of the restructure be undertaken. **Action: DS**

## 15.

### a. Chairs report (Verbal)

The Chairs provided an update on their recent activity. This included:

- Work on the induction of MH and GW
- A review of strategy
- Update on the Development Plan

### b. Curriculum Committee meeting report (Verbal)

TS provided an update from the meeting of the Committee held on 17<sup>th</sup> November.

The Committee had considered progress data and looked at resources available to address loss of learning. A report had been presented providing benchmarking information

comparing the school with others in the borough, governors were invited to review the report which was available on the OneDrive.

**c. Finance, Personnel and Premises Committee (FPP) meeting report (Verbal)**

DS provided an update from the FPP meeting held on 3<sup>rd</sup> November. It was noted that there had been discussion on the budget which was considered on track. It was hoped there would be a year-end budget surplus. A discussion on the use of Pupil Premium funds was considered along with a report on attainment of pupils who had attended the nursery.

**16. Governor training update**

The Chair reported that he had recently attended an Introduction to Finance and Safeguarding training sessions. These presentations had been saved on the OneDrive.

GW and MH reported that they had both attended the governor induction session recently and would attend further courses as part of their induction in the New Year.

It was noted that the Governor Training Plan was on track. NR would review the Governor training plan as the school had recently joined the NGA and all governors now have access to the resources available via the NGA website.

Governors were reminded to inform NR of any training undertaken so that this could be logged.

**17. Policy Updates**

**a) Designated Teacher for Looked After Children Policy**

The policy was agreed.

**b) Child Protection and Safeguarding Policy**

The policy was agreed.

**c) SEN Policy and Information Report**

The policy which had been considered by the Curriculum and Performance Committee was agreed.

**d) Acceptable Use Policy**

The policy was agreed.

**e) Attendance and Punctuality Policy**

The policy was agreed.

**f) Bullying and Harassment Policy**

The policy was agreed.

**g) ECT Induction Policy**

The policy which was a new policy drafted by the LA was agreed.

**h) Exclusions Policy**

The policy was agreed.

**i) Health and Safety Policy**

The policy was considered, it was asked how compliance was ensured, it was noted that the external inspection had been passed, the report was outstanding but no concerns had been raised. The times for fire checks and location would be added to the policy along with responsibility for COSH and Legionella training. Subject to these amendments, the policy was agreed.

**j) Online Safety Policy**

The policy was considered, it was noted that the responsibility for data management and information security was with the Heads, with day to day responsibility with a member of staff and the LA who was contracted at the data officer.

**Action: The Chair to discuss the ICT manager responsibilities with the Heads.**  
Subject to the action above the policy was agreed.

**k) Teachers Appraisal**

The policy was agreed.

**l) Supporting pupils with medical conditions policy (incorporating children with medical needs who cannot attend school)**

The policy was agreed.

**18. Any Other Business.**

**11.1 Festive Events**

The Chair suggested that, given the current COVID case rates, Governors were advised to not attend festive events at the school. Patents were currently invited but would be limited in numbers and in bubbles. An outside open day for prospective parents would also be held.

**19. Date and time of next meeting (Weds 23rd March 2022)**