



WEST HILL GOVERNING BOARD

Spring Term 2022

Minutes of a Virtual Meeting of

The FULL GOVERNING BOARD

Held on 23rd March 2022

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

In attendance: [REDACTED] – Clerk

BOARD ADMINISTRATION

1. **Apologies.** Apologies for absence were received from Lisa Carmen (LC – Head Teacher), and Matthew Halliday (MH)

2. **Governing Board Organisation:**

- a. **Changes to Governing Board membership.**
It was noted that following elections Bouchra Boudjellab and Julian Harrison had been elected as parent Governors on 1st February 2022 for a period of 4 years.
- b. **Confirm DBS Checks.**
All complete.
- c. **GIAS Get Information about Schools Details**
It was confirmed that this had been updated to reflect the changes in membership.
- d. **Website Governing Body information review**
It was noted that details and photographs for the newly elected Governors would be updated once final declarations had been returned. **Action**

3. Declaration of Interests

None.

4. Minutes of previous meeting held on 1st December 2021 and Matters Arising.

The minutes of the meeting held on 1st December 2021 were agreed as a correct record.

Matters Arising

It was noted that actions were considered closed or would be considered further in the agenda with the exception of the following:

12 - DS and NR to review and consider how the Self Evaluation Summary could be linked to the Strategic Plan

The Chairs reported that they had met with the Heads and reviewed the different documents which should be reflected in the papers for the meeting.

14C - CP to circulate the report from the Curriculum Visit

Action – CP would resend the report to the Heads and then to all governors.

17j The Chairs to discuss the ICT managers responsibilities with the Heads

Action – To be carried forward.

SCHOOL IMPROVEMENT

5. Headteachers Report/ School Improvement

The Head introduced the report which had been circulated in advance and invited questions.

Q: The data shows that the number of behaviour incidents have risen in comparison to autumn and summer, can you explain this further?

A: The majority is related to a small number of children who have complex needs. For other children in the school the number of incidents has fallen. The introduction of the hub and the hive has helped. Advice has been sought from external agencies including referrals to the PRU to support the school to address the needs, however these services are in great demand. The reduction in numbers and forms has not led to reduction in SEN needs and we still need a significant number of interventions to support these children. The Wandsworth Autism Advisory Service has been supporting the school to help develop the provision.

Action: It was agreed that TS as the Governor with link responsibility for SEN would undertake a visit to see the developments in the school.

Q: Does this link to the EHCP applications?

A: Yes but we don't have funding yet for these and staffing is currently being provided from existing funds.

Governors were asked to note the financial impact of the funding staffing for the hub and the hive from existing funds.

Q: What do the roll numbers look like for September?

A: Currently we have 22-25 for reception and 18-19 for the nursery, the majority of which are first place choices. This is a positive situation in comparison with some other local schools.

Q: Do the behaviour incidents link to safeguarding numbers?

A: No.

Q: If there is not a link between the safeguarding reports and behaviour incidents is there anything we need to be aware of?

A: AH - These have been reported in school or from outside agencies, there have been some new children join who have complicated histories and there are weekly reviews.

A: NR - I did a safeguarding visit recently and one thing I noted was lessons learned being disseminated

AH reported that there had been a delay in undertaking the regular fire drill due to new starters in the school who needed time to settle in before a fire drill.

Progress on the Strategic Plan Priorities was considered:

Priority 1

There had been progress made but delays had occurred in further work due to staff absences and the pressures of Covid.

Priority 2

It was noted that behaviour was considered an issue and in consultation with outside agencies it was noted that the school experiences more issues than many schools. Pupil attendance of 95% may be difficult to achieve.

Priority 3

It was noted that in learning walks all had been good or better across the whole school. The next step was to improve learning skills.

Priority 4

It was noted that this was on track, with subject leads are taking ownership of their subjects. The next step was to identify which other areas to develop and excel in. Deep dive questions were being reviewed.

Q: With the restructure, do teachers and leaders have the bandwidth to achieve this?

A: In a school this size people wear more than one hats e.g. one member of staff is responsible for history and geography. We have a lot of experienced teachers but it is harder with fewer people and it is more expensive to provide cover for planning time.

Priority 5

It was noted that good progress had been made, however due to sickness in the spring term this had been harder to maintain.

Q: Speaking to the Early Years Lead, it appears that parents are not engaging with teachers, is this an impact from Covid?

A: NC – I think with virtual parent’s evenings and parents not being in school it is difficult when they can’t see the children’s work, hopefully we can have an open day and let parents see their children’s work and improve engagement.

Q: How do you develop pride?

A: NC – with older children you can be honest and ask them what they think of their work we are also working on handwriting.

Q: Can you tell us more about the proposed new SENCO role?

A: AH - The hope is to appoint to a part time SENCO support role, this would provide support to NC. How this is funded needs to be considered.

DS congratulated the SLT on the progress made with the priorities.

6. Progress of governing body development plan

DS introduced the paper which had been circulated in advance of the meeting. It was noted that the plan had been developed by NR and DS with the aim of the Governing Body becoming more strategic.

The proposed priorities for governors was considered, the aim was to make stronger links between the work of the Governors and the strategic priorities. Committee agendas would be aligned to the strategic priorities and a self- evaluation of priorities and effectiveness would then be undertaken.

TS reported that the new structure had worked well for the Curriculum Committee.

It was noted that the title of the plan needed to be corrected to read Governing Body Development Plan. **Action: DS/NR AH**

7. School Link Inspector Note of visit

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

- There had been positive deep dive reviews for leads
- The school council was considered to be good and children feel listened to and progress was being made.

The report and recommended next steps was noted.

8. Results of Parent Survey

The results of the parent survey which had been circulated in advance were considered.

Q: Are there any actions you are taking following these results?

A: There is nothing significant highlighted in the survey that required action.

The comments about behaviour referred to 7 of the 200 pupils and were from a small number of parents. There was nothing which was of concern.

Q: Is there something we can do to encourage the 76.5% who would recommend us such as giving parents materials or tools to help encourage recommendations for the school, or shared on the website?

A: AH – we can think about this, there are positive results in the survey. We have asked parents to do google reviews.

Q: How can we find out more about why parents would recommend the school?

A: We can add a free text box under this question next time to ask why parents would recommend. **Action: AH/LC**

9. Results of the pupil survey

The results of the pupil survey which had been circulated in advance were considered.

AH reported that the negative responses stating they never felt safe in the playground had been looked into and addressed. It was suggested that in future a comment box could be included to explore this further.

Q: Is there something we can do to address comfort in speaking in class?

A: NC – Maybe we can look into this on a learning walk? We have some children who are quieter and some who have anxiety about speaking up in class.

A: JC – I had children asking what the question meant so some may have not understood the question.

Q: Why are there no Year 6 responses in the first question?

A: AH - I think they responded, I will look into this and clarify this. **Action**

Staffing

10. Headteacher performance management review

DS, DC and NR would undertake the mid-year review in the summer term.

11. Governor Visits

a. Safeguarding audit and SCR check

NR reported on a visit the previous week with AH and LC. The monitoring checklist was used and no concerns or issues were raised. Discussions on issues of behaviour and the impact of the staffing restructure.

There were no significant issues with the SCR, the new governors were to be added and some issues to follow up were identified. The report from this was available to governors on the drive.

b. Inventory check

Nothing to report since the report to the Autumn FGB meeting.

c. Other link governor visits since last meeting

DS reported that he had met with LC and discussed the impact of the restructure. It was noted that with reduced staffing there was less cover for planning time. A discussion was also held on the impact of the number of children with complex behavioural needs and the proposed SENCO support role. It was noted that it was considered that the restructure by itself was manageable but the impact of Covid and the number of children with complex needs was putting greater demands on all and the ability of the SLT to be able to meet and think and act strategically. The notes from the visit would be added to the OneDrive.

GW would undertake a follow up visit shortly and would report at the next meeting.

NR reported on a visit on RSE.

d. Agree link responsibilities and proposed visits for next term

The following visits were agreed:

- TS – SEN visit BB to join on this visit
- CP – Follow up visit – on actions/suggestions from Autumn visit
- GW – English visit
- DC – To be confirmed

- NR – Safeguarding

12.

a. Chairs report (Verbal)

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

- Work on the induction of newly elected governors
- The Governor Development Plan
- Work on the strategic alignment of meetings

b. Curriculum Committee meeting report (Verbal)

TS provided an update from the meeting of the Committee held on 2nd March, the following was discussed:

- The progress and focus on writing skills
- Literacy lessons
- Progress with catch up has stalled due to staffing pressures
- There was a positive report on a deep dive review of the English curriculum. The next review in the summer term would be on Science.
- Following the departure of the Pastoral Lead and Therapist the Heads were providing support where possible, 2 members of staff were also being trained to be ELSAs (Emotional Literacy Support Assistants).

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

DS provided an update from the meeting of the Committee held on 9th February, the following was noted:

- The Committee discussed the establishment of the areas for the children with complex needs
- There were financial gains being made following the financial restructure, however there had been an increase in the demands on teacher time and supply spending as a number of EHCP applications were not yet funded.
- Overall the financial trend was positive and an improvement on the previous year.

i) Ratification of SFVS

The Schools financial Value Standard had been discussed and considered by the FPP Committee and was ratified by the Governing Body.

ii) Delegation of approval of budget to FPP meeting on 27th April

The Governing Body approved the delegation of the approval of the budget to the meeting of the FPP on 27th April.

13. Governor training update

The following was noted:

- NR would follow on buddying up for BB and JH – **Action**
- Governors were encouraged to sign up for NGA online training
- GW had attended Governor Essentials training and budget setting for governors (a strategic approach)
- BB had attended the Governor Essentials training

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

14. Policy Updates

- a) Disciplinary Code of Practice - teaching/support staff**
The Code of Practice which had been considered by the Finance, Personnel and Premises Committee on 9th February was agreed.
- b) Code of Practice for Settling Staff Grievances**
The Code of Practice which had been considered by the Finance, Personnel and Premises Committee on 9th February was agreed.
- c) Behaviour Policy**
The policy was agreed subject to corrections to spellings on page 3.
- d) Positive Behaviour Support Policy**
The policy was agreed.
- e) Anti Bullying Policy**
The policy was agreed subject to corrections to spellings.
- f) Code of Conduct for Teaching and Support Staff**
The Code of Conduct which had been considered by the Finance, Personnel and Premises Committee on 9th February was agreed.
- g) Support Staff Appraisal**
This was agreed.
- h) Emergency Plan**
The Plan was agreed.
- i) Sickness Code**
The Sickness Code which had been introduced across the Borough and had been considered by the Finance, Personnel and Premises Committee on 9th February was approved.
- j) School Uniform Guidance**
It was noted that new guidance had been issued by the Government on School Uniform, this would be considered in the Summer Term.

Action: Clerk to add to the Agenda for the Summer Term.

15. Any Other Business.

11.1 GDPR

GW reported that he had undertaken a GDPR visit in mid-December. It was noted that there had been a discussion on this with actions to be followed up at the FPP Committee.

Action: GW to explore if the Borough GDPR lead would provide a briefing on GDPR for the FPP or FGB.

11.2 Resignations

NR reported that his term of office would be expiring in November and he would not be seeking reappointment. DS reported that he would be moving with his family out of London in the summer and would also be stepping down from his role as a Governor and Co-Chair.

AH on behalf of herself, LC and the School thanked both for their contribution to the School and Governing Body.

Action: Governors were asked to consider and speak to the Chairs if they were interested in standing for the role of Chair or the Chair of FPP.

16. Date and time of next meeting (Weds 6th July 2022 5pm)