



WEST HILL GOVERNING BOARD

Summer Term 2022

Minutes of a Virtual Meeting of

The FULL GOVERNING BOARD

Held on 6th July 2022

Present: Nigel Rawson (NR – Chair of Governors), Daniel Scott (DS – Co Chair), Lisa Carmen (LC – Head Teacher) Anna Healy (AH – Head Teacher), Natalie Caraccio (NC) (until item 12b), Bouchra Boudjellab (BB) (from Item 8), Matthew Halliday (MH), Charley Philips (CP), Tamazin Steele (TS) and George Williams (GW)

In attendance: [REDACTED] – Clerk

BOARD ADMINISTRATION

1. **Apologies.** Apologies for absence were received from David Casey (DC) and Joseph Casey (JC).

2. **Governing Board Organisation:**

a. Changes to Governing Board membership.

It was noted that NR and DS would be standing down as co-chairs at the end of the Summer Term. DS would be leaving the Governing Body at the end of term and NR would leave in November having supported the transition.

It was noted that JC would be leaving and a staff election would be held in the Autumn Term.

One of the recently elected Parent Governors had stepped down following the election and a new Parent Governor Election would be held in Autumn.

TS would take on the role as the safeguarding link governor.

b. Election of Co-Chairs

It was agreed that TM and MH would be appointed Co-Chairs.

c. Appointment of Committee Chairs

It was agreed that GW would take on the role of Chair of the FPP Committee and DC would be the Chair of the Curriculum Committee.

d. Confirm DBS Checks.

NR reported that this was undertaken as part of the Safeguarding Audit.

e. GIAS Get Information about Schools Details

It was confirmed that this had been updated to reflect the changes in membership.

f. Website Governing Body information review

It was noted that the attendance for the year would be updated and collated to be published on the website.

3. Declaration of Interests

None.

4. Minutes of previous meeting held on 23rd March 2022 and Matters Arising.

The minutes of the meeting held on 23rd March 2022 were agreed as a correct record.

Matters Arising

Action	Item	Action	By Who	Update
1	2d	Details and photographs for the newly elected Governors would be updated once final declarations had been returned.	SBM	Complete
2	4	The Curriculum visit report to be recirculated	CP	Complete
3	4	The Chairs to discuss the ICT managers responsibilities with the Heads	Chairs	NR reported that he had discussed the matter with the Heads and the Heads responsibility was clear with ICT managers completing the work.
4	5	TS as the Governor with link responsibility for SEN would undertake a visit to see the developments in the school.	TS	TS to arrange a date and BB would join her
5	6	The title of the plan to be corrected to read Governing Body Development Plan	Chairs/Heads	Complete
6	8	A free text box to be added under the question to understand the reasons behind why parents would recommend to school to others.	Heads	Closed and would be considered in the next survey.
7	9	Clarity needed on the first question on the survey to clarify the Year 6 pupil's responses.	Heads	Carried forward to the Autumn Term
8	13	Follow up on budding for new Governors	Chairs	This would be followed up for BB
9	14j	Uniform policy to be considered at the summer meeting	Clerk	Closed on the agenda

10	11.1	GW to explore if the Borough GDPR lead would be available to provided a briefing on GDPR for the FGB or FPP	GW	GW to carry forward.
11	11.2	Governors to consider and speak to the Chairs if they were interested in standing for the role of Chair or the Chair of FPP.	Governors	Closed

SCHOOL IMPROVEMENT

5. Headteachers Report/ School Improvement

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

The Heads reported on exclusions the detail of this discussion and related governor questions were recorded in the confidential minutes.

Governors commented on the positive initial SATs results for KS2 which were above national average for reading and at the national level for others, the combined score was just below national average.

Q: Is there an update on the part time SENCo role or TA appointment?

A: HT – There is no further update, we need to discuss the pupils with additional needs who had been in the Nest and Hive with the borough. This will be reviewed in September.

Staff changes

It was noted that 2 ECTs had been employed from September, 1 was in their first year and 1 in their second. The Heads reported that mentors had been appointed to support them.

Q: Do we get extra funding for mentoring?

A: HT – We will get funding to provide cover for mentoring, but it won't come in straight away and it won't cover it all. We do also have to fund non-contact time 10% in addition to usual time in the 1st year and 5% in second.

It was noted that the leads for English, maths and PE were leaving, there had been replacements appointed with the exception of English where there is no member of staff who is able to lead and the Heads and NC would be the lead for the subject.

Q: Is this a short-term plan regarding the English lead?

A: HT - It is something that happens in small schools and it isn't sustainable in the long term, but no staff are keen or able to take on additional responsibility at present. It is hoped that this may change in the coming year. The 2 new ECTs will not be ready for this responsibility in the coming years but hopefully some of the existing teachers will be able to take this on in future.

6. Progress of governing body development plan

DS introduced the item. He proposed that consideration should be given in future if link Governors could be aligned to the strategic priorities.

NR reported that he had attended a training session on the new tool from Wandsworth on the Self Evaluation Framework. This would be considered in the Autumn term along with a skills audit to identify gaps and help governor recruitment.

7. School Link Inspector Note of visit

The Heads reported that the first draft of the report had only been received earlier in the day. It was noted that key points in the report were similar to those that had been outlined in the Head's report. The report would be circulated when the final draft had been received. **Action: HT**

8. SEF Review

The SEF was considered, the following was noted:

- The key changes were the number of children. There remained vacancies throughout the school. There had been some non-attendees for reception and nursery, this was being followed up. There would be 27 in reception and 13-14 nursery if all were to attend in the Autumn Term.
- The SEF would be updated with the SATS results when they were verified.
-

Q: Why have only 3 of the 4 children with significant SEN been omitted from the data?

A: HT – The fourth pupil's ability changes over time.

9. Review Governing Body Impact

NR reported he would consider this over the summer.

Staffing

10. Headteacher performance management review

It was noted that DS and DC had attended the mid-year review and noted positive progress against the milestones. It was agreed that DC, CP and TS would undertake the annual review in addition to the link inspector.

Board Operations

11. Governor Visits

a. Safeguarding audit and SCR check

NR reported he had completed a safeguarding and SCR visit and no concerns were raised. The related documentation had been recorded on the OneDrive.

It was agreed that TS would take on the safeguarding lead following a handover with NR in the Autumn Term.

b. Curriculum Visit

The report was noted. It was agreed that the next report would cover the plans for the coming year.

c. Other link governor visits since last meeting

- MH reported that he had undertaken a visit in May and joined pupil progress review meetings for years 1,2 and 4. He reported it had been useful in preparation of a deeper review in the Autumn Term.
- GW reported he had visited and noted the positive engagement and enthusiasm in the school and was impressed by the confidence of pupils of varying abilities

Reports from both visits would be shared when complete.

d. Agree link responsibilities and proposed visits for next term

The following visits were agreed:

- MH and DC – PPG and Pupil Progress and Covid Catch Up
- TS and BB – SEN

Following the update of the School Improvement Plan at the start of the Autumn Term, visits will be aligned with these.

Action: NR, MH and TS to meet to discuss and agree visits.

12.

a. Chairs report (Verbal)

The Chairs provided an update on their recent activity. The key action being working on the appointment and induction of new Committee and FGB Chairs.

- 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 22nd June, the following was discussed:

- The gaps in progress following Covid and the areas of focus including reading and writing and ensuring basic skills are developed.
- A one page profile of expectations had been developed for all teachers.
- Attendance was 95% to the end of May. Conversations with parents had been reframed to focus on how the hours missed when pupils were late translated to days over a year.

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

GW provided an update from the meeting of the Committee held on 27th April, the following was noted:

- The Committee had noted that the budget 2022/23 would be the first in 3 years where the carry forward was not expected to be utilised.
 - The final outturn for 2021/22 was positive with a £70,000 carry over.
- i. Confirmation of approval of final budget for 2022/23
The budget was approved.
 - ii. Confirmation of final outturn for 2021/22
This was confirmed.

13. Governor training update

The following was noted:

- NR had undertaken training on the new SEF process offered by the borough.
- NR reminded Governors that access to NGA training was available with a number of short courses were available to governors.

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

14. Policy Updates

a) Governing Body Standing Orders

The Standing Orders were agreed.

b) Complaints Policy

The policy was agreed.

c) School Uniform Policy

The policy was agreed and it was agreed that the policy adhered to new government guidance regarding the affordability of uniform. The Heads reported that in addition to affordable uniform, second hand uniform was also available.

d) Asthma Policy

Q: What training is offered to staff?

A: HT – This is provided through the Borough to our first aiders. If we have a child with a greater need we may do bespoke training in line with their care plan. Emergency uses of inhalers are included on the register. We have 2 or 3 children in the school with diagnosis but more have an inhaler without an official diagnosis.

The policy was agreed.

e) British Values Policy

The policy was agreed.

f) First Aid Policy

The policy was agreed.

g) Delegation of Approval of the Attendance Policy

It was agreed that the Attendance Policy would be considered in correspondence in the Autumn Term.

Action: Heads to circulate for approval.

15. Any Other Business.

15.1 SEF

It was noted that this would be completed in the Autumn Term.

15.2 GovernorHub

It was agreed that MH, GW and TS would trial Governor Hub. **Action: The Clerk to set up accounts.**

16. Date and time of next meetings

Wednesday 30th November 2022, 5pm

Wednesday 22nd March 2023, 5pm

Wednesday 5th July 2023, 5pm