



WEST HILL GOVERNING BOARD

Autumn Term 2022

Minutes of a Virtual Meeting of

The FULL GOVERNING BOARD

Held on 30th November 2022

Present: Tamazin Steele (TS – Co-Chair of Governors), Matthew Halliday (MH -Co-Chair), Lisa Carmen (LC – Head Teacher) Anna Healy (AH – Head Teacher), Emma Anderson (EA), Natalie Caraccio (NC) to item 16d, Charley Philips (CP), Nigel Rawson (NR).

In attendance: Lucy Carter (Clerk), Taylor Becker (Observer) and Richard Milsom (Interim Head from January 2023)

BOARD ADMINISTRATION

1. **Apologies.** Apologies for absence were received from Bouchra Boudjellab (BB) and George Williams (GW)

2. **Governing Board Organisation:**

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

It was noted that Emma Anderson had been elected as a staff governor for a period of 4 years.

David Casey had resigned from the Board and NR had agreed that he would remain as a Governor until further recruitment to governor posts had taken place.

TS reported that following prioritising staff recruitment and staff governor recruitment further focus on Governor recruitment would take place in the Spring Term.

b. **Confirm DBS Checks.**

NR reported that this was undertaken the previous week.

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

It was confirmed that this had been updated.

d. **Website Governing Body information review**

The website would be updated to reflect the current governor vacancies and attendance.

3. Declaration of Interests

a. Register of Interest

Governors were reminded to complete their declarations and return to Richard Johnson.

4. Minutes of previous meeting held on 6th July 2022 and Matters Arising.

The minutes of the meeting held on 6th July 2022 were agreed as a correct record subject to the correction under item 2b to read:

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

The minutes would be signed electronically.

Matters Arising

	Action	By Who	UPdate
1	Item 7 – Link Inspector’s Note of Visit to be circulated	HT	Closed
2	Item 11d - NR, MH and TS to meet to discuss and agree link governor visits	NR/TS/MH	A meeting had been held and further discussion would be held later on the agenda.
3	Item14g – Attendance Policy to be circulated outside of the meeting for approval	HT	The policy was considered in September in correspondence and on the agenda for ratification.
4	Item15.2 – Governor Hub accounts to be set up for MH,GW and TS for them to trial	Clerk	GovernorHub would be trialled for the Committee meetings in the spring term - Action

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

Governors agreed to the draft code of conduct which was based on the National Governance Association model code.

6. Keeping Children Safe in Education – confirm review

The Heads reported that the SBM had circulated this to Governors. The Clerk would confirm with the SBM on the status of completed signatures. **Action**

7. Online Safety and Acceptable Use Policy – confirm review

This had been circulated by the SBM

8. Wandsworth Declaration Form

It was noted that completion had been confirmed in the SCR check.

SCHOOL IMPROVEMENT

9. Headteachers Report/ School Improvement

The Heads introduced the report which had been circulated in advance and invited questions having highlighted the following:

- With regards to the school roll, 2 pupils had recently left.
- The attendance was currently at 94.8%, this was predominantly due to a small number of families who had taken additional holiday at the beginning of the Autumn Term. The school continued to work towards developing an improving relationship with these families.

Q: Are you aware of similar issues with falling rolls in other Wandsworth schools?

A: HT – Yes the temporary nature of some housing can lead to these changes in addition to there being a general reduction in rolls amongst other local schools too.

Update on Strategic Plan Priorities

The Heads reported that Richard Milsom had been recruited as the interim Head starting in January 2023. He had visited the school 3 times and met both staff and children, he would shortly visit to meet with the SLT and the acting Deputy Head.

Q: What is happening with the recruitment to the SENCO position? And other vacancies?

A: HT – We have spoken with a potential candidate who is a very experienced SENCO and offered them the position on an interim basis.

There had been no responses to the advert for the HLTA, this will be filled via agency staff and then readvertised.

The advert for the School Business Manager has closed and shortlisting is in process with interviews on 7th December.

Q: On the NOV it refers to the SONAR system replacing Target Tracker, what are the changes and how is it working?

A: HT – The interface is different, it is a work in progress and we are providing feedback and improvements have already been made and more improvements are to come. Staff feedback is that it is an improvement on Target Tracker.

NR reported that he had received the final skills audit earlier in the day, he would collate and meet with MH to discuss the next steps. **Action: MH/NR**

Attention was drawn to the impact on the budget of £41,000 following the announced pay rise for teachers, this was in addition to backdated pay agreement for support staff.

Q: You have a number of challenging children, but are you seeing progress is being made?

A: HT – Yes we are seeing progress, but not all is resolved, however, 1 is now learning in class and one is in class more but less progress has been made so far but still a great improvement.

10. Progress of governing body development plan

MH introduced the item and shared a presentation with Governors.

The following was noted:

- Priority 1 – this would be revised following the skills audit. Action: NR and MH to discuss.
- Priority 2 – the focus was agreed.

Q: Will this be reviewed against the School Plan?

A: MH – Yes we will and align Governors with the key priorities. With DC leaving, we have lost some teaching experience we will look at this in the next round of recruitment.

11. School Link Inspector Note of visit

The report was noted. MH commented on the positive report which highlighted the commitment of staff.

The Heads reported that the progress on the reading programme was positive and the writing comments were as expected. Progress had been positive in Early Years and time had been allocated for leads to support them, this had been a positive action. It was noted that behaviour and attitude was considered good and continued to be a strength. The Heads noted that the SLT development should be the next area of focus.

Q: The wording under update on actions: *The school continues to receive a number of pupils who have extremely complex needs that the school feels unable to provide effective support for*

Is this from the link inspector?

A: HT – Yes our link inspector has seen our work and championed the school and is reflecting that whilst there isn't a solution she can provide the reports are shared with the Borough team to highlight there are pupils who are at risk of permanent exclusion.

12. SEF Review

The SEF was considered, and Governors attention was drawn to this and the need for governors to be aware of the content in the event of an Ofsted inspection.

Q: Can a change in Head lead to an inspection?

A: HT – It can do, but also any safeguarding issue could also trigger an inspection.

13. Stakeholder Engagement

There was nothing to report.

Staffing

14. Headteacher performance management review

It was noted that this had taken place earlier in the day. Due to the Heads leaving there were no matters on pay or targets to consider. The review was positive and there were no issues to raise with Governors and a report would be completed shortly.

Board Operations

15. Governor Visits

a. Safeguarding audit and SCR check

It was noted that NR and TS had met with SLT, it was noted that 3 of the 4 leads would be leaving and the interim head and acting deputies would take on the role from January.

Training would be covered in the next review. Governors were reminded of their responsibilities with regards to ensuring they had completed the required training. **Action**

It was noted that the SCR had been reviewed with the SBM and there were no issues to raise.

Q: In addition to the handover of the responsibilities and ensuring leads are training, what is happening with the handover of ongoing cases or concerns?

A: HT - We had a meeting yesterday and discussed key issues, shared related records and highlighted key processes. In the event of any issues we will still be available to support or provide any relevant information if needed.

It was suggested that the next visit could be undertaken in the first half of the Spring Term to support the identification of any issues following handover. **Action**

b. Inventory check

In GW's absence it was noted that this would be reported to the next meeting of the FGB.
Action: GW

c. Other link governor visits since last meeting

None to report

d. Agree link responsibilities and proposed visits for next term

The following was agreed:

- Safeguarding – TS
- Inventory – GW
- SEN and Behaviour – TS (will buddy up with BB)

- PHSE RSE – It was agreed this would be not undertaken at present but considered in future terms.
- Curriculum – CP and will include Maths and English with a later visit to consider reading with the Interim Head who will be leading on this.
- PPG and Covid Catch up and Greater Depth – MH visited in the Summer Term but it was agreed a visit to see the use of designated funds for covid catch up and the new lead would be of benefit.
- MH would speak to GW regarding undertaking a joint visit on finance and PPG, they would meet with the SBM.
- Sports Premium – MH
- GDPR – GW - MH to confirm if he will carry this on

At this point NC left the meeting.

TS thanked her on behalf of Governors for her work and wished her well.

16.

a. Chairs report (Verbal)

There were no Chair's action to report.

b. CC meeting report (Verbal)

TS introduced the item, she reported that the majority of the Committee discussions were covered under the report from the Heads. The following was noted:

- The Committee considered the Juniper Report, it was noted that Children were performing on par nationally.
- The Covid catch-up premium funding was being used to fund teaching staff to support this. Staffing issues had impacted on this but this would recommence in January.

i) Terms of Reference

These would be circulated for approval. **Action: Clerk**

c. FPP meeting report (Verbal)

CP introduced the item in the absence of GW.

The following was noted:

- The Budget was on track but there were additional pressures on the budget following pay agreements for staff. There have been some cost savings from staff leaving.
- There is a provision in the budget for sickness cover, however this may need to be increased.
- There is a risk of the school roll falling which would have an impact on the budget.
- Progress on the strategic plan was noted.
- GW was appointed Chair of the Committee and CP the Vice Chair.

Q: Will we be able to carry forward from this year?

A: HT – This is unlikely as the unfunded pay rises have affected this.

- i) Terms of Reference

These would be circulated for approval. **Action: Clerk**

17. Governor training update

The following was noted:

- MH had completed Safer Recruitment Training.
- The training document which records all training had been updated.
- Governors were reminded that links to NGA courses were in the training folder and to report any training they undertake.

18. 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

Q: Is the increase in the numbers of pupils with autism spectrum disorders (ASD) Is that specific to us or a more general increase?

A: HT – It is a national increase, it may be more due to an increase in diagnosis rather than cases. In assessing there is a need to ensure that this is isolated from the gaps in attainment due to COVID.

The report which has been considered by the Curriculum Committee was agreed.

d. Acceptable Use Policy

This was approved.

Q: Under section 9 it refers to cybersecurity, who is responsible for this? Who is responsible for the Online Safety Audit?

A: HT – Our DPO is Gary Hipple who is from the Borough and he and Wandsworth IT are our leads for this. **Action: Responsibility for the online safety audit to be confirmed.**

e. Attendance and Punctuality Policy

This was approved

f. Bullying and Harassment Policy

The policy which was considered by the FPP Committee was approved

g. ECT Induction Policy

This was approved

- h. Exclusions Policy**
The policy which had been considered by the Curriculum Committee was approved.
- i. Health and Safety Policy**
The policy which was considered by the FPP Committee was approved
- j. Online Safety Policy**
This was approved
- k. Teachers Appraisal - FPP**
The policy which was considered by the FPP Committee was approved
- l. Supporting pupils with medical conditions policy (incorporating children with medical needs who cannot attend school)- Curriculum**
The policy which had been considered by the Curriculum Committee was approved.

19. Any Other Business.

There was none.

20. Date and time of next meeting (Wednesday 22nd March 2023)

It was agreed that consideration would be given in future if in person meetings would be held once new Governors had joined or if online meetings would continue. It was noted that the start time of meetings would need to be revised if in person meetings would be held.

The Heads highlighted that the school technology would not be able to support a hybrid meeting to a suitable standard.

21. Date and time of next meeting

Wednesday 22nd March 2023, 5pm