



WEST HILL GOVERNING BOARD

Spring Term 2023

Minutes of a Virtual Meeting of

The FULL GOVERNING BOARD

Held on 22nd March 2023

Present: Tamazin Steele (TS – Co-Chair of Governors), Matthew Halliday (MH -Co-Chair), Richard Milsom (Head Teacher) (From item 2), Emma Anderson (EA) (From item 2), Dominika Anoliefo (DA)(absent for part item 6), Rosie Nickson (RN), Charley Philips (CP), Nigel Rawson (NR), Alexandra Stone (AS) (From item 3b to item 7) George Williams (GW)

Not present: Bouchra Boudjellab (BB)

In attendance: Lucy Carter (Clerk)

BOARD ADMINISTRATION

1. Appointment of Head Teacher

TS reported that an outline of the recent recruitment process and deliberations for the position of Head Teacher and the recommendation that Richard Milsom be appointed to the position had been circulated in advance of the meeting. Governors were invited to vote on the recommendation which was agreed unanimously.

The Co-Chairs reported they would now contact parents and staff to inform them of the appointment.

2. Apologies. No apologies for absence were received.

3. Governing Board Organisation:

a. Changes to Governing Board membership.

Following an election process for Parent Governors, Rosie Nickson and Dominika Anoliefo had been elected unopposed to the position of Parent Governor for a period of 4 years.

The FGB agreed to the appointment of Alexandra Stone as a Co-opted Governor for the period of 4 years.

b. Instrument of Government

The Instrument of Government which had been amended to reflect the appointment of one Headteacher rather than the previous two co-heads was approved by the FGB.

c. Confirm DBS Checks.

RM reported that due to the appointment of the new School Business Manager there had been a delay in new checks due to a lack of access to the system. This would be resolved shortly and DBS checks on the newly appointed Governors would take place.

d. GIAS Get Information about Schools Details

Following recent appointments to the Governing Board this would be updated.

e. Website Governing Body information review

The website would be updated to reflect the recent appointments and leavers and attendance.

It was noted that the Clerk had sent induction emails to RN and DA and would send an induction email to AS following the meeting. **Action: Clerk**

NR offered to assist the Co-Chairs in induction meetings with the new governors.

4. Declaration of Interests

There were none.

5. Minutes of previous meeting held on 30th November 2022 and Matters Arising.

The minutes of the meeting held on 30th November 2022 were agreed as a correct record and would be signed electronically.

Matters Arising

Item	Action	By Who	By When	Status
4	GovernorHub to be trialled for Committee Meetings in the Spring Term	Clerk	Spring Term	<p>Governors had used GovernorHub for all meetings in the Spring Term. Generally feedback had been positive. There had been some recent issues which governors were asked to inform the Clerk if this continued.</p> <p>The system would continue to be used for the Summer Term and a decision would be made if the use of the system was to continue. Relevant documents would then be moved from the onedrive to GovernorHub with assistance from the Clerk</p>

6	The Clerk to confirm with the SBM on the status of completed signatures on the KCSIE declaration	Clerk	Spring Term	It was noted that the previous SBM had circulated KCSIE however signatures had not been received, the Clerk had recirculated this and Governors were reminded to complete the declaration.
9	MH and NR to meet to discuss the next steps on the Skills Audit	MH/NR	Spring Term	Completed, the lack of curriculum knowledge on the Governing Board had been noted and the appointment of AS would address this gap.
15a	Safeguarding and SCR check to take place earlier in the Spring Term	TS	Spring Term	Completed, NR and TS undertook the visit.
15b	Inventory Check to be presented to the Spring FGB	GW	Spring FGB	This would be considered later in the agenda
16bi and 16bii	Terms of Reference for the CC and FPP to be circulated for approval in correspondence	Clerk	December 2022	This would be considered later in the agenda
18d	Responsibility for the online safety audit to be confirmed	Heads	Spring Term	NR reported that he had raised this and there had been an audit and no concerns were raised.

SCHOOL IMPROVEMENT

6. Headteachers Report/ School Improvement

The Head introduced the report which had been circulated in advance and updates on the priorities were considered at the sub-committee meetings and invited questions, the following was noted:

- The drive on attendance had made progress and was being supported by the introduction of a breakfast club.
- Some previously green milestones had been revised to amber as whilst progress had been made, more work was needed to embed practices to become part of the school's culture.

Q: With you recently joining the school do you think these are the right priorities and what needs to happen?

A: HT – no they aren't, I am not sure these are the immediate priorities. I have started to work on this and the school focus for the remainder of the year is to focus on reading and develop a 3 year plan from the autumn term. The improvement of quality of teaching and learning would also be a focus, there are great pockets but we need more consistency. We need to focus on making ourselves attractive to new parents and I think wraparound care would help to support this.

Q: What is the plan for recruiting a permanent deputy head? Are the plans to have a separate Deputy Head and SENCo?

A: HT – We are working on the budget in the first week of the Easter Holiday, once we are clear on the available funds we can decide on what is possible in terms of recruitment.

In terms of the combined role it didn't work when combined previously due to demands on time. I hope if the budget allows we can have a SENCo with 2 days teaching and a Deputy Head who also teaches 2 days a week. However, this is dependent on budget setting.

Q: Why have the numbers of EHCP applications increased so much this term?

A: HT – I think this was in part due to the previous Deputy Head/SENCo's time demands. The new supply SENCo has worked with the education psychologists to support the identification of children's needs.

Q: Do we have details on numbers for nursery and reception for next year?

A: HT - 14 for reception – I expect to go to 17 and I expect it to also increase in the nursery. I am disappointed on the numbers but it is all the same for all schools in Wandsworth where applications are low.

Q: I know we have discussed the low numbers with the Borough, have they provided any advice?

A: I think they don't have an answer. I believe that we need an identity and focus on our unique selling point. I hope the offer of wraparound care would help to support this.

Q: How are the breakfast and afterschool clubs going?

A: HT – We had 61 in for breakfast on the 1st day.

Q: With the closure of the Nest and the Hive, how are those pupils with higher needs doing?

A: HT- the children are back in class and are smiling in school. They are engaging in class and their behaviour regulation has improved. I am happy with the progress.

Q: What is the correct figure for attendance? Has this fallen?

A: It is 94.8%, it is positive, there was very poor attendance in December and the first 2 weeks of term were very good. There has been a drop since then and I am being proactive and calling parents of late or absent children, I am trying to help them to understand the importance of regular attendance.

Q: There is a large drop in the numbers of ppg pupils, is this reflective of a changing demographic?

A: HT – no it is due to the numbers leaving in year 6 and the lower numbers joining in reception.

Q: Are we missing identifying some PPG pupils?

A: EA – When they start we ask about eligibility for free school meals and complete the required forms. When they transfer with no records we chase and follow up but it does require us to be given the correct information. I don't know how that will work with the changes to free school meals in the Autumn term.

A: HT - I will work on how we can catch all the parents to make sure we don't miss them. Some schools have an incentive such as a uniform voucher to complete the relevant forms.

7. Governor Committee Appointments

It was agreed that RN would join the FPP Committee and DA and AS would join the Curriculum Committee.

8. Progress of governing body development plan

The Co-Chairs would discuss this further and would present this at the next meeting of the FGB.

Action

9. School Link Inspector Note of visit

The report was noted. It was commented that the new link inspector had been a positive step for the school. The Head agreed and reported that he had been reassured that he hadn't been surprised by the matters raised in the report and noted it had been helpful for himself and the staff.

Q: What are you doing to address the inconsistencies highlighted in the report?

A: HT – I have lots of energy and you need to keep on top of everything. The introduction of the report outlines what we have already put in place since the start of term. It's not just me but a lot of staff are involved. I was not surprised by the issues in the report and it was reassuring to see I was aware of them all.

10. Review Self Evaluation summary

This would be carried forward to the Summer meeting of the FGB. The head and Chairs would discuss the format and presentation of this prior to being considered in July. **Action.**

11. Stakeholder Engagement – Parent Survey

The Head introduced the item and invited questions.

Q: I know we are talking about big percentages and small numbers of parents, but there was a drop in the number who said bullying was effectively managed, can you expand on that?

A: HT – Yes it was a small number and the comments on bullying were predominantly from one respondent. I have spoken to them and I am not concerned with the issues raised.

Q: Should we look more into the number of those who “don't know” on the question of the school handling cases of bullying effectively?

A: HT – I think I would like to see the trending over 3 years to see if there was an increase over time. It could be the don't know is used as there isn't a not applicable option. We should make them aware of how we address this and raise it in PHSE lessons and assemblies. I will explore this with the SMT.

Q: Are the responses anonymous?

A: HT – it is optional, you can add your name but you don't have to. We do need to look at how we reach out to parents to complete the surveys and provide them access and support to do this.

12. Results of Pupil Survey

The Head reported that this had not been completed in the term, he would be working on how to make the survey more child friendly and provide context to support in particular younger children to understand the questions. The results of the survey would be presented to the summer meeting of the FGB. **Action**

Q: When will the survey take place?

A: HT – in the second week of the summer term.

13. Ofsted Inspection Data Summary Report

TS introduced the item, it was noted that this had been considered in the Curriculum Committee and was shared with the FGB as it would be used by Ofsted as part of the pre visit information review.

The Head drew attention to page 7 which outlined the progress and attainment of reading, writing and mathematics. The Head reported that he was working with leaders to focus on the vulnerable groups and examine the data further. This would be considered at the Curriculum Committee further.

Q: Should we be using this as a tool to challenge you on this?

A: HT – Yes and we should also be focusing on this, the middle leaders will be looking at this in more detail. Our Maths lead is also working on this.

Staffing

14. Headteacher recruitment update

This was reported under item 1.

Board Operations

15. Governor Visits

a. Safeguarding audit and SCR check

It was noted that NR and TS had undertaken the check earlier in the term. The outstanding return from a Governor had been completed.

The newly appointed and elected governors would undertake safeguarding training in the summer term. All governors would undertake annual training in September. One of the Co-Chairs would attend the staff training in September.

b. Inventory check

It was noted that this was cancelled due to a Health and Safety Inspection Visit planned for the same day. This would be held in the last week of term.

c. Other link governor visits since last meeting

There were no further visits to report.

d. Agree link responsibilities and proposed visits for next term

The Co-Chairs would consider the link governor roles and discuss buddying arrangements for new governors and would share with governors to start visits in the new term. **Action**

16.

a. Chairs report (Verbal)

There were no Chair's action to report.

b. CC meeting report (Verbal)

TS introduced the item, the following was noted:

- The Committee considered the new data report and discussed actions to revise the report going forward and use the national figures for comparitoeers with the aim to aspire to the Wandsworth averages.
- The Committee had noted the great progress and actions taken to address attendance.

i) Terms of Reference

These were agreed

c. FPP meeting report (Verbal)

The following was noted:

- The meeting had not been quorate due to last minute apologies, those items which needed a decision were reviewed and had been include on the FGB agenda for approval.
- The budget for the current year was on track.
- The budget for the coming year would see a reduction in income due to a falling roll, it was hoped this would be balanced in part due to an expected increase of 6% in the allocated budget.

i) Delegation of approval of budget to FPP on 26th April 2023

This was agreed.

ii) Approval of SFVS

The draft SFVS was considered. It was noted that benchmarking had not be possible in the past due to a lack of comparators. This would be possible going forward.

The SFVS was agreed and would be submitted by 31st March.

iii) Terms of Reference

The Terms of Reference were considered and agreed subject to a change the quorum to read 3 governors and the headteacher or a representative.

iv) Disposal of Assets form

This had been considered by the committee and was agreed by the FGB.

17. Governor training update

a. Skills Audit Summary

NR introduced the item which had been circulated in advance of the meeting.

It was noted that the lower scores were in the experience as a governor and chairing meetings. TS reported that she expected to hand over the chair of the Curriculum Committee in the coming year. Financial experience had improved and AS and prospective new governors were strengthening the education experience which was required on the Board.

The skills audit would be repeated in the Autumn Term.

18. Policy Updates

- a.** Code of Practice for Settling Staff Grievances
- b.** Code of Conduct for Teaching and Support Staff
- c.** Sickness Code
- d.** Business continuity/emergency plan – For approval
- e.** Data Protection – For approval
- f.** Readopt Disciplinary Code of Practice
- g.** Cybersecurity Policy
- h.** Scheme of Delegation
- i.** Debit card policy
- j.** Support Staff Appraisal Policy
- k.** Behaviour Policy
- l.** Positive Behaviour Support Policy

The policies were agreed subject to corrections regarding the newly appointed School Business Manager and the dates for review. **Action HT**

19. Any Other Business.

There was none.

20. Date and time of next meeting Wednesday 5th July 2023 5pm

It was agreed the meeting would be held in in school.

21. Confidential Matters

There were no confidential matters to raise under the confidential agenda items.

The confidential minutes from the last meeting were agreed as a correct record and would be signed electronically.

Actions from the meeting held on 22nd March 2023

Item	Action	By Who	By When	Status
1e	Clerk to send induction email to AS	Clerk	March 2023	Completed
4	GovernorHub trial to be reviewed at the Summer meeting of the FGB	FGB	Summer Term	
8	Governing Body Development Plan to be considered at the Summer meeting of the FGB	Co-Chairs	Summer term	
10	The Head and Co-Chairs to discuss and review the Self Evaluation Summary prior to being considered at the Summer FGB	Head/Co-Chairs	Summer term	
12	The pupil survey to be reviewed and presented to the Summer meeting of the FGB	Head	Summer Term	
15d	The Co-Chairs to consider link governor roles and buddying arrangements for the new Governors and communicate this to all governors for the summer term visits	Co-Chairs	April 2023	
18	Policies to be corrected to reflect recent new appointments to SBM and Headteacher and corrected dates	Head	April 2023	