



WEST HILL GOVERNING BOARD
Summer Term 2023
Minutes of a Meeting of
The FULL GOVERNING BOARD
Held on 5th July 2023 at the school

Present: Tamazin Steele (TS – Co-Chair of Governors), Matthew Halliday (MH -Co-Chair), Richard Milsom (Head Teacher), Edward Joudrey (EJ), Rosie Nickson (RN), Charley Philips (CP), Nigel Rawson (NR), Aaron Shillingford (ASh), George Williams (GW)

Apologies: Emma Anderson (EA), Dominika Anoliefo (DA), Alexandra Stone (ASt)

Not present: Bouchra Boudjellab (BB)

In attendance: Lucy Carter (Clerk)

BOARD ADMINISTRATION

1. Governing Board Organisation:

a. Changes to Governing Board membership.

- i. Appointment of Co-Opted Governor and Local Authority Governor
Aaron Shillingford was appointed as a Co-Opted Governor for a period of 4 years from 5th July 2023.

Edward Joudrey was appointed, subject to approval from the Borough, as the Local Authority Governor for a period of 4 years from 1/08/23, or when approval from the borough is received, whichever is the latter.

Post meeting note: The Borough approved the appointment of Edward Joudrey and the term of office commenced on 1st August 2023

- ii. Reappointment of Co-Opted Governors
TS and CP were reappointed as co-opted governors for the period of 4 years from 10th July 2023.
- iii. Nigel Rawson leaving
It was noted that this would be NR's last meeting. He was thanked for his contribution to the school over the years and as a Governor and Co-Chair. The Co-Chairs thanked him for his support in their first year in the role.

b. Election of Co-Chairs

TS and MH were elected for a period of 1 year as Co-Chairs.

c. 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 and approved by the FGB in March, had been approved by the Borough and was presented to the FGB to note. It was noted that the annual review of the IOG would take place in the Autumn Term.

d. Confirm DBS Checks.

All DBS checks had been completed with the exception of the newly appointed governors, these would commence shortly.

e. GIAS Get Information about Schools Details

The clerk would send details of the terms of office for the newly appointed and reappointed governors to the SBM to update GIAS. **Action: Clerk/SBM**

f. Website Governing Body information review

The website would be revised to reflect the revised membership as above.

2. Declaration of Interests

There were none.

3. Minutes of previous meeting held on 22nd March 2023 and Matters Arising.

The minutes of the meeting held on 22nd March 2023 were agreed as a correct record and would be signed electronically.

Matters Arising

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	To be discussed later in the meeting.
8	Governing Body Development Plan to be considered at the Summer meeting of the FGB	Co-Chairs	Summer term	To be discussed later in the meeting.
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	To be discussed later in the meeting.
12	The pupil survey to be reviewed and presented to the Summer meeting of the FGB	Head	Summer Term	To be discussed later in the meeting.
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	To be discussed later in the meeting.
18	Policies to be corrected to reflect recent new appointments to SBM and Headteacher and corrected dates	Head	April 2023	Closed

SCHOOL IMPROVEMENT

4. Headteachers Report/ School Improvement

The Head introduced the report which had been circulated in advance, it was noted that updates on some of the priorities were considered at the Curriculum Committee. The meeting of the FPP

had been held as part of the budget setting process in April and had been held too early to consider an update on progress.

Questions were invited:

Q: The number of those with Pupil Premium has fallen, what has happened? How much is the pupil premium?

A: HT – we have many leaving from year 6 who were on pupil premium and less joining in reception. We are working on a plan to ensure we don't miss any of the possible eligible pupils. We have discussed with the borough finance lead on how to address this. We will ensure all new joiners will complete the forms to ensure we are not missing anyone. Some schools offer vouchers for the completed forms.

The pupil premium is £1360

Q: What can you tell us about the roll?

A: HT – We have a reduction from 177 to 169. There are 6 or 7 nursery starters we are joining nursery and reception together this year to ensure we can keep the nursery going. We have met with other schools and are discussing future plans. This will be a focus for the coming year. We will cap nursery numbers until January

Q: Will the 5 priorities remain the same?

A: HT – they will be similar, reading, writing and maths will be similar in all schools, but I will also focus on improving the quality of teaching as an overarching aim. We also need a financial plan for how we will go forward for the next year. There will also be a focus on developing middle leaders and I have some borough support on this. We need to look at why children are not progressing as much as we may want.

There will be a focus on getting governors back into the school and observing work. I will work on the priorities over the summer with the Deputy Head and each governor will be linked to a priority with the aim of them visiting and quality assuring the priorities.

Q: This is a comprehensive document in comparison to the report from the link inspector, but it is dense, do we need less information to get a better overview?

Governors and the Head discussed options for the format of a revised report. The following was considered:

- less information may be needed to gain an overview
- Include the statutory reporting in the heads report to the FGB and detail presented to the Committees and governors gain an overview
- Priorities to be considered and assessed through link visit reports.

Action – RM to revise the format of the report.

The Head reported he wanted to use methods such as a leaflet drop to promote the school with the aim of increasing the roll and asked if any governors had experience or resources to support this.

EJ and MH would seek support with printing and GW would be able to support on design.

Q: Who is going to be the maths lead? Do you have time?

A: HT – I will be, I don't have time but we don't have the staff who are able to take this on at the moment. We are training staff and they will be ready in 2 years to take on a subject lead position.

Q: The number of pupils with an EHCP is increasing, is there an issue or will this have an impact on the school?

A: HT – They are rising, some may be due to covid or other needs. We have 12 in the school, there are none being processed. We had some considered and were unsuccessful, I will be reviewing these as some may have not met the criteria and may be a quality of teaching issue. We are working on this and the SENCO is in classrooms helping to identify what we can build on. The SENCO has agreed to remain on a 1 year rolling contract which will help us to have time for a review and planning for the future.

5. Progress of governing body development plan

The Co-Chairs would discuss this further over the summer break, they had held discussions with the new link inspector to support the review of the plan.

Governor engagement would be key in the plan as recent years this had reduced due to Covid.

Governors were reminded of the basic requirements of their role:

- Attendance and preparation before meetings by reading the papers
- Asking questions
- Governors attention was drawn to guides and information on governorhub to support their development.
- Undertaking a link visit per term.
- Engaging in training, a governor would be assigned the lead role to monitor all governor training.

The Co-Chairs would hold a session for governors to discuss this in September and would present this at the next meeting of the FGB. **Action**

6. School Link Inspector Note of visit

The report was noted.

Q: The school would currently be considered as requires improvement?

A: HT: It is not considered as requires improvement in all areas, however, it is important that the school knows what it needs to do to address these areas. The new link inspector with a fresh view has helped this. It is not a short process, changing the culture takes a long time. Our early years is strong, it is not consistently good as we need to work on attainment. Considering all the changes to leadership since April we are in a good place because we know what we need to do. The new deputy head had said the behaviour is lovely. I do think we need to teach more on behaviour.

Q: The Maths Lead is leaving? Who will take on this role?

A: HT – She has been here 8 years and it is time for her to progress, she will be a loss to the school. I will take on the role of lead and had a handover and the detail she has provided in the handover and the dedication to her role was great.

Q: Are you filling the vacancy left by the Maths Lead?

A: HT – We have 4 leaving, and needed one full time teacher replacing 2 part time. We have one on long term sick and may need agency support for this.

7. Review Self Evaluation summary

The Head reported that he was reviewing the SEF with an aim to make it more concise. This would be shared and considered in correspondence when available. **Action**

8. Plans for Annual Governance Statement

MH reported that the Co-Chairs planned to develop this over the summer, it was noted that the statement was optional but was considered good practice for maintained schools. This would be circulated to governors for comment and published on the website when completed and shared with parents. **Action**

Q: Should we be more visible and be at events in school? Can we have a calendar of events?

A: HT - There are 4 or 5 events a year and each governor could attend one of these events.

Action HT to circulate a calendar of events including those organised by the PTA events.

9. Results of Pupil Survey

The Head introduced the report and invited questions.

Q: The numbers on responses from KS1 on “I feel safe” is there a concern?

A: HT - the number who responded “sometimes” is not insignificant. I am concerned about the numbers, – I think we need to explain to pupils what this question means, We did an anti-bullying assembly and I followed up with some pupils in my office. I can give the message once every 5 weeks in assembly but we need to focus in class and have role plays or discussions and teach them how to behave.

I have just bought a book for all staff, When the Adults Change, Everything Changes, this has helped me to understand more and I hope this will help to change the culture in the school. I asked what the school rules were and both the adults and children don't know, this highlighted the need for a focus on behaviour.

Q: When they are characterising a safe environment, is it other pupils or just the environment?

A: HT – We need to teach younger pupils kind hands and ask are you being safe, the older ones, more about choices they are both making and not making. Eevery child knows “ready, respectful, safe”

Action: HT to clarify miscalculations in the report.

The Head would use the results of the survey as a baseline for future surveys.

Q: How often do you survey them?

A: HT - We don't do enough pupil voice, we will be working on this.

Q: How is the survey carried out?

A: HT – an electronic format for ks2 and for others on paper with smiley faces. They can just be given it and left or talked through with them. I think we need to look at this closer and I want to do a sample repeat.

Staffing

10. Headteacher mid-year review

This would be discussed outside of the meeting as the recent appointment of the Head meant the usual review process would not apply. **Action: The Clerk to seek advice and confirm the process.**

Board Operations

11. Governor Visits

a. Safeguarding audit and SCR check

It was noted that TS had undertaken the check. An issue with long term supply staff had previously been identified and was being addressed. There were no other issues to raise. TS reported that on the day she visited she also observed the SATs on the day of the reading paper, which had been the subject of news reports nationally, she reported the children had not displayed any concern regarding the paper and have behaved well. TS had also undertaken a visit with the SENCO which had been positive, she reported that the role was clearly a full time one and a discussion on available resources was held.

b. Inventory check and GDPR

It was noted that the Inventory Check had been undertaken by GW, he reported that this had been an improvement on last year and there was a clear process and coherence to the location of items. A discussion had been held on a full inventory review and items identified for disposal.

The FPP had agreed in April to delegate any required approval of disposals of assets to be considered in correspondence if required to avoid any delay in disposals prior to the next meeting in November.

GW reported that he had held a conversation with Jenny Piccolo and the Borough Lead for GDPR recently. A visit was planned for the Autumn 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**

12.

a. CC meeting report (Verbal)

TS introduced the item, the following was noted:

- She reported that much of the committee discussion had been covered under the Head's report. The committee had noted progress on phonics and no concerns were raised.
- It was agreed that AS would join the Committee.

At this point TS left the meeting.

b. Chairs report (Verbal)

There were no Chair's action to report. MH reported that he and TS would be preparing for the new year over the summer break and governors were reminded to check their emails over the break.

c. FPP meeting report (Verbal)

The meeting had been held on 24th April as part of the budget setting process. GW provided an update:

- The Committee had discussed splitting the meeting of the Committee and the budget setting process, this would ensure that budget monitoring and progress was discussed at a more suitable time in the term.
- It was noted that the financial performance was good in 2022/23.
- There was a forecast surplus of £10,000 for 2023/24, however, it was expected that the falling roll would lead to a deficit and loss of income in 2024/25 and 2025/26.
- The Committee had discussed the matter and agreed it was a matter of income and it was not possible to cut the budget any further. It was noted that this was a borough wide issue not just at West Hill.
- GW reported that he had joined a meeting between the school and the borough and he was reassured that thinking on how to address the forecast deficit was underway.

d. Governor Attendance report for 2022/23

Attendance for the year was noted, this would be updated following the meeting and submitted for publication on the school website. **Action**

It was noted that governors who had low attendance may be asked to step down if they were not able fulfil their role as a governor.

e. Sports Funding

The head reported that he wanted to undertake a review the reporting of sports funding with the aim of defining how the benefits balanced with income. This would be reported to Governors in Autumn.

13. Governor training update

Governors were reminded to report their training, it was noted that training certificates could be uploaded in governor hub to support tracking of governor training. A governor would be appointed to collate and monitor governor training.

14. Review of GovernorHub

It was agreed that following a trial, GovernorHub would continue to be used for meeting papers and a document storage system. The Clerk would liaise with the Head and Chairs on what other reference information would be carried over from the OneDrive which had previously been used.

Action

Governors agreed they would trial the GovernorHub message board for communication, it was noted that the app was available for phones and tablets and would aid this.

The Clerk would discuss establishing an Ofsted folder for governors on GovernorHub with the Head. **Action**

15. Policy Updates

- a. Asthma
- b. Complaints
- c. First aid
- d. Induction
- e. Uniform

The policies were agreed.

16. Any Other Business.

17.

NR was thanked for his contribution and wished well for the future.

18. Date and time of meetings for 2023/24

Autumn Term 2023

- FPP – Wednesday 1st November
- Curriculum – Wednesday 15th November
- FGB – Wednesday 29th November

Spring Term 2024

- FPP – Wednesday 21st February
- Curriculum – Wednesday 28th February
- FGB – Wednesday 13th March

Summer Term 2024

- FPP – Budget Setting Wednesday 24th April
- FPP - TBC
- Curriculum – Wednesday 12th June
- FGB – Wednesday 3rd July

19. Confidential Matters

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

The meeting closed at 18.56.

Actions from the meeting held on 5th July 2023

Item	Action	By Who	By When	Status
1e	Details of terms of office to be sent to the SBM to update on GIAS and the website	Clerk/SBM	Summer term	Closed
4	The format of the Report from the Headteacher to be revised	Head	Autumn Term	

5	Co-Chairs to review the Governor Development Plan and meet with governors in September to discuss this.	Co-Chairs	Autumn Term	
7	The Head to circulate the SEF when revised	Head	Autumn Term	
8	The Co-Chairs to circulate the Annual Governance Statement	Co-Chairs	Autumn Term	
8	The Head to send a calendar of school events to Governors. Governors should aim to attend at least one event a year	Head/ Governors	Autumn Term	
9	Miscalculations in the survey results to be corrected	Head	Summer term	
10	Clarification needed on the review process for the Head	Clerk	Summer Term	Closed
11d	Co-Chairs to consider link roles and buddying arrangements for governors	Co-Chairs	Autumn Term	
12d	The clerk to send the revised attendance list to be published on the website	Clerk	Summer term	Closed
13	Consideration needed on what should be carried over from the onedrive to GovernorHub	Clerk/Head/ Co-Chairs	Autumn term	
13	The Clerk would discuss establishing an Ofsted folder for governors on GovernorHub with the Head.	Clerk/Head	Autumn Term	In Progress – Draft sent to Head