



**Governing Board**  
**14th December 2021, 5pm,**  
**West Down School**

| Date             | 14.12.21<br>5pm | Location                 | Virtual, via Google Meet |  |   |
|------------------|-----------------|--------------------------|--------------------------|--|---|
| Governor name    | Initials        |                          | Present                  | Absent<br>With apology<br>(sanctioned) | Absent without<br>apology (not<br>sanctioned) |
| Su Carey         | SC              | Co-Head                  | Y                        |  |   |
| Faye Poynter     | FP              | Co-Head                  | Y                        |  |   |
| Warren Thornton  | WT              | Staff                    |                          | Y                                      |   |
| Chris Galloway   | CG              | Co-Opted                 | Y                        |  |   |
| Chris Townsend   | CT              | Co-Opted                 | Y                        |  |   |
| Sian Barten      | SB              | Co-Opted<br><b>Chair</b> | Y                        |  |   |
| Mike Hunt        | MH              | Co-Opted                 | Y                        |  |   |
| Natalie Heath    | NH              | Co-Opted                 |                          | Y                                      |   |
| VACANT           |                 | Foundation               |                          |  |   |
| Caroline Raby    | CR              | Foundation               | Y                        |  |   |
| Campbell Orr     | CO              | LA                       | Y                        |  |   |
| Andy Isaac       | AI              | Parent                   | Y                        |  |   |
| Debbie Radley    | DR              | Parent                   | Y                        |  |   |
| In attendance:   |                 |                          |                          |  |   |
| Natalie Stanbury | NS              | Clerk                    |                          |  |   |



| Being the best we can be, committed to making a difference |   |                     |
|--|---|---------------------|
|  | Item  | Action/<br>Decision |
| 1  | Welcome and Apologies<br>Apologies were sanctioned as above. The meeting was quorate.   |                     |
| 2  | <b>Declarations of interest</b><br>To note any changes. Governors must declare an interest and leave the meeting when the appropriate item is dealt with.<br><br>Published interests are here: <a href="https://www.westberryfederation.org.uk/governors">https://www.westberryfederation.org.uk/governors</a><br><br>There were no new interests noted.  |                     |
| 3  | <b>Business brought forward by the Chair</b><br>Any urgent business to report not already on this agenda - no new business to report.   |                     |
| 4  | <b>Discuss and agree the budget monitors, noting variance and the reason for</b><br><br><a href="#">Budget Monitor Cover Page</a><br><a href="#">School Budget Share Monitor</a><br><a href="#">Extended Schools Budget Monitor</a><br><a href="#">Capital Budget Monitor</a><br><br>Governors discussed the four budget monitors as presented above. Headlines following discussions are as follows:<br><br>New purchases made – these were in line with the delivery of the curriculum, not in the original budget but required and sensible nonetheless.<br><br>Pupil premium income<br><br>Berrynarbor extended services budget are in surplus. This is a success story following a period of deficit prior to COVID19 and consequences of the impact of COVID19. West Down are consulting on an after school club to extend their wrap around provision.<br><br>Governors agreed the budget monitors as above.<br><br><b>School led one will also help but this hasn't started yet due to COVID.</b> |                     |
| 5  | <b>HT Report - discussion and challenge</b><br><a href="#">HT Report - Autumn 2021</a>  |                     |

Governors discussed the HT report as published above. Governors asked the Heads for a contextual update following high case numbers of COVID19 and the impact this having on our school improvement plans. The Heads explained that, clearly, the last half term had had an obvious effect on delivering the curriculum, with a large number of staff having to isolate and at times, whole key stages remote learning. While Heads have been satisfied children are safe, but providing suitable challenge has been difficult due to the obvious staffing pressures. Recruiting supply cover has been difficult given the advice from Public Health England to reduce staff movement and that of supply staff moving in and out of other settings. Time to ensure our planned curriculum is taught has been severely impacted – with the vast majority of a half term lost. Not being able to move staff across schools has had an obvious effect on our specialist curriculum. In addition, PHE have asked us to keep our extra COVID precautions in place one week into the Spring term after which we can re assess the situation.

Goverors asked about the best way forward in terms of monitoring the impact of the above as well as the broader picture of progress, attainment and next steps (as well as remaining sensitive to the situation outlined above). Heads assured Governors that internal data gives a broad overview of progress, talking to staff and children. Monitoring remains a priority for teaching staff and this is of course on going. Governos asked about particular areas of concern for Heads and what plans were in place to address this. They explained, in both schools maths is the key area which continues to require intervention work. Governors asked about support for teaching staff was in place – despite the pandemic, our maths lead continues to develop this area, with a visiting maths mastery expert delivering training in school. CPD continues in this area. We plan to use the COVID19 catch up fund to engage with the national tutoring programme for one to one sessions for a number of children. The ability to make interventions due to staff shoratages has impacted those children requiring them and we also plan to use one of our TAs, a qualified teacher to address this in the new term, restrictions allowing. Learning was also compounded by the fact that engagement in online learning was not as good as in previous lock downs – this was due to a number of factors.

Governors were assured catch up would be a priority in the new term, we will continue to implement our specialist curriculum. Governors asked about the current challenges:

Hooked on Books – our new reading programme has been impacted due to staff shortages and has been increasingly difficult to implement. This will gain a renewed focus in the Spring term. Success stories continue around the planning of all areas o the curriculum – Heads have assured governors that all areas are clearly planned, sequenced and publishe on the website, our new PE teacher has been appointed, Before all that happened – humanities

We will be carrying out a number of interventions with children to support their mental health led by our new PE lead. This will support mental health and the children’s ability to work together again.

Governors asked what more we can be doing in terms of class support?

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|---|--|--|
|   | <p>Pupil review meetings continue and these inform next steps for all pupils, giving staff knowledge of progression. Identified speech and language deficits in some children will be supported by training staff on the “Nessy” programme – adding layer of expertise in school for speech and language. Governors asked if this was something we could seek further support for from our partners.</p> <p>Governors thanked the Heads and all staff for their continuing work over the last difficult term.</p>  |  |
| 6 | <p><b>Safeguarding Update</b></p> <p>Governors were reminded to complete Level 2 Safeguarding training via the National Online Safety Platform by the next meeting.</p> <p>Our Safeguarding Governor, Campbell Orr, reported he had met with the designated safeguarding lead to discuss the termly safeguarding data as well as meeting separately with Jo Williams to view and discuss the single central record. Campbell is happy to report strong and robust systems continue to be implemented in our schools, underpinned by a strong safeguarding culture. This was exemplified by the limited number of actions resulting from the S175 safeguarding audit.</p> <p><a href="#">Safeguarding Audit 21-22.pdf</a><br/><a href="#">S175 Action Plan 2021.docx.pdf</a></p> <p>The S175 was complete and submitted to the LA safeguarding team. Campbell to monitor the implementation of the action plan over the coming terms.</p> |  |
| 7 | <p><b>Report on the work of the HT Appraisal Panel and Pay and Performance Committee</b></p> <p>Representatives from the HT Appraisal Panel confirmed this had taken place, in the presence of an external adviser, David Chaplin. Targets were reviewed for the previous year and set for the coming year.</p> <p>The Pay &amp; Performance committee has also met to review the teaching staff and HT appraisal system. It was satisfied a fair and robust system continues to be in place, Recommendations of the Heads were reviewed and agreed where appropriate.</p>   |  |
| 8 | <p><b>Minutes of the previous meeting</b></p> <p><a href="#">Minutes Partnership Working Party - 03.11.21</a><br/><a href="#">Minutes FGB 141021</a><br/><a href="#">Minutes 25.11.21</a></p> <p><b>These were agreed by Governors as an accurate and true record.</b></p>   |  |
| 9 | <p>What have we done today to ensure and assure ourselves in the following areas:</p> <ul style="list-style-type: none"> <li>● <b>Ensuring clarity of vision, ethos and strategic direction;</b><br/>SCR interrogated and checked. Safeguarding systems audited and actions in place.</li> <li>● <b>Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff;</b></li> </ul>   |  |



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Ensuring the HT appraisal has taken place, followed by scrutiny of recommended pay awards for Heads and teaching staff. Discussion and challenge regarding the HT report as well as ensuring plans are in place for the catch up of pupils following an interrupted term due to COVID19.

- **Overseeing the financial performance of the organisation and making sure its money is well spent.**

Discussion of the above budget monitors and assurances.