

SOUTH HILL SCHOOL GOVERNING BODY

Minutes of a Meeting held on 6 October 2020 via Google Meet

Present: Mr H Peters (Chair) Ms G May
Miss L Wren (Co-Headteacher) Mrs B O'Dell
Miss J Wellbelove (Co-Headteacher) Mrs C Peters
Mrs K Albery Mrs K Stewart
Mrs K Chafer

In attendance: Mr A Pennycook (Clerk to the Governing Body)
Mrs C Farmery (Assistant Head) until the end of item 5

	ACTION
<p>1. Co-option Claire Peters was due to be co-opted but in view of the fact that there had been no candidates for the recent parent governor election it was agreed that she be appointed to fill that vacancy and that the governing body try to co-opt someone else (but see item 15 below)</p> <p>2. Governors noted the need to declare any conflict of interest that arose in the course of the meeting.</p> <p>3. Apologies for absence Apologies were received from and approval given to the absence of Mr S Crawshaw.</p> <p>4. Notification of Any Other Business None.</p> <p>5. Feedback Policy Claire Farmery, Assistant Head, outlined the background to the adoption of the policy and how it was being implemented. Questions from governors included about how the scheme was to be monitored, how it related to homework, what the impact of another lockdown might be and the arrangements for sharing good practice among staff.</p> <p>Mrs Farmery was thanked for her briefing and left the meeting.</p> <p>6. Co-Headteacher's Report Documentation had been published in advance. <u>Discussion, comments and questions</u> included the following:</p>	

<p>6.1. Assessment Data: pupils' progress was to be assessed and reported differently and this would be reflected in future reports from the co-headteachers. The Chair had recently attended a course on the topic and would forward to governors copies of the information provided.</p>	HP
<p>6.2. Sports Premium: a document evidencing the impact of the expenditure had been circulated in advance. Questions and comment included the following:</p> <ul style="list-style-type: none"> • some concern was expressed at the method of selection of pupils for inclusion in some activities and a comment was made that it was important that as many as possible be given the opportunity to participate. The co-heads agreed and would ensure that there was appropriate rotation of pupils interested in the different sports and activities. • <i>in response to a question</i> governors were informed that in order to monitor the level of engagement the school was conducting a survey of all pupils to discover who was doing what. It was also noticeable that Pupil Premium pupils were not, on the whole, participating a great deal but funds had been allocated to start to address the issue. • extra curricular clubs and activities were proving very popular 'post-lockdown'. 	JW/LW
<p>7. Pupil Premium Plan 2020/21 The plan was adopted without significant comment or discussion.</p>	
<p>8. Revised Budget Pan Additional expenditure on items highlighted In the Asset Management Plan were approved: Improved outdoor provision for EYFS (£10k); redecoration of lower building (£10k); new computer suite (£25k); TA lead for Forest Schools (£30k).</p>	
<p>9. Financial Monitoring Report 9.1. The report was not yet available, and would be uploaded to GovernorHub by the end of the week. 9.2. It was reported that a capital bid for a new boiler had been submitted to HCC.</p>	JW/LW
<p>10. Apposal of Summer Term Financial Return The return had not yet been prepared and would be made available for governors to consider via Governor Hub by the end of the week. Governors were asked to review it and contact the chair directly about any queries.</p>	JW/LW
<p>11. Policy Approval 11.1. The following were approved: Pay and Appraisal (with revised pay rates for teaching staff), Child Protection, Safer</p>	

<p>Recruitment, Lettings (including rates for hiring the premises).</p> <p>11.2. The revised HCC model Complaints Procedure was approved with an amendment on pages 6 and 7 substituting 5 school days for 10 for the response time for the headteacher and complainant as appropriate.</p> <p>12. Pay Committee Membership The following were appointed for 2020/21: Bonnie O'Dell, Gail May, Claire Peters, Katie Stewart. It was agreed that the committee would meet on Monday 9 November at 6.15pm.</p> <p>13. Committee Terms of Reference These were approved,</p> <p>14. Governor Links</p> <p>14.1. The following were agreed:</p> <ul style="list-style-type: none"> • Well-being: G May and K Albery • Curriculum: K Chafer and C Peters. • Finance/Asset Management: S Crawshaw • Data: B O'Dell • SEND/Pupil Premium/EYFS: K Stewart • Health and Safety: H Peters • Safeguarding: H Peters <p>14.2. Following discussion it was agreed that the link governor work should resume as soon as possible, with virtual meetings with staff if necessary. It was further agreed that links and reports should be aligned with the School Improvement Plan.</p> <p>15. Governor Vacancy Following discussion about the challenge of attracting candidates to stand for election as parent governors it was agreed that the Chair should approach Hayley Yendell (Headteacher of Heath Lane Nursery School) to enquire whether she would be interested in filling the vacancy for a co-opted governor. [Post-meeting note: Mrs Yendell has agreed and will be formally co-opted at the next meeting.]</p> <p>16. Dates of Future Meetings The following dates and times were agreed: Tuesday 1 December, Tuesday 2 February, Monday 15 March, Tuesday 25 May all to start at 6.15pm. There would also be a meeting on Tuesday 12 July, time to be confirmed, which would be incorporated in the Governor Visit Day, if it took place.</p> <p>17. Minutes of Previous Meeting The minutes of the meeting held on 7 July 2020 were approved.</p>	<p>JW/LW</p> <p>HP</p>
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<p>18. Actions from Previous Meetings All had either been completed or were in hand, with the following exceptions:</p> <p>18.1. (10.2) Mrs Stewart and Mr Crawshaw had arranged a meeting with Sheena Cogger about website improvement.</p> <p>19. Matters Arising from the Minutes not on the Agenda None.</p>	KS/SC
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