

## SOUTH HILL SCHOOL GOVERNING BODY

### Minutes of a Meeting held on 1 December 2020 via Google Meet

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

In attendance: Mr A Pennycook (Clerk to the Governing Body)

	ACTION
<p><b>1. Co-option</b> Mrs Hayley Yendell was co-opted to the governing body with immediate effect.</p> <p><b>2.</b> Governors noted the need to declare any conflict of interest that arose in the course of the meeting.</p> <p><b>3. Apologies for absence</b> Apologies were received from and approval given to the absence of Mr S Crawshaw and Ms G May. Mr Cranshaw had also asked that, because of work pressures he be excused attendance at the next meeting, and this was granted. It was also agreed that his role as Finance Link would be temporarily taken by another governor (to be decided after the meeting*).</p> <p><b>*Post-meeting note: Mrs O'Dell agreed to take the role.</b></p> <p><b>4. Notification of Any Other Business</b> None, but the chair announced that Claire Peters had agreed to act as second vice-chair for the year, and that Katie Stewart would be taking the role of Link Governor for Children Looked After.</p> <p><b>5. Co-Headteacher's Report</b> Documentation had been published in advance. <u>Discussion, comments and questions</u> included the following:</p> <p>5.1. SIP Progress</p> <p>5.1.1. Priority 1: Strategies were being put in place to improve staff wellbeing, which was suffering rather in the current circumstances.</p> <p>5.1.2. Priority 2:</p> <ul style="list-style-type: none"><li>• subject leaders would be presenting the priorities at staff meetings</li><li>• <u>in response to a question</u> it was confirmed that 'virtual</li></ul>	

delivery of learning' would via pre-recorded video rather than live on-line. When this was questioned the co-head indicated that staff were more comfortable with this approach.

- Class Dojo was still regarded as a valuable tool and was appreciated by parents.
- in response to a question it was confirmed that there had been no feedback from parents about difficulty accessing materials on-line.

5.1.3. Priority 3: more work was needed on tracking Pupil Premium pupils and developing case studies.

- in response to a question about play therapy and the counsellor the co-heads indicated that the counsellor was able to provide sessions remotely if necessary; the play therapist would be providing material for parents to use during the Christmas holiday.
- in response to a question about the use of Covid Catch-up funding the co-heads stated that they would be able to purchase facilities to enable pupils and families with Pupil Premium to access remote learning if necessary once they had received information from parents about the level of need.
- A suggestion was made that funding should be used to allow the school to phone home rather than sending letters.
- it was noted that the Recovery Curriculum was generally progressing well although it was likely that Year 2 would take some time to catch up.

5.2. Staffing Update:

5.2.1. Miss Wren had been working from home during the second period of lockdown, and Miss Wellbelove had been working in school every day.

5.2.2. It was noted that two teachers were due to go on maternity leave. Year 1 would be covered internally; an advert would be placed for Year 3. Alternative strategies would be considered if there was no suitable applicant.

5.2.3. The local SEN panel had recently denied all the school's applications for additional funding and so the school would be needing to use some of its budget to provide suitable 1:1 and other staffing. The school would be able to resubmit the bids and had been given guidance about how to do so. In the context of admitting pupils on 'managed moves' a governor recommended that the school should not make unreasonable demands on staff to provide support for the most challenging pupils.

5.2.4. It was noted that all classes were now full.

5.3. Equality Plan Update: this was noted without comment.

<p>5.4. Premises Update: details were noted. The IT suite was slightly behind schedule as a result of delivery delays.</p> <p><b>6. Other Reports</b></p> <p>6.1. Link Governors: the Health and Safety Report had been uploaded into the <i>GovernorHub</i> folder. Other reports would shortly be finalised, and some meetings were to be arranged.</p> <p>6.2. HIP Autumn Visit: the report was noted without comment.</p> <p>6.3. Website Compliance: all relevant provisions and requirements were in place.</p> <p>6.4. Safeguarding (termly report): the report was noted. It was agreed that an external review would be useful. <b>The co-heads would liaise with Hayley Yendell</b> to make appropriate arrangements.</p> <p>6.5. Pay Committee: details of pay progression for teachers were noted. The committee chair reported that the process had been very effective.</p> <p><b>7. Policy Approval</b></p> <p>7.1. Schedule of Financial Delegation: this was approved. Five options for payment of reimbursement to the co-heads were considered, and for sole signing of cheques. The following arrangement was agreed:</p> <ul style="list-style-type: none"> <li>• Authorise payments and be the sole signatory of cheques (except reimbursements to either Co-headteacher) up to £2000: either Co-headteacher.</li> <li>• Signing of cheques above £2000: both Co-heads (jointly) or one Co-head and another member of SLT</li> <li>• The signing of cheques for reimbursements to an individual Co-Headteacher: the other Co-head.</li> </ul> <p>7.2. Data Protection (GDPR): the policy was approved.</p> <p><b>8. Minutes of Previous Meeting</b></p> <p>The minutes of the meeting held on 6 October 2020 were approved.</p> <p><b>9. Actions from Previous Meetings</b></p> <p>All had either been completed or were in hand.</p> <p><b>10. Matters Arising from the Minutes not on the Agenda</b></p> <p>None.</p> <p><b>11. Date of Next Meeting</b></p> <p>It was confirmed that the next meeting would be held on <b>Tuesday 2 February at 6.15pm.</b></p>	<p>JW/LW</p>
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