

# SOUTH HILL SCHOOL GOVERNING BODY

## Minutes of a Meeting held on 4 July 2023

Present Mr H Peters (Chair) Mrs V Shaw  
Miss J Wellbelove (Headteacher) Mr S Sisulu  
Mrs E Macey Mrs K Stewart  
Mrs C Peters Mrs H Yendell

In attendance: Mr A Pennycook (Clerk to the Governing Body)  
Ms E Allpress (School Business Manager)

	ACTION
<p><b>1.</b> Governors noted the need to declare any conflict of interest that arose in the course of the meeting.</p> <p><b>2. Apologies for absence</b> Apologies were received from, and consent given to, the absence of Mr J Banner, Mrs L Clare and Mrs S Graham.</p> <p><b>3. Membership Matters</b> 3.1. Jodie Fripp had resigned from the governing body and arrangements for a <b>parent governor election</b> would be made at the start of the autumn term. 3.2. Emma Macey was co-opted to the governing body with immediate effect.</p> <p><b>4. Notification of Any Other Business</b> Skills Audit Outcomes; Link Governor Roles.</p> <p><b>5. Headteacher's Report</b> A printed report had been circulated in advance. Further comment and discussion, <u>some in response to governors' questions</u>, included the following: 5.1. School Roll: <u>Governors were advised that the waiting time for pupils on the waiting list to be admitted varied and depended on a range of factors.</u> 5.2. Attendance 5.2.1. The school had tried numerous strategies to improve attendance, but few had any noticeable impact on some families. 5.2.2. <u>In response to a question the headteacher outlined the procedures used to ensure the safety of persistent absentees.</u> 5.2.3. It was agreed that a <b>case study demonstrating the approach adopted for a particular absentee</b> would be</p>	<p>JW/SBM</p> <p>JW</p>

presented to the governing body at a meeting in the autumn term.

5.2.4. The school's attendance policy would need to be updated to reflect new guidance from the DfE.

5.3. Implementation of School Improvement Plan. An annotated copy had been circulated in advance showing progress made each term. Further comment and discussion, *some in response to governors' questions*, included the following:

5.3.1. *Priority 2: In the past year the school had concentrated on 'Intent'; 'Implementation' would be the emphasis in 2023/24.*

5.3.2. Priority 3: In response to a question, *governors were informed that i-pads were provided for EAL pupils to assist their learning when appropriate.*

5.3.3. *More work was needed to support the needs of pupils who should be working at 'Greater Depth'.*

5.4. Staffing Update

5.4.1. In response to a question, governors were informed that *the Senior Assistant Head role would be reviewed when the school was in a position to gauge the impact and how other responsibilities were being covered.*

5.4.2. *The change in approach to 1-to-1 support was being targeted initially at pupils in Year 6 to assist their transition to secondary school.*

5.5. Premises Update

5.5.1. The School Business Manager presented an oral report which included the following topics: water consumption; completion of a number of outstanding repairs and maintenance matters; plans for work to be carried out during the summer holiday.

5.5.2. It was noted that repairs to outside PE and play equipment had cost in the region of £5000. Some had been condemned and dismantled; the school was currently discussing future developments before committing to replace anything.

5.5.3. It was noted that paint on the soffits containing asbestos on the KS1 building was starting to flake. The matter had been reported to HCC who advised the school to monitor, and to notify the authority if significant deterioration was detected.

5.5.4. A survey of the flooring in the hall was to be carried out to determine whether asbestos was under the tiles.

JW

## 6. Other Reports

<p>6.1. Link Governors: reports had been uploaded to the folder on <i>GovernorHub</i>. There were no questions.</p> <p>6.2. Equality Plan Implementation</p> <p>6.2.1. 'Learning Village' was not being used very widely.</p> <p>6.2.2. More work was needed on religious diversity.</p> <p>6.2.3. Governors asked for more to be done to ensure that all protected characteristics were included and covered across the curriculum. The <b>Chair indicated that he would be pursuing the point</b> with the new E&amp;D lead.</p> <p>6.2.4. It was agreed that the <b>plan would be reviewed at the second governing body meeting each term.</b></p> <p>6.3. GDPR: the report was noted. Both incidents of a breach had been relatively minor and appropriate actions taken.</p> <p>6.4. Termly Safeguarding:</p> <p>6.4.1. Governors were advised that the 2023 version of <i>Keeping Children Safe in School</i> had been published. They were asked to <b>record, in due course, in their profile on <i>GovernorHub</i> that they had read it.</b></p> <p>6.4.2. It was agreed that <b>future reports would be received in the first meeting each term.</b></p> <p>6.5. CLA: the report was noted, with a request that acronyms be spelled out or explained.</p> <p>6.6. Financial Monitoring: The position to the end of June was reported. Further comment included the following:</p> <p>6.6.1. Additional funding had been received for SEND, but had not been included in the budget.</p> <p>6.6.2. Government funding for the tutoring programme had been revised. As indicated in the report the school was considering whether to continue with the programme. <u><i>Governors asked for the impact to be analysed before making a final decision.</i></u></p> <p>6.6.3. Because of a lack of historical data it had been impossible to gauge what water costs might be. Bills recently received suggested that there might be an overspend in the region of £4000 in the current financial year.</p> <p>6.6.4. In response to a question, governors were informed <u><i>that it was not yet possible to estimate the likely savings resulting from the new catering contract.</i></u></p> <p><b>7. Priorities for the School Improvement Plan 2023/24</b> As indicated in the Headteacher's Report these would be:</p> <ol style="list-style-type: none"> <li>1. Maths and English</li> <li>2. Subject Leadership – implementation</li> <li>3. Vulnerable Groups</li> </ol>	<p>HP</p> <p>AP</p> <p>All govs</p> <p>AP</p>
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<p><b>8. Policy Review</b> Managing Performance and Capability: the current model from HCC was adopted.</p> <p><b>9. Headteacher's Appraisal Panel</b> It was agreed that membership would be unchanged for 2023 (Siobhan Graham, Hans Peters and Katie Stewart)</p> <p><b>10. Minutes of Previous Meeting</b> The minutes of the meeting held on 24 May 2023 were approved.</p> <p><b>11. Actions from Previous Meetings</b> There were none.</p> <p><b>12. Matters Arising from the Minutes not on the Agenda</b> None.</p> <p><b>13. Date and Time of Meetings</b> The following were agreed: Tue 3 October at 5.00pm; Tue 5 December (6.15pm); Thu 8 February (6.15pm); Wed 20 March (6.15pm); Wed 15 May (6.15pm); Mon 1 July (1.00pm).</p> <p><b>14. Other Business</b></p> <p>14.1. Skills Audit Outcome: The Chair reported that the only area which appeared to need attention was Financial Management. The School Business Manager was asked if she could provide a briefing to assist governors' understanding of the financial reports produced.</p> <p>14.2. Link Roles: Emma Macey would be taking on English and Maths; Hayley Yendell would include Filtering and Monitoring with Safeguarding. All other roles would remain unchanged.</p>	<p>SBM</p>
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