

SOUTH HILL SCHOOL GOVERNING BODY

Minutes of a Meeting held on 8 October 2019

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

In attendance: Mr A Pennycook (Clerk to the Governing Body)
Mrs C Kinley (to the end of item 5)

	ACTION
<p>1. Governors noted the need to declare any conflict of interest that arose in the course of the meeting.</p> <p>2. Apologies for absence Apologies were received from and approval given to the absence of Mr S Crawshaw and Ms L Wren.</p> <p>3. Notification of Any Other Business None.</p> <p>4. Finance Monitoring Report Mrs Kinley (School Finance Officer) briefed governors on the contents of the latest report. Discussion, comments and questions included the following:</p> <ul style="list-style-type: none">• The reason that the carry forward expected at the end of the year was larger than originally anticipated was mainly due to more funding for SEN pupils being received and some savings on staff costs.• Some Pupil Premium funding had not been allocated directly, but expenditure had been adjusted accordingly.• It was recommended that the school should draw up a two-year expenditure forecast because of the increase in staffing in the current year and a number of uncertainties.• Additional money had been allocated for tree work following the recent survey.• The in-year deficit included £30k of capital expenditure.• It was noted that since the school was now fully two-form entry it would no longer be receiving additional funding for expansion.• Provision had been made in the budget for a 2% increase in teachers' pay. A government grant to cover a further 0.75% would be received in due course.	

[Mrs O'Dell and Mrs Crow arrived during the preceding item.]

5. Summer Term Financial Return

- 5.1. Mrs Kinley outlined the main points of the document and indicated that although some aspects differed from the previous report these were technical and not substantive. The bottom line was still the same.
- 5.2. There followed a discussion about the replacement for Mrs Kinley who was to leave her post at the end of the month. A member of the administrative staff at Boxmoor Primary School had been appointed to the role and there were some questions about her experience and level of expertise. Mrs Kinley indicated that she would be briefing her replacement who would be shadowing her in the remainder of her time in post. Appropriate training would be provided, and the arrangement would be monitored by all four schools who were party to it.

[Mrs Kinley was thanked for attending the meeting and for her work with the school. She then left the meeting.]

6. The South Hill Way

Following discussion it was agreed that the current wording (In particular the heading 'Reflect') should remain unaltered for the year and be reviewed in the summer.

7. Headteachers' Report

- 7.1. The report had been issued in advance. Comments, questions and discussion included the following:
- 7.1.1. One pupil had recently been excluded for two days.
- 7.1.2. Following a query over the number of pupils on roll Miss Wellbelove confirmed that the data in the report was accurate. A governor reported that she knew of parents who wanted places in years where there were vacancies. Another governor wished to be reassured that a casual admission into Reception Robins was allocated according to the published admission rules. **Miss Wellbelove would contact the Admissions Team to clarify both issues.**
- 7.1.3. Pupil Performance
- The drop in the level of performance compared with previous years in some cases was noted. This could be partly attributed to a change in the nature of the school's intake. In the Early Years, in particular, greater engagement with parents was being encouraged.
 - A governor commented that although attainment appeared to be good there was an issue with progress.

JW

<p>Miss Wellbelove commented that while the base-line assessment was accurate when it was conducted the children did change and develop at different rates at such a young age. Miss Sacco was liaising closely with Heath Lane Nursery School.</p> <ul style="list-style-type: none"> • A governor asked whether it would be possible for governors to be provided with data to enable them to track the progress of pupils from year to year within their year group as they progressed through the school. • A governor asked whether improvements were needed to the library so that books appropriate for 'free readers' would be available. An approach was to be made to the PTA for funds to buy more books. <p>7.1.4. Sports Premium A report on the impact of the use of the funding was considered. Governors requested in addition information showing how many individual pupils attended sporting activities and what proportion were from vulnerable groups.</p>	<p>JW</p> <p>JW</p> <p>JW</p>
<p>8. Policies and Documents</p>	
<p>8.1. The following were approved: Pay Policy and revised pay rates for teachers; Accessibility Plan; Drugs and Substance Misuse Policy.</p> <p>8.2. Consideration of matters for inclusion in a complaints procedure. It was agreed that the new HHC model procedure should be awaited and then, if necessary, adapted. There should be some link to the school's recently published Communication Policy for parents.</p> <p>8.3. Terms of Reference for committees and panels were approved.</p>	
<p>9. Minutes of Previous Meeting</p>	
<p>The minutes of the meeting held on 10 September were approved and signed.</p>	
<p>10. Actions from Previous Meetings</p>	
<p>All actions had been completed or were in hand.</p>	
<p>11. Matters Arising from the Minutes not on the Agenda</p>	
<p>11.1. Item 6: Mrs Stewart had attended a meeting of the School Council where she had responded questions. She and Mrs Albery reported that it had been a very positive event, and that the pupils were very proud to be serving and had many good ideas for improving the school.</p>	
<p>11.2. Item 16.1: It was agreed that since no in-house session dedicated to preparation for Ofsted was available a request</p>	<p>AP</p>

