

SOUTH HILL SCHOOL GOVERNING BODY

Minutes of a Meeting held on 7 July 2020 via Google Meet

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

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

	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 Mrs K Chafer and Miss L Wren.</p> <p>3. Notification of Any Other Business None.</p> <p>4. Co-Headteacher's Report Documentation had been published in advance. <u>Discussion, comments and questions</u> included the following:</p> <p>4.1. CSIP</p> <ul style="list-style-type: none">• some priorities would be carried over to next year.• following advice from the HIP the school would be implementing a system of oral feedback to pupils rather than just marking books. <u>Discussion and questions</u> on this issue included: care would be needed as to how this was communicated to parents; the 'next steps' arrangements would continue; where classes had two part-time teachers the record sheets which were to be introduced would ensure consistency; teachers would be able to use books which had been marked to illustrate learning points to other pupils if necessary. <p>4.2. School Roll:</p> <ul style="list-style-type: none">• four additional pupils had been admitted.• the pupil to be admitted on a 'managed move' would have a reduced timetable at first. Additional support could be provided to the class if that proved to be advisable. <p>4.3. Staffing:</p> <ul style="list-style-type: none">• where classes were shared by two teachers, in the majority	

<p>of cases both were working 2½ days each.</p> <ul style="list-style-type: none"> Revised arrangements for the SLT were noted. <p>4.4. Premises:</p> <ul style="list-style-type: none"> The repairs to the emergency lighting were not needed at present. <p>[Mr Crawshaw joined the meeting during the previous item.]</p> <p>5. Budget Amendments</p> <p>Taking advice from HCC much of the £172k brought forward from the previous year would be kept as a reserve. Details of a number of items of additional expenditure either committed or proposed were included in the Co-headteacher's report. <u>Questions and comments included the following:</u></p> <p>5.1. The phones in classrooms were to improve safety and security.</p> <p>5.2. Given the impact of Covid-19 more families were likely to qualify for free school meals. The school would be encouraging families to apply.</p> <p>5.3. <u>In response to a question</u> about continuing to develop facilities in the EYFS the Co-headteacher suggested that improving the flooring would be a sensible project.</p> <p>5.4. A revised budget plan was to be produced to incorporate elements of new spending to allow efficient monitoring. It would be presented for formal approval at the next meeting.</p> <p>6. Policy and Document Approval</p> <p>6.1. Equality</p> <ul style="list-style-type: none"> The Equality Action Plan review was noted without significant comment. It was agreed that reference in the Policy to the right of children to have time off for 'religious/cultural observance' would have wording inserted to indicate that approval of absence for this purpose would be at the discretion of the (co)headteacher. It was further agreed that the co-headteachers should report on progress in implementing the Equality Action Plan twice a year, and that a report on any racial incidents should be included in the co-headteachers' termly report. <u>In response to a question</u> about the fact that the school currently had no staff with disabilities the Co-headteacher reported that none had applied for jobs at the school. The Equality Policy and the Action Plan for the next four years were approved. <p>6.2. Staff Code of Conduct:</p> <ul style="list-style-type: none"> <u>In response to a question</u> the Co-headteacher informed governors that staff were required to declare any 	<p>JW/LW</p> <p>JW/LW</p> <p>JW/LW</p>
--	--

relationship they had with a pupil outside of the school annually at the Inset Day in September.

- The Code was formally adopted.

6.3. SEND Policy:

- A suggestion was made that the 'Passport to Success' should be adopted for all pupils.
- The Policy was approved.

6.4. The following policies were approved without comment:

- Staff Discipline
- Whistleblowing
- Bullying and Harassment
- Health and Attendance
- Grievance Procedure

7. The South Hill Way

Changes to the approach had been outlined in the Co-headteacher's Report and included a greater focus on equality in the light of the 'Black Lives Matter' movement.

8. Plans for Resumption of 'Normal' Working

These had been outlined in the Co-headteacher's Report.

8.1. Additional points now included:

- a staggered start with different groups arriving and entering at different times and doors;
- 'bubbles' would consist of 60 (i.e. a whole year group) to allow more social interaction and to facilitate arrangements for break;
- lunches would continue to be cold and taken in classrooms.

8.2. *In response to a question about staff wellbeing* the Co-headteacher indicated that increasing the size of bubbles and linking classes in cohorts should help; one member of staff had expressed an interest in supporting staff wellbeing; staff meetings would be adapted and shortened.

8.3. *In response to a question about attendance*, the Co-headteacher said that a clear message would be going out that all pupils ought to be attending from September. Procedures for following up non-attenders would be unchanged, but for those who were reluctant to send their children to school because of Covid concerns a gentler approach would be adopted if necessary.

9. Minutes of Previous Meeting

The minutes of the meeting held on 19 May 2020 were approved.

10. Actions from Previous Meetings

All had either been completed or were in hand, with the following

<p>exceptions:</p> <p>10.1. (5.3) The Co-headteacher would be meeting a Financial Services adviser the following week.</p> <p>10.2. (10.1) Mrs Stewart and Mr Crawshaw would consult with Sheena Cogger about website improvement.</p> <p>11. Matters Arising from the Minutes not on the Agenda None.</p> <p>12. Date of Next Meeting The date of the next meeting was agreed as Tuesday 6 October. Dates for the remainder of the year would be confirmed later.</p> <p>13. Other Business The Chair, on behalf of the governing body expressed thanks and appreciation to the Co-headteacher and all other members of staff for their considerable efforts during the past term.</p>	<p>KS/SC</p>
--	--------------