

## 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. <b>Apologies for absence</b> Apologies were received from and approval given to the absence of Mrs K Chafer and Miss L Wren.</p> <p>3. <b>Notification of Any Other Business</b> None.</p> <p>4. <b>Co-Headteacher's Report</b> 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"><li>• some priorities would be carried over to next year.</li><li>• 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.</li></ul> <p>4.2. School Roll:</p> <ul style="list-style-type: none"><li>• four additional pupils had been admitted.</li><li>• 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.</li></ul> <p>4.3. Staffing:</p> <ul style="list-style-type: none"><li>• where classes were shared by two teachers, in the majority</li></ul>	

<p>of cases both were working 2½ days each.</p> <ul style="list-style-type: none"> <li>Revised arrangements for the SLT were noted.</li> </ul> <p>4.4. Premises:</p> <ul style="list-style-type: none"> <li>The repairs to the emergency lighting were not needed at present.</li> </ul> <p>[Mr Crawshaw joined the meeting during the previous item.]</p> <p><b>5. Budget Amendments</b></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. <b>A revised budget plan was to be produced</b> to incorporate elements of new spending to allow efficient monitoring. It would be <b>presented for formal approval at the next meeting.</b></p> <p><b>6. Policy and Document Approval</b></p> <p>6.1. Equality</p> <ul style="list-style-type: none"> <li>The Equality Action Plan review was noted without significant comment.</li> <li>It was agreed that reference in the Policy to the right of children to have time off for 'religious/cultural observance' would have <b>wording inserted to indicate that approval of absence for this purpose would be at the discretion of the (co)headteacher.</b></li> <li>It was further agreed that the co-headteachers should <b>report on progress in implementing the Equality Action Plan twice a year</b>, and that a report on any <b>racial incidents should be included in the co-headteachers' termly report.</b></li> <li><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.</li> <li>The Equality Policy and the Action Plan for the next four years were approved.</li> </ul> <p>6.2. Staff Code of Conduct:</p> <ul style="list-style-type: none"> <li><u>In response to a question</u> the Co-headteacher informed governors that staff were required to declare any</li> </ul>	<p>JW/LW</p> <p>JW/LW</p> <p>JW/LW</p>
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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) <b>Mrs Stewart and Mr Crawshaw</b> would consult with <b>Sheena Cogger</b> about website improvement.</p> <p><b>11. Matters Arising from the Minutes not on the Agenda</b> None.</p> <p><b>12. Date of Next Meeting</b> 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><b>13. Other Business</b> 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>	KS/SC
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