

SOUTH HILL SCHOOL GOVERNING BODY

Minutes of a Meeting held on 3 February 2020

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

In attendance: Mr A Pennycook (Clerk to the Governing Body)
Miss L Wren (Co-Headteacher)
Mrs J Donley (INCO)

	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 Mrs A Crow.</p> <p>3. Notification of Any Other Business None.</p> <p>4. Acting Co-Headteachers' Report Documentation had been published in advance. Discussion, comments and questions included the following:</p> <ul style="list-style-type: none">• <i>In response to a question about how pupils were split into three groups in Year 3</i> governors were informed that it was on the basis of ability and need to address specific gaps. If the model proved successful it would be repeated for other classes.• <i>In relation to mixing of pupils across a cohort</i> governors suggested that it would be a good idea to try to make the practice appear the 'norm' rather than to address issues in a specific year.• Some suggestions were made about the presentation of data in future reports to make them easier for governors to interpret. <p>5. Financial Monitoring</p> <ul style="list-style-type: none">• It was noted that the school's Finance Assistant had resigned and that the school had engaged the services of HfL Finance Team to deal with the backlog. It was proposed to subscribe to their monthly accounting service to produce monitoring	

<p>reports. Mrs Weston had expressed an interest in taking on a financial role and she would undertake day-to day tasks.</p> <ul style="list-style-type: none"> • The latest monitoring reports would be uploaded to GovernorHub as soon as they were available. 	JW/LW
<p>6. Approval of Autumn Term Return The Return had yet to be produced and was not available for approval.</p>	
<p>7. Arrangements for Completion of SFVS This would be undertaken by Mr Crawshaw with the assistance of Mrs O'Dell for presentation to the next governing body meeting.</p>	JW/LW/ SC/BOD
<p>8. Policy Approval</p> <p>8.1. Relationships and Sex Education (RSE): the draft policy was approved for consultation with parents.</p> <p>8.2. SEN Information Report: a number of minor modifications were suggested prior to approval.</p> <p>8.3. School Security: it was agreed that the policy needed to be redrafted and presented again for approval at the next meeting.</p>	JW/LW
<p>9. Review of the Constitution of the Governing Body The following were agreed</p> <ul style="list-style-type: none"> • that the number of posts for co-opted governors be increased by one, and • that the newly created post be filled by Miss Leah Wren as soon as the Instrument of Government had been sealed. 	AP
<p>10. Minutes of Previous Meetings The minutes of the meetings held on 3 December were approved and signed.</p>	
<p>11. Actions from Previous Meetings All had either been completed or were in hand, with the following exceptions:</p> <p>11.1. Item 4.1: it was not feasible for the SDP to be made available to staff using <i>GoogleDocs</i>.</p> <p>11.2. Item 5.1: Miss Wren was to undertake training on CPOMS.</p> <p>11.3. It was agreed that the second governor link visit of the year would be on the Governor Day in July.</p> <p>11.4. Mrs Stewart would speak to Mr Crawshaw about updating the website.</p> <p>11.5. Governors were to write a 'pen-portrait' of themselves by the end of term.</p>	KS Relevant governors

12. Matters Arising from the Minutes not on the Agenda

There were none.

13. Date of Next Meeting

It was confirmed that there would be a training session on Monday 2 March at 6.00pm and that the next business meeting would be on Tuesday 31 March at 6.00pm.