

SOUTH HILL SCHOOL GOVERNING BODY

Minutes of a Meeting held on 6 December 2022

Present Mr H Peters (Chair) Mrs J Fripp (on-line)
Miss J Wellbelove (Co-Headteacher) Mrs C Peters
Mr J Banner Mrs V Shaw
Mrs L Clare Mrs K Stewart

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

	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 S Graham, Mr S Sisulu, Miss L Wren and Mrs H Yendell.</p>	
<p>3. Notification of Any Other Business None</p>	
<p>4. Appointment of Governors Jamie Banner was co-opted and Jodie Fripp appointed as a parent governor with immediate effect.</p>	
<p>5. Co-Headteachers' Report Documentation had been published in advance. <u>Discussion and comments in response to governors' questions</u> included the following: 5.1. School Improvement Plan 5.1.1. The plan had been modified in the light of recent visits from advisers from HFL Education. 5.1.2. Mini 'deep-dives' were being carried out in history, early years' reading and science. 5.1.3. More emphasis was being put on equality and diversity to improve the school's approach by, for example, ensuring it was more explicit and visible in classrooms. 5.2. Staffing Update 5.2.1. Only one application had been received for the vacant teaching post, but this had been deemed unsuitable and so would be covered by a supply teacher for the foreseeable future. The teacher in the other class for that year group was an Assistant Head who would ensure quality was maintained.</p>	

[Claire Peters and Lisa Clare arrived at this point.]

- 5.2.2. Governors asked whether consideration could be given to making the additional support for the INCO permanent, as it might lead to applications for EHCPs being made more quickly and be more cost efficient in the long run. It was confirmed that this was being actively considered as an option for the next budget.
- 5.2.3. In response to a question it was confirmed that the unforeseen changes to staffing were manageable financially in the short-term.
- 5.2.4. The staff survey had produced a number of good ideas about staff well-being.
- 5.3. Premises Report: in addition to the information in the report the School Business Manager (SBM) reported the following:
- 5.3.1. The school had recently received this year's capital funding grant of £18,245 which should ideally be spent on energy efficient projects although this was not mandatory. Replacement of the lighting in the old building was considered a priority.
- 5.3.2. The Grounds Maintenance contract was due for renewal and the school was continuing to use the corporate arrangement through the Local Authority. The cost had risen by about 8%. The school reported a number of deficiencies in the service currently and would monitor delivery closely.
- 5.3.3. There had been two applications for the Assistant Caretaker post.
- 5.3.4. In response to a question the SBM reported that the flooding outside the KS1 classrooms had been caused by a problem with the drainage, but this had been rectified.
- 5.3.5. In response to a question about the state of the path the SBM replied that when the new water main was installed repairs to the path would be done at the same time.
- 5.4. EYFS Visit Report
- 5.4.1. The Co-headteacher reported that the visit had been very intense and challenging. The school had, however, received some good advice.
- 5.4.2. Training to be delivered to the EYFS staff would assist in helping them to implement the recommendations.

6. Financial Monitoring Report

- 6.1. The latest report was considered and a detailed oral review

<p>provided. Governors noted that the increase in staff salaries had been greater than had been budgeted for.</p> <p>6.2. <i>In response to questions</i> the SBM reported that it might be possible to cut back on some areas of expenditure, but staffing represented the biggest proportion of the budget and most of the teachers at the school were at the upper end of their pay scales ; it was unlikely that any costs would reduce.</p> <p>7. Reports</p> <p>7.1. Autumn Term Visit Report. The report was noted without significant comment.</p> <p>7.2. Pay Committee. The report was noted without comment.</p> <p>7.3. Link Governors:</p> <p>7.3.1. Only one report had been submitted: Health and Safety. In future the Link Governor would report once a year and the SBM in the other two terms.</p> <p>7.3.2. <i>In response to a question</i> about the access gate from Smeathman Court being left open and so blocking the pedestrian route to the main EYFS/KS1 door, it was agreed that the caretaker should be asked to check it a 3pm each day to ensure that it was closed.</p> <p>7.3.3. <i>Governors expressed concern about pupils having apparently unrestricted access to the refrigerator containing icepacks.</i> Governors asked that steps be taken to ensure that that could not happen.</p> <p>7.4. Website Compliance</p> <p>7.4.1. The report was noted. Deficiencies had already been addressed.</p> <p>7.4.2. <i>Governors encouraged</i> the school to make the website a good advertisement for the school and to provide details of what was happening at the school. <i>It was suggested that</i> pages for subject areas should be in a standard format, with the subject leader being responsible for the text.</p> <p>8. Policy Review</p> <p>8.1. Data Protection Policy: it was noted that the policy required governors to sign an Acceptable Use Agreement. One would be uploaded to GovernorHub and governors would be asked to confirm their agreement with it. The policy was adopted.</p> <p>8.2. Equality Principles and Objectives</p> <p>8.2.1. <i>Governors enquired whether a separate space should be provided for Muslims to pray.</i> The Co-headteacher replied that the school had not been asked to do so.</p> <p>8.2.2. There was a discussion about the needs of learners with English as an Additional Language (EAL), and governors</p>	<p>JW/SBM</p> <p>JW</p> <p>JW</p>
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<p>noted that the number of EAL pupils was increasing. One of the new objectives was aimed at addressing the issue. It was agreed that Ms Goodman be invited to the second meetings in the next two terms to report on progress.</p> <p>8.2.3. Governors were encouraged to note any equality and diversity issues when they visited the school.</p> <p>8.2.4. <u>A suggestion was made</u> that the number of languages available on the school's website should be increased to reflect the greater number being spoke as first languages by members of the school's community.</p> <p>8.2.5. The Objectives were approved.</p> <p>9. Compliance Check</p> <p>9.1. Arrangements for Early Career Teachers. The Co-headteacher confirmed that the requisite arrangements were in place.</p> <p>9.2. It was agreed that information be provided to governors to improve their understanding of the requirements.</p> <p>10. Minutes of Previous Meeting The minutes of the meeting held on 5 October 2022 were approved.</p> <p>11. Actions from Previous Meetings None</p> <p>12. Matters Arising from the Minutes not on the Agenda None.</p> <p>13. Date and Time of Next Meeting This was confirmed as 6.15pm. on Tuesday 31 January 2023.</p> <p>14. Other Business There was no other business.</p>	<p>HP/JW</p> <p>All governors</p> <p>Clerk</p>
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