

SOUTH HILL SCHOOL GOVERNING BODY

Minutes of a Meeting held on 5 December 2023

Present	Mr H Peters (Chair)	Mrs E Macey
	Miss J Wellbelove (Headteacher)	Mrs C Peters
	Mr J Banner	Mr S Sisulu
	Mrs L Clare	Mrs K Stewart
	Mrs S Junk	

In attendance: Mr A Pennycook (Clerk to the Governing Body)
 Ms E Allpress (School Business Manager)
 Mrs J Carver (Assistant Headteacher), for items 1 - 4

	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 consent given to, the absence of Mrs S Graham, Mrs V Shaw and Mrs H Yendell.</p> <p>3. Notification of Any Other Business None</p> <p>4. Equality and Diversity Action Plan Mrs Carver gave a presentation (copy in meeting folder on <i>GovernorHub</i>) outlining the progress made in implementing the plan in the Autumn Term. Comments and discussion included the following: 4.1. It was suggested that EAL pupils could also be invited to record their experiences etc. in a book in the same way as those joining in Reception. 4.2. In response to a question <u>it was confirmed that 'Protected Characteristics' were covered through PHSE during the Autumn Term, and in resources and books available to pupils at other times.</u></p> <p>[Mrs Carver left the meeting.]</p> <p>5. Headteacher's Report A printed report had been circulated in advance. Further comment and discussion, <u>some in response to governors' questions</u>, included the following: 5.1. Attendance: <u>The school's attendance level was higher than the national average. Governors also requested that attendance data be shown to include comparisons with both County (if possible) and National data as with other data presented to the governing body.</u></p>	<p>JW</p>

- 5.2. School Improvement Plan: Comments in addition to the printed report included:
- 5.2.1. Priority 1: Evidence of progress was to be found in the HIP's Autumn Visit Report.
 - 5.2.2. Priority 2: Emphasis was being put on ensuring that curriculum consistency and progression could be seen in all subjects across all year groups.
 - 5.2.3. Priority 3: the newly appointed Pastoral Support Assistant was having a very positive impact.
 - 5.2.4. **Governors requested that some statistical data** be provided, where appropriate, to show evidence of the impact of actions taken.
- 5.3. Staffing Update: Mrs Rich had taken over as EYFS Leader.
- 5.4. Premises Issues:
- 5.4.1. Another meeting was due to be held to try to resolve issues over the water supply pipe.
 - 5.4.2. In response to a question governors were informed *that staff were briefed on health and safety matters every year. They were also ready to raise issues themselves when necessary.*
- 5.5. Attendance Case Study
- 5.5.1. Governors were shown a sample of a document which the school used to gather and present evidence in discussions with parents. Governors commented that it was very useful to see the range of barriers encountered by the school in trying to improve a pupil's attendance. It also showed how well the school knew pupils and their home backgrounds.
 - 5.5.2. The Headteacher indicated that case studies were also produced for both SEND and Pupil Premium pupils.

6. Financial Matters

The position to the end of October was reported. It was noted that it now looked as though the school would achieve a slight surplus on the year's budget. In addition, the School Business Manager indicated that a preliminary review of the November accounts suggested that the increases to staff pay would not have a significantly detrimental effect on the school's budgetary position.

7. Other Reports

7.1. HIP Autumn Visit: the report was noted by governors with approval. The Headteacher drew governors' attention to the use of the Nurture Room and the very positive effect it was having in helping to manage pupils with challenging behaviour.

JW

<p>7.2. Pay Committee: the report on staff pay progression was noted. The committee chair commented that the appraisal process and approach to pay recommendations was much more robust than previously.</p> <p>7.3. Link Governors: all reports for the term were now in the <i>GovernorHub</i> folder. Governors were reminded that it was expected that governors met their link member of staff at least once a term.</p> <p>7.4. Website Compliance: the report, which indicated that all statutorily required items were in place, was noted.</p> <p>7.5. Equality and Diversity Report [covered at item 4 above]</p> <p>7.6. Summer Term Safeguarding Report: this had been uploaded immediately after the previous meeting. The following question was raised, and <u>answer provided</u>:</p> <p>7.6.1. The report says that incidents of racism were dealt with 'appropriately.' Were they dealt with consistently in line with a policy and if so which policy? <u>Racism is treated as an anti-social behaviour incident and therefore is managed in line with the school's positive behaviour policy.</u></p> <p>7.7. HfL Education Safeguarding Review: the Headteacher informed governors that all actions arising from the report had been completed.</p> <p>8. Policy Review The following were adopted: Data Protection; Data Security (including Data Breach Response Plan); Pay (all staff); Supporting Pupils with Medical Needs; Appraisal; Grievance.</p> <p>9. Compliance Check The Headteacher confirmed that the arrangements for Early Careers Teachers were all in place, and provided examples.</p> <p>10. Arrangements for Reviewing the School's Leadership Structure It was agreed that a group consisting of Jamie Banner (to chair), Shree Junk and Emma Macey would meet to consider what might be the most appropriate leadership structure for the school including the pay structure. The group was asked to report to the next meeting for the governing body.</p> <p>11. School's Vision Statement It was agreed that references in the Headteacher's Welcome on the school's website would be shown separately so that they would be easier to find.</p> <p>12. Appointment of Governor for Fund-raising Shree Junk was appointed.</p>	<p></p> <p>JB</p> <p>JW</p>
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13. Minutes of Previous Meeting

The minutes of the meeting held on 3 October 2023 were approved.

14. Actions from Previous Meetings

All had been completed.

15. Matters Arising from the Minutes not on the Agenda

16. Date and Time of Meetings

It was confirmed that the next meeting would be on Thursday 8 February at 6.15pm.