SOUTH HILL SCHOOL GOVERNING BODY

Minutes of a Meeting held on 24 May 2023

Present Mr H Peters (Chair) Mrs V Shaw

Miss J Wellbelove (Headteacher)

Mrs L Clare

Mrs S Sisulu

Mrs K Stewart

Mrs S Graham

Mrs H Yendell

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

Ms E Allpress (School Business Manager)

ACTION 1. Governors noted the need to declare any conflict of interest that arose in the course of the meeting. 2. Apologies for absence Apologies were received from, and consent given to, the absence of Mr J. Banner, Ms J. Fripp and Mrs C. Peters. 3. Notification of Any Other Business None [Mrs S Graham arrived.] 4. Headteacher's Report A printed report had been circulated in advance. Further comment and discussion, some in response to governors' auestions, included the following: 4.1. Adjusting the attendance data to take account of pupils on part-time timetables made a small impact on the percentages. 4.2. It was possible that the dip in attendance was affected by a number of external factors including ill-health, unauthorised holidays and parental mental health, which reflected the national picture. 4.3. [Confidential item] 4.4. Recruitment was proving to be challenging. The school had had 12 applicants for a two full-time and one part-time teaching posts, but only three would be coming to interview as others had withdrawn, mainly because they had been appointed elsewhere in the meantime.

4.5. Pressures on the school's budget meant it would not be

addition to the current leadership structure.

possible to recruit a deputy headteacher in the near future in

[Mrs K Stewart arrived.]

4.6. Pupil Performance (Spring Term).

Documentation had been published in advance. Discussion and comments, <u>some in response to governors' questions</u>, included the following:

- 4.6.1. <u>In-year movement of pupils was not significant.</u>
- 4.6.2. <u>Greater depth writing at South Hill had room for improvement. The school was waiting to hear if it would be moderated this term for KS1 and KS2.</u>
- 4.6.3. There was discussion about how and what data should be presented to governors. Generally it was agreed that simpler and more focused was better.

5. End of 2022/23 Year Finance Report

The report was noted without significant discussion.

6. Budget 2023/24

Documentation had been provided in advance. Further comment and discussion included the followina:

- 6.1.1. Teacher costs had been based on the assumption that ECTs would be recruited to fill vacancies. If that were not possible there would be a knock-on impact on other areas of the budget.
- 6.1.2. Whenever vacancies arose careful consideration was always given to how they should be filled.
- 6.1.3. A suggestion was made that the school discuss with staff the merits of replacing one-to-one support for individual pupils with a team or pool of 'familiar adults', using existing TAs, any of whom could be called upon to assist. This had been tried successfully in other schools.
- 6.1.4. It was noted that the October census was critical in determining the level of funding, particularly for pupils with EHCPs.
- 6.1.5. Setting the budget had proved challenging but a budget balance had been achieved over the next three years, but with less scope for additional projects or initiatives.
- 6.1.6. [Confidential item]
- 6.1.7. The SLT structure would be reviewed prior to 2024/25.
- 6.1.8. A new catering contract would be in place from September, but the costs had not been included in the budget presented. They would be lower than those of the current contract.

The budget for 2023/24 was approved.

7. Chair's Business

- 7.1. A letter of compliment to the governing body had been received and was circulated in the meeting.
- 7.2. Governors were asked to complete the skills audit by the end of the half-term break.
- 7.3. Link visits were to be completed and the reports uploaded into the GovernorHub folder prior to the next meeting (I.e. by 26 June).
- 7.4. <u>A suggestion was made that there should be a display board in the school reception area with photographs of governors.</u>

8. Policy Review

- 8.1. Health and Safety: the current model from HCC was adopted.
- 8.2. Lettings and Hiring Rates for 2023/24 was approved.

9. Collection and Publication of Governor Diversity Data

It was agreed that no action be taken at present.

10. Minutes of Previous Meeting

The minutes of the meeting held on 14 March 2023 were approved.

11. Actions from Previous Meetings

All were either in hand or had been completed.

12. Matters Arising from the Minutes not on the Agenda None.

13. Date and Time of Next Meeting

This was confirmed as 1.00pm. on Tuesday 4 July. The chair reminded governors of the 'Governor Day' events being held on the morning of the same day.

14. Other Business

There was no other business.