

SOUTH HILL PRIMARY SCHOOL GOVERNING BODY

Minutes of a Meeting held on 5 October 2021 via Google Meet

Present: Mr H Peters (Chair) Mrs K Chafer
Miss J Wellbelove (Co-Headteacher) Ms S McDermott
Miss L Wren (Co-Headteacher) Mrs C Peters
Mrs K Albery Mrs K Stewart

In attendance: Mr A Pennycook (Clerk to the Governing Body)
Mrs E Allpress (School Business Manager)
Ms T Ahmed (prospective parent governor - observer)
Ms V Shaw (prospective parent governor - observer)
Mr S Sisulu (prospective parent governor - observer)

	ACTION
<p>1. Governors noted the need to declare any conflict of interest that arose in the course of the meeting.</p>	
<p>2. Co-option The governing body agreed to co-opt Hans Peters for a further term when his current term of office ended on 7 December.</p>	
<p>3. Determine length of term of office for Chair and Vice-chair Four years for both positions was agreed.</p>	
<p>4. Election of Chair Hans Peters was elected for the agreed term.</p>	
<p>5. Election of Vice-Chairs Claire Peters and Katie Stewart were elected for the agreed term.</p>	
<p>6. Apologies for absence and Welcome Approval was given to the absence of Mrs H Yendell. The Chair also welcomed the three observers who would be standing for election as parent governors.</p>	
<p>7. Notification of Any Other Business None</p>	
<p>8. Co-Headteachers' Report Documentation had been published in advance. <u>Discussion, comments and questions</u> included the following: 8.1. Progress 8.1.1. Governors noted the good progress which had been made across the school and which was a result of the</p>	

<p>hard work and professionalism of staff through and since the disruption of the past year.</p> <p>8.1.2. Hand-over meetings from one class teacher to the next had been very effective.</p> <p>8.1.3. <i>In response to a question</i> the co-headteachers confirmed that an earlier method of tracking data for pupils in the 'PRE' category would be added to their termly reports for governors</p> <p>8.2. School roll: it was noted that that the number on roll was now slightly higher because of some recent admissions. Following discussion the school confirmed that taking over the casual admission process from HCC would not be unduly onerous and it was agreed that this would be implemented as soon as possible (probably from September 2022). In the meantime pressure would be brought to bear on the HCC admissions team to try to ensure that any vacancies were filled as quickly as possible.</p> <p>8.3. Exclusions: one pupil was proving exceptionally challenging and a meeting to review the situation was to take place shortly. Overall the effect of recent exclusions had proved to be beneficial to the school in general.</p> <p>8.4. Sports Premium</p> <p>8.4.1. Governors noted the very positive and comprehensive report and expressed their thanks to staff for their efforts.</p> <p>8.4.2. <i>In response to a question about the parental contribution for after-school clubs</i> it was pointed out that this money was used broadly to offset the cost of staff and allowed the premium funds to be directed towards equipment and other resources which would benefit all pupils. A suggestion was made that senior students from The Hemel Hempstead School might be available to assist with the clubs.</p> <p>8.4.3. <i>Governors requested information in future reports to show the number of children who attended only one activity, and participation rates for vulnerable groups.</i></p>	<p>JW/LW</p> <p>JW/LW</p>
<p>9. School Improvement Plan</p> <p>The Co-heads explained that the emphasis was now much more on implementation. Lesson studies which focussed on a particular aspect of learning, or pupils with particular needs, was proving to be more beneficial and was better in terms of staff wellbeing. Prior to the Plan being approved questions and discussion included the following:</p> <p>9.1. On Priority 2 a <i>governor asked if governors could be notified about deep dives to assist their involvement in the process.</i></p> <p>9.2. <i>In response to a question about how pupils were selected to see the counsellor</i> the Co-heads replied that they took feedback from staff and parents to decide on the appropriate referral. It was noticeable that the number of</p>	<p>JW/LW</p>

<p>child protection referrals had now reduced to zero which was attributable to the training staff had received in mental health issues. Many children and families were being supported prior to a crisis occurring.</p>	
<p>10. Pupil Premium Strategy It was agreed that the impact of the strategy would be monitored regularly through the Co-heads' report to governing body meetings. The strategy was approved and would be published on the school's website.</p>	<p>JW/LW JW/LW</p>
<p>11. Financial Report The report to the end of August had been circulated prior to the meeting. The School Business Manager reported that there were no significant variances and that broadly the school's finances were on track. <i>In response to a question</i> governors were advised that catch-up funding was available only for one year, but that for school-led tutoring was for three years, but would have to be accounted for very precisely.</p>	
<p>12. Summer Term Financial Return This was approved and would be signed by the Chair for submission to the LA.</p>	
<p>13. Policy and Document Approval 13.1. The following were approved: Child Protection, Safer Recruitment, Supporting Pupils with Medical Needs, Appraisal, Exclusions. The Pay Policies for Teaching and for Support Staff were approved for consultation with staff prior to being adopted at the next meeting. 13.2. A Working Party comprising Hans Peters, Katie Stewart and Siobhan McDermott was appointed to work with the Co-heads to draft Behaviour Principles, and to review the Schedule of Financial Delegation. The result of their deliberations would be considered at the next meeting. 13.3. The Recruitment Protocol would be reviewed and amended by the Co-Heads and then circulated to governors via <i>GovernorHub</i>.</p>	<p>SMc/HP/ KS JW/LW</p>
<p>14. Compliance Check The Co-heads confirmed that no pupil's biometric data was held by the school and that all necessary arrangements for Early Careers Teachers were in place.</p>	
<p>15. Pay Committee 15.1. The following were appointed to the committee for 2021: Claire Peters, Katie Stewart and Siobhan McDermott. 15.2. The committee would meet in school on Tuesday 2 November at 6.30pm.</p>	

<p>16. Committee Terms of Reference These were approved.</p> <p>17. Parent Governor Vacancies The three candidates introduced themselves and what they believed they could offer to the school and governing body, should they be elected.</p> <p>18. Minutes of Previous Meeting The minutes of the meeting held on 12 July 2021 were approved.</p> <p>19. Actions from Previous Meetings Two items were carried forward (quiz on safeguarding and link visit report form). The rest had either been completed or were in hand. With regard to link visits, governors were requested to contact the Co-heads individually to make arrangements.</p> <p>20. Matters Arising from the Minutes not on the Agenda None.</p> <p>21. Date of Next Meeting It was confirmed that the next meeting would be held in school on Tuesday 25 January at 6.15pm.</p>	<p>HP CP</p> <p>All governors</p>
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