

SOUTH HILL SCHOOL GOVERNING BODY

Minutes of a Meeting held on 12 July 2021 via *Google Meet*

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

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. Co-option Siobhan McDermott was co-opted to the governing body with immediate effect.</p>	
<p>3. Apologies for absence All governors were present.</p>	
<p>4. Notification of Any Other Business None</p>	
<p>5. Co-Headteachers' Report Documentation had been published in advance. <u>Discussion, comments and questions</u> included the following: 5.1. School Improvement Plan: 5.1.1. Priority 1 5.1.1.1. This would be carried forward into the new school year plan. 5.1.1.2. The number of safeguarding cases had increased which required work on protective behaviours. 5.1.2. Priority 2 5.1.2.1. The school's curriculum 'intent' was now strong and it was time to focus more on implementation and impact. 5.1.2.2. More information about the curriculum was to be added to the school's website. 5.1.2.3. Classrooms are to be rearranged after the Covid closure.</p>	

5.1.2.4. The co-headteachers would be concentrating on how the curriculum was being implemented in every class and were aiming to ensure a consistent approach.

5.1.3. Priority 3

5.1.3.1. The appointment of a School Business Manager (SBM) and the adjustment of duties of the INCO would allow the co-heads to take more of a lead in this priority.

5.1.3.2. There had been a smooth hand-over to next year's class teachers.

5.1.3.3. Groups of children had been identified in each class whose progress would be carefully monitored by the co-heads.

5.1.3.4. This priority would also be carried forward with a slight modification because the number of EAL pupils was increasing.

5.2. Staffing Update

5.2.1. There would be a full complement of staff in September.

5.2.2. The INCO was now the DSP and the lead for wellbeing, Mrs Imrie would be working in the library and support for NQTs would be provided by Mrs Masters.

5.2.3. SLT meetings would receive input from middle and subject leaders regularly. KS1/EYFS leaders would join the meetings fortnightly.

5.3. Premises

5.3.1. Boiler installation would take approximately six months, but individual classrooms would be disrupted for only three or four days.

5.3.2. Some redecoration was to be postponed until after the work to install the boilers was complete.

5.3.3. Governors were advised to draw up a list of priorities and a rolling maintenance and improvement programme for the premises to close the gap between the condition of the new and the original buildings.

5.3.4. *Governors suggested that improvements in the premises should be promoted on the website.*

5.3.5. *In response to a question about developments in the extended area governors were advised that access for the disabled was to be improved.*

5.3.6. *In response to a question governors were advised that work on the trees was due to start soon now that permission had been given by DBC.*

<p>6. Reports</p> <p>6.1. Financial Monitoring: The SBM presented the report. Comments and discussion included the following:</p> <p>6.1.1. Profiling of the budget would be reviewed to bring it more in line with expected expenditure patterns in the year.</p> <p>6.1.2. Governors were advised to aim to spend no more than about 75% of the budget on staffing. Currently it was closer to 78%.</p> <p>6.1.3. <i>In reply to a question about funding for special needs</i> the SBM pointed out that providing for additional needs tended to have a negative impact on school finances</p> <p>6.1.4. It was agreed that the SBM would provide some training for the governing body on budgetary and other financial matters.</p> <p>6.1.5. The process for filling casual vacancies in classes by the LA was sometimes slow. Whether the school should take responsibility for in-year admissions was an issue which might be considered.</p> <p>6.2. HIP's Summer Visit The report was noted. The co-heads were to take a major role in staff appraisals in future.</p> <p>6.3. Link Governors: Reports were noted. It was hoped that a full programme of governor visits would resume in the next year.</p> <p>6.4. GDPR Compliance:</p> <p>6.4.1. The report was noted. One particular issue which had emerged was the need to delete emails on a regular basis.</p> <p>6.4.2. The DPO would be working with the co-heads to organise processes and past document storage and disposal arrangements.</p> <p>6.5. Safeguarding Audit</p> <p>6.5.1. Hayley Yendell was thanked for her assistance with carrying out the audit.</p> <p>6.5.2. It was suggested that there should be an occasional quiz for governors on safeguarding.</p> <p>6.5.3. <i>Governors were interested in what questions they might ask staff on this matter during their visits.</i> It was noted that <i>The Key for School Governors</i> had some helpful suggestions.</p> <p>7. Priorities for next School Improvement Plan</p> <p>7.1. As discussed under the Co-headteachers' report above the following were agreed: Priority 1 – Wellbeing and Mental Health (carried forward from 2020/21); Priority 2 – Curriculum</p>	<p>SBM</p> <p>Clerk/ Chair for agenda</p> <p>HP</p>
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<p>(with an emphasis on Implementation and Impact); Priority 3 – support for disadvantaged and vulnerable.</p>	
<p>7.2. Use of the SEN Benchmarking Tool was to be included.</p>	JW/LW
<p>8. Policy Review</p> <p>8.1. Attendance: the revised policy was approved.</p> <p>8.2. The following policies were adopted without discussion: Health and Attendance, Bullying and Harassment, Staff Code of Conduct, Staff Discipline, Whistleblowing.</p> <p>8.3. Equality Plan Progress. This was now more linked with the curriculum, especially RE, and was being led by the co-heads. It was suggested that there should be a link governor for Equality.</p>	
<p>9. Effectiveness and Organisation of the Governing Body</p>	
<p>9.1. Governor Vacancies:</p> <p>9.1.1. Bonnie O'Dell was not intending to seek re-election when her term of office ended in September.</p> <p>9.1.2. It was agreed that Katie Stewart should fill the vacant LA governor post when her term of office as a parent governor ended in October.</p>	
<p>9.1.3. There would be two vacancies for parent governors to be filled in the new school year. The co-heads were being proactive in approaching parents to encourage them to consider standing.</p>	JW/LW
<p>9.1.4. Governors were asked to complete the skills audit recently circulated.</p>	All govs
<p>9.2. Link Governors: the following were agreed for 2021/22:</p> <p>CLA – Katie Stewart</p> <p>Curriculum – Claire Peters and Kate Chafer</p> <p>EYFS – Hayley Yendell</p> <p>Equality – Siobhan McDermott (temporarily)</p> <p>Finance – Hans Peters (temporarily)</p> <p>Health and Safety – Hans Peters</p> <p>Pupil Premium/SEN – Katie Stewart</p> <p>Safeguarding – Hayley Yendell</p> <p>Wellbeing – Kim Alberly and Siobhan McDermott</p>	
<p>9.3. It was agreed that Claire Peters and the co-heads would collaborate to revise the governor visit report form.</p>	CP/JW/ LW
<p>10. Appointment of Co-Headteachers' Appraisal Panel</p> <p>Hans Peters, Katie Stewart and Kate Chafer were appointed,</p>	
<p>11. Minutes of Previous Meeting</p> <p>The minutes of the meeting held on 25 May 2021 were approved.</p>	

<p>12. Actions from Previous Meetings All had been completed.</p> <p>13. Matters Arising from the Minutes not on the Agenda None.</p> <p>14. Dates and Times of Meetings in 2021/22 14.1. The following were agreed: 5 October, 25 January, 29 March, 24 May – all Tuesday and to start at 6.15pm. There would also be a meeting on the Governor Visit Day on Tuesday 5 July, starting at 1.30pm. 14.2. The co-heads would also arrange days in the year when staff would be freed of other commitments so that link governor meetings could take place.</p> <p>15. Concluding Remarks The Chair thanked Bonnie O'Dell for her service on the governing body. He also thanked the other governors, the clerk, the co-headteachers and staff for their exceptional efforts in a very difficult year.</p>	<p>JW/LW</p>
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