SOUTH HILL SCHOOL GOVERNING BODY

Minutes of a Meeting held on 14 March 2024

Present Mr H Peters (Chair) Miss J Wellbelove (Headteacher) Mrs L Clare Mrs S Graham Ms S Junk Mrs E Macey Mrs C Peters, Mr S Sisulu Mrs V Shaw Mrs K Stewart 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.	
3.	Notification of Any Other Business None	
4.	 Headteacher's Report A printed report had been circulated in advance. Further comment and discussion, some in response to governors' <u>questions</u>, included the following: 4.1. Attendance 4.1.1. In his recent visit to the school the Hertfordshire Improvement Partner (HIP) had commented that South Hill's data was not significantly different from many other schools that he visited. He had recommended that the school should set itself a target for the attendance level of Pupil Premium Grant (PPG) children: this would be 92%. 4.1.2. In response to a question it was confirmed that there 	
	 4.1.2. <u>Intresponse to a question in was commed marmeter</u> was no national data for the absence of PPG children, 4.2. <u>In response to a question, governors were informed the the</u> pupil on a reduced timetable had received some external <u>support but that it had proved ineffective.</u> It was noted that it was important for there to be a pool of governors who had received training in exclusions. 4.3. Review of School Improvement Plan (SIP): Documentation had been published in advance. Discussion and comments, 	

some in response to governors' questions, included the	
following:	
4.3.1. Priority 1:	
4.3.1.1. engagement with parents (mainly in EYFS and	
KS1) was effective now that parents were able to go	
into classrooms to observe their children at work.	
4.3.1.2. The use of Fresh Start was having a beneficial	
effect.	
4.3.2. Priority 2: Support for subject leaders from the	
Leadership team was being withdrawn so that they could	
now take responsibility for actions and outcomes themselves.	
4.3.3. Priority 3:	
4.3.3.1. Reducing the gap was still a significant	
challenge for the school and it would be a major	
area of focus in the summer term. It would continue	
to be a priority for the SIP in the next year.	
4.3.3.2. <u>Governors asked about apparent gaps in the</u>	
data provided and were informed that it was not yet	
available. An updated report would be issued by the	JW
<mark>end of term</mark> .	
4.3.4. Staffing Update: various changes were noted.	
Governors suggested placing job adverts in the school	
newsletter and on the website.	
4.3.5. Review of Equality Plan: progress was noted.	
4.3.5.1. <u>Governors suggested that enrolment on the</u>	
<u>'Great Representation' course would benefit staff</u>	
and would help with the implementation of the plan.	
4.3.5.2. The impact of financial difficulties was not yet included in the plan but was under consideration.	
4.3.6. Premises Review: the report from the School Business	
Manager (SBM) was noted. The tree survey had now	
been completed. Some remedial work was needed and	
a firm had been engaged at a cost of £3,600 per year for	
three years.	
5. Financial Matters	
5.1. Financial Monitoring	
The report from the SBM had been published in advance and	
was noted without significant comment.	
5.1.1. It had been confirmed that the money which had	
appeared to be a double allocation was not, in fact,	
incorrect and that the school was entitled to it.	
5.1.2. In response to a question about whether there were any plans to use this 'windfall', governors were informed	

that it would be added to the in-year surplus and carried	
forward into the following year. A review of the Asset	
Management Plan would identify possible areas for	
expenditure.	
5.1.3. It was likely that the funding allocated for pupils with	
SEN would fall in the new financial year since fewer pupils	
were eligible. <u>Governors were informed that although the</u>	
level of need was the same, financial constraints meant	
that fewer bids were successful.	
5.2. School's Financial Value Statement (SFVS) had been	
completed by Mrs Shaw and the SBM. Discussion and	
comment included the following:	
5.2.1. There was a query about data for KS2 performance on	
the accompanying 'Dashboard'. Governors were	
informed that the weighting used produced an overly	
simplistic statistic about the school's performance. School	
management were aware.	
5.2.2. Governors were aware that they were in danger of	
relying on the expertise of just one or two individuals when	
it came to managing the school's finance. Consideration	HP
would be given to appointing a finance committee at the	
next meeting. The meeting would also include a briefing	SBM
from the SBM on some aspect of school finance.	
5.2.3. The SFVS was approved.	
6. Other Reports	
6.1. Link Governors	
6.1.1. A number of reports from meetings with relevant staff	
had been uploaded to GovernoHub.	Relevant
6.1.2. The Chair requested that the remainder be uploaded	
before the end of term.	govs
6.2. Leadership Structure Review [This was deferred until after the	
next item.]	
7. Policy and Document Review	
7.1. School Security: The lockdown procedure was to be revised	
and the Chair would carry out a security review with the SBM.	HP
The policy was adopted.	
7.2. Collective Worship: the heading 'Prayer' would be changed	
to 'Prayer/Reflection'. The policy was adopted.	
7.3. It was noted that an updated model Child Protection Policy	
was to be issued by HfLEducation in the near future.	
[Mrs Clare left the meeting at this point.]	

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8.	Leadership Structure Review		
	Governors considered a model suggested by the headteacher.		
	They emphasised that it was important to concentrate rather on		
	what structure would be most effective and serve the needs of		
	the school, than on the individuals who held the current roles. No		
	decision was made, and it was agreed that the matter should be		
	reconsidered at the next meeting.		
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9	Minutes of Previous Meeting		
1.	The minutes of the meeting held on 8 February were approved.		
	The minutes of the meeting held of or ebiodry were approved.		
10. Actions from Previous Meetings			
	All were either in hand or had been completed.		
11. Matters Arising from the Minutes not on the Agenda			
	None.		
12	12. Date and Time of Next Meeting		
	This was confirmed as 6.30pm. on Wednesday 8 May .		
13. Other Business			
	Shree Junk was appointed Link Governor for MFL to replace Mrs		
	Clare.		