



Sun Hill

Infant and Preschool

Love to learn

MINUTES OF THE GOVERNING BODY OF SUN HILL INFANT SCHOOL

HELD IN PERSON

AT 4.00 P.M. ON TUESDAY 28 JANUARY 2025

Present:

Mrs Diann Adam (DA)
Mrs Rachel Bayati (RB)
Mrs Sarah Stacey-Biles (SSB)
Mr Alex Christie (AC)
Ms Julie Mountain (JM)
Mr Chris Taylor (CT)
Mrs Rosemary Waring Green (RWG)
Mrs Amy Watkins (AW)
Mrs Helen Wilson (HW)
Mr David Wright (DW)

In attendance:

Mrs Alison Davies (Clerk)
Miss Lucy Jordan (LJ)

Agenda Item No.	Record of Discussion	Action
1.	APOLOGIES FOR ABSENCE	
1.1	Apologies were received from Mrs Afsan Dadgostar and Mr Matthew Nichols.	
1.2	The Chair opened the meeting and welcomed the new governors who introduced themselves	
1.3	DW reminded governors that everything said in the meeting is confidential	
1.4	AD asked new governors to check their emails for login details to Hampshire Services and from DBS Services	
2.	CONFLICT OF INTEREST / PECUNIARY INTEREST	
2.1	All Governors were asked if there were any changes to pecuniary interest. It was agreed that there were none.	
3.	MINUTES OF THE MEETING HELD ON 26th NOVEMBER 2024	
3.1.	The minutes were approved as an accurate record of the meeting.	
3.2.	DW asked that the agenda is sent as a word document instead of a PDF as it's easier to make notes on.	

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3.3	DW asked that minutes are circulated as soon as possible after the meeting.	
4. 4.1.	MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING DW had asked what happens if we set a deficit budget – AD has sent a document to governors detailing this.	
5. 5.1 5.2 5.3 5.4 5.5 5.6.	SUN HILL INFANT AND PRESCHOOL BUDGETS DW asked if the school and preschool budgets were taken as a whole or separately. AD explained that she must report both budgets separately but that the total deficit or carry forward would consider both the preschool and the school cost centres. DW asked if future BC11 reports could include the percentage column – ACTION - AD to run this going forward DW asked why the outturn column was lower than the committed spend column in some cases, AD explained that she sets up service shop orders at the beginning of every financial year without knowing the exact cost of the invoices so in some cases the committed spend looks higher because of this. These PO's will be shut down before financial year end once all invoices have been paid from these PO's. DW asked if we still receive less income from county for school meals than we have to pay out – AD explained that the income figure is worked out from the figures on the October and January census dates and so don't always give a true reflection of the number of meals taken throughout the year, however this year's deficit is a lot less than previous years. HW gave thanks to AD for all the work that she does on the budget. DW asked about setting up a PPF committee, RWG said this would be covered later in the meeting.	AD
6. 6.1. 6.2.	HEAD'S REPORT - VERBAL HW asked for feedback from Governors about what they would like in the report to help them find out as much as they can about the school. NOR remains static – approx. 125 children on role including preschool – not every child from the preschool is in every day. The maximum number of children in preschool on one day is 24. We are losing a child from reception as they are relocating but we are gaining another child in year 1 after Easter. Preschool numbers continue to grow, and we are full on some days – Ben sent off the grant for the expansion of the preschool, but we have yet to hear back. Numbers for September are currently at 30 with 1 request for deceleration which HW agrees with – this isn't as many as we were hoping for – county were projecting 44.	



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6.3	None of the local schools are full either, it is likely that we will go into an in-year deficit based on those numbers. Staffing remains static – it can be very difficult for cover when lots of staff are off sick particularly at lunchtimes. HW said thank you to the governors that help at lunchtimes when they can. HW reminded governors that we have a terminally ill child on role and staff find that that incredibly hard to deal with.	AD
6.4.	Safeguarding – last terms focus was around whether pupils share their worries and concerns - Mrs Defelice visited all classes including preschool to reiterate her role in being there if they have any concerns. HW conducted pupil conferencing which confirmed that all pupils asked were able to share their concerns.	
6.5.	One family remains on a family in need plan – HW and Mrs Defelice attend half termly meetings for those children.	
6.6.	Emma Riley is attending DSL training next week.	
6.7.	A quote has been obtained with the Perins MAT regarding the fencing around the school with it being an open site. We have had a meeting with Taylor Wimpey to see if they can provide the funds for this.	
6.8.	We have a new Caretaker, Mark Peacock who started with us at the beginning of January – the online element of safer recruitment was fulfilled and his KCSI training requirements have also been fulfilled.	
6.9.	HW is attending safer recruitment training soon	
6.10	Attendance data – overall attendance is 93.5% which is now below the national average - 94.5%. Our persistent absences that fall below 90% are 13.7%, nationally this is 16.7%. 15 families have taken holidays in our school so far this year and a further 4 have now put forms in – only 2 of those have been granted leave under exceptional circumstances. For SEND children it is 74.7% and nationally this is 91.2% - this takes into account our terminally ill child and 2 children who have attendance plans and a child that was abroad at the beginning of the year who didn't come back to school until November. Pupil premium attendance is 88.8% and nationally this is 92.2%.	
6.11	A letter will be going out to parents this week regarding the new attendance policy and rules. Historically parents haven't had a lot of information on attendance.	
6.12.	DW asked what attendance looks like if you take the SEND children out of this – ACTION AD to look and see if we can run this report.	
6.13.	Persistently absent figures are a lot better than last term	

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6.14. 6.15. 6.16.	JM asked who sends the fine out to parents – HW explained that we send a form off to county and county process the fine – fines go to Hampshire County Council NOT the school. DW asked if the attendance letter would come from the governors too – HW has written the letter and is happy to send it from her as well as governors, governors agreed. DW asked if teachers provide work to children that are on holiday during school time – HW said no but that staff would give children reading books to take away with them.	
7. 7.1 7.2 7.3 7.4 7.5	GOVERNOR’S MONITORING OF SCHOOL EFFECTIVENESS – TRAINING/ROLES DW, JM and DA volunteered to mentor the new governors. RWG is learning how to put documents onto the HSS website RWG asked governors to put their names against areas on the overview that RWG had produced. The following responsibilities were agreed: • AC -Safeguarding group • DA – Safeguarding • JM – Safeguarding / Health and Safety • CT – Policies/Procedures/Finance • DW – Pay/Finance • AC – Pay/Finance • AW – Curriculum • RWG- Curriculum • RWG – Policies • RB – Wellbeing • RWG – SEND • MN- SEND • AW – SEND • DA, SSB, JM – HT performance management RWG asked for feedback on the whole governing body training – JM said it was helpful but not as focused as she thought it would be. RWG found the evidence and areas to be monitored sheet useful RWG asked HW who governors should contact when they come to visit classes – HW said governors should contact her and advised them that	



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7.6	they should avoid certain times to visit e.g. parent consultation weeks, Christmas etc. SSB asked how visiting school relates to governors linked classes. The following classes were agreed: • RWG & JM – Preschool • CT/MN – Year R • DA – Class 6 • AC/DW – Class 1 • AW / SSB – Class 5	AW/RB/AC
7.7	AW suggested trying to tick off a lot of areas on the governor visits list in one go rather than having numerous visits – e.g. assemblies, governors coffee/tea after reading morning. RB offered to set up a spreadsheet/calendar organizing when governors could and couldn't visit. AC also suggested building the governor visits form on the website ACTION – AW, AC & RB to work on this	
7.8	DW suggested doing a governor assembly to introduce governors to the children	
8.	SAFEGUARDING – THE ROLE OF THE GOVERNING BODY	
8.1.	DW told the governing body that he had come into school outside school hours when there was a club taking place – a child saw him and went to tell a teacher that there was a man wandering around school – DW was impressed that the children knew to do this.	
9.	APPROVAL OF POLICIES – PUPIL PREMIUM STRATEGY	
9.1.	RWG and CT to look at how we monitor policies	
9.2.	DW asked why personal support was only given to most of our PP children, HW explained that not all PP children would have needed this.	
9.3	DA congratulated the school on interventions that had taken place for last year's children that weren't ARE.	
9.4	Governors were happy to approve the pupil premium strategy	
9.5	AC agreed to be PP governor	
10.	ATTENDANCE – Covered in Head's Report	
11.	WEBSITE	
11.1	The new website is live and publicly accessible	

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11.2	AC explained to new governors that we had decided to move away from our old website to a new website using WordPress- all governors need training on this which can be done remotely	All
11.3	AC suggested a small working party (RB, AW, RWG, AC, DW) to discuss what we are going to put on the website and what we will put on HSS	
11.4	ACTION RWG asked governors to send her an email to say they are happy for their email address to be included in group emails	
12.	TRAINING	
12.1	DW reported that all safer recruitment training courses were full up. SSB and AC have completed theirs and HW is booked on to attend	
12.2	DW is booked on an e-learning safeguarding course and the main safeguarding course and will make a comparison to see whether the e-learning is adequate.	
12.3	DW asked that governors fill out the skills matrix to identify where training is needed, he also said that all governors should attend the basic finance course.	
13.	COUNTY FEEDBACK - None	
14.	CORRESPONDENCE RECEIVED AND SENT	
14.1	AD had sent off the signed budget revision to Hampshire	
14.2	AD had also sent an email to governors asking for volunteers for the art gallery trip	
15.	DATE OF NEXT MEETING.	
15.1	Tuesday 18 th March at 4:00pm	