

St Hilda's Church of England School
 Governors' Meeting
 Wednesday 13th November 2013

Item	Minute	
	Present – Those signing the register of attendance. St Hilda's Maureen Skinner (Head Teacher) Jane Holloway (Community) Rosalind Garnish (LA) Freda Shaw (Foundation) Jayne Conacher (Parent) Fleur Thompson (Parent) Lynn Lealman (Staff) Heather Howden (Parent) Howard Galtrey (Parent) Heather Leggett – Clerk to Governors	Hovingham Mark Wilson (Foundation) Chairman Richard Orange-Bromehead (LA) Julie Caddy (Teaching) David Williams (Parent) Cathy Wright (Non Teaching) Stephen Croft (Parent) Martyn Boothroyd (Foundation)
	The meeting was opened by a prayer led by Freda Shaw.	
FG/13/70	<u>Apologies</u> Apologies had been received from Sue Bond which were accepted.	
FG/13/71	<u>Absences</u> None	
FG/13/72	<u>Confidentiality & Declarations of Interest</u> MS asked that item J3 Succession Planning be entered into the confidential minutes. HL and LL later declared an interest in item J5 – Support staff holiday pay consultation.	
FG/13/73	<u>Notification of AOB.</u> MS – Staffing.	
FG/13/74	<u>Minutes of last meeting.</u> The minutes and confidential minutes of the last meeting were agreed and signed by JH. Prop. FS Sec. FT - Agreed	
FG/13/75	<u>Matters Arising</u> <ul style="list-style-type: none"> • Governors were reminded to carry out the online safeguarding training if they have not done so, and forward a copy of the certificate to HL. • Guidance for Governor monitoring visits is ongoing. 	
FG/13/76	<u>Welcome New Governors'</u> JH welcomed, Howard Galtrey and Heather Howden as new Parent Governors and Lynn Lealman as new Staff Governor.	
FG/13/77	<u>Committee Vacancies</u> The following committee vacancies were filled: <ul style="list-style-type: none"> • Finance & Personnel – Heather Howden • Premises/Health & Safety – Howard Galtrey 	

	<ul style="list-style-type: none"> • Joint Curriculum & Standards – Lynn Lealman • Child Protection – Freda Shaw
FG/13/78	<u>Health & Safety Committee – Date for meeting.</u> Monday 18 th November 9.15am
FG/13/79	<u>School Mission Statement Review</u> MS has reviewed the current mission statement which was considered too long, to more accurately reflect the aims and values which are included in the Self Evaluation Form (SEF). Governors discussed the aims to be included, and the need to keep it concise. FS offered to re work the statement and bring it to the next meeting.
FG/13/80	<u>Policies for Review / Approval</u> <ul style="list-style-type: none"> • Admissions Policy – HL had omitted to circulate the policy prior to the meeting, however it has not changed in the last year. HL reviewed the policy and governors were happy to approve it. Prop.FS Sec.JH – approved.
FG/13/81	<u>Joint Annual Performance Review (JAPR)</u> MS explained the role of the Educational Development Adviser (EDA) for the new governors. The focus of her visit in the Autumn term is always to look at progress and attainment data for the previous year’s Reception, Year 2 and Year 6 pupils. MS summarised the report – Early Years – Over time children are making good progress, with most achieving an “expected level of development”. Since July 2013 children have to reach the expected level of development in all areas to be judged as having achieved a good level of development overall. This year, although the one child who was in EYFS(2), reception, throughout the year did not achieve this, at least expected or better progress was made from her starting points. KS1- JAPR reported on the whole of KS1 (Y1and 2). All pupils have reached age related expectations (ARE), some attaining above. Progress varies, but is broadly as expected. KS2 – JAPR reported on KS2 overall. Progress is good overall, with reading and writing good or better including for those with SEND and/or in receipt of the pupil premium. Progress in Maths is less strong, which has already been identified and interventions are planned.
FG/13/82	<u>A.O.B</u> Staffing – JW has requested a move to part time working. The Finance and Personnel Committee have agreed that for a trial period of one term from January 2014, JW will work 2 days per week, and Clare Howitt who has done supply work will cover the other 3 days.
	Hovingham Governors now joined the meeting. Due to the number of new governors, all those present introduced themselves, and their position.
FG/13/83	<u>Correspondence</u> None.

FG/13/84	<p><u>Head Teacher's Report</u></p> <p>The report had been previously circulated with the agenda. Governors sought clarification and further details on:</p> <ul style="list-style-type: none"> • The school twinning project, with Neasden Primary School which is organised by the AONB. • Staff training for Teaching Assistants – “Improving Questioning Skills” • Incident of vandalism at St Hilda's. • The Junkestra workshop for class 2 children. • MS added that part of a slate had fallen off the roof at Hovingham that week. The school is liaising with the Local Authority and requesting that a full survey of the roof be carried out as soon as possible.
FG/13/85	<p><u>Succession Planning</u></p> <p>Entered into the confidential minutes.</p>
FG/13/86	<p><u>Commission for School Improvement - Update</u></p> <p>The Local Authority has instigated a commission for school improvement which is due to publish its findings in December. The aim is to improve schools by looking at ways of collaborating and working together, but no further information is available yet.</p>
FG/13/87	<p><u>Support Staff Holiday Pay Consultation</u></p> <p>HL & LL left the meeting whilst this item was discussed.</p> <p>MS explained the LA proposals to reduce the pay of those support staff members currently paid on a full year basis, to term time only pay, to reflect the days they are actually in school. This would result in between a 10 and 14% reduction in annual pay depending on length of service.</p> <p>Governors were very concerned about the impact this would have on staff moral and the goodwill that the school's currently benefit from. Governors requested an update at the next meeting.</p>
FG/13/88	<p><u>Curriculum & Standards Committee Report.</u></p> <p>The draft minutes of the meeting had been previously circulated.</p> <ul style="list-style-type: none"> • The committee intend to hold an informal social evening for parents and governors once proposals for the new curriculum and long term plan are in place. • Hand writing incentives were discussed at length, with suggestions for awards based on progress.
FG/13/89	<p><u>SGP Committee Report</u></p> <p>The draft minutes had been previously circulated. The meeting focused on:</p> <ul style="list-style-type: none"> • Meeting schedule and dates for the year. • Management policy review schedule. • School Development Plan 2012/13 review. • School Development Plan 2013/14
FG/13/90	<p><u>Governor School Improvement Network Meeting</u></p> <p>MW and JH attended the meeting on 05.11.13.</p> <ul style="list-style-type: none"> • Closing the attainment gap of vulnerable groups is a main priority. • A more open approach to academies and working with those considering this option. • Performance Outcomes. County wide the end of key stage 2 results have dropped. NYCC seem unsure what has happened, and the challenge is to

	<p>understand and reverse the decline.</p> <ul style="list-style-type: none"> • Ofsted Framework Changes. Governance is under increasing scrutiny. Governors need to understand their school data, understand how pupil premium is spent, and the impact it has, similarly with the new PE sports funding. Also how non teaching staff are deployed in the classroom. • Internal Audit – Greater attention to the Schools Financial Value Standard annual return.
FG13/91	<p><u>Residential Visit to Edinburgh</u> MS outlined the proposal to go on a 3 day residential visit to Edinburgh as we have done previously with Gillamoor School. The trip will be open to all children in Years 4,5 and 6. Prop. FS Sec. SC – Agreed.</p>
	<p><u>Date of Next Meeting.</u> Tuesday 28th January 2014 6.30pm at St Hilda's</p>