

**Hovingham & St Hilda's Ampleforth CE Primary Schools' Federation**  
 Governing Body Meeting  
 Tuesday 14<sup>th</sup> April 2015

Item	Minutes
	<p>Present – Those signing the register of attendance.</p> <p>Maureen Skinner – Headteacher            Mark Wilson – Foundation            Freda Shaw – Foundation            Sallie Harland – Staff            Victoria Forrester – Parent            Jayne Conacher – Parent            Martyn Boothroyd – Co-opted            Jane Holloway – Co-opted            Rosalind Garnish – Co-opted            Mark Blades – Co-opted</p> <p>Heather Leggett – Clerk to Governors</p>
FG/15/01	<p><u>Election of Chairman</u>            HL suggested that this initial term of office should be from today until Sept 2016. Continuity of experience was also considered important due to the change in Headship in Sept 15. 3 members of the current body have previous chairman experience, however, RG and JH both declined.            MW was proposed by FS and seconded by JH.            MW left the room. A private vote was held and MW was elected unanimously.</p> <p>MW thanked JH for her time as Chairman at St Hilda's and for her major contribution during the HT recruitment process.</p>
FG/15/02	<p><u>Election of Vice Chairman</u>            MW put forward JH for the position. JH stated that she only intended to sit on the body until Sept 16, and suggested that someone else who might think about the chair's position in a few years should take the post. The time commitment is far less than the Chairman's.            MJB suggested that perhaps someone from St Hilda's should take the post so that each school was represented.            VF put herself forward if no one from St Hilda's wanted to take up the post. It was suggested that VF &amp; JH could share the post?</p> <p>MS – Proposal that JH be elected as Vice Chair with VF shadowing her. JH &amp; VF left the room while a private vote was taken, and JH was elected unanimously and the proposal accepted.</p>
FG/15/03	<p><u>Apologies for Absence</u>            Apologies were received and accepted from Lynn Lealman (co-opted staff governor).            We still have not heard about the LA Governor position, so the post is still vacant. HL will chase this up with Governor support when she forwards the new Governor details to them.</p>
FG/15/04	<p><u>Items of Confidentiality and Declarations of Interest?</u>            None</p>

FG/15/05	<p><u>Notification of Urgent Other Business</u></p> <ul style="list-style-type: none"> <li>• MJB noted during the school holidays that a contractor was erecting a tower scaffold at the front of the school in strong winds, and had a child on site. He felt this was not safe practice and the school could have been prosecuted had anything happened.</li> <li>• How does the school ensure that it has done adequate checks? “Are you CHAS accredited?” is a specific check which can be done.</li> </ul>
FG/15/06	<p><u>To Appoint Governors with Specific Responsibilities</u></p> <ul style="list-style-type: none"> <li>• SEND – Rosalind Garnish</li> <li>• Child Protection/Safeguarding – Martyn Boothroyd – MB commented that if he takes up this position he will be the Governor who sees the bullying incident record. As a result this would probably preclude him from taking part in a discipline / complaints hearing, as he has done in the past. Training is available for chairing these types of committees, so Governors agreed that 2 people should be trained to chair these types of meetings. HL will see what training is available.</li> <li>• Pupil Premium – Freda Shaw Prop. JC Sec. JH – all positions agreed.</li> </ul>
FG/15/07	<p><u>Timetable for Governor Visits</u></p> <ul style="list-style-type: none"> <li>• MS suggested that the summer term should be seen as a familiarisation term. SH suggested that Governors simply came into school and spent time in classrooms, and spoke to the children.</li> <li>• MJB had previously suggested that the children interview Governors and produce short profiles to go on the websites. SH suggested one Governor at a time go into school, with previous Hovingham Governors going to St Hilda’s and vice versa.</li> <li>• 24<sup>th</sup> April – Jayne Conacher 9.00am</li> <li>• 8<sup>th</sup> May – Jane Holloway 9.00am (now 5<sup>th</sup> May)</li> <li>• 5<sup>th</sup> June – Rosalind Garnish</li> <li>• 12<sup>th</sup> June – FS?</li> <li>• 19<sup>th</sup> June - FS?</li> </ul> <p>MS will speak to FDA ref dates at St Hilda’s. Governors discussed at length different possibilities for ways of introducing themselves to parents from both schools. MJB suggested that we wait until parents are able to meet the new Headteacher as this would be an additional incentive. MS will speak with Mr Pynn.</p>
FG/15/08	<p><u>Register of Business Interests</u> All governors present completed their forms.</p>
FG/15/09	<p><u>Register of Hospitality</u> MW completed the register – NIL return.</p>
FG/15/10	<p><u>Minutes of the last meeting – 03.03.15 &amp; 19.03.15</u> St Hilda’s Minutes &amp; Confidential Minutes – Prop MS &amp; Sec. JH Hovingham Minutes &amp; Confidential Minutes – Prop MS &amp; Sec. MB Joint Governor Minutes – 19.03.15 Prop MJB Sec. VF All agreed.</p>

FG/15/11	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> <li>• JH &amp; JC discussed the St Hilda's banners for the churches.</li> <li>• MB commented that Viv Todd is leaving the Diocese at the end of the month. She was extremely helpful during the HT recruitment process, and the commitment to both schools prior to this has been greatly appreciated. Governors agreed that we should write and thank her for her support. JH &amp; MW to sort.</li> <li>• JH &amp; MW will write a letter to go to all Governors who have stepped down, to thank them for their time and commitment.</li> </ul>
FG/15/12	<p><u>Committee Structure &amp; Dates of Future Meetings</u></p> <p>The working party and those Governor's who had been elected to their posts, have previously discussed how the meetings might be structured. MS recapped how the previous committee structures had worked, and it was largely felt that, to start with, most items need to be fully discussed at Full Governor meetings to enable all Governors to understand both schools, with the exception of Health &amp; Safety which can be done separately and then reported back.</p> <p>Health &amp; Safety Governors – MJB &amp; FS Prop. JH Sec. RG</p> <p>Dates for Full Governor Meetings for the remainder of this academic year were agreed as -</p> <ul style="list-style-type: none"> <li>• Thu 7<sup>th</sup> May – Strategic focus 4.30pm at Hovingham</li> <li>• Tue 19<sup>th</sup> May – Finance focus 4.30pm at St Hilda's</li> <li>• Tue 30<sup>th</sup> June – Standards focus 4.30pm at Hovingham</li> </ul> <p>All previously agreed dates are to be cancelled.</p>
	<p><u>Date of next meeting</u>  <b>Thu 7<sup>th</sup> May, 4.30pm at Hovingham School</b></p>