

Hovingham & St Hilda's Church of England School
 Joint Governors' Meeting
 Tuesday 21st October 2014

Item	Minute	Action
	<p>Present – Those signing the register of attendance.</p> <p>St Hilda's Jane Holloway (Community) Chairman Freda Shaw (Foundation) Vice Chairman Jayne Conacher (Parent) Rosalind Garnish (LA) Lyn Lealman (Staff) Heather Howden (Parent) Howard Galtrey (Parent) Sue Bond (Foundation) Peter Allen (Community)</p> <p>Heather Leggett – Clerk to Governors</p> <p>Hovingham Mark Wilson (Foundation) Chairman Stephen Croft (Parent) Vice Chair Martyn Boothroyd (Foundation) Richard Orange-Bromehead (LA) Mark Blades (Parent) Julie Caddy (Staff)</p>	
	<p>The meeting was opened by a prayer led by Sue Bond.</p>	
14/J/1	<p><u>Apologies</u> Apologies had been received from Rachel Prest, Maureen Skinner, Victoria Forrester and David Williams which were accepted.</p>	
14/J/2	<p><u>Absences</u> None</p>	
14/J/3	<p><u>Confidentiality & Declarations of Interest</u> None.</p>	
14/J/4	<p><u>Federation Consultation Process</u> JH outlined the purpose of the meeting which was to consider the two federation consultation documents which had been previously circulated.</p> <ul style="list-style-type: none"> • SC explained that there needed to be a minimum of 6 weeks for the public consultation. • The working party have met with representatives from the Local Authority and the Diocese to put the documents together, and to confirm that we have met all statutory requirements. • Two further amendments have been made to the documents. 1) clarification of what is a Foundation Governor and how they are appointed. 2) what is, and how do you Co-Opt somebody onto the Governing Body. • The recommended size of the new Governing Body is 12. • In addition to these 12 Governors there can be "Associate Members" who cannot vote, and are brought in for a specific purpose / project where specific help and advice is needed. <p>Q: Is 1 parent governor form each school enough? The regulations for Federated bodies state that this is the maximum.</p> <ul style="list-style-type: none"> • If the proposals are agreed then they will go out to parents, staff and local bodies on Friday 24th October. • Consultation meetings are scheduled for each school in early December. Hovingham – Wed 3rd December 7.00pm St Hilda's – Thu 4th December 7.00pm 	

	<p>Q: How will we advertise the meetings? Posters will be put on local notice boards and reminders will go on newsletters.</p> <p>Q: How will the documents be sent to parents? Copies of both documents will go home in book bags, information will go on the school newsletters and on each school website. Some Governors were concerned that parents will not look in book bags. HL said a permanent reminder could be left on the weekly newsletter.</p> <p>Q: Is the decision to federate a fete accompli, or could parents stop the process if they chose to? The Governors will have to take into account all responses to the consultation process when making their final decision.</p>	
14/J/5	<p><u>Foundation Governors</u> Currently there are 2 Foundation Governors per school, and it is expected that the incumbent will take up this post. Incumbents are now much busier, often having multiple parishes. As a result many find it difficult to not only attend meetings, but keep up to date with the school. If the Incumbent does not take up their post then the Diocese will liaise with the PCC to fill the post. Governors discussed and agreed that the Incumbent should be welcomed to maintain close links with the school and support perhaps as an Associate Member.</p>	
14/J/6	<p>Q: What arrangements are we making for anyone who has difficulty reading and understanding the consultation documents? HL will draft a covering letter to go with the documents, offering help if it is needed.</p>	
14/J/7	<p>Governors were reminded that regardless of the outcome of the consultation process, all Governing Bodies need to re-constitute by September 2015 due to new legislation. The proposed Federation will meet these requirements.</p>	
14/J/8	<p>JH proposed to St Hilda's Governors that they accept the documents. Prop. FS, Sec, JC. The vote was unanimous in favour.</p>	
14/J/9	<p>MW proposed to Hovingham Governors that they accept the documents. Prop. MB Sec. ROB. The vote was unanimous in favour.</p>	