

## St Hilda's Church of England School

Governors' Meeting  
Tuesday 3<sup>rd</sup> March 2015

Item	Minute		
	<p>Present – Those signing the register of attendance.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <p><b>St Hilda's</b> Maureen Skinner (Head Teacher) Jane Holloway (Community) Chairman Freda Shaw (Foundation) Vice Chairman Jayne Conacher (Parent) Lyn Lealman (Staff) Heather Howden (Parent) Howard Galtrey (Parent) Sue Bond (Foundation)</p> <p>Heather Leggett – Clerk to Governors</p> </td> <td style="width: 50%; border: none; vertical-align: top;"> <p><b>Hovingham</b> Mark Wilson (Foundation) Richard Orange-Bromehead (LA) Julie Caddy (Staff) Victoria Forrester (Parent) Martyn Boothroyd (Foundation) Stephen Croft (Parent) Mark Blades (Parent)</p> </td> </tr> </table>	<p><b>St Hilda's</b> Maureen Skinner (Head Teacher) Jane Holloway (Community) Chairman Freda Shaw (Foundation) Vice Chairman Jayne Conacher (Parent) Lyn Lealman (Staff) Heather Howden (Parent) Howard Galtrey (Parent) Sue Bond (Foundation)</p> <p>Heather Leggett – Clerk to Governors</p>	<p><b>Hovingham</b> Mark Wilson (Foundation) Richard Orange-Bromehead (LA) Julie Caddy (Staff) Victoria Forrester (Parent) Martyn Boothroyd (Foundation) Stephen Croft (Parent) Mark Blades (Parent)</p>
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	The meeting was opened by a prayer led by Sue Bond		
FG/15/23	<p><u>Apologies</u> Apologies were received and accepted from Rosalind Garnish and Peter Allen.</p>		
FG/15/24	<p><u>Absences</u> None</p>		
FG/15/25	<p><u>Confidentiality &amp; Declarations of Interest</u> HL expressed an interest in item J4 and requested that it be entered into the confidential minutes.</p>		
FG/15/26	<p><u>Notification of AOB.</u> None</p>		
FG/15/27	<p><u>Minutes of last meeting.</u> The minutes and confidential minutes of 27.01.15 and 03.02.15 were approved and signed by JH. Prop MS, Sec JC</p>		
FG/15/28	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> <li>• FG/15/6 – Holiday in term time policy. MS will be attending a cluster meeting shortly and the subject is an agenda item, with the aim of agreeing a consistent approach across the cluster.</li> <li>• Publicity – St Hilda's PCC have expressed a wish for more publicity for the school. Governors discussed the possibility of general information going on the church notice boards, including photos from recent activities etc. The weekly school newsletter should also be included. JH suggested that perhaps the newsletter needs a sharper front page? It was then suggested that noticeboards could be utilised at all 4 local churches, with the same "corporate" style used in each, to include contact and website details. JC will do St Oswald's, FS, St Hilda's, JH HolyTrinity, Gilling?</li> <li>• HG asked about progress with exchange visits with other school / churches. This is still to be followed up.</li> <li>• FG/15/22 Correspondence – HL explained that not all correspondence can be discussed at full governor meetings, as this may impact on complaints or pupil discipline procedures.</li> </ul>		
FG/15/29	<p><u>Correspondence</u> None</p>		

FG/15/30	<u>Publicity</u> Discussed in matters arising.
	JH noted that this is the last St Hilda's Full Governing Body meeting as it stands, before the new Federated Body comes into place on 1 <sup>st</sup> April. JH thanked all governors for their considerable commitment and work.
	<b><u>Joint Agenda Items</u></b> MW introduced Sallie Harland as the new staff governor for the Federated Body
FG/15/31	<u>Correspondence</u> None
FG/15/32	<u>Head Teacher Recruitment – Update</u> HL confirmed that 7 applications have been received, and shortlisting will take place on Wed 4 <sup>th</sup> March. Staff and governors will be updated as to numbers to be interviewed and the structure of the 2 days. The interview days will take place on 18 <sup>th</sup> & 19 <sup>th</sup> March, with a brief ratification meeting for all governors at 6:00pm on Thursday 19 <sup>th</sup> March at St Hilda's.
FG/15/33	<u>Federation Update</u> <ul style="list-style-type: none"> <li>• Instrument of Government has been accepted by the LA, after a minor change of wording by the Diocese relating to their administration of appointees.</li> <li>• Staff governor and both parent governors have been elected.. Confirmation from the Diocese is expected shortly to confirm MW and FS as foundation governors. The LA governor has yet to be appointed.</li> <li>• Date for initial meeting set as Thursday 19<sup>th</sup> March following the ratification meeting (6:00pm). 6.30pm at St Hilda's</li> <li>• MW noted that this is the last full joint governors meeting prior to the Federated Body taking over. MW expressed his thanks to all governors, both those who were leaving and those who have expressed an interest in carrying on, for their work and commitment. He also thanked HL for her work as clerk.</li> </ul> <p>JC and HG now left the meeting</p>
FG/15/34	<u>Clerk's Role post Federation –</u> Entered into the confidential minutes.
FG/15/35	<u>School Development Plan – Review Progress</u> The School Development Plan (SDP) had been previously circulated to governors. Discussion and clarification was sought on - <ul style="list-style-type: none"> <li>• As previously discussed succession planning progressing well.</li> <li>• What progress has been made on the item 4 –“Further develop Subject Co-Ordinators roles” with specific reference to ICT.? Training has been attended, and we have adopted the Somerset (Wessex) scheme of work for the new curriculum. This includes some achievement descriptors so that recording of progress is clearer. Staff have received training in how to use the Windows 365 software more effectively.</li> <li>• School Meals. MW questioned what had happened to the funding of school meals as some time ago, it had seemed that we may not be able to continue? HL clarified that in the first 2 years since schools have had to carry the full cost of the service, County Caterers have been able to provide funding to meet any deficit, however HL believed that this funding was now exhausted. A budget for 2015/16 has yet to be received. Uptake of meals is better due to the introduction of Universal Infant School Meals (UIFSM) and we receive a slightly higher level of funding for these meals, and generally break even.</li> <li>• Knowledge of schools for new governing body? This will be vital for the new Federated Governing Body and will be discussed at their first full meeting.</li> </ul>

	<ul style="list-style-type: none"> <li>• Appraisal programme – this is the same system as the school has previously used</li> <li>• SC suggested a “traffic light system” for how items are progressing, to make it clearer and easier for Governors to identify. Agreed.</li> <li>• ROB – could this be applied to the policies for review? We do use a similar system in the review schedule to indicate legally required / useful to have etc. SB now left the meeting.</li> <li>• Who updates the school website? This is done by office staff. JH expressed a wish to use the website and make it as lively as possible to raise the profile of both schools. – It was suggested that this could be an Associate Governor position? Governors were also encouraged to look at other school sites for ideas. Content needs to be current, eye catching and exciting.</li> </ul>
<p>FG/15/36</p>	<p><u>Policies for Review / Approval</u></p> <ul style="list-style-type: none"> <li>• Freedom of Information (FOI)– Revised NYCC Policy</li> <li>• Model Publication Scheme – Revised NYCC Policy</li> <li>• Whistleblowing – Revised NYCC Policy</li> </ul> <p>These 3 policies are statutory policies, so we use the NYCC model policy to ensure support from the LA if it were ever needed.</p> <ul style="list-style-type: none"> <li>• “Headteacher” needs to be inserted as the “responsible person” in the FOI policy and it is to be the responsibility of the “Full Governing Body” to monitor.</li> <li>• VF asked for clarification on charges for copies. HL confirmed that the costs of 5p/10p per copy were well below the actual copy charges paid by the school, so the “time” element would be covered in this. If we estimate that providing the information will cost more than ‘the acceptable limit’ (currently £600 in central government or £450 for all other authorities), then we have a choice of either refusing to provide the information (in line with s.12 of the Act) or charging the full estimated cost.</li> <li>• VF queried the reference to staff pay. HL had left this blank as she was unsure it should be included, as it would be easy to identify staff. It was agreed that should a request be made we would simply state that all teaching staff are paid as per the national terms and conditions.</li> <li>• Anti Bullying – FS commented that the policy makes reference to Governors seeing the incident record. FS stated that Governors have never seen this, and suggested that Governors should see it on a regular basis. HL expressed concern that if all Governors had sight of the details it would be difficult to convene a complaints or pupil discipline committee if needed. MS suggested this be the responsibility of the safeguarding governor. Agreed</li> </ul> <p>With the above amendments all policies were agreed – Prop.ROB Sec. JH</p>
<p>FG/15/37</p>	<p><u>Governors’ Role in Promoting “British Values”</u></p> <p>Part of the School’s Self Evaluation Form contains the statement -  <b><i>“Ensure that they (Governors) and the school promote tolerance of and respect for people of all faiths (or those of no faith), cultures and lifestyles; and support and help, through their words, actions and influence within the school and more widely in the community, to prepare children and young people positively for life in modern Britain?”</i></b></p> <p>What are British Values?  Governors discussed what was meant by the statement</p> <ul style="list-style-type: none"> <li>• MS confident that at both schools we promote tolerance, but perhaps need to look wider, at other beliefs and cultures that are within Britain.</li> <li>• Democracy – Discussions with pupils about new sports kit, perhaps a wide discussion could be used?</li> <li>• Could the 2 schools together sponsor a child to link with another school, to show that they’re caring for someone else?</li> <li>• Governor assemblies at Hovingham – does this look at British values?</li> </ul>

	<ul style="list-style-type: none"><li>• Can opportunities for Governor involvement be built into the school planning? MS – Yes. Location of schools make it difficult for children to see and interact with people of other faiths and cultures.</li><li>• Is there any guidance from DfE which gives a list of British values? Yes – DfE Guidance lists - democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.</li><li>• Governors confident that the school is doing what is required, and see that that is their role to monitor this– not to be doing it themselves. Governors need to provide evidence to MS about what they have seen to support this. VF, MB and FS will send statements to MS.</li></ul>
	<p><u>Date of Next Meeting</u> Headteacher appointment, ratification meeting. <b>Thursday 19<sup>th</sup> March 6:00pm at St Hilda's</b></p>