

**St Hilda's Church of England School**  
 Governors' Meeting  
 Tuesday 16<sup>th</sup> September 2014

Item	Minute	Action
	<p>Present – Those signing the register of attendance.</p> <p><b>St Hilda's</b>            Maureen Skinner (Head Teacher)            Jane Holloway (Community) Chairman            Freda Shaw (Foundation) Vice Chairman            Jayne Conacher (Parent)            Rosalind Garnish (LA)            Lyn Lealman (Staff)            Heather Howden (Parent)            Howard Galtrey (Parent)</p> <p>Heather Leggett – Clerk to Governors</p>	
	<p>The meeting was opened by a prayer led by Freda Shaw.</p>	
FG/14/57	<p><u>Proposal for interim Chairman &amp; Committee Structure</u>            It was proposed to the meeting that in light of the likely changes to the Governing Body either through Federation with Hovingham or as a result of the need to re-constitute due to Government legislation, it made sense for all officers and committee members to remain in place. Prop FS Sec. LL - Agreed</p>	
FG/14/58	<p><u>Apologies</u>            Apologies had been received from Sue Bond and Peter Allen, which were accepted.</p>	
FG/14/59	<p><u>Absences</u>            None</p>	
FG/14/60	<p><u>Confidentiality &amp; Declarations of Interest</u>            None.</p>	
FG/14/61	<p><u>Notification of AOB.</u>            Staffing x 2            Nativity Scene</p>	
FG/14/62	<p><u>Election of Sub-Committees</u>            RG agreed to take FT's place on the SGP committee due to her resignation from the Governing Body. – agreed.</p>	
FG/14/63	<p><u>Governor Responsibilities</u>            Governor Responsibilities remained unchanged.            SEN – Rosalind Garnish / Jayne Conacher            Child Protection – Freda Shaw            Pupil premium – Freda Shaw</p>	
FG/14/64	<p><u>Register of Business Interests</u>            All Governors present completed / updated their business interest forms. Those forms for SB and PA will be carried forward to the next meeting</p>	<b>HL</b>
FG/14/65	<p><u>Register of Hospitality</u>            JH updated and signed the register</p>	

FG/14/66	<p><u>Minutes of last meeting. – 24.06.14</u> The minutes and confidential minutes of the last meeting were approved and signed by JH. Prop. FS Sec. HH – agreed</p>	
FG/14/67	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> <li>• Online Safeguarding course. HL still needs to arrange login details for PA and HG. HH said she would complete it at home, HL to send the link.</li> <li>• Brief parental report to go in the weekly newsletter after a meeting. HH and JC to e-mail something to the school office.</li> <li>• HL to include a list of all Governors in the next newsletter and the reason why we won't be replacing FT at the moment.</li> <li>• TA position. We advertised prior to the summer, but received no applicants. We have re-advertised and will be interviewing 2 candidates next week.</li> </ul>	<p><b>HL</b> <b>JC/HH</b> <b>HL</b></p>
FG/14/68	<p><u>Governing Body Constitution</u></p> <ul style="list-style-type: none"> <li>• Fleur Thompson has resigned from the governing body, due to family and work commitments. Governors agreed there is no point trying to replace her due to the likely changes as a result of Federation or re-constitution.</li> <li>• The PCC have confirmed FS's re-appointment for another 4 year term.</li> </ul>	
FG/14/69	<p><u>Curriculum &amp; Standards Committee – Report</u> MS gave a report from the committee meeting held on 08.07.14. Most of the meeting was spent discussing the new SEND code of practice.</p> <ul style="list-style-type: none"> <li>• Provision should now largely be made in class, and children should not be withdrawn for intervention work.</li> <li>• The use of categories such as “School Action” and “School Action Plus” have been removed.</li> <li>• “Statements” have been replaced with Education and Health Care Plans” (EHCP).</li> <li>• The new code of practice gives parents more influence over the provision for their child, and any associated budget can go directly to them instead of the school. The potential funding issues were discussed in depth.</li> <li>• RG pointed out that the Autistic Society website had some very good information regarding EHCPs.</li> </ul> <p>Pupil Progress - The SAT's results for Year 6 were very good this year, with some children making better than expected progress. Curriculum 2014 – A 2 year plan has been developed. A huge amount of work has been done, but more will be necessary as we start to work with it.</p>	
FG/14/70	<p><u>Policies to be reviewed / approved</u> Admissions Policy – It is a statutory requirement that this policy is reviewed each year. It is unchanged from last year. Prop. FS Sec. JH – agreed.</p>	
FG/14/71	<p><u>Governance Audit – Feedback</u> A Governance Audit was carried out on 9<sup>th</sup> Sept. This is one of the themed audits being carried out by Veritau this year after the Schools Financial Value Standard returns were received in March 2014. It was generally very positive, particularly the ongoing self evaluation which Governors are doing. It was noted however that the Budget Management Policy needs to be approved by the full Governing Body and not just the Finance &amp; Personnel Committee. We will not receive an individual school report, but a summary report of the overall findings will be produced once all schools have been visited.</p>	

FG/14/72	<u>Federation Consultation Process</u> Both Governor bodies have agreed to move towards full federation. A letter was sent out to all parents, staff and interested parties prior to the summer break. No feedback has been received. The formal 6 week consultation process now needs to be started as soon as possible. The working party will be meeting with officers from NYCC shortly.	
FG/14/73	<u>Nursery Outdoor Area</u> <ul style="list-style-type: none"> <li>• Work is almost complete on the new play area. LL expressed concern over a number of small items, and will complete a snagging list.</li> <li>• An official opening of the new area is to be used to publicise the school, and it was suggested that a local celebrity would help raise the profile. RG suggested Amy Garcia – BBC local news presenter.</li> <li>• Ideally any event should be before Christmas, to get ahead of the January application deadline for September places.</li> </ul>	<b>LL</b>
FG/14/74	<u>A.O.B.</u> <ul style="list-style-type: none"> <li>• Staffing – HL informed the Governors that Miss Hope (Admin Assistant) is pregnant, and is likely to go on maternity leave at Christmas. A temporary replacement will be advertised, however, HL stated that she thought it would not be an easy post to fill, due to the short term nature, low pay and rural location.</li> <li>• MS confirmed that 4 applications had been received for the re-advertised ATA post, and 2 people would be interviewed on 23<sup>rd</sup> September.</li> <li>• Nativity Scene – FS explained that York Diocese is asking local York schools to produce a nativity scene which will then be displayed in York shops. She wondered if a similar scheme could be run in Helmsley? MS suggested approaching Helmsley in Business. FS to speak to Mandy Silk.</li> </ul>	<b>FS</b>
	<u>Date of Next Meeting</u> <b>Monday 24<sup>th</sup> November 2014 5.30pm at St Hilda's</b>	