

St Hilda's Church of England School
 Governors' Meeting
 Wednesday 19th September 2012

Item	Minute	Action
	Present – Those signing the register of attendance. St Hilda's Maureen Skinner (Head Teacher) Louise Wood (Parent) Sue Bond (Foundation) Jane Holloway (Community) Chairman Freda Shaw (Foundation) Vice Chairman Jayne Conacher (Parent) Fleur Thompson (Parent) Heather Leggett – Clerk to Governors	
	The meeting was opened by a prayer led by Sue Bond.	
FG/13/49	<u>Election of Chairman</u> HL outlined the procedure for the election and term of office of the chairman. JH was nominated – Prop FS Sec. SB. JH left the room whilst a vote was taken. She was elected unanimously.	
FG/13/50	<u>Election of Vice Chairman</u> HL outlined the procedure for the election of the Vice Chairman. FS was nominated Prop. JH Sec. JC. FS left the room whilst a vote was taken. She was elected unanimously.	
FG/13/51	<u>Apologies</u> Apologies had been received Rosalind Garnish, which were accepted.	
FG/13/52	<u>Absences</u> None	
FG/13/53	<u>Confidentiality & Declarations of Interest</u> None.	
FG/13/54	<u>Notification of AOB.</u> JC – Uniform and HL – School Website.	
FG/13/55	<u>Election of Sub-Committees</u> Please see the attached sheet for a full list of committee members.	
FG/13/56	<u>Governor Responsibilities</u> SEN – Rosalind Garnish / Jayne Conacher Child Protection – Louise Wood / Fleur Thompson Pupil premium – will be discussed in item 20	
FG/13/57	<u>Register of Business Interests</u> All governors present updated their register of business interests. The	HL

	remainder will be brought to the next meeting.	
FG/13/58	<u>Register of Hospitality</u> No items were declared for the register of Hospitality. JH signed to update it.	
FG/13/59	<u>Minutes of last meeting.</u> The minutes of the last meeting were agreed and signed by JH. Prop. FS Sec. MS - Agreed	
FG/13/60	<u>Matters Arising</u> <ul style="list-style-type: none"> • FG/13/42 entered into the confidential minutes. • School Meals. MS has contacted Kevin Maclam at St Ben's to arrange a joint meeting. • Safeguarding audit. Governors were reminded to carry out the online course and print the certificate for school records. 	MS Gov.
FG/13/61	<u>Governing Body Constitution</u> <ul style="list-style-type: none"> • Parent Governor Nominations are currently being sought for the vacant position left by Sarah Thompson and for LW's current position which ends on 13th Oct. • There are also current vacancies for a Community Governor and Staff Governor. • Governor's questioned whether a shorter term of office would attract more volunteers for the staff and parent positions, or whether one parent position should be replaced with another community governor. HL to look into the implications of amending the constitution. 	HL
FG/13/62	<u>School Mission Statement - Review</u> MS asked for this to be deferred to the next meeting as she is currently working on updating it and making it more concise.	MS
FG/13/63	<u>Governor Vacancies</u> Discussed above in FG/13/61	
FG/13/64	<u>Finance Committee Report</u> <ul style="list-style-type: none"> • Minutes of the committee had been previously circulated. FS recapped that the meeting on 13.05.13 had looked at the final outturn for 12/13 and the start budget for 13/14. Changes to the funding formula were discussed, along with use of the pupil premium, sports funding and staffing. • A joint finance meeting was held on 16.07.13 to primarily look at the new pay and appraisal policies required due to the changes to teaching staff terms and conditions. These have now been circulated to all governors. • MS explained that we are currently using the new sports funding to employ an Advanced Skills Primary PE teacher (Dave Mulholland) for one afternoon per week for the autumn term initially. Hovingham children are travelling to St Hilda's, where Reception and KS1 have a lesson together and then all of KS2. Mr Mulholland is joined by other staff to observe him and up skill. He has already carried out an audit of all PE equipment and new 	

	<p>equipment has been ordered (approx. £950.00). We are also subsidising the after school judo and badminton clubs.</p> <ul style="list-style-type: none"> • Governors questioned how all on the body could be confident and explain “value for money” MS explained that the main body delegates those responsibilities to the Finance Committee and that members of that committee would be present at any Ofsted inspection. 	
FG/13/65	<p><u>Health & Safety Report</u></p> <p>MS and FS met in early July and discussed the Nursery fencing and boundary fencing requirements which have been addressed over the summer holidays. MS and HL are looking into refurbishment of the children’s toilets.</p>	
FG/13/66	<p><u>Governor Monitoring Report</u></p> <p>FT undertook a monitoring visit in the spring looking at support for writing and handwriting. She felt that overall it was very positive, with good labelling, interactive displays, and examples of children’s work. It was also noted that several children had entered written work into the Wass Show.</p> <p>Governors questioned how often monitoring visits should be done. MS stated it was up to the Governing body to decide, and asked that visits be guided by the priorities in the school development plan. Governors agreed.</p> <p>Governors asked if guidance is available for what is expected of them on a monitoring visit, and if there were any pro formas or guidelines for reporting back.</p>	MS
FG/13/67	<p>Policies for review / approval</p> <ul style="list-style-type: none"> • Pay Policy – Discussed in depth at the previous finance committee meeting, and staff have had a consultation period. Staff have queried if TLR payments would be protected if a staffing restructure was to take place, and whether absence from work to look after a dependant would count towards personal absence. • Appraisal Policy – This has also been discussed in depth by governors and staff. It was agreed that Ofsted grading’s would only be assigned by HT/Ofsted or LA personnel after observations. Governors with Qualified Teacher Status (QTS) would not give grading’s as that does not form part of a monitoring visit. Moderation of appraisal outcomes will be done by two members of the Finance and Personnel committee. • Pupil Premium Policy – A new policy written to aid accountability and correct usage of the funding. FS took on Governor Responsibility for Pupil Premium. • Absence in Term Time Policy - This has been changed to reflect the statutory position that a Head Teacher can no longer authorise any leave during term time unless exceptional circumstances arise. Governors discussed what exceptional circumstances might be and MS confirmed that she would always seek guidance from the LA. <p>All policies were accepted. Prop. FS Sec. JH – agreed.</p>	
FG/13/68	<p><u>Sports Funding</u></p>	

	Discussed above in FG/13/64	
FG/13/69	<u>A.O.B.</u> <ul style="list-style-type: none"> • JC asked if the school would review what items were available from school shop, in particular the sweatshirt cardigans which were available from the previous supplier. • School Website – HL explained that a new website has been built and is almost ready to launch. She will send a link and asked all governors to look at the site and provide some feedback, in particular testing the links and suggestions for additional information. 	HL
	<u>Date of Next Meeting</u> This will be advised after the SGP meeting on 9 th October.	