

## St Hilda's Church of England School

### Governors' Meeting

Tuesday 27<sup>th</sup> January 2015

Item	Minute
	<p>Present – Those signing the register of attendance.</p> <p>Maureen Skinner (Head Teacher)  Jane Holloway (Community) Chairman  Rosalind Garnish (LA)  Freda Shaw (Foundation) - Minutes  Lynn Lealman (Staff)  Heather Howden (Parent)  Howard Galtrey (Parent)  Peter Allen (Community)  Jayne Conacher (Parent)</p>
	<p>The meeting was opened with a prayer led by Freda Shaw.</p>
	<p><u>Apologies</u>  Apologies had been received and accepted from Sue Bond and Heather Leggett</p>
	<p><u>Absences</u>  None</p>
	<p><u>Confidentiality &amp; Declarations of Interest</u>  MS for Headteacher's Performance Review</p>
	<p><u>Notification of AOB.</u>  Parent Governors – swimming, lunch menu, photographer, smile &amp; whine, nativity rehearsals, parent – governors communications</p>
	<p><u>Minutes of last meeting.</u>  The minutes and confidential minutes of the last meeting were agreed and signed by JH.  Prop. JC Sec. MS  Heather , a correction – FG/14/98 'previously' instead of 'preciously'</p>
	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> <li>• Mrs Woodward will begin maternity leave on 23<sup>rd</sup> February. Mrs Wood (currently teaching Class 2 on Wednesdays and Class 1 on Thursdays and Fridays) will teach Class 1 full time.</li> <li>• Mr Swann will teach Class 2 for one day per week instead of Mrs Wood, but on a Friday rather than a Wednesday. His expertise in music will be very welcome.</li> </ul> <p><u>Matters Arising – Confidential Minutes</u></p> <ul style="list-style-type: none"> <li>• MS reported Northern Ryedale Headteachers has discussed policy on 'Holiday taken in term time' and agreed that to improve consistency of approach across all schools in the group. A letter explaining the regulatory position would be sent to all parents.</li> </ul>
	<p><u>AOB</u>  A governors' meeting to discuss concerns about communication between school, parents, parent governors and the chair of governors was set for 5.30pm Tuesday 3<sup>rd</sup> February.</p> <ul style="list-style-type: none"> <li>• JC reported that the monthly calendar sent home recently had been a great help and much appreciated. MS said that now the admin assistant post has been filled, the intention is to produce the calendar regularly.</li> <li>• JC advised that a parents had expressed concern over a number of matters:</li> </ul>

Swimming lessons: parents were surprised when KS1 did not go swimming this term and would like their KS1 children to continue to have swimming lessons. MS explained that swimming is not part of the KS1 PE curriculum. She had discussed all the options with staff at a staff meeting, and it was decided that KS2 (from both schools) swimming, and KS1 doing PE in the Village Hall was the best option for this term. These sessions were joint with Hovingham children as part of the schools' arrangements to provide improved social and learning opportunities for the children.

Following discussion, it was agreed that the arrangements could not be altered this term. The Curriculum Committee would review the situation to see if an alternative arrangement could be made to work in future. The notice on the website stating that KS1 children have swimming lessons would be removed until further notice. Parent governors were asked to assure any concerned parents, that arrangements relating to Hovingham children in the current situation, or any future situations do not, and never will, take preference over St Hilda's children.

Entering school from the school bus: parents asked for clarification of who was responsible for seeing children from the bus onto school premises and ensuring they didn't return to the road. MS said the driver sees pupils off the bus, through the gate and closes the gate behind them, the teacher on duty has them in view from her position at the corner of the building. HG said a driver he spoke to wasn't sure whether it was his responsibility, although he does see the children through the gate. MS undertook to ring county transport to check who is responsible between the taxi and the school gate.

School lunch menus: the three weekly rotating menu has not been sent home this term. MS will ask Mrs Cooper to send the menus home regularly. Parents are surprised when children say they have eaten something different from the planned meal. MS explained that VS knows the children's likes and dislikes so well, that she personalises the menu if possible, which prevents the child being hungry and saves waste.

School Photographs: there was general dissatisfaction at the quality and standard of the photographs taken this term, and the lateness of their delivery. MS explained that the original company declined to take this year's photographs as the number of orders ensuing was so small. It had taken some time to find an alternative company, hence the late delivery date. A new photographer would be sought in plenty of time for next year's pictures.

Rehearsals for Nativity play: parents were concerned that the number of rehearsals required for the joint Carol and Nativity service on 17<sup>th</sup> December had been too tiring for some of the smaller children, who had been disinclined to go to church again over Christmas. MS said that preparations had largely taken place in school, but a minimum number of visits to church had been required in order for the children to do themselves justice in the performances. FS suggested that in future years the Christingle service could be held early in the January term before Epiphany. It was agreed to consider this nearer the time.

Smile & Whine: everyone agreed that the attendance at these sessions had been disappointing although those attending had found the discussions interesting and useful. MS, staff and governors had all appreciated feedback from the meetings. MS asked JC, HH and HG for suggestions for improving the promotion of the forthcoming sessions to encourage more parents to attend.

JH explained that the matters discussed under this AOB were in the main, ideal for open discussion at a Smile & Whine session. Any concerns raised by parents with Parent Governors should, in the first instance be directed to MS, who will deal with them immediately, or may suggest they could usefully be discussed at Smile & Whine. If parents' concerns are not satisfactorily addressed by either of these suggestions, then the matter may require discussion at a governing body meeting, but only if all other channels have been exhausted.

**This part of the meeting ended at 6.25pm. Governors moved on to the joint meeting with Hovingham.**

