

St Hilda's Church of England School

Governors' Meeting
Tuesday 24th June 2014

Item	Minute
	<p>Present – Those signing the register of attendance.</p> <p>St Hilda's Maureen Skinner (Head Teacher) Jane Holloway (Community) Chairman Rosalind Garnish (LA) Freda Shaw (Foundation) Lynn Lealman (Staff) Heather Howden (Parent) Howard Galtrey (Parent) Sue Bond (Foundation) Peter Allen (Community) Jane Conacher (Parent)</p> <p>Heather Leggett – Clerk to Governors</p> <p>Hovingham Mark Wilson (Foundation) Richard Orange-Bromehead (LA) Julie Caddy (Teaching) Stephen Croft (Parent) Martyn Boothroyd (Foundation) Rachel Prest (Community) Victoria Forrester (Parent) Mark Blades (Parent) David Williams (Parent)</p>
FG/14/40	The meeting was opened with a prayer led by Sue Bond.
FG/14/41	<u>Apologies</u> Apologies had been received and accepted from Fleur Thompson.
FG/14/42	<u>Absences</u> None
FG/14/43	<u>Confidentiality & Declarations of Interest</u> MS requested that item 11 Succession Planning –Working Party Recommendations should be entered into the confidential minutes. – agreed.
FG/14/44	<u>Notification of AOB.</u> JC raised 1 item regarding the September intake. – accepted.
FG/14/45	<u>Minutes of last meeting.</u> The minutes and confidential minutes of the last meeting were agreed and signed by JH. Prop. FS Sec. SB - Agreed
FG/14/46	<u>Matters Arising</u> <ul style="list-style-type: none"> • Online safeguarding training. HL is to organise some login details for those Governors needing to do the training, as issues were experienced by some. • Smile and Whine. MS stated that the last meeting had been very positive with some constructive discussions. The next meeting is Thursday 3rd July at 3.30pm • The note added to the main pedestrian gate has reduced the amount of time it is left open. It will be mentioned to Image Playgrounds when they are doing the work in the summer. • Q: Is Raiseonline data seen by the Curriculum and Standards Committee? A: Yes. • MS gave an update on staffing for September. Mrs Faye Dodds-Aston has been recruited to replace Mrs Cleary. An advert for a General Teaching Assistant (GTA) to work 5 mornings per week, will be placed shortly due to a child who has recently joined Yr5 with significant special needs.
FG/14/47	<u>Governors' Constitution</u> HL advised the meeting that Jane Holloway's term of office is due to expire on 31 st July

	2014. JH confirmed she would remain in her position. Freda Shaw's term is due to expire on 31 st August 2014. HL is awaiting confirmation from the PCC.
FG/14/48	<p><u>Health & Safety Committee report</u></p> <p>A visual inspection was carried out on 09.06.14 Items discussed included:</p> <ul style="list-style-type: none"> • The state of the ranch style fencing down both sets of steps to the playground, the playground bench and steps up to Nursery.MS confirmed that this is all programmed to be replaced over the summer holidays. • The fire escape sign by the door adjacent to the Nursery toilets needs to be covered up as this is no longer the fire escape. • Possible location of a caretaker's cupboard. • Storage of chemicals in the kitchen.
FG/14/49	<p><u>Finance Committee Report</u></p> <p>The minutes of the meeting held on 20th May had been previously circulated. FS reviewed the minutes which had covered:</p> <ul style="list-style-type: none"> • The development of the Nursery outdoor area, and possible toilet refurbishment works. • The 13/14 final outturn. • The 14/15 start budget. • Schools Financial Value Standard review. • The introduction of universal free school meals (UFSM) in September 14. • Nursery lunch club. • Re-organisation of Teaching Assistant (TA) hours following Mrs Sturdy's retirement. <p>Governors discussed the need for some form of report to go on the school newsletter following a full Governors meeting so that parents have an awareness of items under discussion / review, such as the Nursery Lunch Club. HH and JC to produce a summary paragraph for the school newsletter.</p> <p>HL also confirmed that the funding for UFSM was coming from the Government and that the £3k lump sum to aid their implementation was a one off payment, not annual.</p>
FG/14/50	<p><u>Succession Planning – Working Party Recommendations.</u></p> <p>This item was entered into the confidential minutes.</p>
FG/14/52	<p><u>AOB.</u></p> <p>JC raised concerns that we are failing to promote ourselves effectively, which is in turn failing to overcome the local perception, that we are second rate to other local schools, with parents choosing to send their children elsewhere after Nursery. Governors agreed that we should:-</p> <ul style="list-style-type: none"> • Advertise the Nursery and take advantage of this when the new play area is completed. • Emphasise how inclusive we are, what excellent facilities we have and our small class sizes.
	Jane Holloway & Freda Shaw now left the meeting and Hovingham Governors joined for the joint agenda items.
FG/14/53	<p><u>Correspondence</u></p> <p>None</p>
FG/15/54	<p><u>Head Teacher's Report</u></p> <p>The report had been previously circulated.</p> <ul style="list-style-type: none"> • SENCO? – Special Education Needs Co-Ordinator • Can-Do? - Comprehensive Assessment of Needs - Document. This is a new electronic process to apply for a child to be formally assessed. "Education Health and Care Plans" will now replace the previous "Statement of Special Educational Needs" There is no guarantee that this will attract additional funding, but it might.

	<ul style="list-style-type: none"> • Hovingham has a high % of children with SEN? Yes, at the moment, but this tends to go in cycles. • JC added that Mrs Bellfield, an NQT from Sand Hutton had been to visit class 1. • Q: Have any of the visits by prospective parents been positive? Yes, St Hilda's have a new child in Yr5, 2 new pupils will be joining Hovingham in Yr1 (1 in July and 1 in September). A fourth parent was looking regarding September 15.
FG/14/55	<p><u>Safeguarding Audit – Update</u> MS explained that changes had been made to the behaviour section and the safer recruitment section. MS needs to go through these changes with the respective child protection governors from each school. David Williams and Freda Shaw. A return also needs to be made to NYCC to confirm that the changes have been made.</p>
FG/14/56	<p><u>Head Teacher's Performance Management</u> JH, MW and VF met with MS for a 6 monthly review of her targets and to review progress. They confirmed to the meeting that everything is on track, and everyone is happy with progress to date.</p>
	<p><u>Date of Next Meeting.</u> To be advised.</p>