

## St Hilda's Church of England School

Governors' Meeting

Tuesday 28<sup>th</sup> January 2014

Item	Minute	
	<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)            Jayne Conacher (Parent)            Lynn Lealman (Staff)            Heather Howden (Parent)            Howard Galtrey (Parent)            Sue Bond (Foundation)            Peter Allen (Community)</p> <p>Heather Leggett – Clerk to Governors</p>	<p><b>Hovingham</b>            Mark Wilson (Foundation)            Richard Orange-Bromehead (LA)            Julie Caddy (Teaching)            David Williams (Parent)            Stephen Croft (Parent)            Martyn Boothroyd (Foundation)            Rachel Prest (Community)            Victoria Forrester (Parent)            Mark Blades (Parent)</p>
FG/14/01	The meeting was opened with a prayer led by Sue Bond. JH welcomed Peter Allen as our new Community Governor.	
FG/14/02	<p><u>Apologies</u>            Apologies had been received from Rosalind Garnish which were accepted.</p>	
FG/14/03	<p><u>Absences</u>            Fleur Thompson</p>	
FG/14/04	<p><u>Confidentiality &amp; Declarations of Interest</u>            MS declared an interest in item J2 – Head Teacher's Performance Management.            Item J6 – Succession Planning was entered into the confidential minutes.</p>	
FG/14/05	<p><u>Notification of AOB.</u>            LL – Outdoor storage for Nursery            MS – WW1 celebrations</p>	
FG/14/06	<p><u>Minutes of last meeting.</u>            The minutes and confidential minutes of the last meeting were agreed and signed by JH. Prop. MS Sec. HH - Agreed</p>	
FG/14/07	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> <li>• HL to check if all Governors have now completed the online safeguarding training. – <b>HL</b></li> <li>• FG/13/81 JAPR – Q: Have the planned interventions for KS2 pupils been actioned. A: Yes, these are taking place on a 1:1 basis.</li> <li>• FG/13/79 Mission Statement Review – FS asked for this item to be carried forward to the next meeting. - <b>FS</b></li> <li>• FG/13/78 Health &amp; Safety Committee – Date for meeting Mon. 3<sup>rd</sup> February 9.15am.</li> <li>• FG/13/87 Support Staff Pay Consultation – Following the consultation period with Unison and staff, NYCC have withdrawn their original proposal, and will be consulting further with Head Teacher's.</li> </ul>	

FG/14/08	<p><u>Finance Committee Report</u> The draft minutes had been circulated previously with the agenda.</p> <ul style="list-style-type: none"> <li>The Charging and Remissions policy is available to everyone on the school website.</li> </ul>
FG/14/09	<p><u>School's Financial Value Standard (SFVS)</u> A copy of the SFVS had been previously circulated with the agenda. HL explained that the SFVS is an annual return which needs to be made to Veritau, who are the LA's auditors, and is designed for Governors to ensure correct and appropriate financial management. The return has been approved by the finance committee, and needs final ratification by the full Governors. Q:How long is the school given to complete items which are marked as "in part"? A: Unsure. This is only the second time the return has been made, so we are unsure if any comparison will be made with the previous one.</p>
FG/14/10	<p><u>Parental Engagement</u> This is a significant area which Ofsted will look at, and we need to increase our efforts, especially as our numbers have grown and there are more parents to consult with. Governors discussed possible ways to improve engagement and proposed:-</p> <ul style="list-style-type: none"> <li>Termly parental meetings. A "Smile and Whine" meeting has been introduced at Hovingham, and has proved very positive. Allowing, parents to discuss what is working well, what areas they would like to see improved and put forward suggestions for the future. <b>Thu 20<sup>th</sup> March 3.30pm</b></li> <li>Provide information on the new phonics scheme which has been introduced, to explain how parents can support their child's learning at home.</li> <li>Invite parents, governors and community members to come in and read to children.</li> </ul>
FG/14/11	<p><u>Governor Monitoring Visits</u> HH and FS will carry out a monitoring visit to look at Maths teaching. Monday 31<sup>st</sup> March 9.10am HH – Class 2 and FS Class 1 and Nursery. Governors asked MS to brief them before visits, regarding what they should be looking at, and how best to record and feed back on their findings.</p>
	<p><b>Hovingham Governors now joined the meeting.</b></p>
FG/14/12	<p><u>Correspondence</u> None.</p>
FG/14/13	<p><u>Head Teacher's Report</u> The report had been previously circulated with the agenda. Governors sought clarification and further details on:</p> <ul style="list-style-type: none"> <li>Phonics Bugs – MS explained that this is a new scheme for supporting and improving the teaching of phonics. The scheme includes many resources, including a range of phonically decodable books, e-books and graphic novels.</li> <li>Gymnastics – What equipment has been purchased with the sports funding and do we require more? We have spent approx. £900.00 at each school on new equipment, Mr Mulholland carried out a complete audit of our equipment in the summer, and the purchases were based on his</li> </ul>

	<p>recommendations, at present we do not anticipate purchasing more.</p> <ul style="list-style-type: none"> <li>• Christmas Services – Governors felt the services were very enjoyable and thanked staff for their efforts. It was noted however that St Hilda’s may need to purchase a portable PA system as it was often difficult to hear the children. A lengthy discussion was held about parents filming and photographing during the service. It was agreed that the home school agreement should be amended to state that any photos or film taken must be for private use and not posted on any social media, as this is not what parents have agreed to when signing the schools “consent to use a photograph” form. A reminder of this should be given at events, and people asked to be considerate when taking photos. <b>MS/HL</b></li> <li>• Mrs Wright leaving – MS confirmed that the post being advertised would include both admin hours and her midday supervisor duties.</li> </ul>
FG/14/14	<p><u>Curriculum Committee Report</u></p> <p>The draft minutes had been previously circulated with the agenda.</p> <ul style="list-style-type: none"> <li>• Parents information evening regarding the new curriculum – no date has been set yet.</li> <li>• Role models for dyslexia – LL has compiled a list of sporting stars with dyslexia. Governors would like to expand this to include prominent business men and women, actors etc.</li> <li>• Access to Raiseonline data. – MS to check if governors can access the data. <b>MS</b></li> <li>• Curriculum 2014 – “Parents and children are to be asked what they would like to include in the curriculum.” Q: Are we able to include some of the elements ourselves? A: Yes, the government’s curriculum stipulates what has to be taught, but we are able to decide how it will be taught. MS is currently speaking with children from both schools about possible themes. Governors requested that they have a copy of the national curriculum documentation. A web link will be forwarded. <b>MS</b></li> <li>• Q: Do we think the current government will follow the example of the USA by removing handwriting from the curriculum. A: There is no indication that this is going to happen.</li> </ul>
FG/14/15	<p><u>Head Teachers Performance Management</u></p> <p>MS left the meeting whilst this item was discussed.</p> <p>MW and JH carried out MS’s Performance Management in conjunction with Lou O’Brien, Educational Development Adviser (EDA). They reviewed the previous years targets and agreed that they had all been met. They then discussed what would be appropriate and achievable for 2013/14, these targets will be reviewed after 6 months to ensure progress is being made.</p> <p>Both finance &amp; personnel committees have approved the report and are recommending to the full governors that MS be offered a 1 point incremental pay rise. Prop. FS Sec. RP</p> <p>Governors passed on their thanks for another successful year of driving the schools forward.</p>
FG/14/16	<p><u>Governor Self Evaluation – Update</u></p> <p>JH circulated the results from the previous governors’ questionnaire which was carried out approx. a year ago, which demonstrates some very differing views amongst governors.</p> <p>In order to make the self evaluation process easier JH suggested that we embark on a 2 year rolling programme and that at each of the 5 joint governor meetings per year we look at 1 of the 10 areas she has identified, which cover 1-2 of the</p>

	<p>questions asked. A full evaluation should then be done each September to ensure progress is being made. Results could then be used to identify training needs, and guide governor visits. All agreed.</p> <p><i>Q18 – Governors are knowledgeable about the impact of strategies to identify and support disabled pupils, those who have special educational needs and those who have other significant disadvantages so that their progress is maximised. Governors discussed what they understood about SEND provision, noting that:-</i></p> <ul style="list-style-type: none"> <li>• There is a governor in each school with specific responsibility for SEND. They meet with MS on a termly basis and discuss the provision and impact for each of the children. Hovingham – Rachel Prest, St Hilda’s – Rosalind Garnish.</li> <li>• Anonymous progress data is provided for SEND pupils within reports prepared for the Curriculum and Standards Committee.</li> <li>• It was agreed that minutes from the curriculum and standards committee need to be more detailed to clearly evidence the work of the SEND governor. HL suggested making SEND a standing item on the committee agenda.</li> <li>• The expectation is that SEND pupils will make the same rate of progress as other children, but that attainment may be lower.</li> </ul> <p><i>Q22 – Governors promote engagement with parents.</i></p> <ul style="list-style-type: none"> <li>• It was agreed that staff have very good contact with parents.</li> <li>• The school websites contain a lot of useful information.</li> <li>• The Smile &amp; Whine session at Hovingham had been very positive and was to be introduced at St Hilda’s. Governors were encouraged to attend.</li> <li>• It was accepted that different governors will have differing views on parental engagement, due to their own contact with the school.</li> <li>• Governors must promote engagement and not leave it all up to the school.</li> <li>• Ensure activities and engagement is properly evidenced.</li> <li>• Does St Hilda’s have a parents association? No, it folded when previous pupil numbers became too low, but is something to consider for the future.</li> </ul>
FG/14/17	<p><u>SIAMS Standards and Self Review Governor Training - Feedback</u>  SIAMS – Statutory Inspection of Anglican and Methodist Schools</p> <ul style="list-style-type: none"> <li>• MW / MB / RG / JH / SB attended training provided by the Diocese.</li> <li>• The SIAMS inspection is no longer linked to Ofsted inspections.</li> <li>• If the school’s last SIAMS inspection was “good” it is likely to be 5 years before the next one.</li> <li>• SB felt that it was very clear that the Christian ethos of the school should be reflected in all aspects of school life. Evidence of this could be found all around the school, in photos, displays etc. but needed to be documented effectively.</li> <li>• An annual governor monitoring visit to focus on this was needed.</li> <li>• The Diocese have provided useful information to help achieve this.</li> </ul>
FG/14/18	<p><u>Succession Planning</u>  This item was entered into the confidential minutes.</p>
	<p><u>Date of Next Meeting.</u>  <b>Wednesday 12<sup>th</sup> March 2014, 5.30pm at Hovingham</b></p>