

St Hilda's Church of England School

Governors' Meeting

Wednesday 30th April 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)</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)</p>
FG/14/19	The meeting was opened with a prayer led by Freda Shaw.	
FG/14/20	<p><u>Apologies</u> Apologies had been received and accepted from Fleur Thompson, Jayne Conacher, and Sue Bond who advised she would be late attending.</p>	
FG/14/21	<p><u>Absences</u> None</p>	
FG/14/22	<p><u>Confidentiality & Declarations of Interest</u> MS requested that item J4 "Working Party Update" be entered into the confidential minutes. – agreed.</p>	
FG/14/23	<p><u>Notification of AOB.</u> MS – WW1 celebrations</p>	
FG/14/24	<p><u>Minutes of last meeting.</u> The minutes and confidential minutes of the last meeting were agreed and signed by JH. Prop. FS Sec. HH - Agreed</p>	
FG/14/25	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> • Online Safeguarding Training – HL confirmed this will need to be done by our newer governors, HH, PA and HG. Governors are welcome to use the facilities in school to complete the training if it is easier. • Smile & Whine – MS confirmed this had been a successful event with positive discussions. MS to confirm future dates. Governors asked if a different time would have enabled more to attend? It was agreed that different times create different problems for people, but perhaps varying the times of future meetings would help. • HL relayed to the meeting that Veritau, the Local Authority's auditors, were collating the results from the Schools Financial Value Standard (SFVS) returns, and were then using the data to target audits on a specific theme. Ensuring that action is taken on identified issues is down to the individual school's governors. 	
FG/14/26	<p><u>Mission Statement Review</u> FS had prepared a draft for consideration at the meeting. The draft was a greatly reduced and simplified version of the current statement, and after discussion a few minor amendments were made. (full copy attached) Governors felt it was now much more</p>	

	focused and concise. It was also agreed that the school motto "Where Everyone Grows" should also be included.
FG/14/27	<p><u>Governor Monitoring Visit – Feedback</u> HH visited Class 2 on the 31st March. (full report attached) The pupils were writing a story as part of a wider English project. The work was clearly explained, with an emphasis on punctuation. There was also clear differentiation for the varying age groups in the class. HH also looked through some of the exercise books and noted that children were responding to comments made during the marking of their work, explaining how and why they had done what they had. She also noted that the children made regular reference to classroom resources to aid their work. HH also stayed for the maths session in Class 2 and made similar positive comments. FS's visit to look at maths in Class 1 had to be postponed due to illness.</p>
FG/14/28	<p><u>Staffing</u> EYFS/KS1</p> <ul style="list-style-type: none"> • Mrs Woodward has been working 2 dpw since January, in order to achieve a better work life balance. • Miss Howitt does not wish to continue her 3 dpw commitment in the summer term due to family commitments. • A recruitment process has been undertaken and Rosemary Wood has been appointed for the summer term to work Wed-Fri. • From Sept 2014 Mrs Woodward has agreed to work 3 dpw. <p>KS2</p> <ul style="list-style-type: none"> • Mrs Cleary handed her notice in before half term, and will leave at the end of the summer term. • A recruitment exercise is underway and interviews will be held on Thu 8th May. Only 3 applications were received, but they were all very strong, so will all be interviewed. • Whoever is appointed will potentially take over the role of SENCO from MS, thus enabling the HT to be role, more manageable. (This has been discussed in the Succession Planning meetings). It is probable that ½ day per week management time will be required for this role. The cost of which will be split with Hovingham. Q: Is this a permanent post? A: Yes, it is an established post. <p>ATA</p> <ul style="list-style-type: none"> • Mrs Sturdy is retiring at the end of the summer term. Once the teaching roles have been addressed we will look at the Teaching Assistant role. Mrs Sturdy is also currently the school caretaker, but it is likely that this role will be taken over by our new cleaner.
FG/14/29	<p><u>Finance Committee Report</u> FS gave a report on the finance committee meeting held on 17.03.14. Items discussed were:-</p> <ul style="list-style-type: none"> • Governor finance training at Welburn School. • Staffing • Start budget proposals for 2014/15 • Staff Absence Insurance • Capital Projects – New oil tank and boiler (completed during half term) Nursery outdoor area – Image Playgrounds have been chosen to take the project forward. • Pupil Premium spending for the academic year 12/13 and proposals for 13/14. HL gave clarification about what pupil premium funding is, for some of our newer governors, and confirmed that the school was hoping to arrange some cluster training for governors specifically on Pupil Premium. • Schools Financial Value Standard.
FG/14/30	<p><u>Health & safety Committee Report</u> MS & HG met on 03.02.14 for visual inspection of the school. It was HG's first meeting</p>

	<p>and MS found his input very helpful.</p> <ul style="list-style-type: none"> • The bench and fencing in the playground needs replacing. We have spoken with Image Playgrounds and asked them to include replacing the fencing as part of the Nursery outdoor project to be done in the summer. • The pedestrian gate at the front of school is regularly left open. A return spring is one possibility; this will again be mentioned to Image Playgrounds who originally installed it. • Parking on the yellow lines at the school entrance. Parents are to be reminded that this area needs to be kept clear at all times.
FG/14/31	<p><u>SEND Governor Meeting – Feedback</u> RG met with MS at the end of March for their termly update. There are 4 children currently on the SEND register. RG gave a detailed update of the needs of each child, whether any outside agencies were involved, the impact of any interventions and the progress they were making. It was noted that all 4 children were making at least “good” progress.</p>
FG/14/32	<p><u>A.O.B.</u> WW1 Celebrations are being organised in the village, which will involve both St Hilda’s and St Benedict’s. Details are vague at present, but an art and poetry competition are two possibilities.</p>
	<p>Hovingham Governors now joined the meeting.</p>
FG/14/33	<p><u>Correspondence</u></p> <ul style="list-style-type: none"> • HL reminded the meeting that training for new governors has been arranged at Gillamoor School on Thursday 8th May. • St Hilda’s are hoping to organise some cluster governor training on Pupil Premium. Details will be circulated once known.
FG/14/34	<p><u>Head Teacher’s Report</u> The report had been circulated prior to the meeting.</p> <ul style="list-style-type: none"> • Governor training by the Diocese on 26th Feb needed to be added to the record. • Q: What is “Life after Levels” training? A: When the new curriculum is introduced in September, the current system of levels which children are assessed against will be removed by the end of 2015. Each school will then be responsible for deciding how to measure their children’s progress, Only “year group expectations” will be provided. The training attended by Mr Gee was looking at possible alternatives. The Small School Alliance will be looking at a system to jointly use. • SIN’s? School Improvement Network
FG/14/35	<p><u>SGP Committee Report</u> JH gave a report of the meeting held on 12.02.14</p> <ul style="list-style-type: none"> • Policy Review Schedule – This is being reviewed in light of guidance from the LA and with a view to streamlining the way we evaluate, approve and review policies. Some were considered unnecessary, and some additional ones were identified. • The safeguarding action plan is now in place. • The “Commission for School Improvement” report was discussed at length, It encourages all schools to collaborate with others, and whilst Governors fully recognise the advantages they were concerned about many of the practicalities. The consultation is ongoing. • MS gave an update on The School Development Plan. • Policies for approval / review – Home School Agreement, SEND, Anti Bullying and Administration of Medication <p>Q: What is the Safeguarding Action Plan? A: The action plan follows on from the Safeguarding Audit which was carried out last year. The action plan identified areas which needed improvement / review. Most</p>

	items are now in place and a further review will be carried out with each school's Child Protection Governor.
FG/14/36	<u>Working Party (Succession Planning) – Update</u> This item was entered into the confidential minutes.
FG/14/37	<u>Curriculum & Standards Committee Report</u> FS gave a review of the meeting held on 02.04.14. The main items discussed were:- <ul style="list-style-type: none"> • Dyslexia role models • Governors online access to the new 2014 National Curriculum • Raiseonline data • Pupil progress tracking data for the autumn term. Governors found the reports produced by MS extremely useful and informative, and were able to question MS about any apparent discrepancies. Children on the SEND register or in receipt of pupil premium are making similar progress to their peers.
FG/14/38	<u>Governor Self Evaluation.</u> JH reminded governors of the plan to re-visit sections of the Governors self evaluation at each meeting to ensure we are constantly reviewing our progress and effectiveness. Q10: Do you feel you have enough knowledge of the roles and responsibilities of the governing body to enable you to contribute with reasonable confidence? Q11: Do you feel you have enough knowledge of the school to enable you to contribute with reasonable confidence? <ul style="list-style-type: none"> • Generally yes. Whilst new governors might not have enough knowledge they do feel able to make a contribution. • Governors are not expected to know everything, that's why the workload is split across sub committees. • Governors feel happy to ask questions even if they have been asked before. • Due to the sub committee structure Ofsted will want to meet with as many governors as possible. • Feedback from committees is now more detailed and governors are able to contribute with more confidence. Q12: Do you feel the work of the governing body is organised in a way that enables you to make a contribution. <ul style="list-style-type: none"> • Yes. Governors felt that intelligent debate was occurring in committee meetings enabling them to fulfil the role of critical friend. Q13: Do you feel that the work of the governing body is organised in a way that enables it to effectively challenge and support the school so that weaknesses are tackled and statutory responsibilities met? <ul style="list-style-type: none"> • The quality of reports from MS and HL is very high and informative. • The structure of committees will be reviewed if re-constitution of the governing body becomes necessary, as a result of recommendations from the working party. • Governors wished to note that they feel disappointed that their role seems to be one of continually challenging and is not as positive and supportive as they would like. However they accepted that this approach might be more necessary if a HT were not so competent, but that this should be matched with support if that were the case. • Communication between governors is very important, particularly between the two schools.
FG/14/39	<u>Policies for Review / Approval</u> Gifted and Talented – A new policy which was identified by the policy review work by the SGP committee. <ul style="list-style-type: none"> • This is a statutory policy but MS stated that she had some reservations about it. At Primary level the Gifted and Talented label should apply to the top 5-10% of all pupils, but this could be from a low attaining pool, but at Secondary level it is across the whole school. However, MS feels that it should only be applied in

	<p>genuine circumstances.</p> <ul style="list-style-type: none"> • Governors stated that a parent’s opinion of gifted and talented may differ from that of the schools. • Governors agreed to adopt the policy, as it is required, but, with the following statement:- <i>“Governors recognise that the policy as it stands meets the needs of gifted and talented pupils as defined by the DfE. However, they note that in a small primary school the statistical identification of pupils is unhelpful and unworkable.”</i> Prop.FS Sec. MW – Approved.
FG/14/40	<p><u>Governor School Improvement Network Meeting – Feedback</u> JH and MW attended the meeting held on 27.03.14. The whole meeting was devoted to the outcomes of the “Commission for School Improvement” report and was led by Pete Dwyer, Director of Children and Young People’s Services. The main focus was on “How to develop a collaborative system for effective school improvement that ensures every school in North Yorkshire is either good or Outstanding.” Whilst governors have already agreed that the idea of greater collaboration is a good thing, again it came down to the practicalities and capacity to achieve it.</p> <ul style="list-style-type: none"> • It was felt that taking the lead in “Commissioning Groups” will no doubt go to Head’s from larger primaries who have Deputies, or Assistant Head’s. This would not be sensitive to small rural primaries. • The role of the Educational Development Advisor (EDA) will go, so who will provide that layer of support? – Others in the collaboration? • What happens when collaborations are not working effectively? Would anyone notice before Ofsted? <p>Governing Body Re-constitution – This will affect all governing bodies, and should be in place by September 2015. The size of the governing body could change, and we will have the ability to co-opt specialists for advice should we need them.</p>
	<p><u>Date of Next Meeting.</u> Tuesday 24th June, 5.30pm at Hovingham</p>