

**St Hilda's Church of England School**

Governors' Meeting

Monday 24<sup>th</sup> November 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                      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><b>Hovingham</b>                      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>
	<p>The meeting was opened with a prayer led by Sue Bond.</p>	
FG/14/75	<p><u>Apologies</u> None.</p>	
FG/14/76	<p><u>Absences</u> None</p>	
FG/14/77	<p><u>Confidentiality &amp; Declarations of Interest</u>                      JH requested that item 8 should be entered into the confidential minutes. – agreed.</p>	
FG/14/78	<p><u>Notification of AOB.</u>                      JC raised 2 items regarding the school calendar and organisation. – accepted.</p>	
FG/14/79	<p><u>Minutes of last meeting.</u>                      The minutes of the last meeting on 16.09.14 were agreed and signed by JH. Prop. JH                      Sec. RG - Agreed</p>	
FG/14/80	<p><u>Matters Arising</u>                      HG asked if it was correct that 3 children had left the school this week. HL confirmed that one family had moved their children to a larger school, in order to give their twin boys more space from one another.</p>	
FG/14/81	<p><u>Governor Conduct</u>                      Entered into the confidential minutes.</p>	
FG/14/82	<p><u>Finance Committee Report</u>                      Draft minutes of the meeting held on 10.11.14 had been previously circulated.                      FS briefly recapped the main items which included –</p> <ul style="list-style-type: none"> <li>• Nursery lunch club</li> <li>• Nursery outdoor area</li> <li>• Capital spending</li> <li>• Whole School Pay Policy</li> <li>• Financial Benchmarking Report</li> <li>• Pupil Premium &amp; Sports Funding Reports</li> <li>• Increase in Admin Assistant hours. Governors questioned how this increase</li> </ul>	

	<p>would impact on Miss Hope is shortly due to go on maternity leave. HL confirmed that she has spoken with CH and explained that her 12hpw will still be available when she returns to work, but that it is likely to just be at one school rather than across both.</p>
FG/14/83	<p><u>Budget Management Policy</u> The Budget Management Policy has been reviewed and approved by the Finance Committee, but needs ratification by the full governing body.</p> <p>SB queried whether all governors should see the full budget. JH confirmed that through the budget management policy this has been delegated to the Finance and Personnel Committee. agreed that all governors It was accepted that Governors should see the start budget, revised budget and final outturn summaries. Prop. SB Sec. HH – agreed.</p>
FG/14/84	<p><u>Schools Financial Value Standard</u> HL explained that the return is a self assessment process which the Finance &amp; Personnel Committee review throughout the year, and has to be submitted to the LA Auditors once per year. This has been approved by the Committee and actions identified, it now needed ratification by the full governing body. Prop. FS Sec. JC – approved.</p>
FG/14/85	<p><u>SEF Update</u> MS clarified that the SEF is the school's self evaluation document which is used to measure progress and performance against Ofsted's criteria. At our last Ofsted inspection in March 2012 we were rated as "Good" but the bar has been raised significantly since then. Due to changes in staff and middle management overall, things need to bed in and become established before we can judged as securely "Good". Teaching and learning is "Good". This year's Yr6 SAT's results were very good, and KS1's were good. Behaviour and Safeguarding MS is fairly happy the judgment of good despite the frequent changes in criteria and resulting changes to the paperwork. Q: DO Ofsted ask you how you manage behaviour issues? Yes. MS stated that due to our small class sizes, issues with one child can impact significantly on the whole class.</p> <p>Q: Do Ofsted want an honest judgement or do they want you to be more bullish? MS said that an honest judgment was essential, but that it was important to make sure that all of the improvements being made were acknowledged in the text of the SEF. This will be checked on in the current document.</p>
FG/14/86	<p><u>Health &amp; Safety Committee Report.</u> HG and HL carried out a visual inspection on 21.10.14.No significant items were identified. The issue of signage on the gate was raised in order to keep it closed, and the possibility of a railing outside on the pavement to prevent children from running straight out into the road. Governors discussed the increased traffic due to the construction site in Station Road and whether deliveries were occurring at the start and end of school. HG identified that parking on the zig zag markings outside the school entrance was a problem. HL will put something in the next school newsletter.</p>
FG/14/87	<p><u>AOB</u> JC advised that several parents had commented on the short notice given for some events, such as Children in Need, and the lack of times given for the Remembrance service. MS admitted that the omission of times was an oversight, but that arrangements had not changed from previous years. HL apologised that a list of dates had not been sent home as in previous yeas, however Miss Hope was currently putting together a comprehensive calendar which would be coming home soon.</p>

	JC also asked for a more balanced approach to reporting of sporting events, where more than one team has taken part. Recent newsletters had largely focused on winning teams and little mention was made of a second team who had also participated.
	<b>Joint Agenda Items</b>
FG/14/88	<u>Minutes of Joint Meetings</u> Minutes of the joint meeting on 21.10.14 had been circulated. VF read out the confidential minutes of the joint meeting on 13.11.14. Both minutes were agreed. Prop. FS Sec. HH – agreed
FG/14/89	<u>Matters Arising</u> Entered into the Confidential Minutes.
FG/14/90	<u>Correspondence</u> None
FG/14/91	<u>Head Teachers Report</u> A copy of the report had been previously circulated. Questions and clarification were sought on the following points:- <ul style="list-style-type: none"> <li>• SMIRF Targets? This stands for “Space Mission Instant Recall Facts”. This is a maths scheme of learning which is linked to the mental maths elements of the National Curriculum. It is proving highly motivating to most pupils. Parents have commented that the targets are very clear to pupils.</li> <li>• Epi-en Training at St Hilda’s. Training has been given to staff at St Hilda’s in how to administer adrenalin to one child who has a severe allergy to egg and peanuts. Governors questioned what would happen if a supply teacher was present? MS confirmed that all classroom staff have received the training, so it would still be administered.</li> <li>• Sporting Competitions between the Howardian Alliance. Governors commented on the recent number of events and the successes that have been reported in newsletters.</li> <li>• Broadband Issues –MS thanked HL for resolving the issue and negotiating a larger refund than previously offered.</li> <li>• Monitoring – MS has changed her approach to monitoring to reflect the approach now taken by Ofsted, to include looking at books, and marking, talking to children, class displays etc. to provide an overall judgement. Monitoring this term has focused on maths as indicated in the School Development Plan (SDP) She confirmed that formal observations are done on a termly basis and the subjects taught will vary.</li> <li>• SEND – Have the changes to the way children are assessed made any difference to the way we manage them? No, the way the children are identified has changed. Each school now has a list of; “SEND Children”, “Vulnerable Children” and “Children with Medical Needs”. Previously these children were classed as “School Action” or “School Action Plus” but these categories have now been removed.</li> <li>• Sainsbury’s Sport’s Awards – There are 3 different levels of awards to work towards and Mrs Carter and Mr Mulholland are confident that we meet much of the criteria for the Bronze Award. If successful, the award does not attract any financial benefit, but is a statement on the quality of what the school provides. We are also looking at gaining Eco Schools status.</li> </ul>
FG/14/92	<u>SGP Committee Report</u> The draft minutes of the SGP meeting on 10.11.14 had been previously circulated. This was a policy updating meeting as there was a backlog to catch up on. <ul style="list-style-type: none"> <li>• Child Protection Policy – This has been hugely updated and discussion was had about the availability of staff to attend CP meetings in the holidays. FS requested that all members of the Governing body be supplied with a copy of the policy. <b>HL</b></li> <li>• Sexting – Q: How would this be handled? MS confirmed that will be dealt with</li> </ul>

Formatted: Font: Bold, No underline

Formatted: Highlight

	<p>when discussing our own bodies, -that they are private and should not be shared etc. .</p> <p>Q: Are classes ever split along gender or age lines for topics such as this?</p> <p>A: Yes, for Sex Education lessons for the year 5 &amp; 6's</p> <ul style="list-style-type: none"> <li>• Exclusion Policy – Q: At what point does the schools' responsibility end e.g. bus journeys or walking home from school? MS confirmed that this was a grey area, but would discuss any issue with the child and their parents. The LA can and have banned children from LA transport.</li> </ul>
FG/14/93	<p><u>Federation Skills Audit</u></p> <p>MW explained that assuming federation of the two schools went ahead then there is quite a lot of work to do before 1<sup>st</sup> April which is the proposed start date.</p> <ul style="list-style-type: none"> <li>• Skills Audit of the potential new Governing Body.</li> <li>• Working structure of committees etc.</li> </ul> <p>It was proposed that the original working party be asked to carry on and progress these areas and come back with working proposals.</p> <p>Prop. JH Sec. RG – Agreed.</p> <p>With regard to the consultation meetings on 3<sup>rd</sup> and 4<sup>th</sup> December it was agreed that the working party members would attend both meetings if they were able, and remaining governors were invited to attend their respective meeting if possible.</p>
FG/14/94	<p><u>Parental Code of Conduct</u></p> <p>HL circulated copies of a suggested code of conduct for parents and carers. It is something which has been discussed at Head Teacher meetings due to issues at many schools.</p> <p>MS suggested re-visiting each school's central values with children, staff and parents before publishing it. The Smile and Whine sessions would be an appropriate forum.</p> <p>PA felt that the title seemed in-appropriate as it needs to incorporate all adults who come onto the site. It was agreed to amend this to "Our Responsibilities as Adults in our School Community"</p> <p>Reference needs to be made to "Assistance Dogs" in the text.</p> <p>Once agreed it will be published on the school website and copies left by signing in books.</p>
	PA left the meeting at 7.45pm
FG/14/95	<p><u>Governors School Improvement Network (SIN's) Feedback</u></p> <p>MW and JH attended the termly SINS meeting. Jill Hodges Asst Director reported on the Commission for School Improvement recommendations. All Primary schools will become part of five Improvement Partnerships, arranged on a geographical basis the sixth IP will include all Secondary schools. Members of the IPs will work collaboratively, supporting and challenging each other, to reach Outstanding or Good judgements. Each IP will be chaired by a headteacher Some funding will be devolved to the IPs. LA Advisers support will continue at a reduced level, and additional services may be purchased. MW and JH expressed concerns that only large schools will be able to release headteachers to act as chair, and small school concerns may therefore be under represented.</p>
FG/14/96	<p><u>Residential Visit to Bewerley Park</u></p> <p>MS outlined proposals to run a 3 day residential visit to Bewerley Park in March 2015 with Gillamoor, as has we have previously.</p> <p>Prop. SB Sec. JC – agreed.</p>
FG/14/97	<p><u>CRB / DBS Re-checks</u></p> <p>HL outlined the LA's new position on re-checks of DBS certificates. Currently all certificates are checked after 5 years. The LA is now proposing to do away with automatically re-checking every certificate after 5 years and will instead re-check a 10% sample across the school workforce each year. This change will not be widely communicated as re-checks are a useful deterrent, but schools are strongly urged to adopt the Declaration of Offences model policy as an additional deterrent.</p>

	<p>Governors discussed the possible risks, and asked about portability of certificates. HL confirmed that the LA has not moved from its position that anyone taking up a new position within the authority or has had a break of more than 3 months must have a DBS check via North Yorkshire.</p> <p>Governors concluded that they would accept the LA proposals.</p>
FG/14/98	<p><u>Special Educational Needs and Disability Policy (SEND)</u></p> <p>A copy of the new policy written by Mrs Dodds-Aston had been preciously circulated. The policy now reflects the new changes and has been pulled together from several documents to meet the needs of the schools in light of these changes.</p> <p>Governors felt it was very clear and easy to understand. MB noted a few typos which he would pass to HL.</p> <p>Prop. FS Sec. MW – agreed.</p>
	<p><u>Date of next meeting</u></p> <p>Thursday 11<sup>th</sup> December – Head Teacher Recruitment Process.</p>