

## St Hilda's Church of England School

Governors' Meeting  
Tuesday 7<sup>th</sup> May 2013

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) Louise Wood (Parent) Fleur Thompson (Parent)</p> <p>Heather Leggett – Clerk to Governors</p>	<p><b>Hovingham</b> Mark Wilson (Foundation) Richard Orange Bromehead (LA) Gill Smith (Community) Julie Caddy (Teaching Staff) David Williams (Parent) Victoria Forrester (Parent) Rachel Prest (Community) Stephen Croft (Parent) Martyn Boothroyd (Foundation) James Wigby (Parent)</p>
	The meeting was opened by a prayer led by Freda Shaw.	
FG/13/33	<p><u>Apologies</u> Apologies had been received from, Sue Bond and Rosalind Garnish which were accepted.</p>	
FG/13/34	<p><u>Absences</u> Sarah Thompson</p>	
FG/13/35	<p><u>Confidentiality &amp; Declarations of Interest</u> MS requested that item 11, Succession Planning be entered into the confidential minutes.</p>	
FG/13/36	<p><u>Notification of AOB.</u> FS declared 1 item which was accepted.</p>	
FG/13/37	<p><u>Minutes of last meeting.</u> The minutes of the last meeting were agreed and signed by JH. Prop. FS Sec. JCo - Agreed</p>	
FG/13/38	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> <li>• School Meals working group has not yet met. HL explained that the financial forecast for St Hilda's had been revised by County Caterers and was now more favourable. However, this is dependant on St Benedict's continuing with their service so it seems more appropriate to for St Hilda's governors to approach St Benedict's rather than work with Hovingham.</li> <li>• Safeguarding Audit. MS has not yet spoken with St Benedict's regarding a parents information evening but has organised staff training.</li> <li>• Staff governor paperwork has been circulated to all staff.</li> </ul>	
FG/13/39	<p><u>Governor Vacancies.</u></p> <ul style="list-style-type: none"> <li>• Staff Governor Vacancy – paperwork has been circulated.</li> </ul>	

	<ul style="list-style-type: none"> <li>Community Governor – Norma Collins has resigned. Governors discussed possible people to approach. HL to contact “Meeting Point” magazine to advertise the vacancy.</li> <li>We now have vacancies on the H&amp;S committee and Curriculum committee. Governors discussed the vacancies and agreed to wait for possible new governors before making a decision.</li> </ul>
FG/13/40	<p><u>Health &amp; Safety Committee Report</u>  FS reviewed the meeting held with MS on 15.04.13. No major issues were identified. Areas discussed were:-</p> <ul style="list-style-type: none"> <li>Fencing around the top of the Nursery steps.</li> <li>Boundary fencing</li> <li>Re-decoration of boys cloakroom.</li> </ul>
FG/13/41	<p><u>Governor Monitoring Dates</u>  FT to visit school on 05.06.13 for a general learning walk, and to look at the support available to raise standards of children’s writing.</p>
FG/13/42	<p><u>Succession Planning</u>  Entered into the confidential minutes.</p>
FG/13/43	<p><u>AOB</u>  FS has been made aware of comments made in the village to a prospective parent about bullying in the school. Governors discussed how situations like this could be overcome. MS will look at the wording currently used on the website to see if it can be improved on.</p>
	<p>Hovingham Governors now joined the meeting.</p>
FG/13/44	<p><u>Correspondence</u>  None</p>
FG/13/45	<p><u>Head Teachers Report – (Previously circulated)</u>  Q – What checks are made for home educated children?  A – 1 visit per year is made by an Educational Social Worker.  Q – Who is Powerdown Pete?  A – He is an “energy superhero” from the Local Authority’s Energy Department, who talked to the children about energy and water saving.  Q – What is moderation?  A – Cross checking of judgements made by teachers. Currently done between Hovingham, St Hilda’s and Gillamoor.  HL will update and re-circulate the Governor list of acronyms.</p> <p>MS showed Governors the new summarised reports for tracking pupil progress against their Age Related Expectations (ARE) (greys) and their potential, based their individual starting points (pinks).  Q – How are assessments done. Is it a prescribed process or up to the school?  A - MS explained that it is a flexible process, drawing on a range of evidence and based on national guidelines of levels of attainment.</p> <ul style="list-style-type: none"> <li>Governors agreed that MS would e-mail full results each term for reading, writing and maths along with the Head Teachers report for discussion.</li> <li>MS will add an additional column for KS1 to split out “meeting” and “exceeding “ expectations.</li> </ul>

	<p>Q – Has the raising of the bar created problems for teachers?  A – It has added challenge but most children reach or exceed personal expectations..</p> <p>Q – Are governor monitoring visits regarding progress still required if data is now going to all governors?  A – No, visits were a step in the process of producing information for all governors.</p>
FG/13/46	<p><u>Safeguarding</u>  DW and LW (Child Protection Governors) met with MS to look at the Safeguarding Audit, and have drawn up an Action Plan. They will meet again at the end of term to review progress.</p> <ul style="list-style-type: none"> <li>• All governors are requested to undertake the online child protection training.</li> <li>• All staff are to carry out e-safety training on 24<sup>th</sup> June.</li> </ul>
FG/13/47	<p><u>Clerk to Governors Update</u></p> <ul style="list-style-type: none"> <li>• HL will circulate a new self declaration form for governors to complete.</li> <li>• The LA has advised that all governors involved in recruitment should complete the online “Safer Recruitment” course.</li> <li>• The LA is now strongly advising that approved minutes should be published on the school website. Governors agreed.</li> <li>• Governors requested that committee minutes be circulated prior to the full governor meetings to enable better understanding. Prop. FS Sec. SC – agreed.</li> </ul>
FG/13/48	<p><u>SGP Committee Report</u>  MW summarised the minutes of the SGP committee meeting held on 23.04.13.  Items discussed –</p> <ul style="list-style-type: none"> <li>• Succession Planning</li> <li>• School Development Plan</li> <li>• NYCC Policy review Schedule</li> <li>• Policies reviewed – Smoke Free Workplace, Behaviour, H&amp;S for Educational Visits, Monitoring and Evaluation.</li> </ul> <p>FS asked for a copy of the last SGP minutes to be circulated.</p>
	<p><u>Date of Next Meeting</u>  Monday 1<sup>st</sup> July 2013 at St Hilda’s</p>