



Minutes of a meeting of the Governors of St Hilary School ; Monday 5th February 2018.

Present:			
Dave Sharp (Chair)	DS	Ashley Larter	AL
Kelley Butcher (Headteacher)	KB	Louise Greygoose	LG
Erika Hewett	EH	Joher Anjari	JAn
Michelle Brant	MB	Peter Scrase	PS
Jo Atkinson	JA	Rob Hamshar	RH
Alex Cock	AC	Yvonne Oates	YO
		Janet Standring (Clerk)	JS
Apologies:		Pecuniary Interests:	
Yvonne Oates (late arrival)	YO	No changes recorded	
Erika Hewett (late arrival)	EH		
Lucy Beckerleg	LB		
Nick Kelly	NK		
NK had tendered his resignation from the Board			

		Action
1	Minutes:	
1.1.	The minutes of the last FGB were approved to be accepted All in favour	JS
1.2.	The minutes of the AGM held on 5th December were approved to be accepted with the addition of Joher Anjari and Alex Cock to those present. All in favour	
2.	Matters Arising:	
2.1.	Breakfast Club is now up and running and proving successful	DS
2.2.	Challenge Partners the school was not using these at the present time	
2.3.	MAT update; further meeting held with other Head teachers to consider logos for the new MAT. The name of the Academy had been shortened to LEAP and a further meeting would be held on Friday this week to look at the documentation required	
2.4.	EH was unable to be the school's representative on the Board of Trustees. The only other nomination had been DS and he agreed to serve on the Board of Trustees	
2.5.	AC and JAn to be added to those present for the the AGM in December	
2.6.	Head and Chair's Urgent Business;	
2.7.	Most of the school emails were now working.	



2.8	The ones that needed adjustment would be completed before the next meeting	
	Safeguarding;	
2.9	A safeguarding issue had been raised. The procedures in school had all been followed. See CM	
2.10	As NK had resigned another Governor would be required with a financial background. It was agreed that DS contact a former Governor to see if she would be interested in returning. A discussion took place on this	DS
3.	School management, monitoring and evaluation;	
3.1.	SEN: The school was due for re accreditation as a Dyslexia Friendly School	
3.2.	MB reported that an application had been made for this	
	This was demonstrated on the white board and Governors actions were highlighted	
3.3.	A date for training the staff had been set on Thursday 19 th March at 3.45pm. All Governors were invited to attend	Governors
3.4.	Assemblies would be run for pupils on differences and inclusion	
3.5.	Parents would be invited, by the newsletter, to undertake training	
	Information packs to be updated on the website, this would be available to staff and Governors	
3.6.	Induction programme would be updated as required	
3.7.	Teaching and Learning ; Peer mentoring was taking place	
3.8.	A staff meeting to be held on using the ipad in the classroom as a tool	
3.9	Ensuring that the parents booklet was updated as required with all necessary contacts listed	
3.20	SEN information report was on the school website and on the SIP	
3.21	A parent's champion to be identified for the school	
3.22	Diary Dates; Training on 19 th March, 26 th February all teaching staff will look at dyslexia screening. 7 th June in the morning would be the date for the re accreditation; Governors were invited to attend	Staff
3.23	Smart targets, intervention, differentiation, good class teacher and review procedures were detailed to Governors	Governors
3.24	Provision maps were demonstrated to Governors	
3.25	All changes in information were updated as soon as possible	
3.26	Does this fit in with the SIP target for SEN?	
3.27	This is all part of measuring the impact of intervention	
3.28	Stakeholder Surveys; Do Governors wish a parent survey to be conducted this year?	
3.29	Governors considered that this was worthwhile	
3.30	The Ofsted survey would be used. All in favour.	
3.31	This would be sent out prior to Easter	
3.32	Would the results be used?	
3.33	The results would be evaluated and issues raised would be addressed	
3.34	Is there anything specific that the school wants to target?	
3.35	Although the school will listen to parental opinion at the end of the day it has to be a school/governors decision	
3.36	GDPR:	
3.37	This is the new data protection legislation which will be introduced on May 25 th	KB
3.38		
3.39		



<p>3.40 Training had been attended with Michelmores Solicitors.</p> <p>3.41 The changes had been discussed with staff.</p> <p>3.42 KB detailed the changes that were applicable to the school</p> <p>3.43 A data protection officer would be required, this cannot be the Head teacher or Business Manager</p> <p>3.44 Training could be arranged for Governors if required.</p> <p>3.45 LG agreed that she would be the GDPR Governor</p> <p>3.46 September 2018 Classes;</p> <p>3.47 Numbers in the area were down for September 2018.</p> <p>3.48 The indicative numbers for September 2018 were 22</p> <p>3.49 This would represent £40/50,000 reduction in budget.</p> <p>3.50 A member of staff had given in her resignation to take effect after Easter 2018, this would take away the need for redundancy.</p> <p>3.51 There was a TA on a temporary contract who would finish at the end of August</p> <p>3.52 This may present an opportunity for staff to change year groups</p>	LG
<p>4 Learning and Standards;</p> <p>4.1. Report from Maths Leader;</p> <p>4.2. An update was presented from AL.</p> <p>4.3. The staff are using the best strategies possible and are observing each other</p> <p>4.4. TA CPD training has been a great insight to the different ways and strategies that can be used in Maths</p> <p>4.5. LG reported on the feedback from the TA's which was very positive</p> <p>4.6. A maths evening for parents had been held and this had been very well supported</p> <p>4.7. All the books had been available in a staff meeting so that staff could share ideas and experiences</p> <p>4.8. Maths in the school was looking very positive this year</p> <p>4.9 It was considered very important that the TA's have appropriate training to give them the confidence within the subject</p> <p>4.10 It was stated that it is inspirational to watch AL delivering a maths lesson and it is good for the TA's to have this training and the school is very lucky at the calibre of TA's that are working in the school</p> <p>4.11 Report from EYFS Governor;</p> <p>4.12 The report would be emailed to Governors.</p> <p>4.13 There are a number of children in EYFS with specific needs and the baseline data is a useful way of evaluating how much progress has been made</p> <p>4.14 Had there been a disagreement in schools about baseline assessment?</p> <p>4.15 The discussion had been about how this should be delivered. This is vital in establishing what progress had been made</p> <p>4.16 CPD training had taken place on EYFS provision</p> <p>4.17 Reports from governor monitoring/visits/arrangements for next monitoring focus:</p> <p>4.18</p> <p>4.19 NK will still undertake a finance visit this week.</p> <p>4.20 AC and LB would visit EYFS.</p> <p>4.21 YE would look at dyslexia friendly and PP impact</p> <p>4.22 Art in the curriculum;</p>	KB



4.23	This is not considered a stand alone subject any more and a parent had made representations regarding this as he felt this was devaluing the subject which was often important for the less academic children	
4.24	JAn had met with the parent and discussed the issues	
4.25	It was noted that there had been a drop in the number of children taking GCSE Art at secondary schools in the area	
4.26	KB had spoken to staff with regards to this	
4.27	This is generally topic work within the school and art is used in all subjects or a class may have an “art” day	
4.28	All teaching staff compile a project map and this is also on the school website	
4.29	The standard and range of artwork across the school is massive and the school has a very artistic and creative staff	
4.30	A discussion took place on this and samples of work were displayed	
4.31	Concern was expressed at the fact that this had been brought before the FGB as this was an issue that should have been raised in the first instance with the school. This is not the only subject that is no longer a stand alone topic	
4.32	Governors needed to be aware of the protocol; issues should be raised in the first instance with the class teacher and then the Head before this was brought before the GB. This was a school management issue	
4.33	Governors were happy with the way Art was delivered in the school	
4.34	Autumn Term data update;	
4.35	KB demonstrated how the data was analysed and how teacher assessments were formulated	
4.36	The data was demonstrated on the white board	
4.37	80.2% were at the level that they should be at by the end of the Autumn term	
4.38	The testing now being used contained more multiple choice questions	
4.39	A discussion took place on the format of the tests	
4.40	Progress data was demonstrated	
4.41	The impact of FSM and PP children was explained to Governors	
5	Resources, Finance, Staffing, premises;	
5.1.	Staff Update;	
5.2.	One member of the teaching staff would be leaving the school at Easter	
5.3	It was noted that the impact that this teacher had had on the school in the short time she had been there had been tremendous	
5.4.	The Chair would send a letter of thanks at the end of term	
5.5.	Building Works and Refurbishment;	
5.6	Fixed wiring testing has been done and the necessary remedial work will be undertaken	
5.7.	Health and Safety Updates;	
5.8.	Radon testing has taken place	
5.9.	A couple of areas had been highlighted as above the level and therefore requiring action; hall; PE cupboard; and the granite bike shed. These were not areas in constant use	
		DS



5.10.	Signage to be placed in these areas and these areas will be checked annually	AC
5.11	Remedial work to be arranged to decking area around the early years classes. AC to coordinate this work with a parent working party if practical. Flower beds would also be tidied in this area	
5.12	Report from Governor monitoring/visits/arrangements for next monitoring focus; Already covered	
7	Governor Development;	KB
7.1	KT had attended Safeguarding training	
7.2.	Clerk's/Chair's update; membership;	
7.3.	Clerk had attended GDPR training	
7.4.	Local and National Strategies;	
7.5	Nothing reported	
7.6	Governor Training;	
7.7	Induction training for new Governors; The best way of delivering this was discussed. This would be arranged in house with Bex Couch.	
8	Policies;	
8.1.	Behaviour Policy; Deferred to next meeting	
9.	Diary Dates;	
9.1.	20 th March 2018	
9.2.	8 th May 2018	
9.3.	10 th July 2018	
10	Exclusions; None presented	
11	Governor Effectiveness; <ul style="list-style-type: none"> • Governor monitoring taken place • Working in collaboration with other schools towards the formation of a new MAT • Parental working party arranged for remedial work on exterior of school • Governors using school emails • KT had attended Safeguarding training • KB had attended training on new data protection regulations • LG agreed to be Data Protection Governor 	



12	Confidential Issues;	
12.1.	Safeguarding;	
12.2.	It was reported that an older sister of one of the pupils who was at Humphry Davy School, had used C-OPS to report an issue of inappropriate contact by an older male via instagram to a younger sibling.	
12.2.	This had been reported to parents and Police and all school procedures had been followed and had worked well	

The meeting closed at 8.20pm

Signed;.....Date;.....