



Minutes of a meeting of the Governors of

St Hilary School ; Tuesday 19th September, 2016.

Present:			
Dave Sharp (Chair)	DS	Peter Scrase	PS
Kelley Butcher (Headteacher)	KB	Louise Greygoose	LG
Rob Hamshar	RH	Nick Kelly	NK
Lucy Beckerleg	LB	Erika Hewett	EH
Elaine Ferrell	EF	Yvonne Oates	YO
Michelle Brant	MB		
Ashley Larter	AL		
		Janet Standring (Clerk)	JS
Apologies:		Pecuniary Interests:	
Yvonne Oates (late arrival) MBo had tendered her resignation as a Governor and DS would write to thank her for her service to the school	YO DS DS	The relevant documentation was completed and changes recorded On the school website	

		Action
1	Elections:	
1.1.	Chair of Governors: DS self nominated for election as Chair, no other nominations were received. DS was duly elected.	DS
1.2.	Vice Chair of Governors: LB self nominated for election as Vice Chair, no other nominations were received. LB was duly elected	LB
1.3.	Committee Chairs; <ul style="list-style-type: none"> Finance and Resources; NK was duly elected Personnel; PS was duly elected. Teaching and Learning; LB was duly elected. Governors were reminded of the need to consider succession planning 	NK PS LB
1.4.	Committee Membership <ul style="list-style-type: none"> Governors agreed that they were happy to continue on the present committees. List of committee membership to be circulated. PS agreed to join the Finance committee as MBo had resigned. 	PS
2.	Minutes of the last meeting:	
2.1.	The minutes of the last meeting were approved to be accepted as a true record. All in favour.	



3.	Matters Arising;	
3.1	Sports apprentice has been appointed, this is a shared role with Mousehole School. He is assisting with sport in the school and the lunchtime sports clubs	KB
3.2.	Would this still allow teams to go and play elsewhere in the County?	
3.3.	Yes, the apprentice could remain in the school and other members of staff drive the minibus	
3.4.	It was considered important as the school had a good sporting reputation	
3.5.	Details of the school clubs for this term were presented to Governors	
3.6.	Training for Governors; this would be arranged in house. KB to email PS details and he would liaise to arrange the training.	
3.7.	EWO from Trevithick Academy; the school has bought into this service	
3.8.	Is all the Governor information now on the school website?	
3.9.	Photographs are not included on the website at present, but email addresses, roles. Pecuniary interests and summaries are now included. The Governor information on the website was displayed on the white board. School photographs were being taken on Wednesday and any Governors that wanted a new photograph taken were invited into school for this.	
3.10	Governor summaries could be changed at the end of the meeting and MB agreed to write the summaries for staff members	MB
4.	Terms of Reference:	
4.1.	Delegated for committees to consider.	
5	Head teacher's Verbal Update;	
5.1.	Good first couple of weeks back in school	DS LB EH NK PS
5.2.	Data is clearer after a year of the new curriculum	
5.3.	One member of staff is leaving at Christmas and an advert has been placed for a position for two terms in the first instance	
5.4.	Four people have been shown around the school. Interviews will be in the first and second week of October. If an appointment is made of a person who has not got a current commitment, they would be able to start immediately, as the teacher leaving has another role to go to and could leave earlier than Christmas	
5.5.	Do exit interviews take place in the school?	
5.6.	This is not common practice but is done on an informal basis.	
5.7.	DS and LB were happy to be involved in the interviews on Thursday 6 October. EH, NK and PS may also be available	
6	Governor Audit;	
6.1.	<p>This was the audit undertaken by PS and EF using the National College format.</p> <ul style="list-style-type: none"> Skills Audit has now been completed. This can be borne in mind when appointing new Governors Do Governors understand their roles and responsibilities? This is generally the case Do Governors employ a professional clerk? Yes. 	



	<ul style="list-style-type: none"> • Training undertaken was listed • Governors keep updated on new legislation and information • Does the School have clear priorities? The school always has clear priorities • Do Governors evaluate their performance? Governors always evaluate their performance • Do Governors understand Performance Data to hold the School leadership to account? Is this the case in view of the new data? It was considered that Governors were not as confident training will need to be updated in line with the New Raise Online. There would be training available with the data team • Performance Management is carried out each year and is linked to the school priorities • Governor representative to speak with school council termly • Good communications with parents/carers • Re elections of Chairs and Vice Chairs take place each year. • KB would email the audit to all governors. • Governors to make more use of Google Drive 	
7	Skills Audit;	
7.1.	Details of the skills audit were demonstrated on the white board	
7.2.	It was considered that this needed to be completed with the staff Governors included and without the staff Governors.	
7.3.	In general the experience within the Governing Body was very positive	
7.4.	Not everyone needs to have the same level of expertise with regards to data	
7.5.	There is still some information to be added.	
7.6.	As MBo had resigned it was considered that there was a need for a Governor with some financial expertise. However PD does advise.	
7.7.	A discussion took place with regards to GB membership	
7.8.	A discussion took place with regards to the benefit of committees or whether to hold more regular FGBs.	
7.9.	It was decided to trial for a year having additional FGBs focusing on specific areas	
8	Safeguarding S175 Outcome:	
8.1.	The S175 had been submitted and feedback has been received	
8.2.	The report was found to be very comprehensive with evidence of good practice	
8.3.	The feedback was outlined to Governors	
8.4.	November 21 Child Protection update training would take place from 3.45 to 6pm. Governors invited to attend – Helen Trelease would facilitate the training	
9	School Improvement Plan:	
9.1	One of HT targets is to make the SIP more concise.	
9.2.	RH and KB had been working on this.	
9.3.	KB outlined the recommendations so far	
9.4.	The priorities within the school were detailed	
9.5.	How many SEN children are there in each class?	
9.6.	It was an average of 3 or 4 per class, but provision maps have to be in line with IEPs and MB would put the SEN Action plan on Google Drive	



9.7.	The school planner for the year was shared with Governors	MB
9.8.	The completed plan would be put on Google Drive	
9.9.	MB would give a presentation on SEN at future FGB meetings	
10	Staff Update;	
10.1.	Already covered	
11	Governor Responsibility/Duties followed by open Forum:	
11.1.	The Code of Practice was detailed, all Governors needed to sign this and it would be included on the school website	DS
11.2.	Governors are volunteers but once they have agreed to the job they need to ensure that the role is fulfilled to the best of their ability	
11.3	Confidentiality was highlighted, this should be in or outside school.	
11.4	Information on specific children would be anonymous	
11.5.	The code of conduct was circulated to the GB	
11.6.	Governors should only speak on behalf of the GB when they had been specifically authorized to do so	
11.7.	Decisions at GB meeting should remain confidential	
11.8.	Governors signed the Code of Practice	
11.9.	One Governor had failed to attend meetings for over six months and had now disqualified herself by non attendance (no apologies had been received) and no response received to emails or phone calls. DS would contact the Governor to inform her accordingly once confirmation had been received from KB regarding the date of her last Safeguarding visit to the school	
11.10 .	A new safeguarding Governor needed to be appointed. EH agreed to take on the role should KT not wish to continue	EH KT
12	Diary Dates; List of amended dates to be circulated to Governors	

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