



## Minutes of a meeting of the Governors of St Hilary School; Tuesday 8<sup>th</sup> May 2018.

<b>Present:</b>			
Dave Sharp (Chair)	<b>DS</b>	Ashley Larter	<b>AL</b>
Kelley Butcher (Headteacher)	<b>KB</b>	Louise Greygoose	<b>LG</b>
Rob Hamshar	<b>RH</b>	Joher Anjari	<b>JAn</b>
Michelle Brant	<b>MB</b>	Peter Scrase	<b>PS</b>
Jo Atkinson	<b>JA</b>	Lucy Beckerleg	<b>LB</b>
Alex Cock	<b>AC</b>	Kinga Tunncliffe	<b>KT</b>
Erika Hewett	<b>EH</b>		
Yvonne Oates	<b>YO</b>	Charlotte Fraser (Business Manager)	<b>CF</b>
		Janet Standing (Clerk)	<b>JS</b>
<b>Apologies:</b>		<b>Pecuniary Interests:</b>	
Erika Hewett (late arrival)	<b>EH</b>	No changes recorded	
Yvonne Oates (late arrival)	<b>YO</b>		

		Action
<b>1</b>	<b>Minutes:</b>	
<b>1.1.</b>	<b>The minutes of the last FGB were approved to be accepted All in favour</b>	
<b>2.</b>	<b>Matters Arising:</b>	
<b>2.1.</b>	Thanks to AC and everyone who assisted in painting all the fencing in readiness for the new surface to be laid	
<b>2.2.</b>	School emails: a couple of these still needed attention	
<b>2.3.</b>	No meeting had taken place to look at the data but JA had looked at this	
<b>2.4.</b>	EYFS visit had not taken place as yet	
<b>3</b>	<b>Chair and Head's Urgent Business update;</b>	
<b>3.1.</b>	<b>MAT update; Due Diligence;</b>	
<b>3.2.</b>	KB updated Governors on this and it was displayed on the white board	
<b>3.3.</b>	Jackie Parker who had no connecting to any of the schools was monitoring the due diligence.	
<b>3.4.</b>	This looks at areas of risk and the feedback can be viewed from all the schools	
<b>3.5.</b>	Latest Ofsted inspection reports were included	
<b>3.6.</b>	Condition of premises and leadership and management were considered	



3.7.	Governors fully engaged in school development planning	CF
3.8.	Budget figures were included	
3.9.	Copies of all minutes and agendas from Governors meetings for the last twelve months	
3.10	Safeguarding items	
3.11	The school had not had a recent health and safety audit but there had been a number of H and S reports included	
3.12	Are Governors able to access the information provided by other schools?	
3.13	This required clarification and due diligence on Mounts Bay School would be required	
3.14	The information contained in the school due diligence report will be circulated to all members of the GB	
3.15	<b>Scheme of Delegation;</b>	
3.16	This had been circulated to members of the Board	
3.17	This will represent changes the LGB	
3.18	Areas such as budget would be approved by the LGB but would then go to the Trust for final approval	
3.19	Completion and approval of annual accounts will be approved by CEO and CFO, is this the case?	
3.20	Yes and this will then go to the Board. Concern was expressed at the fact that the CEO determines pay ranges for leadership staff in the schools within the MAT? How much transparency will there be in the salaries of the SLT and the CEO of the MAT?	
3.21	This will be carefully monitored and will be part of the overall budget which will go to the Trust. The CEO will not determine her own salary this will be set by the Trustees. At the present time SD is Executive Head of Mounts Bay and Five Islands School. A Head of School has been appointed at Mounts Bay School	
3.22	A discussion took place on this. If the CEO changed the Trustees would be responsible for making the appointment	
3.23	A report was presented on recent induction training attended by Governors. Would a Head teacher be required in the future, with a CEO, School's could have a Head of Learning.	
3.24	This was partly down to the difficulty in recruiting Head teachers and for schools to employ a full time substantive Head.	
3.25	Within a MAT smaller schools could have a Head of School overseen by a CEO.	
3.26	Would not having a substantive head not affect the autonomy of the school	
3.27	This could be the case but a Head of School would not be as involved in the management side	
3.28	A discussion took place on how much staff would feel they were part of the individual school or part of the MAT, falling rolls and the effect of budget restraints could impact on the future of the schools	
3.29	Flexibility of sharing a Head teacher could be beneficial for smaller schools	
3.30	The areas covered by the MAT would amount to approx the same amount as the 3% top slice	



3.31.	What are the alternatives to not joining a MAT?	
3.32	There are positive attributes to not being part of a MAT but experienced staff were very expensive and if the staff could be used to support other schools this may be beneficial long term and the school could gain from sharing expertise	
3.33	A lot of work had been undertaken with Mounts Bay through the Teaching school and not to join could be giving up on a very positive working relationship	
3.34	KB visiting the Five Islands School had been a very positive experience	
3.35	The schools within the proposed new MAT were writing the Scheme of Delegation if they joined an established MAT this would already have been written.	
3.36	Staff would be typed over to the MAT but staff who were employed after joining may be asked to assist in different schools within the MAT	
3.37	It was felt that the school would benefit from being able to use facilities offered throughout the MAT	
3.38	The ultimate goal was what was the best for the children in the school	
3.39	Succession planning and future appointments of Head and principles was discussed	
3.40	It was considered that there would not be much more information available before a decision had to be made	
3.41	The document produced has had input from all the Head's in the proposed MAT	
3.42	Governors role was to monitor and check and to be critical friends and it was important to know the views of the staff within the school	
3.43	It could improve strengths by having dual decision making as personalities could change over time	
3.44	It was considered that governors needed to consider the document at greater depth.	
3.45	Ultimately the document would be recommended to the Trust for approval	
3.46	It was approved by majority vote, 12 in favour, to continue with the procedures to join the MAT, one against and one abstention	
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4	<b>Budget ;</b>	
4.1.	The school would be losing a teacher and 2 TAs at the end of the summer term and the Caretaker hours had been reduced.	
4.2.	This took into account the lower number of pupils entering reception in September 2018, and gave the school the opportunity to plan for future years, taking into consideration the changes to funding formula	
4.3.	Other children could be leaving the school due to families relocating and personal situations.	
4.4.	However, there had been a number of enquiries for entry into the school	
4.5.	The new Budget had to be finalised in July 2018	
4.6.	The grant for toilet refurbishments had been successful and this work would be undertaken over the summer	
4.7.	A sub committee of Governors would be needed to consider future financial planning	



5	<b>Learning and Standards;</b>	
5.1.	<b>Pupil Progress;</b>	
5.2.	Data was circulated to Governors	
5.3.	JA had undertaken monitoring on data following advice received on induction training. The report had been circulated	
5.4.	Reading is the strongest subject across the school.	
5.5.	Are the children working below accepted levels the same in each subject?	
5.6.	These were children with SEN/ ECPs ; Needs met with specific interventions to meet their needs	
5.7.	Boys writing is an area for action in the SDP what was being done to improve this?	
5.8.	Star writers plan, teachers considering the topics for writing. Effort going into promoting boys writing in the school. 78% of record of need in the school are boys	
5.9.	What has been the impact so far this year is the gap reducing?	
5.10	This is the case and the boys average is above the national averages	
5.11	How are actions being monitored?	
5.12	English lead monitors actions in the classroom and reports on the impact	
5.13	What resources is the school drawing on?	
5.14	Network meetings	
5.15	Gap of 10% for pp children in reading and maths and 14% in writing. How is the funding being used?	
5.16	THRIVE and TA intervention, 5 of the 8 children who did not achieve the standard in Maths were on the record of need	
5.17	The data is based on teacher assessment and is more holistic than the standardised school assessment	
5.18	Reading in the school has always been strong and there is a focus on getting children reading early	
5.19	Accelerated reader has had an impact on the higher level readers	
5.20	How regularly is PP data monitored	
5.21	This happens termly and is discussed at staff meetings	
5.22	Does the intervention have an impact?	
5.23	The children have made acceptable improvement given the individual situations	
5.24	Are children on record of need making adequate progress?	
5.25	These children are making progress but are not ready to be removed from the record of need at present	
5.26	KB presented a precis of the data	
5.27	End of y6 predicted outcomes were looking good	
5.28	Booster classes are taking place for y6	
6	<b>Health and Safety;</b>	
6.1.	<b>Health and safety Governor;</b> Louise Greygoose	
6.2.	<b>Health and Safety policy;</b> Updated policy circulated and Governors asked to produce any comments by email by 15 May.	
6.3.	<b>Health and Safety update; Audit to take place on 21 May 2018</b>	
6.4.	EYFS area all refurbished	
6.5.	Tree Branches removed	
6.6.	Loose paving slab being repaired	



7	<b>Policies;</b>	
7.1.	<b>Risk Register</b>	
7.2.	<b>Finance Policy</b>	
7.3.	<b>Charging and Remission Policy</b>	
7.4.	Following discussion on charging and remissions it was resolved to adopt these policies as detailed and Breakfast club to be added to Finance Policy	
8.	<b>Governor Training;</b>	JAn JA
8.1.	JAn and JA to circulate questions for discussion at next meeting	
8.2.	<b>Safeguarding; GDPR;</b> This will come into force at the end of May and details of the data were presented to Governors. Governor school emails now in use Policy will be in place and necessary information has been shared with parents	
9.	<b>Diary Date</b>	
9.1.	10 <sup>th</sup> July 2018	
10	<b>Exclusions; None presented</b>	
11	<b>Governor Effectiveness;</b> <ul style="list-style-type: none"> <li>Regular meetings between Head and Chair</li> <li>Governor monitoring and analysing of data taken place</li> <li>Governors made decision to progress with membership of the MAT.</li> <li>Health and Safety Audit booked for May 21</li> <li>Policies discussed and adopted</li> <li>Health and Safety Governor appointed</li> <li>Budget monitoring presented and Budget to be presented to next meeting</li> <li>GDPR regulations to be in place at the end of May</li> </ul>	

The meeting closed at 9.20pm

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