

Hovingham & St Hilda's, Ampleforth CE Primary Schools' Federation
Minutes of a meeting of the Full Governing Body of the Federation
held at Hovingham
Wednesday 28th November 2016

Present:

<p>Clare Almond Victoria Forrester (Vice Chairman) Lynn Lealman Jane Richardson Freda Shaw Mark Wilson (Chairman)</p>	<p>Julie Caddy Rosalind Garnish James Pynn (Head) Johanna Senior Rachel Stebbings</p>
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In Attendance: **Helen Lowdell** (Clerk)

Core Functions:

Ensuring clarity of vision, ethos and strategic direction

Holding the headteacher to account for the educational performance of the school and its pupils

Overseeing the financial performance of the school and making sure its money is well spent

Meeting started at 5.30pm

Item	Minute	Action
FG/16/205	<p>Welcome The Chairman welcomed governors. A prayer was said by M Wilson. New governors Clare Almond and Rachel Stebbings were welcomed and governors introduced themselves.</p>	
FG/16/206	<p>Apologies for absence M Boothroyd sent apologies due to illness. J Conacher sent apologies due to other commitments. J Caddy sent apologies for arriving late due to childcare commitments. Governors consented to apologies.</p>	
FG/16/207	<p>Declaration of interest and confidentiality The Head and other staff members declared an interest in details of the Headteacher performance management. It was decided that the Headteacher performance management item should be treated as confidential. <i>It was later decided that a Safeguarding issues should be treated as confidential.</i></p>	
FG/16/208	<p>Notification of urgent other business Governors agreed to discuss the following: Headteacher performance management Recent Local Authority monitoring Link governor roles [this was discussed during Monitoring Visits FG/16/216]</p>	
FG/16/209	<p>Public minutes of the meeting held on 19th October 2016 Minutes had been circulated with the agenda. Governors scrutinised the public minutes of the FGB meeting held on Wednesday 19th October 2016. The minutes were unanimously agreed as a correct record and duly signed and dated to this effect.</p>	

Signed..... (Chair) Date.....

	<p>Governors requested that in future the Clerk clarified reasons for absence from meetings, for example if a holiday had been pre-arranged before meeting dates were finalised.</p> <p>The Clerk advised that it was good practice to note the reasons for absence but would find out whether it was mandatory.</p>	Clerk
FG/16/210	<p><u>Matters arising from the previous minutes</u></p> <p><u>The Cloud</u> J Richardson and R Garnish would arrange to meet with J Pynn for help with accessing The Cloud.</p> <p><u>Business Interest Forms</u> The clerk had emailed forms to governors but not all governors received them. They would be re-sent along with the Welcome Pack to any governors who still required them.</p> <p><u>LA governor transition</u> R Garnish explained she had very much enjoyed her 15 years on the Governing Body but with new family commitments she felt that it was time to retire from the role. M Wilson had asked her to consider becoming an Associate Governor so that the Governing Body could continue to benefit from her experience and she agreed to do this. Governors were reminded that the Local Authority had indicated that they were happy for the school to nominate a new LA governor but it was agreed that the transition should be co-ordinated so that J Richardson could take over from R Garnish smoothly. Both would meet and start the process.</p> <p><u>SIAMs questionnaires</u> J Pynn reported that he had received plenty of questionnaires but governors were welcome to hand them in if they had not already done so.</p> <p><u>Link Governor Training</u> The two new governors were invited to the training and both attended.</p> <p><u>Welcome Pack</u> The Clerk emailed a Welcome Pack to both new governors and to the rest of the governing body.</p> <p><u>Wrap-around Care</u> Parents had been alerted to their right to ask about wrap-around care and information about this had been put on the school website. There had been two responses from parents at Hovingham and none from St Hilda's.</p> <p><u>SDP</u> J Pynn would remove J Holloway's initials from the School Development Plan.</p> <p><i>All other actions had been completed.</i></p>	<p>JR/RG</p> <p>Clerk</p> <p>JR/RG</p> <p>JP</p>
FG/16/211	<p><u>Headteacher updates</u></p> <p><u>NYCC Visits</u> <i>Records of visits had been circulated with the agenda (att.2, 3 & 4)</i> <i>Lisa Jones had visited Hovingham on 28th September and had again since. J Pynn reported that while there was work to be done, there were some positives. Much of attachment 2 had been superseded by subsequent visits.</i></p>	

	<p>The English advisor had met with Faye and a Maths visit had taken place in October. J Pynn recommended that literacy link governors follow up the meeting with Faye.</p> <p>The Chairman reminded governors that these records of visits and their key actions should be used to inform monitoring. J Pynn added that Early Years, Literacy and Maths all had their own action plans, which should also be used by governors.</p> <p>Following the maths visit, the school had been invited to join a mixed-age maths project in the New Year.</p> <p>Q. Is Carla [Martindale] coping with the extra workload of working full time as well as her maths lead role?</p> <p>A. I would say an emphatic 'Yes' but this is something that governors could discuss with her themselves.</p> <p>J Senior reported that she is waiting for a date to meet with Carla.</p> <p><u>Diocese Visit</u></p> <p><i>Record of Visit had been circulated with the agenda</i></p> <p>J Pynn explained that this visit aimed to look at all things related to SIAMs including Christian values, ethos and Religious Education. The Chairman reported that this meeting had been very positive and that it was clear the schools were working well in this area. Governors were reminded that a SIAMs inspection was due at Hovingham very soon.</p> <p>Q. We recently reinstated Worship [at Hovingham] to the church on Thursdays. Can you tell us how that is working?</p> <p>A. I would like you to talk to the staff about this urgently as it is causing some anxiety.</p> <p>There followed some discussion about the times that children arrive at Church and when they return to school. M Wilson gave the opinion that, from the perspective of the Worship Group, the arrangement was working well and the children were now getting more out of Worship.</p> <p>M Wilson would discuss the matter with staff to try and find a solution.</p> <p><u>Esk Valley Alliance Early Years visit to St Hilda's</u></p> <p><i>Record of Visit had been circulated with the agenda</i></p> <p>J Pynn explained that after the recent Ofsted report at St Hilda's, the school had received four days of Early Years support involving a Leader in Education working with NQT, Amy Kirk. The visits focussed on the core provision and the challenges faced by working with children from Nursery age to Y2. J Pynn reported that Amy was very committed, was very receptive to new ideas and had taken great strides in her new role. She had visited another school with a similar set-up and had also undertaken some additional training.</p> <p>Q. Can you see an impact yet or is this something that will take time?</p> <p>A. I think a key part of this is a staff change. We still have some work to do but the good thing is that we have taken ownership of Early Years and we have the scope to try new things. Partnership working with other schools is also a benefit.</p> <p>Q. When Ofsted describe areas as 'Good ' or better, what are the criteria for this and what are the expectations?</p> <p>A. When Ofsted visit they would look at the teaching on the day and at the data. They would then triangulate this with book scrutiny and work out a best-fit judgement using the Ofsted Handbook for reference. They would be asking whether we doing all we can to get children to achieve from their baseline.</p> <p>The Chairman pointed out that Ofsted had described Early Years at St Hilda's as having the capacity to pull the 'Requires Improvement' judgement to 'Good'.</p>	<p>MB/CA</p> <p>JS</p> <p>MW</p>
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	<p><u>Admissions</u> <i>Admissions consultation document had been circulated with the agenda.</i> Governors were informed that the proposed PAN [Published Admission Number] for Hovingham was 8 and that it was 7 for St Hilda's. J Pynn told governors that he was happy with these numbers. Governors agreed to the proposed PAN for each school.</p> <p>Governors were told that there had been positive interest in St Hilda's following an open day at the school. Q. Has there be a positive reaction at Hovingham as well? A. Three attended so I'm happy with that. Governors commented that the banner outside St Hilda's the school stand at the Village open day had helped to raise the school's profile.</p> <p><u>RAISEonline</u> <i>Data summaries for both schools had been circulated with the agenda</i> J Pynn explained that the reports highlighted a number of strengths and that, where weaknesses were indicated, they could be explained by the fact that the extremely small cohort puts the schools at one pupil away from the national average. Governors were reminded that there were six pupils in Y6 at Hovingham last year and that only four of them had been at the school for their whole school career (giving them full data). St Hilda's had just one pupil in Y6. The Vice Chairman explained that data was looked through thoroughly during RIG meetings.</p>	
FG/16/212	<p>School Development Plan J Pynn explained that the SDP had been re-issued to inform new governors and that he was expecting new data from assessments in the next week so would update the plan at that point. Governors were reminded that Early Years, Maths and Literacy had their own action plans.</p>	
FG/16/213	<p>Finance & Premises <i>Revised budgets for each school and a joint budget summary had been circulated prior to the meeting.</i> Q. Does the introduction of the joint budget mean that this is the last time we would see financial benchmarking? A. It would be very challenging to get benchmarking for the joint budget. Q. Each school has their own allocation. How can we be sure that each school is getting its entitlement? A. Any questions about the detail of spending can be asked at FGB meetings. It was pointed out that the three-year forecast for Hovingham looked less healthy than the one for St Hilda's. J Pynn explained that this was partly due to a recent drop in numbers after a family moved away meaning that there were currently two pupils in Y6. However, there would be between five and eight pupils coming next September and recently three or four children joined the school. Nevertheless, he agreed that they would have to be cautious and that they should avoid being complacent about the position of St Hilda's. Q. How does the joint budget affect Pupil Premium and Sports Premium? A. Sports Premium is a lump sum and it's a very small amount per person. Pupil Premium is for children entitled to free school meals. It will be spent on children wherever it needs to be spent. Q. Can Pupil Premium given to Hovingham be spent on children at St Hilda's?</p>	

	<p><i>A. No, it's ring-fenced. All Pupil Premium spending is evidenced in a specific report, which you can see online and the requirements for this are getting tighter in that we are having to demonstrate what children are getting that is 'different'.</i></p> <p>J Pynn told governors that he had been asked by the School Business Manager to point out a number of risk factors:</p> <ul style="list-style-type: none"> • The Local Authority was waiting for clarification on whether the Apprenticeship Levy scheme would involve schools. If so, it would mean a cost of £1700. • Uncertainty about the future of the Minimum Funding Guarantee could impact St Hilda's, which currently receives £37K. • There may be a reduction of Early Years funding, resulting in a loss of £1.2K. • Sparsity Funding also faces uncertainty, which would impact Hovingham as it currently receives £37K. <p>Governors were informed that all known elements had been included in the revised budget but they should be aware of these possible changes.</p> <p><i>Q. There appears to be a high figure for building maintenance. Can you tell us what this was for?</i></p> <p><i>A. Hovingham had a toilet refurbishment and a kitchen refurbishment last academic year and St Hilda's had an office refurbishment, security update and new fencing. These were all capital projects and were all discussed with the Governing Body beforehand.</i></p> <p><i>Q. Does the ICT budget go over three years?</i></p> <p><i>A. Yes it does.</i></p> <p>Governors were reminded that the Property Management company was a new alternative to the MASS scheme, run by NYCC. It was expected that they would work in a more strategic, and therefore cost-effective way.</p> <p><i>Q. Is there a photocopier in the school?</i></p> <p><i>A. Yes, and it doubles up as a printer.</i></p> <p>Governors agreed to approve the Revised Budgets. Proposed: F Shaw Seconded: V Forrester</p> <p>Governors expressed gratitude to Heather Leggett for presenting the information in such a thorough and clear way.</p> <p><u>Benchmarking</u> <i>Benchmarking data for both schools was circulated with the agenda.</i> J Pynn explained that it was very difficult to get accurate benchmarking data as it is not easy to identify similar schools. Governors agreed that it was more important to properly scrutinise the school budgets. However, it was noted that the schools were generally shown to be within the average range and where this was not the case, reasons could be found.</p>	
FG/16/214	<p><u>Rapid Improvement Group</u> The Chairman explained the Rapid Improvement Group to new governors. The group had met on 2nd November to discuss various issues.</p> <p><u>Performance Management</u> Governors were reminded that RIG looked at the performance management of two members of staff, one from each school, chosen at random. RIG scrutinised the procedure only and were satisfied that it had been carried out</p>	

	<p>properly, targets were reasonable and there had been enough evidence. It was stressed that RIG had no input into the results of the Performance Management.</p> <p><u>Local Authority Peer Review</u> RIG worked to ensure that governors would be well prepared for the Peer Review [see item FG/16/221].</p> <p><u>Data</u> In addition to the data dashboard, RIG had used the Arbor Report, which they found very clear useful as it indicated positives and areas of concern. The KS2 data was as expected and the very small cohort had had an impact on the results. RIG was satisfied that pupils were making progress and they were particularly pleased with the progress of SEN pupils. The group looked at the impact of attendance on the data and scrutinised KS1 data, which indicated that phonics was progressing well. Governors were told that there was still some work to do to support children who were not at age-related expectations and that this would be monitored through looking for evidence of progress in books, recording pupil voice and discussions with staff. The Chairman informed governors that RIG would meet again in January, when they would have received the report from the Local Authority.</p>	
FG/16/215	<p><u>Policies</u> <i>All policies had been circulated with the agenda</i> Governors had received and considered a number of policies:</p> <p><i>Q. The Disciplinary policy refers to formal meetings. Can the policy include reference to a process whereby these meetings are properly signed off?</i> <i>A. I would have to check with Legal [department at NYCC] about this.</i> <i>Q. Does the Health & Safety policy mention Legionella?</i> <i>A. Yes it does. This used to be covered by the MASS scheme but it will now be covered by the new property management company.</i></p> <p>Governors agreed to approve the following policies: Health & Safety Resolving Issues at Work Capability Developing Performance Reorganisation, Redundancy and Redeployment</p> <p>Proposed: F Shaw Seconded: M Wilson</p> <p>It was agreed that the Disciplinary policy would be considered following enquiries into the wording surrounding formal meetings.</p> <p>Governors discussed the possibility of delegating policies to individuals who could then recommend approval to the FGB. It was noted that it was not necessary for all policies to be approved by the FGB. RIG would work on the policy list in time for the next FGB meeting.</p>	<p>JP</p> <p>RIG</p>
FG/16/216	<p><u>Monitoring Visits</u> Governors were reminded of the importance of writing a report when carrying out a school visit.</p>	

	<p>J Senior would arrange a date for a maths visits. C Almond agreed work with M Boothroyd as a link governor for Literacy R Stebbings agreed to work with J Conacher as a link governor for Early Years. C Almond would contact M Boothroyd to discuss. R Stebbings would contact J Conacher to discuss. It was noted that the role of link governor for SEN had not been formally noted. It was agreed that R Garnish would be the link governor for SEN.</p> <p><i>A PCC report from M Wilson had been circulated with the agenda and a PCC report from F Shaw was tabled at the meeting.</i> <i>[J Caddy arrived at 6.50pm]</i> It was noted that the reports reflected the link between the schools and the community. M Wilson explained that he had tried to make the report accessible by not using educational language.</p>	<p>JS</p> <p>CA RS</p>
FG/16/217	<p>Governor Training M Wilson, F Shaw and J Richardson had signed up for the Understanding Christianity training session. New governors were reminded of training available to them including Introduction to Governance and GSINs.</p> <p>A number of governors had attended Link Governor training run by the Dioceses and reported that it was an excellent course that covered everything they needed. It was noted that there was an emphasis on the fact that link governors should not seek to scrutinise teachers during their visits and that visits should be a positive experience for all concerned. The Chairman thanked governors who were able to attend the training.</p>	
FG/16/218	<p>Safeguarding 1 <i>Safeguarding report was circulated with the agenda</i> Q. There is some safeguarding training available from the diocese. Would it be useful for governors as well? A. The Safeguarding Audit that I am working on with Victoria will clarify whether any additional training is necessary. Q. Do parents have access to personal information online? A. The closest thing we have is ParentPay so I would say no.</p> <p><i>Health & Safety Inspection reports for both schools were circulated with the agenda.</i> J Pynn explained that the new inspector visited the schools and created these reports. Actions points had been identified and were in the process of being tackled. Q. There had been a discussion about planting hedges at St Hilda's. Is this still going ahead? A. No, it's not longer necessary. Q. Is there a plan in place to provide First Aid training for staff so that more of them are covered? A. Yes, Heather is looking into this. Q. Why is asbestos mentioned when it has not been found in either school? A. It has not been identified but this doesn't mean that it definitely isn't present in either school. Governors discussed issues and challenges surrounding children being dropped off at schools by taxis and taxi-buses before the start of the school</p>	

	day. It was suggested that the point could be raised with the taxi company by a parent.	
FG/16/219	Safeguarding 2 CONFIDENTIAL MINUTE	
FG/16/220	Any Other Business 1 CONFIDENTIAL MINUTE	
FG/16/221	<p>Any Other Business 2</p> <p><u>Peer Review</u></p> <p>It was noted that the Peer Review with Helen Davey the previous Thursday had been very positive. An important message from the review was that the school should ensure that teachers are not working too hard and pupils are working hard enough.</p> <p>Q. Have staff had feedback?</p> <p>A. They had some verbal feedback at the end of the day but I will go into more depth at a meeting tomorrow.</p> <p>J Pynn reported that, while this was not a full inspection, they were sufficiently happy that progress had been made and that the schools could still steer their own destiny. Governors were told that there would be a change in language from 'Lesson Objectives' to Learning Objectives' to reflect a move to deeper learning over time.</p> <p>The Vice Chairman reflected that she had found the review reassuring and that Helen Davey had seen a noticeable difference and a good deal of progress, enabling the Local Authority to take a step back.</p> <p>The Chairman commented that the Governing Body had been complimented on the number of attendees and their level of engagement.</p> <p><u>Website</u></p> <p>J Senior would carry out a scrutiny of the website and would contact the clerk with any queries.</p>	JS/Clerk
FG/16/222	<p>Matters for inclusion on the next agenda</p> <ul style="list-style-type: none"> • SDP • RIG • Disciplinary policy 	
FG/16/223	<p>Date and time of next meeting</p> <p>Wednesday January 18th 2017, 5.30pm St Hilda's</p>	

Meeting ended at 7.30pm

Actions			
Item ref	Action	Timeframe	Name
FG/16/209	Find out whether state reasons for absence is mandatory	By next FGB	Clerk
FG/16/210	Meeting with J Pynn re. The Cloud	By next FGB	JR/RG
FG/16/210	Re-send welcome pack to specific governors	ASAP	Clerk
FG/16/210	Meet to discuss governor transition	By next FGB	JR/RG
FG/16/210	Remove J Holloway's initials from SDP	By next FGB	JP
FG/16/211	Meet with literacy lead	By next FGB	MB/CA
FG/16/211	Meet with maths lead	By next FGB	JS
FG/16/211	Meet with staff to discuss worship	By next FGB	MW

Signed..... (Chair) Date.....

FG/16/215	Find out whether disciplinary policy can be re-worded	By next FGB	JP
FG/16/215	Work on policy list	By next FGB	RIG
FG/16/216	Contact M Boothroyd to discuss role as literacy link gov	By next FGB	CA
FG/16/216	Contact J Conacher to discuss role as Early Years link gov	By next FGB	RS
FG/16/221	Check school website and contact clerk with any queries	By next FGB	JS