

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 18th January 2017

Present:

<p>Clare Almond Jayne Conacher Rosalind Garnish James Pynn (Head) Johanna Senior</p>	<p>Julie Caddy Victoria Forrester (Vice Chairman) Lynn Lealman Jane Richardson Mark Wilson (Chairman)</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/17/001	<p>Welcome The Chairman welcomed governors. A prayer was said by M Wilson. Governors, particularly new governors were encouraged to ask lots of questions and to make it clear if there was anything they did not understand.</p>	
FG/17/002	<p>Apologies for absence M Boothroyd sent apologies due to illness. J Caddy sent apologies for arriving late due to childcare commitments. Governors consented to apologies. R Stebbings was not present. The clerk would contact her to ensure that she was receiving information.</p>	Clerk
FG/17/003	<p>Declaration of interest and confidentiality Staff members declared an interest in a staffing matter. It was decided that the staffing matter should be treated as confidential.</p>	
FG/16/004	<p>Notification of urgent other business Governors agreed to discuss a staffing matter.</p>	
FG/16/005	<p>Public minutes of the meeting held on 28th November 2016 <i>[Minutes had been circulated with the agenda]</i> Governors scrutinised the public minutes of the FGB meeting held on Wednesday 28th November 2016. The minutes were unanimously agreed as a correct record and duly signed and dated to this effect. Proposed: V Forrester Seconded: J Senior</p> <p><i>[Confidential minutes were tabled at the meeting]</i> It was noted that a name was incorrect and was corrected by hand. Subject to this correction the minutes were unanimously agreed as a</p>	

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

	<p>correct record and duly signed and dated to this effect. Proposed: J Senior Seconded: V Forrester</p>	
<p>FG/17/006</p>	<p><u>Matters arising from the previous minutes</u></p> <p><u>Confidential safeguarding minute</u> <i>Q. Has the correct procedure for dealing with this matter been filtered down to any support staff or cover staff and have they been made aware of the situation?</i> <i>A. Yes, all staff have been made aware and have attended training on restricted physical intervention.</i> <i>Q. Does this include supply staff?</i> <i>A. There would always be a Teaching Assistant in the room who is aware of the situation and it would be expected that the permanent teacher would communicate with supply staff.</i> <i>Q. Has the risk assessment been completed?</i> <i>A. Yes, as it was needed for the school visit.</i> <i>Q. Were parent helpers informed</i> <i>A. No, staff take full responsibility.</i></p> <p><u>Reporting reasons for absence</u> The Clerk had sought advice and explained that reasons for absence had to be noted in order for governors to decide whether or not to consent. However, she would be more sensitive when recorded reasons for absence in future.</p> <p><u>Cloud</u> R Garnish, J Richardson, J Conacher and C Almond would meet with J Pynn to discuss accessing the Cloud.</p> <p><u>Welcome Pack</u> The Clerk had sent Welcome Packs to governors who still required them.</p> <p><u>Governor transition</u> R Garnish and J Richardson had set a date in February to meet and discuss transition.</p> <p><u>SDP</u> J Holloway’s initials had been removed from the SDP.</p> <p><u>Literacy link governor</u> C Almond reported that she had met with the literacy subject leader. She had also been in contact with M Boothroyd and would meet with J Pynn the following Monday to discuss the role.</p> <p><u>Maths link governor</u> J Senior had carried out a monitoring visit with the maths subject leader.</p> <p><u>Worship</u> M Wilson had met with one staff member and discussed the issue of whether to continue worship in church. They had given him the impression that going to the church had been enjoyable.</p>	<p>RG/JR/JC/CA</p> <p>CA</p>

	<p><u>Disciplinary Policy</u> J Pynn had sought advice about whether it was possible to change the Disciplinary Policy and was told that it had been compiled in conjunction with unions and other agencies and that they would all have to be consulted if any change were to be put into effect. Based on this, it was agreed to not make any changes to the policy.</p> <p><u>Policy List</u> On-going</p> <p><u>Early Years link governors</u> J Conacher and R Stebbings would meet with Michelle the following Tuesday.</p> <p><u>Website</u> J Senior reported that she had completed an audit of both websites and found them to be broadly compliant. She would appreciate a conversation with J Pynn to check that all items are up to date. She would report back at the next meeting.</p>	<p>JC/RS</p> <p>JS/JP</p>
<p>FG/16/007</p>	<p><u>Headteacher updates</u></p> <p><u>Headteacher report</u> It was noted that, due to IT issues faced by the Clerk, this report had not been sent out in good time. Consequently some of the governors had not had the opportunity to properly scrutinise it.</p> <p><i>Q. How do we address data when the cohort is so small? A. This issue has been discussed with RIG. We know that some of the children identified as being adrift are on the SEND register. Ways of evidencing progress of these pupils is being discussed with staff and TAs in pupil progress meetings.</i></p> <p>Governors were informed that starting from the next week, targeted work would take place for children in receipt of Pupil Premium funding in order to tackle areas in which they are adrift. This would happen every Tuesday afternoon at St Hilda's and every Thursday afternoon at Hovingham. The decision to carry out this work had been informed by the need for Pupil Premium funding to specifically benefit Pupil Premium children, which can be challenging as most interventions would impact all the children. This programme would involve Liz Wilson, a teacher who already knew the children well and who was aware of the remit.</p> <p><u>NYCC Early Years visits to St Hilda's</u> <i>[Reports had been circulated with the agenda]</i> J Conacher had planned to meet with Michelle Carter the following Tuesday. This would also be an opportunity for new governor R Stebbings to be introduced. The Chairman reminded governors that communication could also take place via email if meetings were difficult to arrange. J Pynn reported on on-going work in Early Years including:</p> <ul style="list-style-type: none"> • Esk Valley Alliance visit the previous week • Work with teachers from Foston school • Visit from Lisa, School Improvement Officer • Visit from Elaine Broadbend, NYCC 	

NYCC School Improvement Visit to St Hilda's

[Report had been circulated with the agenda]

Q. There are some key actions listed on the list page. Have these actions started?

A. Yes they have

J Pynn elaborated by explaining the actions point by point:

1. Plans to develop the provision were in progress. NQT, Amy Kirk had visited other settings and brought back ideas, which were then shared with Lynn Lealman. J Pynn thanked both of them as a lot of work has been done in this area.
2. Marking and feedback continued to be refined. Success criteria should be carefully communicated to outside visitors to enable a greater understanding of what was being achieved during individual lessons and what was being achieved over time with deeper learning.

Q. Are you happy that this objective is going well?

A. Yes, it is about demonstrating progress over time.

Q. Is this going to be replicated across the two schools?

A. There will be subtle differences but I'm comfortable with that.

3. The development for a strategic plan for English was being addressed by Faye Dodds-Aston attending termly literacy meetings. J Pynn was satisfied that this was progressing well.
4. Display walls at St Hilda's had been developed. Governors were invited to look at the maths learning wall to see that the work was all relevant to current learning about fractions and percentages. This supported the learning of the children in a clear and relevant way while indicating work that was coming up next. Children also had the opportunity to annotate the wall.

Q. Is this also happening at Hovingham?

A. It will in due course. There are slightly different priorities at Hovingham and the classrooms are architecturally different.

Comment: Mrs Martindale [Hovingham] should be commended for finding creative ways to display class 2 work.

Q. Are there other ways of celebrating children's work?

A. Yes, we have a celebration assembly, photos on the website and I sometimes phone parents directly.

NYCC School Improvement Visit data report

[Report had been circulated with the agenda]

J Pynn put some of the data into context by explaining that Y6 at St Hilda's consisted of just one pupil and that there were three pupils in Y2. Support was being given to the Y6 child where they did not reach ARE.

Governors were informed that the data at KS2 came from tests while at KS1 it came from a combination of tests and teacher assessments that broadly agreed.

Q. Is there any work happening on test skills?

A. Yes – Y6 have one or two sessions per week working together on sample past papers. These are gone through question by question and children can ask for help but they are given a score, just so they can see how they're getting on. We also do ten-minute SATs busters. Children do ten minutes of work before we go through it. I have bought a similar product for Y2. The on-going half-term assessments also give pupils some test experience.

Comment: Secondary schools are moving away from coursework and back to all testing.

	<p>J Pynn explained that Y6 booster classes had been very helpful and that pupils were being open and honest with each other and sharing their experience of learning.</p> <p>Q. How is teacher assessment moderated?</p> <p>A. We hold staff meetings with a designated focus on moderation and we also attend cluster sessions with other local schools. We are being very careful that the two schools [in the federation] do not just end up talking to each other [in isolation].</p> <p>NYCC Support Plan Visit [Report had been circulated with the agenda] Governors were informed that this visit from Lisa Jones was now superseded by feedback from the Peer Review [FG/16/221] J Pynn reported that he had not been present at this meeting and that this provided good CPD for Michelle Carter.</p> <p>Comment: The pupil voice element of this reads very well. It's nice to know that the children are happy.</p> <p>Comment: I have seen evidence while visiting Hovingham that there have been developments since this document was written. Learning objectives are now clearer. It's good to see that things have been identified [and responded to].</p>	
FG/17/008	<p>School Development Plan [Plan had been circulated with the agenda] It was noted that the presence of a number of 'ambers' and 'greens' was a good, positive sign. Pupil progress meetings involved assessment data to support individuals and groups.</p> <p>Q. Can you explain some more about the 'academic resilience approach'?</p> <p>A. Faye and I did some training with the Esk Valley Alliance on academic resilience, which is about putting things in place to help children overcome barriers (such as problems at home). Last week the University of York did some baseline questioning with the children. They will return to see whether there has been any impact through PSHE lessons.</p> <p>Q. How has the nurture group been going?</p> <p>A. Last term it had a very positive impact. We are not doing it this term as four of the children involved have left and staff weren't able to do the extra afternoon. This term (which is the third term of the financial year) Pupil Premium money will be spent on extra supervision [as discussed in FG/16/007].</p> <p>Q. Did any parents refuse to allow their child to take part in the academic resilience?</p> <p>A. One family did and I respect their decision. Comment: I don't think the information to parents was very clear – it contained a lot of jargon.</p> <p>Q. How does the resilience [baseline] score work?</p> <p>A. It comes from responses to a questionnaire. I think we have to be very careful about the reliability of this.</p> <p>Q. Will this feed into what we do in school or is the information primarily for the University?</p> <p>A. At this stage, it's for them. We need evidence that it would be a good spend [before becoming more involved]. Actually, PSHE within the school is as vigilant as ever. It works well, particularly as we're a</p>	

	<i>small school and everyone knows each other well.</i>	
FG/17/009	<p>Finance & Premises</p> <p>J Pynn reported that he and Heather Leggett would be meeting with the NYCC Finance team to discuss the budget.</p> <p>There were dates in the diary for termly meetings with Mr Holt, who was now responsible for property management. A meeting took place before Christmas and the next meeting would be in February. The fact that there was only one point of contact for any problems within the school had already been working well and J Pynn was very pleased with the service. Governors were informed that a refund of about £1,000 per school had been received following the federation leaving the MASS scheme.</p> <p>The Chairman commented that it would be interesting to note the impact of the new funding formula.</p>	
FG/17/010	<p>Rapid Improvement Group</p> <p>The Vice Chairman reported that RIG had met on Monday afternoon and had discussed a number of issues.</p> <ul style="list-style-type: none"> • Staffing issue. • Peer Review and related Headteacher actions. • Monitoring. A monitoring sheet had been created for headteachers but it could also be useful tool for governors when carrying out monitoring visits as it contained prompts for questions. <p>Q. Have you begun monitoring?</p> <p>A. Yes I have.</p> <p>Q. Are staff aware that monitoring is taking place?</p> <p>A. Yes.</p> <p>Governors were told that Carla Martindale had been observed by Michelle Carter. There would be further swaps later this term.</p> <p>Governors were reminded of the importance of carrying out and evidencing monitoring visits including email conversations.</p> <ul style="list-style-type: none"> • Headteacher Report, with a focus on progress for vulnerable pupils. The importance of finding evidence of progress when stark data showed that ARE were not being met. • Booster classes for Y6 pupils. • Academic resilience [FG/17/008]. • Pupil Premium funding specific pupils. • Parental feedback about swimming lessons. • Safeguarding: to ensure that all procedures are adhered to when pupils moved between schools. RIG were satisfied that this was being thoroughly carried out. 	
FG/17/011	<p>Policies</p> <p><i>[All policies had been circulated with the agenda]</i></p> <p>Governors were reminded that all of the policies were standard NYCC policies</p> <p>Governors agreed to approve the following policies:</p> <p>Budget Management</p> <p>Prejudice Based Incidents and Hate Crimes</p> <p>Reorganisation, Redundancy and Redeployment</p> <p>Disciplinary (discussed at the last meeting – FG/16/215)</p> <p>Proposed: J Conacher Seconded: L Lealman</p>	

FG/17/012	<p>Monitoring Visits</p> <p>A visit report had been received from J Senior regarding her maths monitoring visit with Carla Martindale. The Chairman described the report as very good and J Senior explained that she it had been modelled on guidance.</p> <p>C Almond had submitted a report regarding a school visit to the Dickens Museum in Malton. She explained that the visit, supervised by Julie Caddy had presented a good opportunity to observe the children from the perspective of literacy link governor and that she had been very impressed. It was reported that the children had shown great enthusiasm for A Christmas Carol and that this enthusiasm had been shared throughout the whole class. The visit had been very effective in bringing their learning to life and it had been clear that a great deal of work was being carried over from the classroom. The children had been very well behaved and were confident in their eagerness to talk about Dickens.</p> <p>Planned monitoring visits: C Almond to meet with J Pynn on 23rd January to discuss literacy J Senior to carry out a follow-up maths visit before half term J Conacher and R Stebbing to meet with Michelle Carter on 24th January to discuss Early Years.</p> <p>Governors were reminded of the importance of monitor visits in evidencing that governors were not complacent about the situation in either school.</p>	
FG/17/013	<p>Governor Training</p> <p>The Clerk would circulate information about relevant NYCC training. The Clerk would find out about Safeguarding training provided by the Diocese.</p> <p>J Richardson had attended Understanding Christianity with M Wilson and reported that the session, which explored a resource for teaching RE throughout primary school, was challenging and impressive. The resource aimed to increase the ability to think theologically, demonstrate that Christianity was a living world faith and improve religious literacy. J Pynn had attended one of the sessions, as had Amy Kirk and both would be attending follow up training in February. J Pynn was subject leader in RE and Amy would support him as a project (as NQT, it would not be possible for Amy to be subject leader). J Pynn explained that he would also be supported by the Diocese and by other schools that he was networking with.</p>	Clerk Clerk
FG/17/014	<p>Safeguarding</p> <p>It was reported that both school had collated the safeguarding audit and that staff were being encouraged to complete this by half term. V Forrester had agreed to work on safeguarding in the absence of M Boothroyd.</p> <p><i>Q. I understand that this is a substantial document. Do the staff have enough time to read through it all?</i></p> <p><i>A. A staff meeting will not be taking place and staff will have the opportunity to read it during that time.</i></p> <p>J Caddy arrived at 6.50pm</p>	
FG/17/015	<p>Any Other Business</p> <p>CONFIDENTIAL MINUTE</p>	

FG/17/017	Matters for inclusion on the next agenda <ul style="list-style-type: none"> • Budget • Website 	
FG/17/018	Date and time of next meeting Monday 27 th February 2017, 5.30pm Hovingham The Clerk noted that the agenda for this meeting would be sent out early (13th February) to accommodate the half term holiday.	Clerk

Meeting ended at 7.20pm

Actions			
Item ref	Action	Timeframe	Name
FG/17/002	Contact Rachel Stebbings	ASAP	Clerk
FG/17/006	Meet with J Pynn re. The Could	By next FGB	RG/JR/JC/ CA
FG/17/006	Meet with J Pynn re. Literacy	23 rd January	CA
FG/17/006	Meet with Michelle Carter re. Early Years	24 th January	JC/RS
FG/17/006	Meet with J Pynn re. school websites	By next FGB	JS
FG/17/013	Circulate training information	ASAP	Clerk
FG/17/013	Find out about safeguarding training from diocese	ASAP	Clerk
FG/17/018	Send out next agenda early	13 th February	Clerk

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