

Hovingham & St Hilda's, Ampleforth CE Primary Schools' Federation
Minutes of a meeting of the Full Governing Body of the Federation
Monday 19th March, Hovingham

Present:

Martyn Boothroyd Jayne Conacher Rosalind Garnish James Pynn (Head) Jane Richardson Mark Wilson (Chairman)	Julie Caddy Victoria Forrester (Vice Chairman) Lynn Lealman Andrew Reid Johanna Senior
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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/18/022	Welcome The Chairman welcomed governors and said an opening prayer.	
FG/18/023	Apologies for absence C Almond sent apologies due to family commitments. Governors consented to apologies. R Bell was not present. No apologies had been received. <i>[After the meeting it was clarified that R Bell had sent apologies due to family commitments].</i>	
FG/18/024	Declaration of Interest & Items of Confidentiality There were no declarations of interest made. Items of confidentiality would be identified throughout the meeting.	
FG/18/025	Notification of urgent other business Governors agreed to discuss one item of urgent other business at the point of the Headteacher updates: <ul style="list-style-type: none"> • A letter received by the Headteacher 	
FG/18/026	Public minutes of the meeting held on 22nd January 2018 <i>[Minutes had been circulated with the agenda]</i> Governors scrutinised the public minutes of the FGB meeting held on 22 nd January 2018. The minutes were unanimously AGREED as a correct record and duly signed and dated to this effect. Proposed: V Forrester Seconded: L Lealman <i>[Confidential minutes was tabled at the meeting]</i> Governors scrutinised the confidential minutes from the FGB meeting held on 22 nd January 2018 The minutes were unanimously AGREED as a correct record and duly signed and dated to this effect.	

Signed..... (Chairman) Date.....

	<p>Proposed: V Forrester Seconded: J Senior</p>	
FG/18/027	<p>Matters arising from the previous minutes (FG/18/010 – Auditing of School Fund) M Boothoyd was in contact with the School Business Manager about a suggested auditor of the School Fund. He reported that if the person in question was unable to audit the fund, it could be done by another contact. It would be completed by the end of the financial year.</p> <p>(FG/18/016 – Collective Worship) A Reid had liaised with J Pynn about Collective Worship and had joined the Vision and Values group at St Hilda's.</p> <p>It was noted that all other actions had been completed.</p>	
FG/18/028	<p>Headteacher updates (Core Function – Educational Performance) <u>Academies</u> CONFIDENTIAL MINUTE</p> <p><u>Budget update</u> <i>[Papers tabled at the meeting]</i> CONFIDENTIAL MINUTE</p> <p>There was a variation on the cost of school lunches at each school. Parents were currently being charged £2.10 per lunch for children in Y3-6 but the cost to the schools would increase in September to £2.81 at Hovingham and £2.87 at St Hilda's. The schools would continue to receive just £2.30 per child in R-Y2 for universal free school meals. This would mean a total loss of around £6460 per year.</p> <p>CONFIDENTIAL MINUTE</p> <p>Q. Is the cost just for ingredients? A. It's for everything including staff costs.</p> <p>J Pynn suggested increasing the costs to £2.20 at Easter and £2.30 in September but governors felt that this would feel like two cost increases and would be unpopular with parents.</p> <p>CONFIDENTIAL MINUTE</p> <p>Q. Who does the buying for the school meals? A. It's NYCC and it's quite limited but our skilled cooks are able to create interesting and nutritious meals with it.</p> <p>Q. How long has it be £2.10? A. More than seven years.</p> <p>Governors AGREED to raise the cost of school meals to £2.30 from Easter. Proposed: J Conacher Seconded: V Forrester</p> <p>J Pynn reported that despite reviewing the budget several times with H Leggett, there would be no way to avoid a loss of built-in monitoring, splitting music between schools and a reduction in the supply budget. As a result, J Pynn would release staff to monitor with him covering and he would have to take on more supply teaching. All of this would achieve a modest carry forward each year. This would also have built into it, an attempt to recruit an additional</p>	<p>JP</p>

0.6 NQT for September.

CONFIDENTIAL MINUTE

Savings could be made if midday supervisors were to receive some training to enable children to do sports at break times as Sports Premium funding could be accessed for this. Exploring alternative catering and cleaning arrangements could also be beneficial.

With recent changes in anticipated pupil numbers, the expected number for St Hilda's was 33 and at Hovingham, 26-35.

Q. What is the current number for Hovingham?

A. 38

Comment: This makes it very difficult to do any planning

Primary Science Mark

J Pynn reported that he had liaised with R Bell and had carried out three of the four meetings and was currently working on filling in any gaps.

Q. How is it progressing?

A. It is a rigorous process with many criteria to meet.

St Hilda's Chromebooks

St Hilda's had taken delivery of Chromebooks and it was expected that they would be configured later that week. Funding from this had been made available by paying for some essential fencing using Sports Premium funding as it enabled outdoor activities.

Ampleforth nursery provision

St Benedict's school was going ahead with plans to open a nursery in Ampleforth. RIG had arranged consultation and the matter would be discussed at the next meeting.

Snow closures

Governors were informed that St Hilda's had been closed for four days during recent snowy weather and Hovingham had been closed for three days.

St Hilda's had worked in partnership with St Benedict's and had taken into consideration conditions on the ground, future forecasts and the location of parents. The decision had been communicated with parents and J Pynn had informed NYCC and the local radio station.

The situation at Hovingham had involved communication with the Head of Slingsby Primary School on the first two days and a later discussion on the third day taking into consideration the location of staff and children.

J Pynn expressed thanks to the Chairman and to the cook at St Hilda's for liaising with him about conditions.

Q. On the Wednesday and Thursday [at Hovingham], the situation was straight-forward but there was a chance to open the school later on the Friday. Did you consider that?

A. It was an option until we looked at staff and transport and the fact that a high proportion of the children would not have been able to come in.

Comment: I think it was the right decision and I appreciate the way information was communicated to parents.

Q. Every day at school is valuable. Will you be able to catch up?

A. Yes, by making choices within the curriculum.

Q. Were staff able to work from home?

A. Yes, everything is cloud-based and staff are very good at keeping in touch.

Agenda

FG/18/029	<p>School Development Plan (Core Function – Strategic Direction) <i>[School Development Plan had been circulated with the agenda]</i> J Pynn explained that a number of items were still coded ‘amber’ indicating a cautious approach.</p>	
FG/18/030	<p>Finance & Premises (Core Function – Financial Oversight) J Pynn expressed gratitude to H Leggett for her continuing work on the school finances and told governors that the schools were very lucky to have such a skilled School Business Manager.</p> <p><u>Sports Premium funding</u> <i>[Report had been circulated with the agenda]</i> Q. Can you tell us what is happening with the before school club? A. The club will be finishing at Easter. I am disappointed that the indication of need was not reflected in support and we were down to just two pupils.</p> <p><u>Pupil Premium funding</u> <i>[Report had been circulated with the agenda]</i> Q. Is Third Space Learning making improvements? A. Yes, it is having an impact on the progress and on the self-belief of pupils in maths. Going forward, we will have to be more careful on how many children can do this as the Pupil Premium budget is very tight and most of that funding is going towards a Teaching Assistant. Q. Is the progress measurable? Is there any testing going on? A. Assessments are within 3rd Space and progress can be measured.</p>	
FG/18/031	<p>Rapid Improvement Group The Vice Chairman explained that much of the last RIG meeting had been on the subject of the nursery consultation and a preliminary look at the budget. It was noted that the budget had changed again since the meeting.</p>	
FG/18/032	<p>Policies (Statutory Responsibility / Core Function – Strategic Direction) <i>[Policies had been circulated with the agenda]</i></p> <p>Governor Disciplinary Policy</p> <p>Appraisal Policy</p> <p>Declaration of Offences Policy</p> <p>Exclusion Policy</p> <p>Educational Visits Policy</p> <p>Performance Management of Support Staff Policy</p> <p>Medical Needs Policy Q. Do staff get training about anaphylaxis? I know you have a number of pupils with allergies. A. Yes but it could be looked at again.</p> <p>Governors APPROVED all of the above policies.</p>	

	and thorough. Q. There was a question about the use of bleach. If cleaning staff are not able to use this, does it pose another Health & Safety issue? A. Bleach is permitted but it must be locked away after use, so cannot be left in the staff toilet for example.	
FG/18/037	Urgent Other Business Urgent Other Business had been dealt with in FG/18/028	
FG/18/038	Matters for celebration <ul style="list-style-type: none"> The recent Superhero day, a fund raising celebration, had been very well supported and over £300 had been raised. J Pynn expressed gratitude to volunteers and staff. 	
FG/18/039	Matters for inclusion on the next agenda <ul style="list-style-type: none"> Ampleforth nursery provision Monitoring visit from J Conacher and J Richardson Endeavour Learning Academy Trust 	
FG/18/040	Dates and venues of next meetings Wednesday 2 nd May, St Hilda's	

Meeting ended at 7.05pm

Impact Statements
Governors approved action to renew school meal costs.
Governors approved seven policies

Actions			
Item ref	Action	Timeframe	Name
FG/18/028	Clarify whether schools can join a MAT outside of the CofE		JP
FG/18/028	Meet with Jane Douglass	After Easter	VF
FG/18/028	Explore alternative providers of school meals		JP
FG/18/033	Use visit report template when writing reports		All
FG/18/034	Re-send safeguarding training link to M Boothroyd		Clerk
FG/18/034	Re-circulate skills audit		Clerk
FG/18/034	Clarify numbers permitted to attend GSINs meetings		Clerk

The following acronyms may have been used throughout the minutes:

ARE: Age Related Expectations

EVA: Esk Valley Alliance

FGB: Full Governing Body

KS1: Key Stage One

MSL: Maths Subject Leader

RI: Requires Improvement

ROV: Record of Visit

SDP: School Development Plan

SFVS: Schools Financial Value Standard

SIA: School Improvement Advisor

EOY: End Of Year

EYFS: Early Years Foundation Stage

GSINs: Governors School Improvement Network meetings

KS2: Key Stage Two

NQT: Newly Qualified Teacher

RIG: Rapid Improvement Group

SBM: School Business Manager

SEN: Special Educational Needs

SENCo: Special Educational Needs Coordinator

SIAMS: Statutory Inspection of Anglican & Methodist Schools

Signed..... (Chairman) Date.....