

Hovingham & St Hilda's, Ampleforth CE Primary Schools' Federation
Minutes of a meeting of the Full Governing Body of the Federation
Monday 22nd October 2018, Hovingham

Present: Clare Almond
 Jayne Conacher
 Lynn Lealman
 Jane Robinson

Martyn Boothroyd
 Victoria Forrester
 James Pynn (Head)

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/18/115	<u>Welcome</u> The Chair welcomed governors and said a prayer.	
FG/18/116	<u>Apologies for absence</u> J Caddy sent apologies due to family commitments. A Reid sent apologies due to family commitments. J Senior sent apologies due to a pre-arranged holiday. Governors consented to apologies. R Bell was not present. The Chair would contact R Bell.	VF
FG/18/117	<u>Elections</u> C Almond nominated herself as Vice Chair and gave a summary of experience and reasons for standing. C Almond left the room and there followed a secret ballot. C Almond was elected to the role of Vice Chair by a majority. The Chair congratulated C Almond and said that she looked forward to working with her.	
FG/18/118	<u>Declaration of Interest & Items of Confidentiality</u> There were no declarations of interest made. It was decided that items of confidential would be decided throughout the meeting.	
FG/18/119	<u>Notification of urgent other business</u> Governors agreed to discuss Pupil Admission Numbers for 2020 – 21.	
FG/18/120	<u>Public minutes of the meeting held on 24th September 2018</u> <i>[Minutes had been circulated with the agenda]</i> Governors scrutinised the public minutes of the FGB meeting held on 24 th September. The minutes were unanimously agreed as a correct record and duly signed and dated to this effect. Proposed: M Boothroyd	

Signed..... (Chairman) Date..... 1

	<p>Seconded: J Richardson</p> <p><i>[Confidential minute was tabled at the meeting]</i> Governors scrutinised the confidential minute from the FGB meeting held on 24th September. The minutes were unanimously agreed as a correct record and duly signed and dated to this effect.</p>	
FG/18/121	<p><u>Matters arising from the previous minutes</u></p> <p><u>Foundation Governor [FG/18/101]</u> M Boothroyd reported that he had spoken to the Director of Education at the Diocese and discovered that his application to be Foundation Governor had been mislaid. The application had been re-submitted and was being processed that week. The diocese did not anticipate any problems with the application.</p> <p><u>Governor visits and reports [FG/18/101 and 110]</u> J Richardson had carried out a SEND visit earlier that day. Her report would be written in due course. C Almond was planning to carry out a literacy visit early next half-term following the development of a literacy action plan. V Forrester would complete the Safeguarding report. It was noted that this was more about Health & Safety than Safeguarding.</p> <p><u>Governor training [FG/18/101 and 108]</u> The Clerk would re-circulate a link to Prevent training. The Clerk had been unable to find out whether Diocese training in Safeguarding was transferable but advised that it should be considered as such unless she discovered otherwise. The Chair had attended Chair of Governors training and complaints training. This would be discussed later in the meeting.</p> <p><u>Governor business [FG/18/102 and 111]</u> Business Interest forms had been completed by all governors present. The last remaining form would be completed at the next meeting. The Chair had been unable to contact R Bell but would continue to try to do so. Associate Governors now had school email addresses. The Chair would invite C Reid to become an Associate Governor and would discuss the role with R Garnish. Problems with opening attachments had been overcome by accessing papers via the Cloud. The Clerk explained that GDPR rules regarding hand-written papers were unclear at present. <i>[The Clerk later learnt that governors should consult the school's GDPR officer about these matters].</i></p> <p><u>Storage Heaters [FG/18/103]</u> L Lealman had inspected the storage heaters at Hovingham and found them to be extremely complicated, especially as there were 4-5 different models within the school. The Head explained that he had liaised with the energy team and that electricity bills were expected to go up by 15% in the next financial year. The school was looking at a measured approach to replacing the storage heaters with an eco-heating system, which could have an associated loan. Governors were informed that the boiler at St Hilda's had stopped working leaving the staff area and office without heating. The Head was awaiting a quote for a new pump and explained that funds would have to be found from</p>	<p>JR CA VF Clerk VF VF JP</p>

	<p>capital or revenue funding but could potentially be added to the cost of the toilet refurbishment licenced deficit.</p> <p>Governors were informed that if the school had been part of the MASS scheme, a replacement pump would have been funded although it was noted that MASS had a cap.</p> <p><u>Bikability</u></p> <p>The Head reported that additional funding had been found by NYCC, enabling Y5 and Y6 pupils to take part in the Bikeability course in February 2019.</p>	
FG/18/122	<p><u>Governing Body Business</u></p> <p><u>Link Governor Roles</u></p> <p>Governors agreed on the following roles:</p> <p>Literacy: M Boothroyd Maths: J Senior SEND: J Richardson Safeguarding: M Boothroyd Broad and Balanced Curriculum: RIG Pupil Premium: RIG EYFS: J Conacher Vision & Values: A Reid</p> <p>It was noted that a Vision & Values meeting would take place later in the term although a date had not yet been set.</p> <p><u>Meeting dates</u></p> <p>Governors agreed to hold a further six meetings rather than the expected seven. The Clerk would inform the clerking service about the change. The meetings dates would be as follows:</p> <p>Monday 3rd December: Hovingham Monday 21st January: St Hilda's Monday 11th March: Hovingham Monday 13th May: St Hilda's Monday 10th June: Hovingham Wednesday 10th July: St Hilda's</p>	<p>V&V</p> <p>Clerk</p>
FG/18/123	<p><u>Headteacher updates (Core Function – Educational Performance)</u></p> <p>All performance management review meetings had been completed. All lesson observations by the Head had been completed.</p> <p>The Head had covered classes allowing English and Maths subject leaders to observe other classes. These subject leaders had led staff meetings.</p> <p>The Maths Mastery teaching research project was going well. The Head had observed a Maths lesson at Amotherby Primary School with Daisy Dunning. The Maths mastery lead had observed the learning and teaching of Daisy Dunning & Amy Kirk. Further visits would take place in November and in the Spring.</p> <p>A Kirk was teaching Nursery and Reception every morning and Reception and Y1 & Y2 every afternoon. Training courses taken by A Kirk including one of the subject of STEM [Science, Technology, Engineering and Maths] and a Talk for Writing course.</p> <p><u>Q. Do you have any concerns about staff performance?</u></p>	

	<p><i>A. I was happy with the lessons that I saw. I have given verbal and written feedback. I saw some strong teaching. Performance management is all tightly linked to the SDP and to the agenda for developing subjects.</i> The Head requested that RIG be involved in the selection of performance managers for particular teachers. This would be connected to targets set by attainment and progress, based on FFT top 20% of schools.</p> <p><u>Fisher Family Trust data</u> <i>[Papers referring to both schools had been circulated with the agenda]</i> The data referred to 2018 results. Governors were reminded that parents were present. The Head explained that outside agencies would want to be assured that governors had a good awareness of FFT data. It was noted that some of the data had been suppressed due to the very small cohort. KS1 data would be available later in the term. In the future, the Head would like to share with governors the proportion of children who achieve the standardised score that they were targeted for, which would allow further tracking of Reading and Maths.</p> <p>CONFIDENTIAL MINUTE</p> <p>Governors discussed the specific challenges presented by the Writing test on a national level.</p> <p>The Head explained the difficulties associated with analysing data of such small cohorts and noted that taking one child with SEN out for the statistics would have made a big difference. A progress score of -2.9 in Reading would become -1.16 and progress of -3.6 in Maths would become -1.86.</p> <p><i>Q. When are the expected scores set?</i> <i>A. They are an average after the results have come in. A degree of information will go into the SEF to be unpicked with the School Improvement Advisor.</i> <i>Comment: It seems that we can work hard to get a pupil onto the scaled score but in doing so, we are bringing the data down. However, it's important not to lose sight of driving standards forward.</i> <i>Q. Everything seems to have gone up except for SPAG. Is this due to the small cohort as well?</i> <i>A. Yes, it is the size of the cohort as well as their specific needs. There is also a mismatch between the low spelling score in tests and the writing score as children will look words up in a dictionary when they are writing.</i></p> <p><u>Staffing: UPS application</u> <i>L Lealman declared an interest and left the meeting at 6.25pm</i> Governors were informed that the Headteacher had received two applications for UPS and was expecting a third. The Head explained that he endorsed these applications and had passed them on to the Chair for consideration. It was noted that the applications had been budgeted for. Governors agreed to accept both applications <i>L Lealman returned to the meeting at 6.30pm</i></p>	
FG/18/124	<p><u>School Development Plan (Core Function – Strategic Direction)</u> <i>[The 2018-19 SDP had been circulated at the previous meeting]</i> The Head explained that he had observed English and Maths and that the Leaders for these two subjects had observed other teaching staff.</p>	

	<p>The school had received a music award for KS2, supporting the Broad and Balanced Curriculum. This involved working with County Music to have a music tuition at both schools.</p> <p>There was some very successful artwork on display created by KS1 pupils at Hovingham based on the work of Jackson Pollock.</p> <p>RE studies on Judaism were taking place at both schools.</p> <p>KS2 pupils were working with an IT consultant on an exploration into how Amazon worked. This was a challenging and very exciting project and it had resulted in some good feedback already.</p> <p><u>Academic Resilience</u></p> <p>The Head explained that he had attended training with Faye Dodds-Aston about Academic Resilience and would attend another session after half term. The focus had been the development of pupil voice so that children could feel comfortable enough to express any concerns in or out of school. The programme also aimed to increase pupil voice in general, which could be encouraged by a scheduled visit from the Parliamentary outreach team and potentially by the Bishop’s Trust outreach team.</p> <p>The Church community had been working with pupils in both schools and Class 2 had put together the Harvest Festival with the support of M Boothroyd, Rev Tanya Short [Malton Methodists] and Louise Hayes. M Boothroyd reported that the children had been very reflective on their experience of attending Church so he recommended that some pupils be invited to the next Worship Group meeting.</p> <p><i>Q. Was there any reason for Harvest Festival to be held here in the school rather than in church?</i> <i>A. I’m not aware of any specific reason but it might have been something to do with technology. Faye liaised with Rev. Reid and they decided between them that it would work better in the school this time.</i></p> <p>Governors questioned whether there had not been enough people in the Church to help. The Head noted that with a lot of very young pupils involved, a high adult – child ratio was required.</p> <p><i>Q. Some schools have a pupil council. Is that something we could consider or is the cohort too small?</i> <i>A. The Parliamentary workshop might address this. We do have a very small cohort and there is an issue of finding staff to run it, but we are very interested in pupil voice.</i></p> <p><i>Q. Can you remind us about Compass Buzz?</i> <i>A. It’s a programme about mental health and wellbeing. The idea is that children and families can be referred to a Compass Buzz outreach worker who can work with them in school. However, I think this needs to be limited to what school can do. I would feel confident dealing with things like Y6 transition but not more complex issues.</i></p> <p><i>Q. What do the green circles signify?</i> <i>A. This shows where we are hitting these elements of academic resilience through our actions.</i></p>	<p>Head</p>
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FG/18/125	<p><u>Academisation</u></p> <p>CONFIDENTIAL MINUTE</p>	
FG/18/126	<p><u>Finance & Premises (Core Function – Financial Oversight)</u></p> <p>The Head reported that the bursar would visit on November 14th to review the budget and to consider the 2019-20 budget. The financial situation was very challenging and the Head was having to increase his teaching time to try and keep supply spending under control. Pressure had been added by the failure of the boiler pump at St Hilda's.</p> <p>Wayne Thickett [Health & Safety Office from NYCC] would visit in December to check that paperwork was in order.</p> <p>Regular meetings with Andrew Holt (Property Maintenance Manager) and Heather Leggett (SBM) were taking place to discuss any premises issues and needs.</p>	
FG/18/127	<p><u>Rapid Improvement Group</u></p> <p>RIG would meet soon after half term.</p>	
FG/18/128	<p><u>Policies (Statutory Responsibility / Core Function – Strategic Direction)</u></p> <p><u>Pay Policy</u></p> <p>The Head had been advised not to deviate from this model NYCC Policy. The Chair had scrutinised the Policy as part of the UPS application process.</p> <p><u>Collective Worship, Vision & Values and Visitors</u></p> <p>Governors were informed that these three policies were all linked to different aspects of the new SIAMs framework and expected SIAMs inspections in 2021 and 2022. The Collective Worship Policy related to children being more involved in leading Worship in the schools. The Head had consulted with Catherine Humpleby from the Diocese about what else could be done within the Vision and Values Policy. The Visitors Policy linked to inviting people to leading Worship sessions.</p> <p><u>Attendance</u></p> <p>The Head explained that he had been prompted to look again at this policy following a query from NYCC about attendance and persistent absence. The Head felt that there had not been a problem with persistent absence as the data had been skewed by three children with specific circumstances. However, after researching the policy at other schools, he felt that the Federation could produce something a little more 'punchy'.</p> <p><i>Comment: I like the opening line, referring to children coming into school if they are fit and well. This helps to avoid parents being upset about thinking we are suggesting children should come in if they are unwell.</i></p> <p><i>A. This can be a blurred line sometimes though as I have had parents telling me that their child would be unwell in advance. I cannot authorise in these circumstances.</i></p> <p><i>Q. Is there any come-back from the LA if you do not authorise absences?</i></p> <p>The Head explained that ten sessions missed would trigger a fixed penalty and that these could be cumulative. If there were mitigating circumstances, such as parents having a very limited amount of time off work, the Head would think carefully before pursuing a penalty.</p> <p>Governors agreed that it would useful to have information about attendance in the school newsletter.</p>	

	Governors agreed to adopt all three policies	
FG/18/129	<p><u>Monitoring Visits</u> <i>[Visit report had been circulated with the agenda]</i> J Conacher reported that the visit, comprising a meeting with the teacher was very positive and that she would carry out a classroom visit soon. Q. Is there scope for St Hilda's staff to visit the Hovingham EYFS setting? A. Staff meetings are carried out at Hovingham so the staff get to see the Early Years environment. I would like Amy to visit an EYFS that has been classed as Good so she can see an example of maths teaching. J Conacher commented that the new canopy was very popular and a good addition.</p>	
FG/18/130	<p><u>Governor Training (Priority)</u> The Chair had attended complaints training and reported that it was very good. Governors were advised that if a complaint was likely, it was best to try very hard to resolve it informally as soon as possible while not discussing it with other governors in case a panel was required. It was also noted that DfE decisions against schools in the event of complaints was often due to not following the Complaints Policy properly. It was therefore vital that governors check the Complaints Policy carefully when it was next reviewed. Governors discussed the difficulty in finding impartial people to sit on complaints panels, particularly in a small community setting. She explained that governors could be used from other schools and the Clerk noted that she would be able to help with this if the situation arose. The Chair would also mention it to other schools in the area.</p> <p>It was noted that the Educare Package would provide a number of online training courses to governors.</p> <p>J Richardson had attended Headteacher Appraisal training. She had also been to a SENCO link training day, where she learnt about the particular pressures on the SEND budget and the long waiting lists for Special Schools. The training was described as very good and interesting.</p> <p>J Conacher had attended GDPR training connected to the Scouts and would attend more in the future. J Richardson would carry out online Prevent training. V Forrester would attend Chairing training and was planning to attend the next GSINs with J Senior.</p>	<p>VF</p> <p>JR VF JS</p>
FG/18/131	<p><u>Safeguarding (Statutory Responsibility)</u> It was noted that a new NYCC Safeguarding document was expected soon. The Head was continuing to monitor accident books. There had been no child protection matters. There had been no cause to work with the Ryedale Prevention team.</p>	
FG/18/132	<p><u>Any Other Business</u> Governors were advised that NYCC had recommended that Hovingham accept 8 children in 2020 and St Hilda's accept 7. The Head was in agreement with this as it would allow the schools space to accommodate any other children who were in catchment. Governors agree to the PAN of 8 for Hovingham and 7 for St Hilda's.</p>	

FG/18/133	<u>Matters for celebration</u> - Participation in Maths Mastery programme - Completion of levels 2 and 3 of Compass Buzz training - Music Mastery Award - Pupil leadership in Collective Worship - Pictures of the school in the local newspaper - A very successful Harvest Festival	
FG/18/134	<u>Matters for inclusion on the next agenda</u> - Financial update following visit from the bursar - Governing body following M Boothroyd's transfer to Foundation governor status	
FG/18/135	<u>Date and venue of next meeting</u> 3 rd December, Hovingham	

Meeting ended at 7.30pm

Impact Statements
Governors elected a new Vice Chair, clarified link governor roles and set meeting dates for 2018-19
Governors scrutinised and discussed a data report
Governors discussed and approved two staff UPS applications
Governors approved three policies

Actions			
Item ref	Action	Timeframe	Name
FG/18/116	Contact Rachel Bell re maternity leave	By next FGB	VF
FG/18/121	Complete SEND visit report		JR
FG/18/121	Carry out Literacy visit		CA
FG/18/121	Complete Safeguarding report		VF
FG/18/121	Re-circulate Prevent training link		Clerk
FG/18/121	Invite C Reid to be an Associate governor		VF
FG/18/121	Consider eco-heating options		JP
FG/18/122	Set date for Vision & Values meeting		V&V
FG/18/122	Inform NYCC of fewer FGB meetings		Clerk
FG/18/124	Invite pupils to Worship meeting		JP
FG/18/130	Mention governor sharing to other schools in the area		VF
FG/18/130	Carry out online Prevent training		JR
FG/18/130	Attend Charing training		VF
FG/18/130	Attend GSINs		VF & JS

The following acronyms may have been used throughout the minutes:

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| ARE: Age Related Expectations | EHCAR: Education Health and Care Assessment Request |
| EOY: End Of Year | EVA: Esk Valley Alliance |
| EYFS: Early Years Foundation Stage | FGB: Full Governing Body |
| GSINs: Governors School Improvement Network meetings | |
| KS1: Key Stage One | KS2: Key Stage Two |
| MSL: Maths Subject Leader | NQT: Newly Qualified Teacher |
| RI: Requires Improvement | RIG: Rapid Improvement Group |
| ROV: Record of Visit | SBM: School Business Manager |
| SDP: School Development Plan | SEN: Special Educational Needs |
| SFVS: Schools Financial Value Standard | SENCo: Special Educational Needs Coordinator |
| SIA: School Improvement Advisor | SIAMS: Statutory Inspection of Anglican & Methodist Schools |

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