

Hovingham & St Hilda's, Ampleforth CE Primary Schools' Federation
Minutes of a meeting of the Full Governing Body of the Federation
Monday 3rd December 2018, Hovingham

Present: **Martyn Boothroyd**
 Lynn Lealman
 Andrew Reid
 Johanna Senior

Victoria Forrester
James Pynn (Head)
Jane Robinson

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/18/136	<u>Welcome</u> The Chair welcomed governors and said a prayer.	
FG/18/137	<u>Apologies for absence</u> J Conacher sent apologies due a prior appointment. C Almond sent apologies due to illness. R Bell sent apologies due to family commitments. R Garnish sent apologies due to illness. J Caddy sent apologies for arriving late due to family commitments. [<i>J Caddy was unable to attend the meeting</i>] Governors consented to apologies.	
FG/18/138	<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/18/139	<u>Notification of urgent other business</u> Governors agreed to discuss the proposal of a school sweatshirt or polo shirt for nursery children.	
FG/18/140	<u>Public minutes of the meeting held on 22nd October 2018</u> [<i>Minutes had been circulated with the agenda</i>] Governors scrutinised the public minutes of the FGB meeting held on 22 nd October. The minutes were unanimously agreed as a correct record and duly signed and dated to this effect. Proposed: M Boothroyd Seconded: L Lealman [<i>Confidential minute was tabled at the meeting</i>] Governors scrutinised the confidential minute from the FGB meeting held on 22 nd October. The minutes were unanimously agreed as a correct record and duly	

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

	<p>signed and dated to this effect. Proposed: M Boothroyd Seconded: L Lealman</p>	
FG/18/141	<p><u>Matters arising from the previous minutes</u></p> <p><u>FG/18/116</u> R Bell had indicated that she would like to continue on the governing body. The Chair would contact her again to follow up on this.</p> <p><u>FG/18/121</u> A SEND visit report had been completed and would be discussed later in the meeting.</p> <p><u>FG/18/121</u> It was unclear as to whether a literacy visit had been carried out by C Almond. M Boothroyd would meet with Faye Dodds-Aston on Friday 7th December at St Hilda's.</p> <p><u>FG/18/121</u> The link for online Prevent training had been circulated. Governors were reminded to bring in any certificates from online training courses to be filed.</p> <p><u>FG/18/121</u> The Safeguarding report would be completed.</p> <p><u>FG/18/121</u> The Chair would contact Rev Catherine Reid to formally invite her to become an Associate Governor.</p> <p><u>FG/18/121</u> The Head explained that an eco-heating solution would be researched for Hovingham in the New Year. It was noted that heating problems at St Hilda's had been resolved by the purchase of a replacement pump and mixer valve for the boiler and that the system being flushed out. 50% of the costs of this had been covered by NYCC after it had been pointed out that the boiler provided in 2014 had never been strained.</p> <p><u>FG/18/122</u> A Vision and Values meeting would take place on Wednesday 5th December at 10.30 in Hovingham. It was noted that the Head had met with Heather Rattenberry [<i>School Development Advisor, Diocese of York</i>] the previous week.</p> <p><u>FG/18/122</u> The Clerk had informed NYCC of changes to the number of FGB meetings.</p> <p><u>FG/18/124</u> The Head would arrange for two pupils to be invited to the next Worship meeting.</p> <p><u>FG/18/130</u> The complaints process would be discussed later in the meeting.</p>	<p>VF</p> <p>MB</p> <p>All</p> <p>VF</p> <p>VF</p> <p>V&V</p> <p>JP</p>

	<p><u>FG/18/130</u> The Chair had attended Chair training. She had also attended the last GSINs meeting with J Senior. This would be discussed in more detail later in the meeting.</p>	
<p>FG/18/142</p>	<p><u>Governing Body Business</u> <u>Appointments and vacancies</u> M Boothroyd resigned as Co-opted Governor. Governors were informed that the Diocese had put forward M Boothroyd to stand as Foundation Governor. Governors unanimously agreed to accept Martyn Boothroyd as Foundation Governor.</p> <p>V Forrester resigned as Parent Governor. V Forrester left the meeting. After a brief discussions governor unanimously agreed to appoint Victoria Forrester to the role of Co-opted Governor. V Forrester returned to the meeting and was informed of the decision.</p> <p>The School Business Manager would start the process of seeking a new Parent Governor to fill the vacancy.</p> <p><u>Complaints</u> <i>[The Complaints Policy and information leaflet had been circulated with the agenda].</i> Governors were informed that the leaflet was a way of making the process accessible to parents. The Chair clarified that, further to discussions at the previous meeting <i>[FG/18/130]</i> a complaints panel should comprise governors from the Federation unless it were impossible for reasons of impartiality. M Boothroyd, J Richardson and J Senior agreed to form a complaints panel should the need arise. The Chair stressed the importance of governors not discussing any potential complaints among themselves in case they were called upon to sit on a panel at a later date. Q. Have there been any changes in the Complaints Policy or the leaflet? A. No. These were circulated as a reminder.</p>	
<p>FG/18/143</p>	<p><u>Headteacher updates (Core Function – Educational Performance)</u> The Head reported that he was continuing to meet Daisy Dunning, the NQT at St Hilda’s in his role of mentor. Work was continuing with Rachel Wells, Headteacher of West Heslerton on the development of a Church School peer review programme. The Head would meet with R Wells and Olivia [Seymour – Assistant Director of Education] from the Diocese after Christmas. The Head had undertaken training entitled ‘Valuing All God’s Children’ as well as some Anti-Bullying training from the Stonewall group. He would consider the best way to utilise this training. The Chair would forward Edukit bullying resources to the Head for his information. A new School Improvement Advisor had been assigned to the schools: Heather Mensah was a very experienced advisor with Ofsted training. Heather Rattenby [School Development Advisor, Diocese of York] was also supporting the schools and was SIAMs trained.</p> <p><u>Data</u> <i>[Papers had been circulated with the agenda]</i></p>	

Governors were advised that this information was among the type that Ofsted and SIAMs inspectors would see and that it was also in the public domain. The data related to the previous Y6 and the latter parts of the documents indicated a three-year average.

Governors were reminded that the very small cohorts (three at St Hilda's and five at Hovingham) would have an impact on the data and they discussed the difficulty of gaining an accurate picture because of this. It was noted that the current Y6 at St Hilda's had a cohort of five including two new pupils and that there was just one pupil in Y6 at Hovingham.

CONFIDENTIAL MINUTE

School Improvement Advisor visit

It was noted that the ROV had a new format which included both schools on the same document. The Advisor had spent the morning at St Hilda's and the afternoon at Hovingham. A data summary sheet had been prepared for both. Governors were informed that Andy Lancashire [Head of School Improvement at NYCC] would shortly be leaving his post. The Head had made it clear that any research into academisation in no way reflected the quality of the work done by A Lancashire.

Governors were directed to the actions to be carried out before the next visit in the Spring:

Talk for Writing had not yet taken place as A Kirk had only recently completed training in this area.

Planning for appropriate challenge in maths had been carried out.

Documentation of informal monitoring would be checked by J Conacher at her next visit.

A summary of Teaching and Learning had been completed for each teacher, with key information from a variety of sources including book scrutiny and Ofsted comments. The Head had started using a system of writing out a note from a receipt book when carrying out while monitoring. This acted as a memory prompt and helped him to share thoughts with staff. A termly plan would be cross referenced with monitoring, taking into consideration the new Ofsted framework and the Broad and Balanced curriculum. Staff had been asked to bring positives to the attention of the Head during monitoring.

Q. Is this all creating more work for you?

A. No it is not.

Appraisals would no longer be the sole responsibility of the Head as some experienced teachers would now be expected to carry out performance management of TAs. The Head had prepared the ground for this change and had explained the thinking behind it to all parties to avoid any uncertainty. The process would continue to be overseen by the Head. Most TA's had been given targets, which were shared with the class teacher who then took ownership of them. These meetings had been positive and productive with prompt identification of training needs.

Work on data analysis had been completed and a three-year data summary had been included in the school SEF.

Q. When will we next look at the SEF?

A. After Christmas. St Hilda's has been updated and Hovingham outcomes and context has been updated.

	<p><u>Valuing All God's Children</u> Governors had been sent a link to this in order to give them a flavour of the training. It could be looked at in more detail by the Worship Group.</p> <p>Q. Will the Compass Buzz training be cascaded down? A. The training is for me to understand of how to access Compass Buzz. Level 2 and 3 training has been completed and level 4 is for larger schools so is not relevant to us.</p>	
FG/18/144	<p><u>School Development Plan</u> (Core Function – Strategic Direction) Governors were informed that an updated SDP indicating milestones would be circulated in time for the next meeting. The plan would be updated after assessments had taken place.</p>	
FG/18/145	<p><u>Finance & Premises</u> (Core Function – Financial Oversight) <u>Revised budget</u> <i>[The revised budget had been circulated with the agenda]</i> Governors were advised that there would be a small positive balance for 2020-21, based on the expected number of pupils at census in 2019. They were reminded that it was always difficult to predict three years ahead but that the situation at the moment looked positive. Media reports of the number of schools now in deficit indicated that these were challenging times. Comment: There was a good deal of focus on this problem at recent training session that I went on. I think Heather [Leggett] has done very well to work this budget out.</p> <p>CONFIDENTIAL MINUTE</p> <p>Governors were advised that significant savings were made on supply teaching as the Head was covering wherever possible. The Federation was receiving income from the Church School Peer Review project and supply savings were being made by the Head attending funded training sessions in Academic Resilience and Maths Mastery.</p> <p>CONFIDENTIAL MINUTE</p> <p>Governors approved the revised budget</p> <p><u>Financial benchmarking</u> Governors noted that it was very difficult to make comparisons between different settings. Comment: I think it has become even more difficult now that we are federated. There are just not enough schools like ours to compare with.</p>	
FG/18/146	<p><u>Rapid Improvement Group</u> <i>[Papers had been circulated with the agenda]</i> The Chair reported that she and the Vice Chair had met with the Head on 12th November. Terms of reference had been created and it was pointed out that the group would be driving rapid improvement towards strengthening the 'Good' judgement, as opposed to moving out of 'RI'. The group currently consisted of the Chair and Vice Chair but it was stressed that this was flexible and that other governors could always be brought in.</p> <p>The group considered the following:</p>	

	<ul style="list-style-type: none"> - The improvement of day to day scrutiny, including the Head’s use of the receipt book [FG/18/143]. - The use of an online planning tool. - Shadowing of staff in the development of middle leaders. - Packages used within the school’s progress tracking. - Testbase and how this would be used to ensure that children were on track. - How the children marked Remembrance. The Chair had looked at displays and at photographs of work, which she described as fantastic and much appreciated by the local community. <p>Comment: The children were also extremely attentive at church. The coped with the two-minute silence, showed great respect and made a big contribution.</p> <p>The Head noted that children at St Hilda’s were also very respectful during the joint service with St Benedict’s Primary.</p> <ul style="list-style-type: none"> - The Chair had almost completed Safer Recruitment training. - With additional pupils at St Hilda’s, it was decided that governors would not attend Christmas lunch this year. <p>CONFIDENTIAL MINUTE</p>	
FG/18/147	<p><u>Policies (Statutory Responsibility / Core Function – Strategic Direction)</u> <i>[Policies had been circulated with the agenda]</i></p> <p><u>Hovingham Admissions Policy</u></p> <p><u>St Hilda’s Admissions Policy</u></p> <p><u>Safeguarding Policy</u> Q. Have all staff read this policy yet? A. Not yet. I wanted it to be approved first. Q. It’s very long. Is there a summary for staff to read? A. It’s important that staff read all of it. Q. Is it for all staff to read? A. Yes. Both schools have a safeguarding audit file with all the statutory and advisory documents. I would welcome governors to come and look at these – Victoria has already done so.</p> <p><u>Children in Care Policy</u> Q. Is this a new policy? A. It’s a standard NYCC one and it has been in existence for some time but it will be the first time we have adopted it.</p> <p><u>Children Missing Education Policy</u></p> <p><u>Education Visits Policy</u></p> <p><u>No Smoking Policy</u></p> <p><u>NQT Policy</u></p> <p>Governors approved all eight policies. Proposed: J Senior Seconded: M Boothroyd</p>	

FG/18/148	<p><u>Monitoring Visits</u> <i>[SEND visit report had been circulated with the agenda]</i> J Richardson reported that she had attended a SENCO training day and had found it interesting to learn about current funding issues. She noted that it was important to maintain records so that funding could continue to be requested. Comment: We do receive a significant amount for funding but we have a significant level of need. J Richardson added that there was a variety of needs that each teacher was required to deal with. There was nine hours of free training available but she had found it difficult to see when teachers would have the time to take the training and how it would be cascaded down. Specific learning plans and strategies were in place and it was important that this was disseminated. J Richardson also noted the positive and inclusive behaviour of the children in the playground. The Chair thanked J Richardson for a very good report. Q. Is it a headache to get information disseminated? A. Fortunately, Faye is a very dedicated SENCO in addition to being a very dedicated teacher. We are organising targeted training for specific teachers such as autism training and Faye is involved in discussions about this. There has been an increase in funding but significant chunks of it are attached to individual children.</p> <p>J Senior reported that she had submitted a visit report that day and that it would be shared at the next meeting.</p> <p>CONFIDENTIAL MINUTE</p> <p>J Conancher's visit report would be presented at the next meeting.</p>	
FG/18/149	<p><u>Governor Training (Priority)</u> The Chair reported that she had attended Chair training and had found it to be very useful. She encouraged governors to attend NYCC training if they could. The Head reminded governors of 27 online training courses available through Educare. It was noted that at £195 across the federation for staff and governors, this represented excellent value.</p>	
FG/18/150	<p><u>Safeguarding (Statutory Responsibility)</u> <u>Safeguarding report</u> <i>[Report had been circulated with the agenda]</i> The Head's revalidation of certification for designated safeguarding lead would take place in January. The Clerk would check through the governance file to make sure all governor training had taken place.</p> <p><u>Prevent guidance</u> <i>[Guidance had been circulated with the agenda]</i> It was noted that while Prevent fell under the banner of Safeguarding, it was a separate issue. Q. Are there any Prevent issues within the Federation? A. Not at present. It was noted that all staff would have completed Prevent training by the end of term following changes to Safeguarding regulations.</p>	Clerk
FG/18/151	<p><u>Any Other Business</u> <u>Uniform</u></p>	

	<p>Governors discussed whether or not to introduce a simple school uniform for nursery children at St Hilda's, consisting of a sweatshirt and/or polo shirt with the school logo. It was felt that although this was a community nursery, it would help children and families to feel part of the wider school community.</p> <p>Governors agreed to trial an optional sweatshirt for nursery children and to review this again in September.</p> <p>The discussion continued to the whole federation uniform and it was noted that not all children wore items showing the school logo. The Head explained that this was very difficult to enforce, and it was decided that parents could receive a gentle reminder in September.</p> <p>The Chair recommended a move towards a gender-neutral Uniform Policy. The staff governor noted that this was an area currently being covered in PSHE and the Head agreed that this would be a positive move.</p>	
FG/18/152	<p><u>Matters for celebration</u></p> <ul style="list-style-type: none"> - Excellent Remembrance services at both schools. - The Family Services page on the school websites. Rev. Reid was thanked for coming up with the idea and Alex and Clare from the Federation admin team were credited with creating the page. - Hovingham children had prepared an advent service and Christmas event. Judging by the response of the congregation to previous school events, these would be met with great delight. 	
FG/18/153	<p><u>Matters for inclusion on the next agenda</u></p> <ul style="list-style-type: none"> - School Development Plan - Headteacher report - SEF - Visit reports from J Senior and J Conancher - SFVS - Safeguarding audit 	
FG/18/154	<p><u>Date and venue of next meeting</u></p> <p>The next meeting would take place on Monday 21st January at St Hilda's.</p>	

Meeting ended at 7.25 pm

Impact Statements
Governors accepted a Foundation governor and appointed a Co-opted governor
Governors received and scrutinised full data reports
Governors received and approved the revised budget
Governors received and approved eight policies

Actions			
Item ref	Action	Timeframe	Name
FG/18/141	Contact Rachel Bell		VF
FG/18/141	Meet with Faye Dodds-Aston	7 th Dec	MB
FG/18/141	Bring in any certificates from online courses to be filed	Next FGB	All
FG/18/141	Complete safeguarding report		VF
FG/18/141	Invite Catherine Reid to be an Associate governor		VF
FG/18/141	Hold Vision & Values meeting	10 th Dec	V&V group
FG/18/141	Invite two pupils to the next Worship meeting		JP
FG/18/150	Check gaps in governor training	Next FGB	Clerk

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

The following acronyms may have been used throughout the minutes:

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	SEF: Self Evaluation Form
SEN: Special Educational Needs	SENCo: Special Educational Needs Coordinator
SFVS: Schools Financial Value Standard	SIA: School Improvement Advisor
SIAMS: Statutory Inspection of Anglican & Methodist Schools	