

**Hovingham & St Hilda's, Ampleforth CE Primary Schools' Federation**  
**Minutes of a meeting of the Full Governing Body of the Federation**  
**Monday 10<sup>th</sup> June 2019, Hovingham**

**Present:** Clare Almond (Vice Chair) Martyn Boothroyd  
 Jayne Conacher Victoria Forrester (Chair)  
 James Pynn (Head) Jane Richardson  
 Johanna Senior Frances Standen

**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/19/057	<b><u>Welcome</u></b> The Chair welcomed governors and said a prayer.	
FG/19/058	<b><u>Apologies for absence</u></b> New staff governor, Amy Kirk sent apologies due to illness <b>Governors consented to this apology</b> <i>[Later in the meeting, Andrew Reid sent apologies for his absence]</i>	
FG/19/059	<b><u>Declaration of Interest &amp; Items of Confidentiality</u></b> There were no declarations of interest made. It was decided that items of confidential would be decided throughout and after the meeting.	
FG/19/060	<b><u>Notification of urgent other business</u></b> Governors agree to discuss three items of urgent other business: <ul style="list-style-type: none"> <li>• School dinner charges</li> <li>• Howardian Hills Small Schools Agreement</li> <li>• Hovingham Market volunteers</li> </ul>	
FG/19/061	<b><u>Public minutes of the meeting held on 13<sup>th</sup> May 2019</u></b> <i>[Minutes had been circulated with the agenda]</i> Governors scrutinised the public minutes of the FGB meeting held on 13 <sup>th</sup> May. <b>The minutes were AGREED as a correct record and duly signed and dated to this effect.</b> Proposed: J Conacher Seconded: J Senior  <i>[Confidential minutes were tabled at the meeting]</i> Governors scrutinised the confidential minutes from the FGB meeting held on 13 <sup>th</sup> May. <b>The minutes were AGREED as a correct record and duly signed and dated to this effect.</b> Proposed: J Conacher Seconded: C Almond	

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



staff had attended a range of moderation events with the Howardian School Alliance during the previous week.

**Q. Is there any significance to you having to go to Defra for St Hilda's?**

**A. No, I don't think so. A Headteacher of another federation has had to do the same.**

#### EYFS

It was noted that the HT report presented at the previous meeting [FG/19/045] had anticipated GLD [Good Level of Development] for eight of the nine Early Years children. Following Pupil Progress meetings, this figure was now expected to be closer to three or four. The Head explained that one needed to consider progress from their starting points but in order to reach GLD, they were expected to achieve several Early Learning Goals.

#### Monitoring

It was noted that St Hilda's was currently under scrutiny.

The Head was very grateful to Carla Martindale and Faye Dodd-Aston for increasing their level of monitoring and support in advance of Michelle Carter taking maternity leave. Julie Caddy at Hovingham was currently in a supporting role for the cover teacher, Anne-Marie Atherton.

**Q. Are staff being released to monitor at St Hilda's or is this done by email?**

**A. It's a mix of both. For example, Carla was released to do joint observations with the Maths Mastery lead. It's easier for Faye, especially as she has a student at the moment. The regular Tuesday morning release has had to go because of the budget. I'm covering at the moment but it's not easy.**

**Q. Are you able to provide cover on a regular basis? Are you having to re-jig the timetable?**

**A. There is a little bit of that. A Headteacher's diary for two schools presents certain constraints. There is certainly a benefit for me to be in the classrooms, but it can be restricted.**

**Q. Do teachers have access to your diary?**

**A. Yes, they do.**

#### Staffing

A Atherton was in her second week of a hand-over at Hovingham. She has had a chance to work with J Caddy and this has all proved very positive.

The Head was in discussion with TAs about reorganising their hours to accommodate maternity leave for a member of staff.

Maternity cover for a member of staff had been advertised and the school had received four applicants. One would be called to interview. The candidate was very experience and the Head would like to explore their level of experience across the full Y3-Y6 age range.

Recruitment was taking place for a TA to support an autistic child at St Hilda's.

CONFIDENTIAL MINUTE

#### Pupil numbers

Pupil numbers at St Hilda's were at 36 and it was anticipated that this would remain the same in September with five pupils leaving Y6 and five starting in Reception.

Pupils numbers at Hovingham were at 29. In addition to the one Y6 pupil leaving in September, two pupils were also expected to leave. The school was

expecting two new pupils in Reception. It was noted that this would present challenged for the 2020-21 budget.

Prospective parents who had recently moved to the area would visit Hovingham on 11<sup>th</sup> June and there had been a tentative enquiry at St Hilda's before half term.

**Q. Can we do any more? We used to have banners outside the school.**

**A. The banners looked a bit tired now and the Ofsted reference is dated. We talked about having a discussion with the Estate.**

Governors discussed ways to increase the visibility of the schools using banners incorporating a new North Yorkshire flag, working with the joint strapline and approaching the council to put up signposts. The Head felt that there was already awareness of the existence of the schools in the community. Governors went on to discuss the possible reluctance of parents to send their children to a very small school.

**Comment: Some say that children from small schools do better as they experience a more nurturing environment. We need to sell the benefits.**

**Comment: Private schools have very small class sizes and here you get that for free.**

#### CONFIDENTIAL MINUTE

Governors discussed whether or not the development of a school brochure would be useful. The Head explained that a New Starters pack was available and that most primary schools were now moving towards online promotion but some governors felt that a small scale, glossy leaflet and/or bookmark would be helpful.

Governors suggested the following ideas to raise the profile of the schools:

- Advertise at Hovingham market
- Write a piece on the school websites on the benefits of smaller schools
- Involve pupil voice and representation

**Q. How would you like to involve the Estate?**

**A. We have used Estate land in the past for Forest Schools and we could use some space for sporting events. I also feel a responsibility to keep them updated on the situation regarding pupil numbers.**

C Almond would draft a letter to the Estate on behalf of the governors.

#### Pupil Premium

*[Reports had been circulated with the agenda]*

The Head explained that the reports outlined the Pupil Premium budget and what the money was being spent on.

**Q. There had been some discussion about parents being able to have a say on what the funding was spent on. Has that come to light?**

**A. Not directly. If a child has Pupil Premium and SEND funding, there will be some discussion about support given.**

#### CONFIDENTIAL MINUTE

**Q. When this spending and the impact is reviewed, how do we get the data?**

**A. In the HT report but you should also get information from link governor visits. F Dodd-Aston and C Martindale are being upskilled to develop their knowledge and experience of children receiving Pupil Premium funding.**

**Q. A certain amount of funding is spent on enabling residential visits etc. Do you provide any evidence of what pupils get out for these visits?**

CA

**A. Not formally but I can give anecdotal evidence as I go on all of these visits. It's very subjective.**  
**Q. Is it noted on the End of Year reports?**  
**A. It may be but it's difficult to evidence the impact.**  
**Comment: Perhaps we could have a pupil voice questionnaire at the end of the visit.**  
**Q. Can you tell us more about the nature of the booster sessions?**  
**A. The sessions tend to take place in the afternoons to avoid children being taken out of English and Maths. They are teacher led and the teachers know exactly where any gaps are.**  
**Q. A review of the implementation of Academic Resilience is due this summer. Do York University give you any data or will the review be internal.**  
**A. We won't receive any data from York University so it will be internal involving questionnaires for the children.**

York Diocese SLA

*[SLA had been circulated with the agenda]*

It was noted that different levels of support were offered by the Diocese and that both schools had been working with the standard package.

**Q. Is there support given to each school separately?**

**A. Yes. Martyn will be meeting with Heather Rattenberry [Diocesan School Advisor] here and Andrew will be meeting with her at St Hilda's. There is some overlap.**

Reports from these visits would be discussed at the next FGB meeting.

**Q. Would you say the support was helpful and good value for money?**

**A. Yes, I would.**

The Chair pointed out that additional services such as support with Headteacher appraisals were also available to buy in.

**Governors AGREED to continue with the standard package of support from the Diocese.**

Information Governance Audit

*[Report had been circulated with the agenda]*

Governors were informed that the audit had been completed by the Head and SBM. The Head went through the report and the following points were raised:

- Appendix 1 indicated that the SIRO and SPOC were not aware of their responsibilities. The Head and SBM had since undertaken some online training and were now confident of their responsibilities.
- A number of privacy notices and the Information Security Policy had now been circulated.
- Data protection clauses were within all school policies and Veritau could be contacted regarding this if necessary.
- The Data Processing Contract had been moved to ScholarPack and it had been assumed that a Data Protection Impact Assessment would be carried out by them. The audit had identified that this was not the case so the Head and SBM had been upskilled for this task.
- In terms of restoring data in an emergency the vast majority of school data was in the cloud. It would take some time to source and programme a new server and download data.

**Q. Would you say that we're not far off the mark now?**

**A. Absolutely.**

**Q. Is there a plan in place to keep up to date with this?**

Agenda

	<p><b>A. Many of the things have been address already. We will update as contracts come out. There will be an ongoing review.</b></p> <p><b>Q. How frequent are the audits?</b></p> <p><b>A. Yearly.</b></p> <p><b>Q. Do NYCC send out relevant updates?</b></p> <p><b>A. Veritau will send them out.</b></p> <p><u>SRE letter to parents</u>  <i>[First draft of a letter had been circulated with the agenda]</i>  Governors were reminded that SRE had been in the news recently and that it was a potentially sensitive issue. Following training, the Head had drafted a letter to parents in collaboration with another Headteacher.</p> <p><b>Q. When will this go out?</b></p> <p><b>A. In September.</b></p> <p><b>Q. Do you have a back-up plan for parents that object? Is there a standard response?</b></p> <p><b>A. I will make sure I am well versed in current legislation.</b></p> <p>It was noted that parents are entitled to withdraw their children from RSE but that they were asked to discuss any issues they may have with the Head in the first instance. The Vice Chair informed governors that this issue had been raised at the most recent GSINs meeting and that the letter circulated was an accurate representation of advice given by NYCC to governors there.</p> <p><u>School meal prices</u>  <i>[Future school meal prices had been circulated before the meeting]</i>  Governors were advised that the schools were charged by County Caterers for the meals they served and that they received less for Universal FSM [Reception – Y2] than they were charged.</p> <p>Governors discussed school meals and the following points were raised:</p> <ul style="list-style-type: none"> <li>• The schools had a limited choice in terms of suppliers.</li> <li>• Transport was a barrier to getting meals prepared elsewhere.</li> <li>• Children from Reception to Y6 were given the same potion sizes at the same cost.</li> <li>• County Caterers were in a position to provide cover when necessary although this had not always been helpful.</li> <li>• The two schools faced different costs and it was suggested that they could be standardised and fruit bought with the profit although, after discussion, governors decided against this.</li> </ul> <p>Governors felt that the situations should be explored further. The Head would explore any firm line of enquiry suggested by governors.</p> <p><b>Governors AGREED to raise the cost of school meals to parents to £2.70 at Hovingham and £2.40 at St Hilda’s from September.</b></p>	
FG/19/065	<p><b><u>School Development Plan (Core Function – Strategic Direction)</u></b>  This would be shared with governors at the next FGB meeting, by which time SATs results would have determined the direction of several strands of the plan.</p>	
FG/19/066	<p><b><u>Finance &amp; Premises (Core Function – Financial Oversight)</u></b>  <u>Budget update</u>  <i>[documents had been circulated with the agenda]</i></p>	

	<p>The carry forward for the end of the last financial year (2018-19) had been slightly higher than expected although this was due in part to items to be charged in 2019-20.  The impact of two children leaving Hovingham would be reflected in the 2020 budget.  Maternity cover and restructuring meant that there was a level of uncertainty in the budget at this point.  The figures for year three indicated that further difficult decisions would have to be made.</p> <p><u>Maintenance</u>  The Head had met with Andy Holt to ensure that any maintenance issues were quickly dealt with. A leak in the boys toilets at Hovingham was being investigated to work out whether it was from the roof or from groundwater.</p> <p><b>Q. Is the roof at Hovingham being fixed?</b>  <b>A. Contractors have been to submit costs to NYCC so it is moving. Children are not using the playground until the work has been completed.</b></p> <p><b>Q. Where are the children playing?</b>  <b>A. In the Early Years areas and on the village green.</b></p> <p><b>Q. Do we lease the building from the Estate? Is it [maintenance] our financial responsibility?</b>  <b>A. Yes, although anything over a certain cost could mean we get a contribution from NYCC. The building was gifted to the community by the Estate for a specific purpose.</b></p> <p><i>[As previously arranged, M Boothroyd left the meeting at 7.05pm]</i></p>	
FG/19/067	<p><b><u>Rapid Improvement Group</u></b>  The Chair, Vice Chair and F Standen would arrange to meet before the next FGB meeting to discuss staffing, pupil numbers and data at Hovingham.</p>	RIG
FG/19/068	<p><b><u>Monitoring Visits</u></b>  <u>Literacy</u>  The report, with support of F Dodds-Aston, identified the issue of raising the value of technical accuracy across the school. C Almond explained that Talk for Writing had become embedded and had been a real success with visible differences in books. The process had enabled pupils to produce writing more quickly and fluently and it was now time to embed technical accuracy. It was felt that technology meant that this aspect of writing was not given much value (due to tools like Spellcheck) so basic rules such as the use of capital letters were being overlooked.</p> <p><b>Q. Are we just trying to encourage children to speed up so they can review their work? Why not teach them to get it right the first time?</b>  <b>A. It's not so much about speed. It's more about fluency and allowing children to process fluently. The writing process is not just technical. It's about style, genre etc. The success of Talk for Writing has meant that the text is there for them to read and study to support that fluency.</b>  <b>Comment: There is sometimes a lack of confidence to experiment with language and writing. This is something that Faye has been tackling. It's nice to see in the books.</b></p> <p><u>SEND</u>  J Richardson had in March visited [with R Garnish] to discuss the provision for children with SEND and to see the children in the classroom. She noted that</p>	

	<p>the children were all very much included in the class but that it was against a backdrop of reduction in support from speech and language specialists. This meant that teachers were coping with more. The visit was about considering what was in the best interests of the children as well as the other children in the class and the teaching staff. She felt that in one case there was a question about whether the school was the best place. There was also a need to help parents become part of the team so that there was consistency between home and school. It was noted that York Hospital provided good support, but that it was not always easy for parents to get there. Governors were informed that staff had appeared quite stressed at times but that the response of the other children in the class had been very positive.</p> <p><b>Q. How do behaviour policies work in relation to SEN?</b>  <b>A. We tailor the behaviour policy to the individual child. If we have a child with [significant special needs] we can't apply the policy in the same way.</b></p> <p>The Head explained that this situation was being monitored and that discussions were in place with parents.</p> <p><b>Q. Is the situation going to be more challenging next year?</b>  <b>A. There is a plan from September.</b></p> <p>CONFIDENTIAL MINUTE</p> <p><u>Maths</u>  J Senior had carried out a maths monitoring visit and her report would be presented at the next meeting. A follow up meeting would take place before the next meeting.</p> <p>J Conacher would meet A Atherton on 13<sup>th</sup> June.</p>	<p>Agenda  JS</p> <p>JC</p>
<p>FG/19/069</p>	<p><b>Health &amp; Safety and Safeguarding</b>  M Boothroyd would complete the Safeguarding Audit review at Hovingham. Epipens were available and staff at St Hilda's had been trained in their use.</p> <p><b>Q. Is there a specific plan for the child concerned?</b>  <b>A. Yes, there are very clear instructions by the phone.</b></p>	<p>MB</p>
<p>FG/19/070</p>	<p><b>Policies</b>  [All policies had been circulated with the agenda]  A number of policies had been identified by the Information Governance Audit:</p> <p><a href="#">Information – Hovingham</a></p> <p><a href="#">Information – St Hilda's</a></p> <p><a href="#">Employee Privacy Notice – Hovingham</a></p> <p><a href="#">Employee Privacy Notice – St Hilda's</a></p> <p><a href="#">Parent &amp; Pupil Privacy Notice – Hovingham</a></p> <p><a href="#">Parent &amp; Pupil Privacy Notice – St Hilda's</a></p> <p><a href="#">Information Security – Hovingham</a></p> <p><a href="#">Information Security – St Hilda's</a></p>	

	<p><a href="#">Recruitment Privacy – Hovingham</a></p> <p><a href="#">Recruitment Privacy – St Hilda’s</a></p> <p>The following policies were internal or from NYCC</p> <p><a href="#">Assessment</a></p> <p><a href="#">Budget Management</a></p> <p><a href="#">Debt Write-Off</a></p> <p><a href="#">Internet</a></p> <p><a href="#">Uncollected Child</a> The Head would look into the need for the NYCC procedures for a child on school transport returning home and there being nobody available to collect them.</p> <p><b>Governors APPROVED all 15 policies.</b> Proposed: J Conacher Seconded: V Forrester</p> <p><i>[J Conacher made apologies and left the meeting at 7.30pm]</i></p>	JP
FG/19/071	<p><b><u>Governor Training</u></b></p> <p>The Vice Chair reported that she had attended the GSINs meeting and had found it useful in terms of information and networking with other governors. The following items had been discussed at the meeting:</p> <ul style="list-style-type: none"> <li>• RSE: It was felt that the letter produced by the Head clearly reflected the position of the Local Authority.</li> <li>• Wellbeing: It was reported that it was possible to apply for a Wellbeing Awards and that there was no cost attached to this.</li> <li>• Growing up in North Yorkshire: This survey had highlighted that the culture of a school had a direct correlation to attainment.</li> <li>• SIAMS: A new inspection framework had since September 19 been in place and it was noted that it would be more difficult to achieve ‘Excellent’. The Chair pointed out that the diocese was putting on training for governors on SIAMS and the Head explained that this would also be the focus of Diocesan visits.</li> </ul>	
FG/19/072	<p><b><u>Any Other Business</u></b></p> <p><u>Howardian Hills Small Schools Agreement</u> <i>[The agreement had been circulated prior to the meeting]</i> <b>Governors AGREED to sign the agreement.</b></p> <p><u>Hovingham Market</u> The Friends of Hovingham School were running the café at Hovingham Market on 6<sup>th</sup> July and governors were asked to lend support. C Almond, J Senior and J Richardson would help.</p> <p><a href="#">Governors discussed the possibility of the schools working with flexible schooling, which would involve part-time education for children who were being home-schooled. F Standen would talk to contacts in the York area about this.</a></p>	CA, JS & JR  FS

	F Standen also mentioned flexible swimming. The Head explained that there were some complications in that swimming was on the curriculum so could not be paid for with Sports Premium funding but that this could work as a supplement for targeted children.	
FG/19/073	<p><b><u>Matters for celebration</u></b></p> <ul style="list-style-type: none"> <li>• The very thoughtful way in which Y6 went through Crucial Crew week.</li> <li>• The various partnerships that the schools were working with, including moderation events held the previous week.</li> </ul>	
FG/19/074	<p><b><u>Matters for inclusion on the next agenda</u></b></p> <ul style="list-style-type: none"> <li>• SATs results</li> <li>• SDP</li> <li>• Maths visit report</li> <li>• Budget update</li> <li>• Staffing update</li> <li>• Diocese visit reports</li> <li>• RIG</li> </ul>	
FG/19/075	<p><b><u>Date and venue of next meeting</u></b></p> <p>It was noted that the next meeting would take place on Wednesday 10<sup>th</sup> July at St Hilda's.</p>	

*Meeting ended at 7.45*

<b>Impact Statements</b>
Governors questioned the Head about effective monitoring in the schools.
Governors discussed possible ways to increase pupil numbers.
Governors scrutinised the Pupil Premium report and asked about impact.
Governors asked for an update about ongoing maintenance work at Hovingham.
Governors shared two monitoring reports.
Governors approved 15 policies.

<b>Actions</b>			
<b>Item ref</b>	<b>Action</b>	<b>Timeframe</b>	<b>Name</b>
FG/19/062	Send in photo and pen portrait for school website	By next FGB	FS
FG/19/063	Arrange for announcements about governor vacancies in church newsletters	By next FGB	MB
FG/19/063	Ensure that C Reid receives all papers	Ongoing	Clerk
FG/19/064	Draft letter to the Estate about pupil numbers at Hovingham	By next FGB	CA
FG/19/067	Hold RIG meeting	By next FGB	RIG
FG/19/068	Arrange follow-up maths visit	By next FGB	JS
FG/19/068	Meet A Atherton	13/6/19	JC
FG/19/069	Complete Safeguarding Audit review at Hovingham		MB
FG/19/070	Look into plan for children not collected from school bus		JP
FG/19/072	Support Hovingham Market café	6/7/19	CA,JS,JR
FG/19/072	Explore flexible schooling		FS

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

The following acronyms may have been used throughout the minutes:

<b>ARE:</b> Age Related Expectations	<b>EHCAR:</b> Education Health and Care Assessment Request
<b>EOY:</b> End Of Year	<b>EVA:</b> Esk Valley Alliance
<b>EYFS:</b> Early Years Foundation Stage	<b>FGB:</b> Full Governing Body
<b>FSM:</b> Free School Meals	<b>GSINs:</b> Governors School Improvement Network meetings
<b>KS1:</b> Key Stage One	<b>KS2:</b> Key Stage Two
<b>MSL:</b> Maths Subject Leader	<b>NYCC:</b> North Yorkshire County Council
<b>NAHT:</b> National Association of Head Teachers	
<b>NQT:</b> Newly Qualified Teacher	<b>RI:</b> Requires Improvement
<b>RIG:</b> Rapid Improvement Group	<b>ROV:</b> Record of Visit
<b>RSE:</b> Relationship and Sex Education	<b>SBM:</b> School Business Manager
<b>SDP:</b> School Development Plan	<b>SEF:</b> Self Evaluation Form
<b>SEN:</b> Special Educational Needs	<b>SENCo:</b> Special Educational Needs Coordinator
<b>SFVS:</b> Schools Financial Value Standard	<b>SGOSS:</b> School Governors' One Stop Shop
<b>SIA:</b> School Improvement Advisor	<b>SIAMS:</b> Statutory Inspection of Anglican & Methodist Schools
<b>SIRO:</b> Senior Information Risk Owner	
<b>SPOC:</b> Specific Point of Contact	<b>SRE:</b> Sex and Relationship Education