

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

**Present:** Clare Almond (Vice Chair)    **Martyn Boothroyd**  
Victoria Forrester (Chair)    **James Pynn (Head)**  
Andrew Reid    **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/19/076	<b><u>Welcome</u></b> The Vice Chair welcomed governors and explained that she would chair the meeting until the arrival of the Chair. The Vice Chair said a prayer.	
FG/19/077	<b><u>Apologies for absence</u></b> V Forrester sent apologies for arriving late due to family commitments. J Conacher sent apologies due to family commitments. A Kirk sent apologies due to a prior commitment. The Clerk explained that, due to an error A Kirk had not been informed about the meeting in time. <b>Governors consented to these apology</b>	
FG/19/078	<b><u>Declaration of Interest &amp; Items of Confidentiality</u></b> There were no declarations of interest made. It was agreed that items of confidentiality would be decided throughout and after the meeting.	
FG/19/079	<b><u>Notification of urgent other business</u></b> There was no urgent other business.	
FG/19/080	<b><u>Public minutes of the meeting held on 10<sup>th</sup> June 2019</u></b> <i>[Minutes had been circulated with the agenda]</i> Governors scrutinised the public minutes of the FGB meeting held on 10 <sup>th</sup> June. <b>The minutes were AGREED as a correct record and duly signed and dated to this effect.</b> Proposed: C Almond Seconded: J Senior  <i>[Confidential minutes were tabled at the meeting]</i> Governors scrutinised the confidential minutes from the FGB meeting held on 10 <sup>th</sup> June. <b>The minutes were AGREED as a correct record and duly signed and</b>	

	<p><b>dated to this effect.</b></p> <p><b><u>Public minutes of the meeting held on 13<sup>th</sup> May 2019</u></b>  It was agreed that minutes of the meeting held on 13<sup>th</sup> May, approved by governors on 10<sup>th</sup> June should be revised and sensitive information made confidential.</p>	
FG/19/081	<p><b><u>Matters arising from the previous minutes</u></b></p> <p><u>School website [FG/19/062]</u>  F Standen would send a photograph and pen portrait to be uploaded to the school websites.</p> <p><u>Governor vacancy [FG/19/063]</u>  M Boothroyd reported that announcements about the vacancy would appear in the next edition of the Parish newsletter and in the Benefice newsletter before the end of the month. A poster had also been put on the village notice board.</p> <p><u>Letter to the Estate [FG/19/064]</u>  C Almond had written a draft letter to the Estate and shared this with the Head and Chair. The Head had felt that September would be a good time to send the letter.  C Almond would circulate the draft letter to governors.</p> <p><u>RIG Meeting [FG/19/067]</u>  Governors were informed that a RIG meeting had taken place on Monday 8<sup>th</sup> July. Minutes taken during the meeting would be typed up. The following subjects were discussed:</p> <ul style="list-style-type: none"> <li>• Staffing and staff vacancies: Three candidates would be interviewed on Friday 12<sup>th</sup> July. Adverts had gone out for a midday supervisor, a GTA and a GTA with SEN experience.</li> <li>• Budget</li> <li>• Data</li> <li>• Ways to promote Hovingham including open days, grandparent lunches and liaising with the press about sports day etc.</li> <li>• Headteacher qualification</li> </ul> <p><i>[Discussed further later in the meeting: FG/19/086]</i></p> <p><u>Safeguarding [FG/19/069]</u>  M Boothroyd had carried out a Safeguarding visit to St Hilda's and a follow-up visit to Hovingham. Governors were shown a colour-coded document created by the administrator at Hovingham indicating the 56 documents that staff were required to read in connection to Safeguarding. M Boothroyd felt that a similar document at St Hilda's would be useful.  <b><i>Comment: I was very impressed by the work done by Claire [Hovingham Admin] and my examination of the records didn't differ from her document.</i></b></p> <p><u>Uncollected Child Policy [FG/19/070]</u>  The Head had followed up the question of children not being collected from the school bus. He was awaiting a response from NYCC School Transport and from the Health &amp; Safety Advisor. The local taxi firm indicated that they had a policy of not handing a child over unless a parent or guardian could be seen. If</p>	<p>FS</p> <p>CA</p> <p>CA</p>

	<p>this did not happen, they would keep the child and complete their route before returning. If a parent or guardian was still not there, the taxi driver would return the child to school.</p> <p>The Head expressed a concern about children being returned to St Hilda's on Tuesday evenings as all staff met at Hovingham at that time. He would ensure that the taxi company had his mobile number but would also like to know their back-up plan.</p> <p><b>Q. Would it be possible to have one or two people in the villages who were DBS checked who were willing to take responsibility for a child?</b></p> <p><b>A. I would rather have staff available to receive children [in these circumstances].</b></p> <p>The Head would update governors when he had received further advice</p> <p><u>Hovingham Market Café [FG/19/072]</u></p> <p>It was noted that the café had raised over £600. The Head thanked governors very much for their contribution.</p> <p><u>Flexible Schooling [FG/19/072]</u></p> <p>F Standen would explore the idea of linking the schools to flexible schooling.</p> <p>It was noted that all other actions had been completed.</p>	<p>JP</p> <p>FS</p>
FG/19/082	<p><b><u>Governance</u></b></p> <p><u>Governing Body membership</u></p> <p>It was noted that there was currently one vacancy for a co-opted governor and that there would be another in September.</p> <p>The Chair was awaiting a response from Rachel Bell about whether she would like to return after her maternity leave.</p> <p>Between them, governors had identified three potential co-opted governors. The Chair had spoken to one person and it was agreed that they should be invited to the next meeting. The other two would be invited to the school to discuss the possibility of them joining the governing body. Governors were reminded that they were permitted to have additional Associate Governors in the event of both vacancies being filled.</p> <p><u>Succession planning</u></p> <p>It was noted that V Forrester had agreed to remain as Chair until the start of the next academic year.</p> <p>C Almond explained that she was happy to be Acting Chair in September but lacked the confidence to take on the role of Chair as she did not have a great deal of experience in running meetings.</p> <p>A Reid explained that he would be willing to be Vice-Chair.</p> <p>The Head would contact Governance and NYCC and ask their advice.</p> <p>The Clerk would circulate a job description for the role of Chair.</p>	<p>VF, JS, MB</p> <p>JP Clerk</p>
FG/19/083	<p><b><u>Headteacher updates (Core Function – Educational Performance)</u></b></p> <p><u>Data</u></p> <p><i>[Data reports for each school had been circulated with the agenda]</i></p> <p>It was noted that SATs results had been received the previous day and that the Head had shared these results with governors prior to the meeting. Pupils would receive the results with their reports on Thursday 11<sup>th</sup> July.</p> <p>Governors were reminded that Hovingham had a cohort of one pupil in Y6.</p>	

CONFIDENTIAL MINUTE

Governors would receive in-depth data reports from the Fisher Family Trust and the Local Authority in the Autumn.

**Q. How are you approaching the fragility of individual pupils?**

**A. With our nurturing environment and through good, supportive relationships with parents.**

**Q. Will there be any transition support for those who need it?**

**A. Yes, Ryedale School has been very helpful providing additional transition days where necessary.**

The Head explained that he was working with teachers at both schools to use assessment to identify where they had successfully narrowed the gap. This information would be used year-on-year to try and identify patterns.

**Q. Can we read anything into the fact that Maths results are lower?**

**A. This has been discussed in a recent staff meeting and there are a number of strands to this. Where pupils have joined our school from another, their strength in Maths depends on their earlier experience in the subject and I feel that the fixes for those joining our school from another in Maths are less obvious than those in Reading. Equally, there is a lot of coverage required in Maths and time has to be taken unpicking with new pupils where they are and aren't secure. I am mindful of this however, which is why we are continuing to get support from Maths Mastery Teacher Research Group. The interim subject leader is currently shadowing the subject leader and will also be mentored by an experienced Maths teacher from another school.**

The subject leader was keen to work on developing mental arithmetic.

**Comment: I visited a Maths lesson with Carla and I thought it was brilliant. The children were looking at the Fibonacci Sequence and all the children were experimenting in a way that removed any sign of strength or weakness. I think this approach was excellent for resilience.**

CONFIDENTIAL MINUTE

A very experienced Early Years lead from Terrington & Foston would visit the schools in September and develop at Early Years action plan.

**Q. Would you say that there were some concerns with Early Years data in Maths and Literacy?**

**A. Yes, and this is partly about low attainment on entry but we will also be looking at upskilling teaching input and improving the provision to ensure that children get to their Early Learning Goals.**

Staffing

As mentioned earlier in the meeting, recruitment was taking place with three candidates being interviewed on Friday.

Pupil numbers

RIG had discussed ways to promote the schools (and Hovingham in particular) including contacting Hovingham Estate and inviting parents to the school for worship.

CONFIDENTIAL MINUTE

M Boothroyd reported that he had met with Angela Egan, who had recently been successful in promoting Malton as a dog-friendly town, about how to raise the profile of Hovingham School. The following ideas were discussed:

- An open evening, following some promotion work
- Highlighting the historical nature of the school with an exhibition
- Involving former pupils
- Circulating publicity to local nurseries and child-minders
- Contacting Sharon Dale at the Yorkshire Post
- Working with Minster FM
- Highlighting the value of small schools and mixed age classes with mention of a caring environment and lack of bullying
- Contacting Malton Mumblers

The Head thanked M Boothroyd for a very constructive meeting.

The school would hold an open morning and after school event in the Autumn term.

**Q. Is there anything we can do around Harvest?**

**A. Last year, the children led the service. This year it will be in school time in Church and parents would be invited.**

**Q. At St. Hilda's there is a family service with a band. Could something similar happen at Hovingham?**

**A. The biggest challenge would be getting children to attend as there aren't many children in Hovingham who regularly go to church.**

Governors went on to discuss ways to use the Church and music and it was suggested that the Friends of Hovingham could be approached to purchase instruments.

SIA visit to Hovingham, 18<sup>th</sup> June

*[Visit report had been circulated with the agenda]*

The School Improvement Advisor, Heather Mensah had visited Hovingham to discuss both schools. Governors were thanked for meeting with her that afternoon.

**Comment: It seems to be very encouraging about how Ofsted would view the current staffing situation.**

**Comment: I need to concretise my link governor role, which I intend to do through visits next term.**

**Comment: I think it's a very positive report.**

It was noted that work was ongoing to ensure that the Early Years Department at St Hilda's would move from RI to a secure Good.

Diocesan visits to both schools

*[Visit reports were circulated with the agenda]*

The Head thanked the Foundation governors for attending these two meetings and noted that many of the actions identified would be drafted into the SIAMS SEF. St Hilda's was due to receive a SIAMS inspection in 2020-21 and Hovingham in 2021-22.

V Forrester arrived at 6.35pm and took over Chairing the meeting.

**Q. The report mentions a Prayer Space at St Hilda's but I can't see where it would go. How realistic is it that one would be created?**

**A. It would be difficult in terms of space. Olivia Seymour will be leading a staff meeting on this in September.**

**Q. Have any pupils at either school been taken out of Collective Worship?**

**A. No and I think that is a good indication that we appreciate children with [Christian] faith, those with no faith and those with other faiths and that parents are happy too.**

**NPQEL [National Professional Qualification for Executive Leadership]  
[Information had been circulated with the agenda]**

The Head explained that he had received a letter inviting him to apply for a qualification relevant to Headteachers of two or more schools. After researching the qualification, the Head felt that this was something that could benefit the Federation. It would also allow for personal development for the Head and networking opportunities beyond the Howardian Hills Alliance and the Esk Valley Alliance.

The training was costed at £5K, which would be paid by the DfE. There would be a time implication as the course would take between 12 and 18 months and would involve six days out as well as private study and projects.

Senior members of the governing body would be required to sign documents in order for the Head to apply, but he also felt it was important to hear the views of governors.

**Q. What do you think would be the advantage to the schools?**

**A. An increase in knowledge and access to different solutions to challenges faced by small schools such as budget and subject leadership. The course would allow for fuller, deeper understanding.**

**Q. Is it a national cohort?**

**A. It has been regionalised**

**Comment: I think it's a wonderful course but terrible timing. We need you in school. It's a critical time for us now with staffing and concerns about pupil numbers.**

**A. I hear that, and it is a time commitment, but I think the benefits mean that it would be worth it. Is there ever a perfect time to do this? It would benefit the school but also me personally.**

**Comment: CPD can be motivating and invigorating. My only concern is your workload. There isn't somebody like a deputy who you can easily and quickly rely on.**

**A. I understand where you're coming from. At St Hilda's we have the SENCO, who is also the literacy lead and there is support in place for staff at Hovingham. One of the issues we are facing [that could be addressed by the course] is how to do this without a deputy. Some small schools have Assistant Headteachers, but we don't have the finance for that. The School Business Manager does function as deputy in many ways.**

**Q. Are there opportunities for other members of staff to get training?**

**A. Yes there are always those opportunities.**

The Head went on to list the training opportunities taken up by staff but explained that these courses could be very costly.

Training opportunities taken up by the staff included:

- SENCo termly meetings
- Nursery and KS1 training
- Gardening

	<ul style="list-style-type: none"> <li>• Cooking</li> <li>• Maths planning for small schools</li> <li>• Phonic audit and development of literature</li> <li>• Maths reasoning</li> <li>• EVA leadership</li> </ul> <p><b>Q. How will staff react – how will you sell it to them?</b>  <b>A. I will have a conversation with them about the benefits to them through the benefits to both schools and I will be candid about the benefits to me.</b></p> <p><b>Q. Can you bring the team with you?</b>  <b>A. I hope so.</b></p> <p><b>Q. Do you definitely have time in the event of staff changes?</b>  <b>A. I will make time. There will be a lot of double counting.</b></p> <p><b>Q. Does that mean that the course would be supporting the things you have to do anyway?</b>  <b>A. Yes. And it will provide clarity at a time of uncertainty. I've done the job through taking a Masters, a Headteacher qualification, SENCo qualification...I will make it work.</b></p> <p>Governors continued to discuss the benefits of the course in balance with the impact on the schools and it was suggested that this could be an opportunity to create a culture of CPD within the whole Federation.  The Head asked governors to make a decision to allow for an application to be submitted on 24<sup>th</sup> July.</p> <p>Governors voted with a show of hands.  <b>Governors AGREED by a majority to support the Headteacher in his application for the NPQEL.</b></p> <p><u>SEN Report</u>  <i>[Report had been circulated prior to the meeting]</i>  It was noted that this was a revised report from the SENCo.  There were no further questions about the report.</p>	
FG/19/084	<p><b><u>School Development Plan</u></b> (Core Function – Strategic Direction)  <i>[SDP had been circulated with the agenda]</i>  Governors were advised that the SDP had been RAG rated before the release of SATs results. The Head anticipated that many common threads, based on the previous Ofsted inspection would be carried over to the SDP for the next academic year. There would be a slightly different focus to cover subject specific development by looking at Intent, Implementation and Impact in reference to the new Ofsted framework.</p> <p><b>Q. There is a lot of Red rating connected with RSE. Is that to be completed by the end of term?</b>  <b>A. No, not the end of term. This is to be in place by September 2020. This is about a new RSE policy but also about resources. We have done a lot towards this including creating a policy, drafting a letter to parents and resourcing.</b></p> <p><b>Q. Does the RSE time come directly from PSHE?</b>  <b>A. It will mean a re-jig, which is why I'm keen that resources will be part of it.</b></p>	

FG/19/085	<p><b>Finance &amp; Premises</b> (Core Function – Financial Oversight)  <i>[Budget paperwork had been circulated with the agenda]</i></p> <p>Governors were advised that the budget figures submitted had presumed a decrease in pupil numbers. As previously discussed, it now seemed likely that pupils numbers would be higher than expected at St Hilda’s and it was noted that a family visiting the school had been impressed by the fact that staff at St Hilda’s spoke directly to their children and not just to them. In addition to this, pupil numbers at Hovingham were looking more positive.</p> <p>These changes would have significant financial implications, so the Head had drafted some new figures presuming that there would be no Pupil Premium funding attached to any of the children.</p> <p>CONFIDENTIAL MINUTE</p> <p><u>Maintenance</u></p> <p>Governors were told that snowboards would be replaced at Hovingham. A broken kitchen window at St Hilda’s had been replaced and the school had subsequently been contacted by NYCC stating that the cost would come from the Capital budget but that they could make a contribution of £2K if the budget was already under pressure. The Head felt that this was unreasonable and would look at offering a different amount.</p> <p>Pathways at St Hilda’s would be completed over the summer along with vegetable planters, purchased through Sugar Tax funding.</p> <p>The cloakroom refurbishment at Hovingham would be phased and the question of whether anything could be started over the holidays was being explored.</p>	
FG/19/086	<p><b>Rapid Improvement Group</b></p> <p>The Chair reported that a recent RIG meeting, involving herself, the Head, the Vice Chair and F Standen had been very positive and worthwhile. The group had discussed the following:</p> <ul style="list-style-type: none"> <li>• Restructuring scenarios</li> <li>• Budget</li> <li>• An advanced look at data</li> <li>• Promotion including media coverage.</li> <li>• Ways to approach Hovingham Estate for support. It was noted that any collaboration should be sustainable.</li> <li>• Governor newsletters.</li> </ul> <p>M Boothroyd would pass the contact details of Angela Egan to RIG.</p>	MB
FG/19/087	<p><b>Monitoring Visits</b></p> <p><u>Maths</u></p> <p><i>[Visit report had been circulated with the agenda]</i></p> <p>J Senior reported that she had carried out an additional follow-up meeting with the Maths lead to discuss data and progress over the year. It was noted that there was an ongoing issue with time allocated for monitoring. The Head explained that this would be addressed by holding staff meetings at both schools in future and allowing additional time for the maths lead to work with the NQT.</p> <p>J Senior explained that she had also visited the schools in her capacity as volunteer for the local library to promote the Summer Reading Challenge and that she was able to engage with the children about this worthwhile project.</p>	

	<p>The Head would ensure that mention of this would go out in both of the next school newsletters.</p> <p>It was noted that Leavers Assemblies would take place in Hovingham on Thursday 18<sup>th</sup> July and at St Hilda's on Friday 19<sup>th</sup> July. Diversity Day had been postponed until September.</p>	JP
FG/19/088	<p><b><u>Health &amp; Safety and Safeguarding</u></b>  <u>Fire Risk Assessments</u>  <i>[Documents for both schools had been circulated with the agenda]</i>  <b>Q. Are the low – medium priorities in hand?</b>  <b>A. Yes</b></p> <p><u>Safeguarding</u>  <b>Q. Are there any Safeguarding issues to report?</b>  <b>A. We touched on the procedure for uncollected children earlier in the meeting but other than that, I have nothing to report.</b></p>	
FG/19/089	<p><b><u>Policies</u></b>  <i>[All policies had been circulated with the agenda]</i></p> <p><a href="#">Business Continuity &amp; Disaster/Critical Incident Recovery Plan</a></p> <p><a href="#">Charging &amp; Remissions</a></p> <p><a href="#">Collective Worship</a></p> <p><a href="#">Initial Teacher Training</a></p> <p><a href="#">Mental Health &amp; Wellbeing</a></p> <p><a href="#">No Smoking</a></p> <p><a href="#">Single Equity Scheme</a></p> <p><a href="#">SMCS</a></p> <p><a href="#">SEND</a></p> <p><b>Governors APPROVED all nine policies.</b>  Proposed: J Senior  Seconded: V Forrester</p>	
FG/19/090	<p><b><u>Governor Training</u></b>  The Chair would forward an email with NYCC training in the Autumn Term.  The Chair recommended that at least one governor attend the complaints training as she had found it to be very useful and important.  Training for Chairing was also available as was an Introduction to Governance, which was also recommended by the Chair.</p>	VF
FG/19/091	<p><b><u>Any Other Business</u></b>  The Clerk would write details of how to log into the WiFi of both schools at the top of the agenda in future.</p>	Clerk

	The Head and governors thanked V Forrester for the significant positive impact that she had had on the governing body for a number of years and presented her with a card and gift to show their appreciation.	
FG/19/092	<p><b><u>Matters for celebration</u></b></p> <ul style="list-style-type: none"> <li>• The Sports Day was described as fantastic and governors commended the excellent organisation by D Dunning.</li> <li>• The behaviour of the children during Sports Day, showing them to be caring and demonstrating good sportsmanship.</li> <li>• SATs results and the progress that was being made.</li> </ul>	
FG/19/093	<p><b><u>Matters for inclusion on the next agenda</u></b></p> <p>There were no specific matters for inclusion identified.</p>	
FG/19/094	<p><b><u>Date and venue of next meetings</u></b></p> <p>Wednesday 18<sup>th</sup> September, Hovingham Wednesday 16<sup>th</sup> October, St Hilda's</p> <p>Further dates would be decided on following the appointment of new governors.</p>	

*Meeting ended at 7.50pm*

<b>Impact Statements</b>
Governors identified potential new governors for appointment and discussed succession planning.
Governors scrutinised data reports for both schools and questioned the Headteacher about attainment and support for pupils where it was required.
Governors reported on research carried out about how best to promote the schools and discussed ideas.
After a robust discussion, governors approved the Head's application for a leadership qualification.
Governors scrutinised and approved nine policies.

<b>Actions</b>			
Item ref	Action	Timeframe	Name
FG/19/081	Send photo and pen portrait for school websites	ASAP	FS
FG/19/081	Circulate draft letter to Estate	ASAP	CA
FG/19/081	Circulate minutes from RIG meeting	ASAP	CA
FG/19/081	Clarify plan for uncollected children	Next mtg	JP
FG/19/081	Explore flexible schooling	Next mtg	FS
FG/19/082	Make arrangements for potential governors	ASAP	VF, JS, MB
FG/19/082	Contact governance team re Chair vacancy	ASAP	JP
FG/19/082	Circulate Chair job description	ASAP	Clerk
FG/19/086	Pass contact details of Angela Egan to RIG	Next mtg	MB
FG/19/087	Ensure mention of Summer Reading Challenge in newsletters	ASAP	JP
FG/19/091	Write details of WiFi on agendas	Next mtg	Clerk

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

Signed.....(Chair) .....(Date) 10

<b>EYFS:</b> Early Years Foundation Stage	<b>FGB:</b> Full Governing Body
<b>FSM:</b> Free School Meals	<b>GLD:</b> Good Level of Development
<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